



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 10th May 2022

*Held at the Woodlands Hotel,
Dunmore Road, Waterford
Tuesday, 10th May at 4.30p.m.*



Waterford and Wexford Education and Training Board

Minutes of Meeting held 10th May 2022 at 4.00p.m.

Board Members in attendance: *Cllr. Barbara-Anne Murphy (Chairperson presiding), Cllr. Lola O'Sullivan, Deputy Chairperson, Cllr. Tom Cronin, Ms. Margaret Darrer, Cllr. Kathleen Codd-Nolan, Ms. Sandra Fogarty, Cllr. Cristiona Kiely, Ms. Kate Miskella, Cllr. Pat Nugent, Cllr. Frank Quinlan, Mr. Pat Rath, Ms. Mary Ryan.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive; Dr. Karina Daly, Director of Organisation Support and Development (OSD); Ms. Eimear Ryan, Director of Schools, Mr. Ken Whyte, Director of Further Education and Training (FET); Mr. Fintan O'Reilly, Corporate Services Manager, Mr. Michael O'Brien, Innovation and Development Manager.*

Presentation made to the Board by: *Director of OSD Dr. Karina Daly.*

Apologies: *Cllr. Aidan Browne, Mr. Richard Byrnes, Cllr. Leonard Kelly, Cllr. Garry Laffan, Mr. Senan Lillis, Cllr. Fionntán Ó'Suilleabháin.*

100522.01 WELCOME

The Chairperson welcomed everyone, and listed apologies received for the meeting.

100522.02 CONFLICT OF INTEREST - DECLARATIONS

Conflict of Interest Declaration Forms were issued to the Board for their signatures and return *(in order to fulfil requirements as set out in CL0002/2019 Code of Practice for the Governance of Education and Training Boards)*. No conflicts of interest were declared.

100522.03 CONDOLENCES

The Board extended sympathy to the following on their bereavements:

- ~ *The McDonnell family of the death of Ms. Margaret McDonnell;*
- ~ *Ms. Bridget O'Brien on the death of her father Mr. Michael O'Brien;*
- ~ *Ms. Catriona Jones on the death of her father Mr. John O'Shea;*
- ~ *Ms. Bridget O'Connor on the death of her father Mr Martin O'Connor;*
- ~ *Mr. Jason Ryan on the death of his father-in-law Mr. Freddie Kervick;*

100522.04 CONGRATULATIONS

The Board congratulated all involved on receiving the following awards:

- (a) *Sustainable Energy Authority of Ireland (SEAI) Energy Show 2022:* WWETB secured a double win at the SEAI Energy Show 2022, being awarded both the **Service Provider of the Year and the Overall Product of the Show award**. The awards presented as exhibited to the board were given in recognition of WWETB's work on training for various aspects of high-performance building including NZEB, Retrofit and Ventilation Heat Pumps.
- (b) *Kilmuckridge Drama Group:* Winner of the Amateur Drama Council of Ireland (ADCI) All Ireland Confined Drama Finals.

100522.05 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the **29th March 2022** were adopted: Proposed Cllr. Pat Nugent; Seconded Cllr. Kathleen Codd-Nolan.

100522.06 FINANCE

Finance Report: The Director of OSD gave a financial summary to the board (page 40-41 of CE's Report refers). She listed Receipts and Payment balances as at February 2022; the closing balance continues to be managed through an NTMA account to minimise negative interest accruing.

The WWETB Annual Financial Statements for year ended 31st December 2021 approved at the last board meeting, were submitted to the Comptroller and Auditor General before the 1st April deadline and the audit of accounts has commenced. The audit fieldwork has been outsourced to DHKN Ltd. Chartered Accountants and is expected to be completed by the end of May 2022.

100522.07 CORRESPONDENCE

The following was brought to the attention of the board and circulated.

- (a) Notice of *IPB Insurance Annual General Meeting (AGM)*: 6th May 2022 at the Ashling Hotel, Dublin 8. Cllr. Barbara-Anne Murphy attended as WWETB nominee.
- (b) *Sports Active Wexford Steering Committee*: Notification of resignation from Cllr. Mary Farrell from the Sports Active Wexford Steering Committee who was thanked for her service to the Committee.

Correspondence from the LSP Co-Ordinator, Wexford Sports Active, Wexford County Council regarding resignation from the Steering Committee and seeking a nominee to represent WWETB on the Sports Active Wexford Steering Committee. {see 100522.09 below}.

100522.08 GOVERNANCE

The following committee reports were circulated to the Board and comments invited:

- (a) **Audit and Risk Committee**: Report (#1) to the Board of meeting held 23rd February 2022 and Report (#2) to the Board of meeting held 23rd March 2022.
- (b) **Finance Committee**: Report (#1) to the Board of meetings held 16th February and 23rd March 2022.

The Chairperson conveyed the Board's appreciation to the Audit & Risk and Finance Committees for their work and reaffirmed her availability to meet both Chairpersons and/or attend meetings if required.

- (c) **Approval/Renewal of Leases**: *Renewal of rental agreement for NZEB building, Enniscorthy*: The Corporate Services (CS) Manager advised that departmental approval is not being required in this instance and he gave a brief outline of the rental agreement. He notified the Board that both rental agreements are expiring, and the landlord is seeking to extend the period. *The duration of the extension is for three years at a combined rental for the 2 units of €4,000 per month, i.e. an increase of €400 for the next three years.*
The Board was satisfied for the renewal of the rental agreement as set out by the CS Manager.

100522.09 NOMINATIONS/MEMBERSHIP TO BOARDS OF MANAGEMENT AND COMMITTEE

The CE listed a number of vacancies to the Board and the following appointments were made:

- **Bridgetown College**: *Mr. Peter Jones*, Parent Nominee (male) was appointed to Bridgetown College Board of Management.
- **Kilnamanagh Community school**: *Mr. Shane Forsey*, Community Nominee was appointed to Kilnamanagh Community National School Board of Management (replacing Mr. Seanie Breen).

Vacancies have arisen on the Coláiste Abbáin Board of Management and Youthreach Committee following the resignation of Cllr. Leonard Kelly. Cllr. Kelly also indicated his intention to resign from the South Wexford Area Committee, but each member of the Board is required to be a member of their respective Area Committee's. A vacancy has arisen on the Sports Active Wexford Steering Committee following the resignation of Cllr. Mary Farrell.

- **Coláiste Abbáin** – No nominations were forthcoming, and it was decided to seek expressions of interest from Board Members for consideration.
- **Youthreach Committee** - Cllr. Barbara-Anne Murphy, Chairperson expressed a tentative interest if no other member would allow their name to go forward but requested that the CE would seek expressions of interest from Board Members for consideration.
- **Sports Active Wexford Steering Committee** (an executive committee working with partners from statutory bodies and voluntary groups): **Mr. Michael O'Brien**, Innovation and Development Manager was appointed to the Sports Active Wexford Steering Committee {100522.07 also refers}.

The Board approved appointments as listed; Proposed: Cllr. Pat Nugent; Seconded Ms. Kate Miskella.

- (e) **Director of FET:** The Chairperson informed the Board of Mr. Ken Whyte, Director of FET's intention to retire with this being his final board meeting in attendance. The Chairperson paid tribute to Mr. Whyte for the huge contribution made since his appointment in November 2016 to the present day, and, on behalf of the Board expressed her enormous gratitude for his service and engagement during his role as Director of FET.

The CE conveyed his appreciation for the significant impact and contribution both locally and nationally during his time as Director of FET. He acknowledged the huge increase in the budget now being allocated by SOLAS for training within WWETB which in large parts was down to Ken's work.

The Director of FET was further commended for his management of the process in bringing together the various FET areas into one structured, efficient and cohesive unit. He further commented that with the structures now in place, the vision that Ken had shown for the development of FET can be further developed. His contribution within the Senior Management Team was also recognised and to various other further education services and projects during his tenure.

The CE also acknowledged the part played by the Innovation and Development Manager at the initial set-up of the FET service also.

Several board members paid tribute including Cllrs. Pat Nugent, Lola O'Sullivan and Kathleen Codd-Nolan who extended their appreciation for all he has done throughout WWETB and wished him well for the future.

Mr. Ken Whyte, Director of FET thanked the board for its leadership. He reflected on the evolution of the organisation from VEC to ETB, commented on the very significant role that WWETB can play in the life of the community into the future and thanked the CE and Senior Management Team and his colleagues throughout WWETB.

The Chief Executive informed the Board of the new FET Director appointment being Ms. Lindsay Malone who is due to take up her appointment in mid-August.

100522.10 CIRCULAR LETTERS – Department of Education

{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}. The following Circular Letters were adopted: Proposed Ms. Mary Ryan; Seconded Cllr. Pat Nugent/Tom Cronin.

- 0031/2022: Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2022/2023 school year.
- 0030/2022: Arrangements for Inspectorate Engagement with Post- Primary Schools - April to June 2022.

- (c) 0029/2022: Arrangements for Inspectorate Engagement with Primary and Special Schools April to June 2022.
- (d) 0028/2022: "Say Yes to Languages" – Language Sampler Module 2022/23.
- (e) 0027/2022: Grant Scheme for ICT Infrastructure – 2021/2022 School Year.
- (f) 0026/2022: Release Time for Principals in Primary Schools for the 2022/23 School Year.
- (g) 0025/2022: Staffing arrangements in Primary Schools for the 2022/23 school year.
- (h) 0024/2022: Staffing arrangements in Education and Training Boards for the 2022/23 school year.
- (i) 0021/2022: Special Education Teaching Allocation 2022/23 (post primary).
- (j) 0020/2022: Special Education Teaching Allocation 2022/23 (primary).
- (k) 0018/2022: Information in relation to Standardised Testing and Other Matters – Academic Year 2021/22 and Subsequent Years.
- (l) 0019/2022: DEIS identification 2022: Appeals process for schools.

100522.11 CHIEF EXECUTIVE'S REPORT

- (a) The CE's Report was circulated to the Board.
- (b) **COVID-19 Response Updates** - Schools and FET centres are operating in accordance with the national public health guidelines with limited disruption and office staff have substantially returned to offices.

Some items highlighted from the CE's Report included:

- o *Regional Education and Language Teams (REALT)*: It is hoped to appoint a REALT Co-ordinator shortly. ETBI will co-ordinate the process nationally and link with the Department of Education.
- o *Senior Management Team (SMT) developments*: Director of Schools notified the Board of vacancies in Schools and the appointment of Mr. Michael Weafer, Principal of Selskar College and subsequent advertising of Principal post at Kennedy College; resignation of Ms. Gráinne Ní Lúbaigh, Príomhoide, Meánscoil San Nioclás and advertisement for second Deputy Principal at St. Paul's Community College.

The importance of securing experienced interviewers for these roles was emphasised by the Director of Schools.

Cllr. Pat Nugent sought a general update on WWETB's response to the Ukrainian Refugee situation. The Director of Schools outlined supports in place and numbers of Ukrainian students enrolled in mainstream schools to date. School transport is applied for if required and schools have risen to the challenge: English language additional support applications from schools (EAL) are receiving immediate sanction from the DoE.

Ms. Margaret Darrer highlighted the importance of and a significant need for English language tuition amongst adults especially those who may be seeking employment – it was confirmed that the ESOL provision has been scaled up and is addressing the demand.

The Regional Education and Language Teams (REALT@wwetb.ie) are in operation and being hosted by ETB's around Ireland. A REALT Co-ordinator will be appointed and Ms. Sinéad O'Hara, Education Co-ordinator is temporarily filling the role at present. The CE thanked the Director of Schools, Education Co-Ordinator and Director of FET and team, for their responsiveness in the circumstances.

100522.12 POLICIES

The following policies were circulated and noted by the Board (Item 100522.16 also refers):

- (a) *Corporate Safety Statement*.
- (b) *Operating Guidelines for Local Training Initiatives (LTIs)*. {100522.16(a) also refers}

100522.13 BOARD/COMMITTEE REPORTS (including draft reports if not stated)

The following board of management reports were noted by the Board.

- (a) Bridgetown College report of meeting held 6th April and 16th February 2022.
- (b) Dungarvan College-Coláiste Dhún Garbhán held 29th March and 10th February 2022.
- (c) Bunclody Vocational College held 3rd March and 1st March 2022.
- (d) Kilnamanagh Community National School held 9th April and 5th April 2022.

100522.14 ETBI (Education and Training Boards Ireland)

ETBI Reserve Members Forum: Cllr. Kathleen Codd-Nolan informed the Board that another meeting is due to take place during May and she invited board members to bring any matters to her attention if required.

100522.15 PRESS RELEASES: Department of Education

{available: <https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/>}.

(Item 100522.17(b) also refers) The following Press Releases were brought to the attention of the Board and noted:

- (a) Minister Foley launches Active Schools Week 2022 promoting wellbeing in school communities 3 May 2022.
- (b) Minister Foley announces addition of the Irish Second Level Students' Union to the National Council for Curriculum and Assessment.
- (c) Minister Foley announces initiative to provide a new postgraduate upskilling programme for post-primary SPHE/RSE teachers.
- (d) Minister Foley announces extension of the "Say Yes to Languages" primary languages sampler module for 2022/23 and invites applications from primary schools.
- (e) Minister Foley announces €20 million School Library Book Grant.
- (f) Minister Foley publishes Digital Strategy for Schools to 2027 and announces payment of €50 million in ICT grant funding for schools.
- (g) Minister Foley announces appointment of new National Council for Curriculum and Assessment.
- (h) Ministers Foley and Ryan welcome initial progress report from the Schools Energy Retrofit Pathfinder Programme.
- (i) Minister Madigan announces the publication of "Autism Good Practice Guidance for Schools – Supporting Children and Young People".
- (j) Minister Foley announces plan for reform of Senior Cycle education – Equity and Excellence for All.

100522.16 PRESS RELEASES: Dept. of Further & Higher Education, Research, Innovation & Science

{available: https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science}. {Item 100522.17(c) also refers}

The following Press Releases were brought to the attention of the Board and noted:

- (a) Minister Harris announces central helpdesk for Ukrainian people seeking access to third level education.
- (b) Establishment of South East Technological University and its first president is welcomed by Minister Harris.
- (c) Government of Ireland Education Scholarships awarded to 60 students by Minister Harris.
- (d) South East Technological University's first president named by Minister Harris.
- (e) Minister Harris announces new gender-based funding for apprenticeship employers.
- (f) Minister Harris announces 27 grants worth €2.1 million for academic and industry collaborations.

100522.17 ADDENDUM

(a) **POLICY**

The following was circulated and noted by the Board: *Operating Standards for Community Training Centres*. {Item 100522.12 also refers}

(b) **PRESS RELEASE: Department of Education**

{available: <https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/>}

The following press release was noted by the Board: Ministers Foley and Madigan announce €40 million summer programme for pupils with complex special educational needs and those at greatest risk of educational disadvantage. {100522.15 also refers}

(c) **PRESS RELEASE: Dept. of Further and Higher Education, Research, Innovation and Science**

{available: https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science}

The following press release was noted by the Board: Minister Harris publishes landmark policy on funding higher education and reducing the cost of education for families. {100522.16 also refers}

100522.18 WWETB STRATEGY DEVELOPMENT 2023-2027

Strategy Development Session – WWETB Board Members May 2022

The Director of OSD made a presentation to the Board listing the six thematic areas of:

Quality, Communications and Marketing, Health and Wellbeing, Schools/Colleges of the Future, Technology Enhanced Learning/Digital and Energy and the Environment.

Initial workshops and focus group sessions have taken place. A survey has been distributed to staff and Board Members and reminders issued for input to the survey - the deadline has been extended to 13th May 2022. Provisional results of survey indicate that WWETB's Mission, Vision and Core Values remain relevant with some additional core values suggested by staff.

Workshop Outputs: A break-out session took place with the remaining Board Members present to consider the thematic areas. Each group made several contributions and concepts emerged under each of the thematic areas. The outputs will be important contributions in the development of the new Strategy Statement.

The Director of OSD invited board members to email her with any additional comments/observations and the workshops remain open to any member should they wish to attend.

100522.19 AOB

(a) *Press Releases - Agenda Item*

Board Members were asked if they still wished to be notified of issued departmental press releases - the consensus amongst board members present was that they wished to be informed.

(b) *Venues* - A brief discussion took place on board meeting venues (e.g. New Ross) for meetings for ease of attendance and duration of meetings. It was resolved that venue was not a factor in attendance and as venues rotate, they balance out generally. It was agreed that where possible 'in person/face-to-face' meetings should be held.

(c) *Duration of meetings* - The object was to strike a balance between shorter meetings but allowing sufficient time for discussion. It was agreed to limit meetings to 1½ hours where possible, on the understanding that members arrive to meetings sufficiently prepared and informed.

It was agreed that where members have ideas that they should send feedback to the Board via the CE's office.

- (d) *Area committees:* In response to a query from Cllr. Lola O'Sullivan, the CE gave an overview on the evolution of Area Committees and their aims, terms of reference and their connection to board meetings. Each of the committees operate differently but they all bring a regional perspective to the fore. The Innovation and Development Manager added that feedback from local representatives is essential to inform the needs in the three local areas.

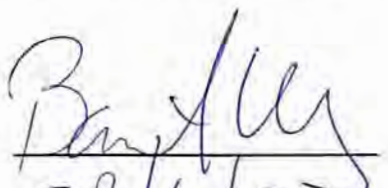
The following events were highlighted and support was encouraged:

- (e) *Schools Core Values:* WWETB Schools Week is running from Monday 9th – Friday 13th May and is underpinned by our Core Values of Excellence in Education, Care, Equality, Community and Respect - Members were encouraged to follow on Social Media.
- (f) *FET Fair:* A WWETB Further Education and Training Fair is scheduled to take place in the Tower Hotel, Waterford on the 17th May from 10:30am – 4.00pm.

100522.19 DATE OF NEXT MEETING

The meeting concluded and the next meeting will be held in Wexford on **Tuesday, 28th June 2022.**

Signed:



Date:

28/6/22

Documents circulated:

Agenda
Addendum
Minutes of WWETB meeting held 29th March 2022
CE's Report
Audit and Risk Committee Board Reports
Finance Committee Board Report
Conflict of Interest Declaration Forms
Presentation: Strategy Development Session
Policies: *Corporate Safety Statement*
Operating Guidelines for Local Training Initiatives (LTIs)
Operating Standards for Community Training Centres