

Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting held 28th May 2019

*Held at the Ferrycarrig Hotel, Wexford
28th May 2019 at 4.30p.m.*

Waterford and Wexford Education and Training Board **Minutes of Meeting held Tuesday 28th May 2019**

Board Members in attendance: Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Kathleen Codd-Nolan, Mr. Geoffrey Collins, Mr. David Doyle, Cllr. Mary Farrell, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Ms. Mary Ryan, Mr. John Wall, Ms. Finola Walsh.

Also in attendance: Mr. Kevin Lewis, Chief Executive, Dr. Karina Daly, Director of Organisational Support and Development, Mr. Owen O’Mahony, Finance Officer, Mr. Ken Whyte, Director of Further Education and Training, Mr. Michael O’Brien, Innovation and Development Manager, Mr. Fintan O’Reilly, Corporate Services Manager.

Apologies: Cllr. Malcolm Byrne, Cllr. Ger Carthy, Cllr. Tom Cronin, Mr. John Evoy, Mr. Mark Fitzgerald, Cllr. Matt Shanahan, Cllr. Fionntán Ó’Súilleabháin, Cllr. Lola O’Sullivan, Ms. Áine Uí Fhoghlú,

280519.01 DECLARATION OF INTEREST - CONFLICT OF INTEREST

- (a) The Chairperson welcomed everyone to the meeting and requested Board Members sign and return the circulated Conflict of Interest form (*in order to fulfil requirements as set out in CL0002/2019 Code of Practice for the Governance of ETBs*).

280519.02 CONDOLENCES

The Board extended sympathy to Mr. Michael Kirwan on the death of his mother Ms. Kitty Kirwan.

280519.03 CONGRATULATIONS

Congratulations were extended to:

- (a) All Candidates who ran in the recent Local Elections and the following four members of Waterford and Wexford Education and Training Board staff who were elected to their Local Authorities: Cllrs. Jim Codd, Aidan Browne, John Cummins and Michael Sheehan.
- (b) Ms. Sandra Fogarty on her success in the recent WWETB staff elections.
- (c) Ms. Eilís Leddy, Director of Schools/Education Officer on her retirement. The Chairman extended the Board’s good wishes to Ms. Leddy on her retirement and paid tribute to her on her previous roles within County and Town of Wexford VEC including her term as Acting CE at the time of amalgamation across Waterford and Wexford Education and Training Board. The Board Members including Cllrs. Kathleen Codd-Nolan and Pat Nugent wished to be associated with the good wishes and extended their appreciation to Ms. Leddy on her service. The CE thanked Ms. Leddy for her constant focus on the learners of Waterford and Wexford and commitment during her tenure and conveyed his best wishes to her on her retirement and for the future. It was agreed to send a letter from the Board acknowledging her retirement.

280519.04 MINUTES

The Minutes of Waterford and Wexford Education and Training Board meeting held on the 26th March 2019 were adopted: Proposed Cllr. Pat Nugent; Seconded Mr. David Doyle.

280519.05 FINANCE

The following information was brought to the attention of the Board:

- (a) Finance Report (page 28-29 CE’s Report). The Finance Officer provided a financial report and details to the Board as at the end of March 2019. The report included information on receipts, payments, and funding details and timing. He also confirmed savings of €100 per day currently, which will be monitored, following the opening of new bank account as approved by the Board, which is designed to minimize interest charges on deposits - the initiative was welcomed by the Board.

- (b) **Approval of Leases:** The Corporate Services Manager circulated document to the Board which set out details of Leases and leasing information for formal approval by the Board (two rental agreements were also listed which do not require Board approval). Circular Letter 0003/2019 states that all borrowing including leasing arrangements must be approved in advance by the Board and the Minister for Education and Skills. The sensitivity of information was emphasised to the Board and they were requested to return documents following discussion. The Corporate Services Manager informed the Board that DES sanction was received for all of the leases listed (*Ardcavan, Wexford – Archive Store and Administrative Office; Ryland Road, Bunclody – Adult Education Centre/VTOS; Springvalley, Enniscorthy – Youthreach; Enniscorthy Further Education and Training Centre – FET/VTOS; Butlersland, New Ross – Youthreach/Adult Education Centre/VTOS; Whitemill Industrial Estate and AEC, Wexford – Youthreach/Adult Literacy; Kilmacthomas – Business Training Centre; Burchall House, Waterford – Waterford College of Further Education; Cappoquin Community Centre – Adult Education Centre; 64 O’Connell Street, Waterford – Youthreach*) and the Board were notified of same during the course of the projects through Capital Reports in the CE’s Report. He responded to questions and queries referring to rent reviews, leasing terms and value for the various premises and comparison of benchmark rates per area of accommodation. Following review the Board approved Leases as presented; Proposed Cllr. Mary Farrell; Seconded Mr. John Wall.

280519.06 CORRESPONDENCE

The following correspondence was brought to the attention of the Board and noted:

- (a) Nomination of Director to Waterford Area Partnership CLG: The Board approved nomination of Ms. Tanya Frost-O’Grady to the Board of Waterford Area Partnership CLG; Proposed Mr. John Wall; Seconded Ms. Nessa Murphy.
- (b) Response from Iarnród Éireann in relation to rail services between Waterford and Rosslare Strand.
- (c) Response from National Transport Authority in relation to rail services between Waterford and Rosslare Strand. The CE summarised Iarnród Éireann and the National Transport Authority’s responses to the Bridgetown College Board of Management’s proposal to re-instate the passenger rail service from Rosslare to Waterford in that they do not propose to amend the current service.
- (d) Nomination of Director to the Board of Waterford Sports Partnership Ltd.: The Board approved nomination of *Mr. Mark Fitzgerald* to the Board of Waterford Sports Partnership Ltd., Proposed Cllr. Pat Nugent; Seconded Mr. John Wall.
- (e) Outline of concerns from Galway and Roscommon ETB in relation to national procurement regulations and impact on local suppliers was brought to the attention of the Board. The Board discussed and highlighted concerns and difficulties experienced especially for schools and centres in smaller rural areas. Following discussion a Motion was adopted which would acknowledge a community rating and allow a particular weighting (‘a score’) to a local supplier; Proposed Mr. John Wall; Seconded Cllr. Mary Farrell. It was agreed to communicate this proposal to ETBI.
- (f) IPB Insurance - Notice of AGM: The Board approved current nominee Cllr. Tom Cronin; Proposed Mr. John Wall; Seconded Cllr. Barbara-Anne Murphy.
- (g) Response from the Department of Education and Skills in relation to letter re insufficient school places in the Gorey/North Wexford area. The CE outlined correspondence to the Board. Cllr. Kathleen Codd-Nolan advised that the issue has been raised locally and correspondence is awaited from the Minister. The CE confirmed that two meetings have taken place with the Department of Education and Skills who are aware of the situation and will continue to lobby for a school for the area.
- (h) History as a Core Subject at Junior Certificate. A brief discussion took place after which the CE gave an update and advised that the NCCA have compiled a report.

- (i) FET Approved Funding 2019: SOLAS approval of funding Allocation. The Director of FET gave details regarding funding and advised of 9% increase in allocation to support a number of Innovative Projects.
- (j) Meánscoil San Nioclás: the CE outlined letter of appreciation from the school for support following the death of their Principal Mr. Séamus Ó Cadhain who is sadly missed.
- (k) Approval from DES for sanction of lease at The Old Workhouse, Gorey in respect of Youthreach was noted.
- (l) Waterford Institute of Technology: Request for Ministerial approval for the appointment of Student Union Representatives to the Governing Body of WIT was approved; Proposed Ms. Mary Ryan; Seconded Cllr. Barbara-Anne Murphy.
- (m) Coláiste na Rinne – Confirmation in relation to nominations to the Board of Meánscoil San Nioclás. The CE provided background and history in relation to initial formation and beginnings of the school from private, then VEC and subsequently an ETB school. The proposal, that in future Coláiste na Rinne in agreement with Meánscoil San Nioclás Teoranta will ‘nominate six members to the Board of Meánscoil San Nioclás’ was adopted, Proposed Cllr. Pat Nugent; Seconded Mr. John Wall.

280519.07 PRESENTATION: COLÁISTE ABBÁIN - ENTREPRENEURSHIP/EDUCATION IN POST-PRIMARY EDUCATION

A handout on Enterprise as a subject in Coláiste Abbáin was distributed to the Board. Enterprise is taught as part of the new Junior Cycle Business Studies course at Coláiste Abbáin and is also available to students (both Business and non-Business students) through the Enterprise Club one lunch-time per week.

The CE described the Student Enterprise Programme which is run by Local Enterprise Offices and is an eight month long enterprise education learning programme for students from first to 6th year. He welcomed Coláiste Abbáin Teachers Ms. Nessa Murphy and Ms. Rita Breen who won the Wexford Enterprise Educator of the year award and student Jack Cullen, winner of the Junior Category at county level and represented Wexford at the National Final held recently.

Student Jack Cullen gave a presentation to the Board which detailed his idea, the process involved including entry in competition and displayed samples of his work. He then invited questions. The Board complimented Jack and the Chair thanked him for his presentation and paid tribute to his parents, teachers, school and all who contributed to this success.

280519.08 GOVERNANCE

- (a) Audit Committee Report – no reports since last meeting.
- (b) Finance Committee Report – no report since last meeting.
- (c) Schedule of WWETB Meeting Dates. According to Regulations the new Board of WWETB to meet at least two months and not more than three months after the local elections, i.e. between the 24th July and 24th August. The Board agreed a provisional date of **20th August or Tuesday 3rd September 2019**. It was recommended to inform the relevant Local Authorities of meeting dates in view of the necessity to form a quorum.

The conclusion of the Election of Male Staff Representative is to take place three months after the date of the local elections.

The Members of the Finance, Audit and various Committees were acknowledged for their contribution over their term and it was proposed that a letter of thanks for same is sent to the committee members.

280519.09 CHIEF EXECUTIVE'S REPORT

The CE's Report was circulated to the Board. The Directors and Managers in attendance presented their respective reports and updates and responded to matters raised. Some of the items highlighted included:

Strategic Development and Integration Process

Senior Management Developments

Director of Schools – Ms. Eimear Ryan has been recommended for appointment as Director of Schools.

Waterford College of Further Education – Ms. Noreen Reilly appointed Principal; *Acting Principal* – Mr. Ger Doyle in the interim;

Kilnamanagh Community National School – Ms. Bróna Kenneally appointed Principal.

Vacancies to be filled: Principal St. Paul's Community College, Meánscoil San Nioclás, Selskar College; Deputy Principals at Meánscoil San Nioclás, Coláiste an Átha, St. Delan's Community College and Creagh College.

Building Programmes: Work is ongoing on the new ASD Unit at St. Paul's Community College, various developments have taken place at Bunclody Vocational College and St. Declan's Community College with sanctions anticipated for projects at Bridgetown College, Dungarvan College-Coláiste Dhún Garbhán and Meánscoil San Nioclás.

Reconfiguration of Primary Schools – Department of Education and Skills intend publishing the Identification Phase Report for Waterford City when all ETB reports are completed - all ETB reports to be published at the same time.

Further Education and Training

Youthreach: Waiting Lists for entry to Tramore and Dungarvan Youthreach Programmes.

The Director of FET thanked the Innovation and Development Manager for facilitating a meeting with the Landlords of a premises in Dungarvan.

Community Education: the Director of FET complimented all involved on the recent piece featured on RTE's Nationwide concerning work carried out by ETBs in enabling people return to education.

Local Training Initiatives: two new applications approved with three awaiting approval.

Service to Business: The Director of FET thanked Cllr. Barbara-Anne Murphy and the Chairman who attended launch.

Waterford Wexford Training Services Contracted Training: Lists detailing courses currently running and proposed were set out in Report (pages 16-21) for the Boards attention.

Innovation and Development

The Innovation and Development Manager informed the Board that WWETB are the only ETB listed on the 'All of Government Plan to Tackle Climate Disruption' plan relating to up-skilling current contractors/other industry players in deep retrofit, NZEB and new technology installations.

YouthWork: Details and closing dates of various Department of Children and Youth Affairs grant allocations were outlined and included Capital grants, Staff Led Projects and Volunteer Equipment grants.

NZEB: Table setting out attendance numbers at NZEB Fundamentals, Electrical and Retrofit was set out on page 21 of Report. It is hoped to facilitate more attendees in the future. The next phase is to investigate retrofit and heat pump technology.

A Senior Official from Pittsburgh visited the Enniscorthy Centre with Pittsburgh set to become the fourth (after Enniscorthy) Centre of Excellence and a Senior Executive from United Nations Commission for Europe (UNECE) to visit the Enniscorthy centre.

Mr. Geoffrey Collins complimented all involved on the excellent course and highly recommend other teachers attend the course.

Organisational Support and Development

The Director of OSD provided updates

Music Generation: Various programmes taking place throughout Waterford and Wexford with panels of music tutors being established; several successful workshops, events and performances were held and compliments were paid to Ms. Katherine Atkinson and Shauna McCullough.

Recruitment: Interviews taking place for Communications Officer and an offer to be made shortly.

Community National School Open Day: The Principal has commenced duty and the Board were invited to the Kilnamanagh Community National School's Open Day which is being held on Saturday, 8th June from 12.00-3.00p.m.

Building Administrative assistance: WWETB to provide building administrative assistance to Wexford Educate Together National School in Clonard, Wexford.

28019.10 POLICIES

- (a) *Policy: WWETB Further Education Services: Child Safeguarding Policies and Procedures* was circulated to the Board and the Director of FET gave a summary. The CE provided further information on compliance obligations. The policy was adopted; Proposed Mr. David Doyle; Seconded Cllr. Barbara-Anne Murphy.
- (b) *Corporate Safety Statement* – update. The Corporate Safety Statement was approved by the Board last September and a Health and Safety Policy requires update to bring the date in line, no change to Policy; the Board noted update.

280519.11 BOARDS/COMMITTEE REPORTS (including Draft Reports)

The following reports (including draft reports) were noted by the Board:

- (a) *Board of Management Reports:*
- Bunclody Vocational College held 15th January and 2nd April 2019.
 - Waterford College of Further Education held 13th February 2019.
 - Enniscorthy Vocational College held 15th February and 4th February 2019.
 - Kennedy College held 9th April 2019.
 - Selskar College held 1st May 2019 and 14th February 2019.
- (b) Waterford City and Tramore Area Committee Meeting: Draft minutes of meeting held 13th March 2019 was circulated to the Board and noted.
- (c) Local Youth Club Grant Scheme 2019 – Proposed Allocations. Document setting out the proposed allocations was circulated to the Board. The document listed the recommended allocation of funds under the Local Youth Club Grant Scheme in the Waterford and Wexford ETB Area and the Innovation and Development Manager gave details of the criteria. The amount for allocation to clubs totalled €113,565.25.
The YouthWork Committee approved the proposed allocations at their meeting held on the 8th May 2019. The Board approved allocations; Proposed Cllr Pat Nugent; Seconded Mr. John Wall.

280519.12 ETBI

- (a) ETBI Reserve Members Forum: Cllr. Kathleen Codd-Nolan gave brief report on meeting held 28th May 2019.
- (b) ETBI Brief 07/2019: Compulsory Retirement Age of Public Servants was circulated to the Board and noted.

280519.13 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION AND SKILLS

The following Department of Education and Skills Circular Letters, were brought to the attention of the Board and adopted: Proposed Ms. Mary Ryan; Seconded Cllr. Kathleen Codd-Nolan.

{Available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}.

- (a) 0031/2019: Diversification of Foreign Languages Provision in the Curriculum.

- (b) 0029/2019: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2021 and Leaving Certificate Examination in 2021.
- (c) 0028/2019: Arrangements for the Election of Staff Representatives in ETBs (2019).
- (d) 0027/2019: Multi-Annual Summer Works Scheme (SWS) 2020 Onwards.
- (e) 0026/2019: Information in relation to Standardised Testing and Other Matters Academic Year 2018/19 and Subsequent Years.

Circular Letter 0025/2019: Revision of Salaries in respect of certain staff employed in the Third-Level Education Sector with effect from 1 April 2019 was removed as included in error on Agenda.

280509.14 PRESS RELEASES

The following Department of Education and Skills Press Releases were brought to the attention of the Board and noted: {Available on <https://www.education.ie/en/Press-Events/>}.

- (a) 08 May, 2019 - National Student Accommodation Strategy.
- (b) 07 May, 2019 - Minister for Education and Skills welcomes benefits to schools in rural Ireland from Government Decision on National Broadband Plan Rollout.
- (c) 01 May, 2019 - Minister of State for Higher Education Mary Mitchell O'Connor Leads Generation Apprenticeship – What's Next Employer Consultation Event.
- (d) 30 April, 2019 Minister launches first quarterly progress report on the Action Plan for Education 2019.
- (e) 30 April, 2019 - Minister McHugh Reminds Schools and Patrons of their Responsibilities under Admissions Laws
- (f) 25 April, 2019 - Ministers McHugh and Mitchell O'Connor announce the opening of the Student Grant Scheme for 2019.
- (g) 24 April, 2019 - Minister McHugh launches Report of Independent Review of Career Guidance Tools and Information.
- (h) 23 April, 2019 - Minister McHugh announces new project to teach Irish through other subjects incl. PE.
- (i) 22 April, 2019 - Minister McHugh announces creation of substitute teacher panels for primary schools.
- (j) 17 April, 2019 - Ministers McHugh and Halligan host final in series of Regional Stakeholder Forums.
- (k) 12 April, 2019 - Guidelines for Professional Education Degree Programme for the Early Learning and Care Sector Launched by Ministers McHugh and Zappone.
- (l) 10 April, 2019 - Minister McHugh announces appointment of new National Council for Curriculum and Assessment.
- (m) 09 April, 2019 - Schools invited to work together on creative projects – Minister McHugh.
- (n) 08 April, 2019 - Minister McHugh announces appointment of new Board of An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta.
- (o) 05 April, 2019 - Minister McHugh calls on schools to take the 'Mile a Day' Challenge for Active School Week 2019
- (p) 02 April, 2019 - Minister McHugh invites views and contributions on the development of guidelines for schools on the use of physical intervention for the prevention and management of crisis situations.
- (q) 02 April, 2019 - Minister McHugh invites applications for grants under the established Non-Mainstream Music Education Bursary Scheme 2019.
- (r) 01 April, 2019 - Launch of Gaeltacht e-Hub Pilot Project.
- (s) 29 March, 2019 - Minister McHugh announces opening of application process for new Summer Scheme.
- (t) 29 March, 2019 - Ministers McHugh and Bruton Announce Energy Efficiency Upgrade Pilot Programme for Schools.
- (u) 27 March, 2019 - Minister for Education and Skills Joe McHugh T.D. hosts next in a series of Regional Stakeholder Forums.

- (v) 27 March, 2019 - Minister McHugh announces trial of a new School Inclusion Model to provide the right supports at the right time to students with additional needs

280519.15 ADDENDUM An Addendum was circulated to the Board.

1. Board/Committee Reports (including Draft Reports)

The YouthWork Committee draft report of meeting held 8th May 2019 was circulated and noted.

2. ETBI

The Board were informed of notification received regarding the ETBI Annual Conference 2019 which is due to take place 25-26 September 2019 in Athlone.

3. PRESS RELEASES

The following Department of Education and Skills Press Releases were brought to the attention of the Board and noted: {Available on <https://www.education.ie/en/Press-Events/>}.

- (a) 27 May, 2019 - Minister McHugh announces almost 800 new special needs assistant posts being allocated to schools for September 2019.
- (b) 22 May, 2019 - Qualifications and Quality Assurance (Education and Training) (Amendment) Bill 2018 completes Report Stage in Seanad Éireann.
- (c) 22 May, 2019 - Ministers McHugh and Mitchell O'Connor welcome progress to date on Reform of Teacher Education in Ireland.

4. AOB

- (a) The CE informed the Board that a positive meeting took place with QQI officials 28th May.
- (b) Cllr. Mary Farrell complimented the Music Generation Programme's celebration which took place in Monamolín during the summer.
- (c) Cllr. Mary Farrell referred to query from parent in relation to a third level student accommodation issue and following enquiries the Chairperson advised for student to contact Student Welfare Office.
- (d) Cllr. Barbara-Anne Murphy expressed concern at the drop in PLC numbers and staffing in this area.

The CE advised that a plan is being looked at and will be put to the Board in due course. In response to communicating plans to PLC Teachers it was confirmed that the Principals have been clearly informed to date.

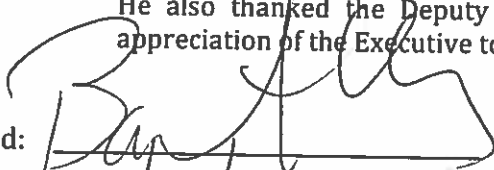
The Director of FET explained a number of the issues which included: numbers dual purpose, shortage of numbers, more places than students and School Planning. The market is dictating and ETBs have to react. It was advised that no courses are closing down and staff will be facilitated in every way possible but the learner has to be the number one consideration.

- (e) The Chairperson Cllr. Jim Moore closed the meeting and conveyed his gratitude to the Board and said he was honoured and privileged to have worked with the Board and noted their achievements as the first Board of WWETB. He also thanked the Deputy Chairperson, Chief Executive, Senior Managers and all members of staff.

The CE thanked the Board Members and the Chairperson Cllr. Jim Moore in particular. He also thanked the Deputy Chairperson Cllr. Michael J. O'Ryan and extended the appreciation of the Executive to the Chairperson and Board.

Signed:

Date:


10/9/19