



Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting held 26th March 2019

*Held at the Waterford Training Centre,
Waterford Ind. Park, Cork Road, Waterford X91 PX02
26th March 2019 at 4.30p.m.*

Waterford and Wexford Education and Training Board

Minutes of Meeting held Tuesday 26th March 2019

Board Members in attendance: *Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Malcolm Byrne, Cllr. Tom Cronin, Mr. Geoffrey Collins, Mr. David Doyle, Cllr. Mary Farrell, Cllr. Barbara-Anne Murphy, Ms. Nessa Murphy, Cllr. Pat Nugent, Cllr. Fionntán Ó’Súilleabháin, Cllr. Lola O’Sullivan, Cllr. Matt Shanahan, 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. Ger Carthy, Cllr. Kathleen Codd-Nolan, Mr. John Evoy, Mr. Mark Fitzgerald, Ms. Mary Ryan, Ms. Áine Uí Fhoghlú, Ms. Eilís Leddy, Director of Schools/Education Officer.*

260319.01 WELCOME

The Chairperson welcomed Cllr. Matt Shanahan to the meeting and to the Board of Waterford and Wexford Education and Training Board following his appointment by Waterford City and County Council (Minute No. 260319.07(c) also refers).

260319.02 DECLARATION OF INTEREST - CONFLICT OF INTEREST

In order to fulfil requirements as set out in CL0002/2019 Code of Practice for the Governance of ETBs Board Members were requested to sign a Declaration (circulated to Board Members) confirming that they do not have a conflict of interest regarding any item on the agenda in relation to each meeting, this will be required for all future meetings of Waterford and Wexford Education and Training Board.

260319.03 CONDOLENCES

The Board extended sympathy to the following:

Mr. Keith Whelan on the death of his nephew Jack Whelan Kinsella;

Cllr. Michael Sheehan on the death of his sister Ms. Margaret Murphy;

Ms. Lorraine Fox on the death of her father Mr. Ken Fox;

Mr. Paddy Darrigan on the death of his son Stephen Darigan;

Ms. Mary Whitty on the death of her brother Mr. John Whitty;

Ms. Emma Jordan on the death of her mother-in-law Ms. Kathleen Jordan;

Ms. Fiona Fitzgerald on the death of her father-in-law Mr. Paddy Fitzgerald;

Mr. Maurice Treacy on the death of his mother Ms. Nancy Treacy;

Ms. Lori Whitney on the death of her mother Ms. Nancy Treacy;

Ms. Ita Fahey on the death of her husband Mr. Jackie Fahey, former T.D.;

The family of Mr. Séamus Ó Cadhain; Príomhoide Meánscoil San Nioclás.

Cllr. Michael J. O’Ryan and Cllr. Tom Cronin added their condolences and the CE thanked everyone who supported the school around that time and in particular Ms. Áine Uí Icí.

260319.04 CONGRATULATIONS

Congratulations were extended to Cllr. Malcolm Byrne on his selection to contest the Ireland South MEP constituency in the upcoming European Elections in May 2019.

260319.05 MINUTES

The Minutes of Waterford and Wexford Education and Training Board meeting held on the 8th January 2019 were adopted: Proposed Cllr. Pat Nugent; Seconded Mr. Geoffrey Collins.

Matters arising

November 2018 Minutes - Minute No. 061118.04(b): The Board approved amendment to wording - the last sentence to read: *"Members of the Audit and Finance Committees present added their appreciation to the Finance Manager: Adopted Cllr. Tom Cronin; Seconded Mr. David Doyle.*

260319.06 FINANCE

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

- (a) Finance Report: The Financial Summary was set out on page 29-30 of the Chief Executive's Report.
- (b) Comptroller and Auditor General correspondence regarding Audit of 2017 accounts outlining findings, recommendations and response.
- (c) Notification from the Department of Education and Skills of permission to proceed with the Publication of Accounts for year ended 31st December 2017 as set out in relevant regulations.
- (d) Letter from the Office of the Comptroller and Auditor General setting out the basis on the conduct of audit of the Financial Statements of WWETB for year ending 31st December 2018.
- (e) Waterford and Wexford Education and Training Board **Draft Financial Statements (V15) for year ended 31st December 2018**, and accompanying documentation (which included the Statement on Internal Control, Draft Letter of Representation and Statement to the Minister for Education and Skills) was circulated to the Board in advance.

The Finance Officer distributed a Presentation on the WWETB Annual Accounts 2018 (V15) and gave an overview to the Board comprising a financial summary of 2018 and the financial statement approval process. The Financial Summary (page 2) specified opening and closing cash balances including totals for Receipts and Payments for 2018 and page 3 sets out a Financial Summary Comparison for years 2018/2017 and 2018 Service Plan Comparison Receipts and Payments. The approval process, (page 4) indicates the Audit, Finance Committee and Board responsibilities and approval timeline. It was emphasised that the Financial Statements presented in draft form are open to audit adjustments in due course. Questions were responded to and clarifications provided where requested.

Following the Audit and Finance Committee's reviews and recommendations at their respective meetings held on the 6th and 11th March 2019, the Board adopted the Draft Annual Accounts Financial Statements for the year ended 31st December 2018, the Statement on Internal Control and approved the signature of related documentation by the Chairperson and Chief Executive: Proposed Cllr. Malcolm Byrne; Seconded Cllr. Mary Farrell.

The Finance Officer extended his appreciation to the Finance Team for their work culminating in the documents presented to the Board and the CE thanked the Finance Team, the Director of OSD, FET and Schools, Members of the Senior Management Team and all who contributed in ensuring that, in accordance with legislation, the 1st April 2019 deadline was met. This was endorsed by the Chairperson on behalf of the Board.

- (f) Letter of Determination from the Department of Education and Skills in respect of year ending 31st December 2019 seeking preparation and submission of a Service Plan (in accordance with Section 47 of the Education and Training Boards Act 2013) and Grant Provision for year ending 31st December 2019 (Section 46 of the 2013 Act) was outlined to the Board by the Finance Officer. Challenges faced by schools and centres was acknowledged by the CE and the funding level still remains unsatisfactory.
- (g) Request to open a Bank Account: The Finance Officer outlined the proposal and rationale to manage and minimise future bank interest charges. The Board approved proposal: Proposed Cllr. Pat Nugent; Seconded Cllr. Barbara-Anne Murphy.

260319.07 CORRESPONDENCE

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

- (a) Letter to the Chairperson of WWETB from Longford Westmeath Education and Training Board Chairperson seeking support for the retention of History as a core subject in the new Junior Cycle and request for data on the up-take of History as a subject by all ETBs in recent years. The CE outlined correspondence and explained background to the matter. Mr. David Doyle wished to confirm support on behalf of the ETB Schools National Parents' Association for the retention of History as a core subject. Cllr. Malcolm Byrne considers it essential that History, to at least Junior Certificate level should be compulsory; this was Seconded by Cllr. Michael J. O'Ryan and Cllr. Fionntán Ó'Súilleabháin. The CE was concerned that all relevant data would be available before a decision is made. The Innovation and Development Manager agreed and gave context in relation to core subjects historically in the previous VEC system. The Director of FET from experience as a former school principal set out schools' approach in the past, referring to timetabling, reduction of subjects and schools' choices based on the ethos and demands of parents and staff which, unfortunately, resulted in some schools not being in a position to offer History as a core Subject. Following deliberation, on the Chairperson's proposal the Board agreed to defer this item to their next meeting for discussion in order to evaluate the ETBI submission to the NCCA; Seconded Cllr. Michael J. O'Ryan - and correspondence from Longford Westmeath ETB to be acknowledged.
- (b) Request from Bridgetown College Board of Management seeking support for their Proposal for the reopening of the railway line from Rosslare to Waterford was brought to the attention of the Board. It was agreed to write to the National Transport Authority and Iarnród Éireann expressing WWETB's support for the reinstatement of the Rosslare to Waterford passenger rail service: Proposed Cllr. Michael J. O'Ryan, Seconded Cllr. Jim Moore.
- (c) Confirmation from Waterford City and County Council of the appointment of Cllr. Matt Shanahan to Waterford City and County Council in order to fill vacancy occasioned by the resignation of Cllr. Mary Roche (in accordance with Section 37(1)(a) of the Education and Training Boards Act 2018). Cllr. Matt Shanahan was welcomed to the Board of Waterford and Wexford Education and Training Board.
- (d) Gorey Community School – Revision to Enrolment Policy: the CE explained the issue and outlined response letter to the Principal/Secretary to the Board of Management. Cllr. Malcolm Byrne proposed that the Board would write to the Minister for Education and Skills expressing concerns facing both schools in relation to the adequacy of school places; Seconded Cllr. Fionntán Ó'Súilleabháin.

The CE acknowledged Cllr. Byrne's proposal and confirmed that he has met with the Department of Education and Skills in this regard. In addition the Minister visited Gorey recently and acknowledged that a post-primary accommodation issue was going to arise in future years. In the short term the importance of co-operation and communication between both post-primary schools was encouraged.

Following discussion the Board agreed to write to the Minister for Education and Skills expressing concern around adequacy of school places in Gorey/North Wexford and available capacity in both post-primary schools to cater for the expanding demand.

260319.08 GOVERNANCE

- (a) *Audit Committee* Report: The CE outlined content of Audit Committee Report of meeting held 6th March 2019 and was noted by the Board.
- (b) *Finance Committee* Report: The Finance Committee Report of meeting held 11th March 2019 was outlined and noted by the Board.

- (c) **Service Plan – Draft for year ending 31st December 2019** was circulated to the Board. The Director of OSD gave details regarding submission and advised that the Finance Committee reviewed the Draft Service Plan and recommended the acceptance of Plan by the Board. The Board adopted the Draft Service Plan 2019: Proposed Ms. Finola Walsh; Seconded Cllr. Mary Farrell.
- (d) **The Code of Practice for the Governance of Education and Training Boards – CL0002/2019** was circulated to the Board. The Director of Organisational Support and Development distributed a presentation on the Code of Practice for the Governance of ETBs to the Board highlighting various sections of the Board's obligations under the Code. The handout gave information on the Role of the Board, Role of the Chairperson and Board Members, Board Effectiveness, quality Customer Service and Codes of Conduct and the Board were briefed on various aspects of the Code and queries responded to.
- The Board were advised that at the beginning of each meeting members attending should sign a declaration to confirm that they do not have a conflict of interest regarding any item on the agenda in order to comply with the Code of Practice for the Governance of ETBs (Item 1.18, page 12). Appreciation was extended to the Board for serving on the various Boards and Committees. The Code of Practice for the Governance of Education and Training Boards – CL0002/2019 was adopted: Proposed Cllr. Malcolm Byrne; Seconded Mr. John Wall.

260319.09 PRESENTATION

Presentation on Community Education

Ms. Fran Kennedy, Adult Education Officer distributed handout titled: "WWETB Community Team" and gave a Presentation to the Board which detailed the establishment of the Community Team bringing together a Further Education Programme (Community Education) and a Training Programme (Local Training Initiatives) and outlined its vision.

The Operational Guidelines of both Community Education and Local Training Initiatives were also set out. Other headings included risks, benefits and statistics on Community Education and Local Training Initiative budgets and learner numbers. The Board were informed of a short commissioned film "A Place to Go" which is available on the WWETB website and which highlights participants experience of Community Education. Questions and comments were invited from the Board.

The Innovation and Development Manager complimented the AEO and Team for their work on behalf of the marginalised, an example of which includes a film project on behalf of the Acquired Brain Injury Waterford group. It was agreed to forward link to the Community Education Programme's video/film as highlighted. The Director of FET, CE and Chair on behalf of the Board thanked the AEO for her work and presentation.

260319.10 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 Team Developments: the CE notified the Board of the intention to retire of Ms. Eilís Leddy, Education Officer/Director of Schools.

Building Programmes: various developments have taken place in relation to post primary building programmes at Bunclody Vocational College and St. Declan's Community College and imminent sanctions are anticipated for projects at Bridgetown College, Dungarvan College-Colaiste Dhún Garbhán and Meánscoil San Nioclás and the re-location of a number of Community Education Programmes to Whitemills, Wexford has taken place.

Waterford Institute of Technology/College Street Project: A Memorandum of Understanding will need to be put in place to commence the management of this process.

Communications Appointment: A Communications Officer has been appointed and is due to commence 7th May 2019.

Further Education and Training

The FET Manager presented two documents to the Board: The **Further Education and Training Plan 2019** and **Education and Training Division: Priorities, Planning, Programme Management Structures and Programme Approval Process 2019**. The documents were circulated to the Board and noted and the FET Manager thanked the FET Management Team and a number of management changes continues which will integrate services for the benefit of learners.

Child Safeguarding Policies/Procedures - WWETB Further Education Services: It is envisaged that a document will be finalised for inclusion on the next WWETB meeting Agenda.

Youthreach, Gorey: It is expected that a replacement premises will be available by September 2019.

Innovation and Development

The Innovation and Development Manager informed the Board that the *Local Youth Club Grant Scheme* application forms are now available with a closing date of 3rd April 2019.

Targeted Youth Funding Scheme: The total number of projects will rise to 33 and details were provided of dates and projects handed over and in the process of handover.

National Centre of Excellence, Enniscorthy: this has been included in the recent government publication "Future Jobs Ireland 2019".

NZEB: Training is currently offered in NZEB Fundamentals and NZEB Electrical.

UN Geneva, April 2019: A visit by a Geneva Delegation to the NZEB Training Centre in Enniscorthy is being arranged.

Organisational Support and Development

The Director of OSD outlined report and some of the items highlighted included:

Music Generation Wexford and Waterford: Updates on various activities and programmes.

Communication Officer: A Communications Officer has been selected and is due to take up the position shortly.

ICT Manager: Mr. David Guiney has taken up the role of ICT Manager and Ms. Anne-Marie Toomey has been seconded to the ICT to support the TEL Strategy.

260319.11 POLICIES

The following Policies and Summary Document was circulated to the Board For adoption:

- (a) *Fixed Assets Policy:* the Finance Officer outlined Policy which compliments the Disposal of Fixed Asset Policy; Proposed Mr. John Wall; Seconded Cllr. Barbara-Anne Murphy.
- (b) *Equality Policy:* Proposed Cllr. Mary Farrell; Seconded Cllr. Pat Nugent.

- (c) *Code of Conduct for Staff of WWETB*: The Director of OSD outlined the process undertaken prior to completion of the Code. The Board discussed the Code and clarification was provided in relation to query on the Section relating to Integrity and taking up positions if you are no longer a member of WWETB staff.
Some concerns were expressed, mainly in relation to practicalities and the Board discussed document. Following deliberation the Board adopted the Code of Conduct for Staff of WWETB, Proposed Mr. John Wall; Seconded Cllr. Michael J. O’Ryan, subject to a review of the relevant Section’s wording by the Senior Management Team.
- (d) *Policy on the use of Closed Circuit Television (CCTV) Systems in Schools/Colleges and other Education and administrative Centres under the remit of WWETB – Update*: Proposed Cllr. Barbara-Anne Murphy; Seconded Cllr. Mary Farrell.
- (e) *Garda Vetting Policy for Students*: Proposed Cllr. Barbara-Anne Murphy; Seconded Ms. Finola Walsh.
- (f) *Garda Vetting Policy for Employees*: Proposed Cllr. Barbara-Anne Murphy; Seconded Cllr. Mary Farrell.
- (g) *Course Fee Policy*: The Finance Officer explained Policy; Proposed Cllr. Michael J. O’Ryan; Seconded Mr. John Wall.

260319.12 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 23/10/2018, 15/01/2019;
- Coláiste Abbain held 07/11/2018;
- Creagh College held 04/12/2018, 14/02/2019;
- Enniscorthy Vocational College held 03/12/2018;
- Selskar College held 14/02/2019, 03/12/2018, 20/11/2018;
- Waterford College of Further Education held 13/12/2018;
- Kennedy College held 26/02/2019.

- (b) North Wexford Area Committee Meeting (Draft) held on the 25th February 2019 was circulated and noted.

260319.13 ETBI

The following was circulated to the Board:

- (a) ETBI Reserve Members Forum report of meeting held on the 8th January 2019.
- (b) ETBI Brief 02/2019: Review of the Post Primary Teacher Redeployment Scheme 2018 and Pilot Voluntary Redeployment Scheme 2019.
- (c) Brief 03/2019: Rehab Specialist Training Providers Grant Aid compliance update.
- (d) ETBI Brief 04/2019: Department of Education and Skills’ Child Protection Procedures.

260319.14 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 Mr. David Doyle; Seconded Ms. Nessa Murphy.

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

- (a) 0022/2019: Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2019 – Application of Additional Increments under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement).
- (b) 0021/2019: Application of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement).

- (c) 0019/2019: Staffing arrangements in Primary Schools for the 2019/20 school year.
- (d) 0017/2019: Teacher Fee Refund Scheme 2018
- (e) 0014/2019: Education and Training Boards – Approved Allocation of Teaching Posts 2019/20 school year .
- (f) 0011/2019: Invitation to Primary and Post-Primary Schools in Gaeltacht Language-Planning Areas to consider joining the Gaeltacht School Recognition Scheme in 2019: Participation to Implementation (May 2019 - August 2020).
- (g) 0010/2019: Post-Primary Schools in Gaeltacht Language-Planning Areas Participating in the Gaeltacht School Recognition Scheme: Next Implementation Phase (May 2019 - August 2020).
- (h) 0008/2019: Special Education Teaching Allocation
- (i) 0003/2019: Good Practice Guidelines in relation to Contracts for the Provision of Goods and/or Services.
- (j) 0002/2019: Code of Practice for the Governance of Education and Training Boards.
- (k) 0001/2019: Special Leave for Teachers who are members of Voluntary Search and Rescue Organisations and are called-out on a Search and Rescue Operation.

260309.15 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) 07 March, 2019 - Government Launches Action Plan for Education 2019: Cumasú – Empowering through Learning.
- (b) 04 March, 2019 - €50m in funding for ICT equipment for schools under the Digital Strategy for Schools.
- (c) 25 February, 2019 - Minister McHugh announces new Teacher Sharing Scheme for post-primary schools and urges Principals to sign up.
- (d) 20 February, 2019 - Ministers McHugh and Mitchell O'Connor host second in series of Regional Stakeholder Forums.
- (e) 19 February, 2019 - Minister appoints new Chairman and eight new members to the Council of the National Council for Special Education (NCSE).
- (f) 18 February, 2019 - Minister for Education and Skill Joe McHugh T.D. and Minister for Business, Enterprise and Innovation, Heather Humphreys T.D. launch Technology Skills 2022: Ireland's Third ICT Skills Action Plan.
- (g) 15 February, 2019 - Ministers McHugh and Mitchell O'Connor welcome earlier date for Round One CAO Offers.
- (h) 14 February, 2019 - Ministers Madigan, McHugh and Zappone announce €6m for Creative Youth to enable creative potential of children and young people.
- (i) 07 February, 2019 - Minister McHugh hosts first in series of Regional Stakeholder Forums.
- (j) 06 February, 2019 - More than 330 graduate and post-graduate places available for teachers for professional development programmes for 2019/2020 in Special Education.
- (k) 04 February, 2019 - Webwise reports 25% increase in use of its resources by schools and parents as new resources launched for younger pupils.
- (l) 24 January, 2019 - Minister launches new Irish Sign Language Bachelor of Education programme for deaf Students.
- (m) 23 January, 2019 - Minister launches results of National Employer Survey 2018.
- (n) 21 January, 2019 - Minister McHugh puts in place additional safeguards for child protection.
- (o) 18 January, 2019 - Update on WBS School Building Issues.
- (p) 11 January, 2019 - Minister for Education and Skills Joe McHugh T.D. congratulates Young Scientist Winner.
- (q) 17 January, 2019 - Research shows some increase in number of students taking higher level subjects.

260319.16 ADDENDUM An Addendum was circulated to the Board.

1. Board/Committee Reports (including Draft Reports)

The following reports were circulated and noted:

- (a) Youth Work Committee meeting held 8th October 2018.
- (b) Youth Work Committee meeting held 20th March 2019 (Draft).

2. ETBI

- (a) Brief 06/2019: SOLAS Monitoring Activities was circulated to the Board.

3. Circular Letters: Department of Education and Skills

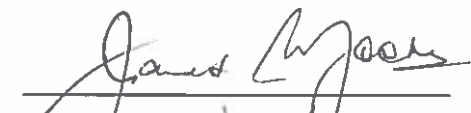
{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}.

The following Department of Education and Skills Circular Letters, were brought to the attention of the Board and adopted: Proposed Mr. John Wall; Seconded Ms. Finola Walsh.

- (a) 0024/2019: Revision of Salaries in respect of certain staff (other than Teachers and SNAs) employed by ETBs with effect from 1 April 2019.
- (b) 0023/2019: Prescribed Material for the Leaving Certificate English Examination in 2021.

4. AOB

Signed:



Date:

