

Waterford and Wexford Education and Training Board

MINUTES

WWETB Meeting held 8th May 2018

*Held at the Ferrycarrig Hotel, Wexford.
8th May 2018 at 4.30p.m.*

Waterford and Wexford Education and Training Board
Minutes of Meeting held Tuesday 8th May 2018

Board Members in attendance: *Cllr. Jim Moore Chairperson presiding, Cllr. Michael J. O’Ryan, Deputy Chairperson, Cllr. Ger Carthy, Cllr. Kathleen Codd-Nolan, 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. Mary Roche, Ms. Mary Ryan, Mr. John Wall.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive, Mr. Michael O’Brien, Innovation and Development Manager, Mr. Owen O’Mahony, Finance Manager, Mr. Ken Whyte, Director of FET, Mr. Paul Glynn, Temporary Director OSD.*

Apologies: *Cllr. Malcolm Byrne, Cllr. Tom Cronin, Mr. John Evoy, Mr. Mark Fitzgerald, Ms. Áine Uí Fhoghlú, Ms. Finola Walsh, Ms. Eilís Leddy, Director of Schools/Education Officer.*

080518.01 CONDOLENCES

The Board extended sympathy to the following:

- ~ *Ms. Margaret O’Brien on the death of her husband Mr. Noel O’Brien;*
- ~ *Ms. Siobhan Whelan on the death of her brother Mr. Kieran (Barney) Murphy;*
- ~ *Cllr. Jim Moore on the death of his father Mr. Thomas (Toddy) Moore - former Member of County Wexford Vocational Education Committee (VEC) Sports Sub-Committee;*
- ~ *Mr. Michael O’Brien on the death of his father-in-law Mr. Jim Menton;*
- ~ *Ms. Mary Walsh-O’Shea on the death of her father Mr. James (Jimmy) Walsh;*
- ~ *Ms. Fionnuala Greene on the death of her uncle Mr. Barry Greene.*

080518.02 CONGRATULATIONS

- (a) The Chairperson welcomed Mr. Paul Glynn, Temporary Director of Organisational Support and Development to the meeting.
- (b) The Board congratulated the following on their achievements:
 - *Rory Cassidy*, Transition Year Student from Bridgetown College on winning first Place in the ‘Sports Category’ of the Press Pass Awards; (10,000 entries were received for five categories – opinion, news, features, photojournalism and sport);
 - *Ben Handrick* Student from Creagh College on winning the Senior Category at the Wexford Student Enterprise Programme Awards and representing Wexford in the National Finals where he attained 4th place including a ‘Special Merit’ award for his student enterprise product ‘Little Elephant’;
 - *Jack Barron* from Coláiste Abbáin on winning the Junior Category at the Wexford Student Enterprise Programme Awards and representing Wexford in the National Final and finishing in the top six in his category.
 - *Ms. Anne-Marie English* (teacher at Enniscorthy Vocational College) on being shortlisted as a Finalist in the ‘Most Inspirational Teacher’ category of the National Teacher Awards;
 - *Ms. Edel Peters*, teacher at Creagh College on winning the ‘Entrepreneurial Educator of the Year’ award at the Wexford Student Enterprise Programme organised by Wexford Local Enterprise Office.

080518.03 MINUTES

The Minutes of the following Waterford and Wexford Education and Training Board meetings were adopted:

- (a) Meeting number 1 held on the **6th March 2018**: Proposed by Ms. Mary Ryan and Seconded by Mr. David Doyle.
- (b) Meeting number 2 held on the **6th March 2018**: Proposed by Ms. Mary Ryan and Seconded by Cllr. Mary Roche.
- (c) Special Meeting held on the **27th March 2018**: Proposed by Cllr. Mary Roche and Seconded by Cllr. Pat Nugent.

080518.04 FINANCE

Finance Summary Report: Waterford and Wexford ETB Financial Situation at the end of March 2018: *Summary of Receipts and Payment* balances was circulated to the Board and noted. The Finance Officer outlined report to the Board highlighting the following:

- *SOLAS Funding:* The implication of timely release of funding from SOLAS was explained with the next tranche of funding awaited; funding provision continues to be closely monitored and the importance of timely issue of funding to WWETB was stressed.
- *Overdraft:* It is intended to extend WWETB's Overdraft Facility to the 31 December 2019 and the Finance Officer intends seeking sanction from the Board at the next meeting in accordance with the relevant regulations.
- *Payroll and Finance Functions Shared Services ETB Project:* the transfer of two ETBs to Payroll Shared Services has been delayed until later in 2018 as negotiations continue.
- *Purchase to Pay:* The new Purchase to Pay (P2P) system – an invoice coding and payment mechanism has commenced and the Finance Department were acknowledged for roll-out of the new system.

080518.05 CORRESPONDENCE

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

- (a) Nomination of Directors to the Board of Waterford Sports Partnership Ltd.: the current representative **Mr. Mark Fitzgerald** was nominated and approved: Proposed Mr. John Wall, Seconded Cllr. Lola O'Sullivan.
- (b) Notification for information from Irish Public Bodies Insurance of Annual General Meeting 27th April 2018 issued to Nominee appointed. **Cllr. Tom Cronin** current WWETB Nominee to attend.
- (c) *Trusteeships - Blackwater Community School, Lismore, Co. Waterford:* correspondence from the Sisters of Mercy Provincial Office, Cork and Presentation Provinciate Presentation North East Province. The CE outlined correspondence which states that the Mercy and Presentation Sisters have asked CEIST to carry out the Trustee Function in its Community Schools where they are co-trustees.
- (d) *Schools Reconfiguration for Diversity Process* – the CE outlined details of correspondence from the Minister for Education and Skills relating to the Process which aims to offer greater school choice for parents in line with the Programme for Government commitment to increase the number of multi-denominational and non-denominational schools to 400 by 2030 and to previous consultations with the Education and Training Boards sector in this regard.

Initial parental surveys are being conducted as part of the pilot phase in each ETB and WWETB has identified the Waterford City area. Census data received from the Department of Education and Skills (DES) assisted in making this recommendation. DES has asked that this data be confidential until further notice. The CE clarified various matters raised by members. The process 'Identification Phase' will involve surveys being conducted with pre-school parents with the assistance of the Waterford County Childcare Committees by early June.

080518.06 GOVERNANCE

- (a) **Audit and Finance Committees:** No updates as no committee meetings held since last Board meeting.
- (b) **Strategy Statement 2018-2022** (Section 27(6) of Education and Training Boards Act 2013): The WWETB Draft Strategy Statement was circulated to the Board for review and the CE thanked the Temporary Director of OSD, Mr. Paul Glynn, for his work in co-ordinating the document and invited him to outline the latest Draft Statement of Strategy to the Board. The document circulated contained the basic text of the Strategy Statement with some added sections. Extensive consultation and engagement has already taken place over a period of time with various stakeholder groups. In response to a query on timelines and implementation from Mr. John Wall, the CE confirmed a commitment to the achievement and delivery of the goals over the lifetime of the Strategy. Relevant appendices, data and graphics will now be added to the document in preparation for publishing, subject to the approval of the Board. Following discussion, the Board adopted the Strategy Statement as presented: Proposed: Cllr. Barbara-Anne Murphy, Seconded Cllr. Fionntán Ó'Súilleabháin.

080518.07 CHIEF EXECUTIVE'S REPORT

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

Strategic Development and Integration Process:

Retirement: Notification of retirement received from Ms. Suzanne Barrett, Principal of Kennedy College.

Appointments: Mr. Paul Glynn, Temporary Director OSD; Mr. Declan O'Toole, Temporary Principal Creagh College and consequential vacancies have been filled.

Maternity Leave: Temporary vacancy has been advertised to cover maternity leave for Ms. Gráinne Walsh, Principal, St. Declan's Community College.

Youth Officer: two Posts have been advertised.

SOLAS Strategic Planning workshops: a follow up to SOLAS and FET Planning Approach Meeting will be held at the end of May to conclude the process.

Education

Teaching and Learning: Mr. Mike Hughes, Facilitator of Teaching and Learning CPD is editing the Irish version of the "Magenta Principles", and will include WWETB as a Case Study of best practice in his book.

Section S29s Appeals Boards: The following personnel (retired WWETB Principals) were added as potential Representatives of the WWETB Board for Section 29 Panels: **Mr. Eugene Power, Mr. Seamus Murphy and Mr. Senan Lillis;** Proposed: Cllr. Mary Roche, Seconded Mr. John Wall. The members agreed that in the first instance current Board members should be contacted and if availability does not permit then the additional Personnel may be contacted.

School Accommodation: Cllr. Lola O'Sullivan expressed concern regarding school accommodation at a number of localities in the Waterford area despite vacant school buildings in the Tramore area. The CE advised that the Department of Education and Skills were made aware, at a meeting with the Building and Planning Unit last year, of the need for a new school in Tramore and a new application for a large scale extension at St. Declan's Community College has been submitted. A meeting has been sought with the Department of Education and Skills to discuss the urgent issues now arising in respect of accommodation including in particular St. Declan's Community College where a number of applicants for places in 1st year have been refused because of lack of accommodation. A discussion took place around the need for universal enrolment procedures for all schools and the CE assured the Board that a review of these procedures was presently taking place.

Organisational Support and Development:

Recruitment: Correspondence from HR - Recruitment Section was distributed to the Board which sought to establish Board Members availability over the coming months in order to facilitate the creation of Interview Boards.

Further Education and Training:

ESF Returns: a significant amount of data is required to be collated and forwarded and details were outlined by the Director of FET. Challenging targets being set by SOLAS and DES were discussed and the Director of FET gave details. He added that the Draft FET Section of WWETB Service Plan will be presented at Area Committee level for review in due course.

Cllr. Ger Carthy referred to national estimates and targets and the development of new courses. A discussion took place during which the Director of FET advised that a considerable amount of analysis has already taken place including the completion of a Pilot Study and he thanked the Innovation and Development Manager in this regard.

The Director of FET gave an overview and responded to queries. He noted that the national targets have been set without consultation with ETBs; however more accurate figures and data will develop over the next few years. He also noted that traditional/current courses may not continue to be suitable due to changing learner and economic needs and there is also an increased demand for more part time courses.

Innovation and Development

The Innovation and Development Manager referred to the data and statistics gathering process which informs the development of courses with a view to responding to the training needs of an area and outlined examples of courses to assist in the development of employment. The importance of Progression Agreements, for example with both Waterford and Carlow Institutes of Technology was highlighted.

NZEB: WWETB continues to be at the forefront in the development of NZEB and are working in collaboration with Wexford County Council. An update on Trades and Draft National Skills Specification was outlined and it is expected to develop syllabi in Quarter 3 this year.

Enniscorthy is one of three locations including New York and Vancouver, identified worldwide as Centres of Excellence for the provision of nearly zero energy building standards.

A conference is scheduled to take place in New York at the United Nations Economic Commission for Europe in the near future - UNECE.

FAB Lab, Enniscorthy: The establishment of 'Fab Lab' is progressing. Product Design equipment available include 3D Printers plus Liquid 3D, Laser Cutters and CNC machines.

Youthwork

Notice of the 2018 Local Youth Club Grant Scheme has been advertised locally and forwarded to clubs and youth groups. Notification has also been received of a new Youth Capital Funding Scheme. A brief update was provided on progress with the appointment of Youth Officers.

Cllr. Barbara-Anne Murphy welcomed developments but expressed concern regarding retention rates of particular cohorts of students and the necessity for future planning giving specific examples from a local area. The CE referred to particular Pilot Initiatives and the identification of WWETB as an area of need for 'Special Intervention' for early school leavers. It was suggested that a discussion on Youthreach and Community Training Centres should be an agenda item taken at a future Board meeting.

080518.08 POLICIES

The following Policies including Summaries were circulated and Policies adopted:

- (a) **Social Media Policy:** Proposed: Mr. John Wall, Seconded Cllr. Mary Farrell.
- (b) **WWETB Procurement Policy:** Updated points to recently adopted policy were outlined; Proposed Cllr. Pat Nugent, Seconded Mr. David Doyle.
- (c) **Travel and Subsistence – Staff Policy:** The Finance Manager outlined amendments and updates to Policy: Proposed: Cllr. Barbara-Anne Murphy, Seconded Cllr. Kathleen Codd-Nolan. The Finance Officer to obtain clarification regarding Indemnity query from IPB Insurances.

080518.09 COMMITTEES

(a) Board of Management Reports

The following Board of Management Reports were noted:

- (i) Waterford College of Further Education meeting held 22nd February 2018;
- (ii) Meánscoil San Nioclás meeting held 4th December 2017;
- (iii) St. Paul's Community College meeting held 23rd January 2018;
- (iv) Enniscorthy Vocational College meetings held 9th January 2018, 4th December 2017;
- (v) Bridgetown College meeting held 6th September 2017;
- (vi) Selskar College meetings held 16th January 2018, 7th March 2018, and Special Meeting held 7th March 2018.

(b) Boards of Managements – Membership

It was agreed to send a List of Board of Management membership to each school for confirmation at their next Board of Management Meeting with a reminder to obtain formal approval from WWETB when filling any Board of Management vacancies.

(c) Area Committee Minutes

The Minutes of Waterford City and Tramore Area Committee meeting held on the 19th October 2017 were circulated and noted.

080518.10 ETBI

- (a) *ETBI Brief No. 03/2018*: Update on Establishment of ETBI Apprenticeship, Traineeship and Work Based Learning Unit was circulated and outlined to the Board.
- (b) *ETBI Reserve Members Forum*: Cllr. Kathleen Codd-Nolan briefed the Board on ETBI Reserve Members Forum meeting held 10th April 2018; some items referred to included:
 - Introduction of new General Secretary Ms. Nessa Doyle who was wished well in her new role and the Board proposed that a letter of congratulations is sent to Ms. Doyle on her appointment;
 - Fee for Section 29 Appeals Board has been set;
 - Ms. Joan Russell ETBI Director of Schools Support Services gave a presentation.

080518.11 CIRCULAR LETTERS

The following Department of Education and Skills Circular Letters, were brought to the attention of the Board and adopted: Proposed Cllr. Barbara Anne-Murphy, Seconded Mr. John Wall.

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

- (a) **0029/2018**: Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools.
- (b) **0027/2018**: Provision to allow for certain education and training sector staff to be retained in employment beyond their Compulsory Retirement Age of 65 years until they reach the age of eligibility for the Contributory State Pension.
- (c) **0027/2018** FAQ: Circular 0027/2018 – Frequently Asked Questions.
- (d) **0026/2018**: Sick Leave Scheme for Special Needs Assistants - changes to Critical Illness Provisions (CIP) from 31st March, 2018.
- (e) **0025/2018**: Sick Leave Scheme for Teachers – changes to Critical Illness Provisions (CIP) from 31st March, 2018.
- (f) **0024/2018**: Prescribed Material for the Leaving Certificate English Examination in 2020.
- (g) **0023/2018**: Revision of Salaries In Respect of Certain Staff With Effect From 01 April 2018.
- (h) **0022/2018**: Gaeltacht School Recognition Scheme for Post-Primary Schools In Gaeltacht Language-Planning Areas - Next Implementation Phase (April 2018 to End of 2018/19 School Year).
- (i) **0020/2018**: Revision of Salaries In Respect of Certain Staff (Other Than Teachers And SNAs) Employed By ETBs With Effect From 01 April 2018.
- (j) **0019/2018**: Scheme for the awarding of incremental credit in recognition of previous equivalent or relevant experience for Youthreach resource persons and Youthreach co-ordinators.
- (k) **0018/2018**: Management of Safety & Health, including Fire Safety, in Primary and Post Primary schools.
- (l) **0016/2018**: Re-engaging with the School Self- Evaluation (SSE) process in primary schools. Amendments to requirements of circular 0039/2016.
- (m) **0014/2018**: Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA).

080518.12 PRESS RELEASES

The following Department of Education and Skills Press Releases were brought to the attention of the Board and Noted: Proposed Cllr. Mary Roche, Seconded Cllr. Pat Nugent.

{Available on <https://www.education.ie/en/Press-Events/>}

- (a) 20 April, 2018 - Minister Bruton announces extra places on Leadership Course for Teachers;
- (b) 17 April, 2018 - Minister Mitchell O'Connor awards 40 students from under-represented groups 1916 Bursary Awards.
- (c) 16 April, 2018 - Minister Mitchell O'Connor announces new initiative by St. Angela's College to promote diversity in the teaching profession.
- (d) 16 April, 2018 - Government exceeds targets on student accommodation.
- (e) 13 April, 2018 - Minister Bruton announces plans to establish 42 new schools over the next 4 years.
- (f) 05 April, 2018 - Minister Mitchell O'Connor announces opening of the Student Grant Scheme for 2018.
- (g) 04 April, 2018 - Minister Bruton announces Parents and Students are to be consulted on use of Smart Phones in Schools.
- (h) 03 April, 2018 - Minister Bruton starts major update of Relationships and Sexuality Education.
- (i) 02 April, 2018 - Schools funded to work together on Experimental Projects, as Minister Bruton rewards Excellence & Innovation.
- (j) 29 March, 2018 - Minister Bruton launches new Irish-medium Teacher Education Programmes.
- (k) 26 March, 2018 - Minister Bruton convenes Specialist Group on Teacher Supply.
- (l) 21 March, 2018 - Minister Mitchell O'Connor passes into law the Technological Universities Act.
- (m) 15 March 2018 - Minister Bruton announces consultation on Out of School Education Provision.
- (n) 14 March, 2018 - Minister Bruton announces extra places on teacher training courses.
- (o) 09 March, 2018 - Minister Mitchell O'Connor successfully steers the Technological Universities Bill through the Seanad.
- (p) 08 March, 2018 - Grants for Organisations delivering Non-Mainstream Music Education - Minister Bruton.

080518.13 ADDENDUM

An Addendum was circulated to the Board.

(a) **Correspondence**

Correspondence from Waterford Institute of Technology seeking Ministerial approval for the appointment of Dr. Eugene Broderick representing the Church Bodies on the Governing Body of Waterford Institute of Technology in accordance with Section 4 (1)(g) of the Regional Technical Colleges (Amendment Act) 1994, following the resignation of Mr. Eamonn McEaney. **Dr. Broderick** was recommended for appointment: Proposed Cllr. Mary Roche, Seconded Cllr. Pat Nugent.

(b) Circular Letter

Department of Education and Skills Circular Letter **0030/2018**: Adjudication Process – Contracts of Indefinite Duration was brought to the attention of the Board and adopted: Proposed Cllr. Michael J. O’Ryan, Seconded Cllr. Mary Farrell.

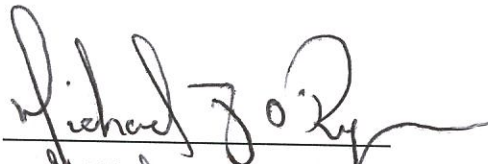
{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}

(c) AOB

- (i) *Insurance*: Clarification was requested on insurance cover for staff while at the workplace in schools and it was agreed to bring it to the attention of Principals at their next meeting; Irish Public Bodies Insurance have been consulted.
- (ii) *General Data Protection Regulation (GDPR)*: The CE gave a brief overview.
- (iii) *Single Use Plastic/Environment Issues*: The Board supported a proposal presented to ‘reduce the unnecessary use of single use plastics in all WWETB Schools and Centres’: Proposed Cllr. Jim Moore, Seconded Cllr. Michael J. O’Ryan.

Signed:

Date:


3rd July 2018