

Waterford and Wexford Education and Training Board

# MINUTES

*Meeting of Waterford and Wexford Education and Training Board*

*Held at Waterford Training Centre, Waterford Ind. Park, Cork Road,  
Waterford X91 PX02*

*Tuesday, 12<sup>th</sup> November 2019 at 4.30p.m.*

## **Waterford and Wexford Education and Training Board**

### **Minutes of Meeting held 12<sup>th</sup> November 2019 at 4.30p.m.**

**Board Members in attendance:** Cllr. Lola O'Sullivan, Deputy Chairperson presiding; Cllr. Breda Brennan, Cllr. Aidan Browne, Mr. Richard Byrnes, Cllr. Kathleen Codd-Nolan, Mr. David Doyle, Cllr. Mary Farrell, Ms. Sandra Fogarty, Cllr. Joe Kelly, Cllr. Leonard Kelly, Cllr. Garry Laffan, Mr. Senan Lillis, Ms. Kate Miskella, Cllr. Eddie Mulligan, Cllr. Pat Nugent, Cllr. Fionntán Ó'Súilleabháin, Mr. Pat Rath, 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 Manager, Ms. Eimear Ryan, Director of Schools, Mr. Ken Whyte, Director of Further Education and Training.

**Apologies:** Cllr. Barbara-Anne Murphy, Chairperson, Mr. Larry O'Brien, Ms. Mary Ryan.

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#### **121119.01 WELCOME**

The newly elected Staff Representative Mr. Richard Byrnes was welcomed to the Board of Waterford and Wexford Education and Training Board by the Deputy Chairperson Cllr. Lola O'Sullivan.

#### **121119.02 DECLARATION OF INTEREST – CONFLICT OF INTEREST**

The Board were requested to sign and return the circulated Conflict of Interest Declaration Forms (*to fulfil requirements as set out in CL0002/2019 Code of Practice for the Governance of Education and Training Boards*).

#### **121119.03 CONDOLENCES**

The Board extended sympathy to the following:

- ~ Cllr. Barbara-Anne Murphy on the death of her Uncle Mr. Seán Kelly and Aunt-in-law Ms. Noreen Murphy;
- ~ Ms. Mary Jordan on the death of her mother Ms. Mary Ellen Redmond;
- ~ Ms. Cynthia Deane on the death of her son Mr. John Fogarty and her mother Ms. Brid Deane;
- ~ The family of Mr. David Caffrey;
- ~ Ms. Fionnuala Greene on the death of her father Dr. Patrick Greene.

#### **121119.04 MINUTES**

The Minutes of Waterford and Wexford Education and Training Board Meeting held 10<sup>th</sup> September 2019 were adopted; Proposed Cllr. Aidan Browne; Seconded Ms. Kate Miskella.

#### **121119.05 PRESENTATION BY THE DIRECTOR OF OSD**

Dr. Karina Daly gave a presentation to the Board: 'Briefing for Board Members of WWETB' which was based on the Code of Practice for the Governance of Education and Training Boards (Circular Letter 0002/2019).

During the presentation, various sections of the Code of Practice were highlighted to the Board including an overview on the Role of the Chairperson and Board Members and information on Section 45 Committees such as Finance and Audit and Risk Committees. Business and Financial reporting mechanisms and obligations and an overview of Reserved and Executive Functions was also provided. At the conclusion questions were invited and responded to.

Cllr. Joe Kelly requested clarification on school and corporate complaints procedures with regard to the Board's purpose and role. The Director of OSD confirmed a nationally agreed procedure is currently in place in schools, a Customer Charter is presently being developed for WWETB and the Chief Executive distinguished between Executive and Reserved Functions for the Board.

#### **121119.06 FINANCE**

- (a) **Finance Report:** The Finance Manager gave a brief overview of Waterford and Wexford Education and Training Board's current financial position as set out in the Financial Summary included in the CE's Report circulated and reported on Receipts and Payments for draft period ended 30/09/2019 - Projected Year ended 31/12/2019.
- (b) **2018 Annual Financial Statement (V15) 2018 – Audit:** The on-site fieldwork by the Comptroller and Auditor General staff has concluded with remaining queries being dealt with and the audit is expected to be finalised by December 2019. The Finance Officer commended all who contributed to the process and in particular the Liaison Officer Mr. George O'Grady.
- (c) **Overdraft Facility application:** The Finance Officer outlined the procedure to the Board including an overview in relation to cash flow management and timing of tranche funding and confirmed receipt of Ministerial sanction for overdraft facilities with an upper limit of €3,000,000 from 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020. The CE referred to the historical legacy deficit which affects all ETBs since 2013 and on which dialogue is ongoing with the Department of Education and Skills. To date has resulted in the necessity to have overdraft facilities in place to ensure prudent financial management.  
The Board accepted the proposal to borrow in order to carry out the functions of the Board (*in accordance with Circular Letter 0044/2014 and Section 49 of the Education and Training Boards Act 2013*) and following the consent of the Minister for Education and Skills as per correspondence received dated 22<sup>nd</sup> October 2019. This was adopted, Proposed Cllr. Mary Farrell; Seconded Cllr. Fionntán O'Suilleabháin.
- (d) **New Bank Account - Enniscorthy Vocational College Parents Association:** The Finance Officer outlined the proposal which was considered in depth. The Board approved the opening of Bank Account for Enniscorthy Vocational College Parents' Association, Proposed Cllr. Kathleen Codd-Nolan; Seconded Mr. David Doyle.

#### **121119.07 CORRESPONDENCE**

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

- (a) **Response from Mr. John Halligan, T.D., Minister for Training, Skills, Innovation, Research and Development** in relation to school transport places for eligible and concessionary students for the 2020/'21 school year. The CE summarised the response which indicated that because of the nature of concessionary transport for non-eligible children and the priority of providing places for eligible children, the availability varies from year to year based on the capacity of the buses running on all the various routes and the number of eligible children accommodated on each route with the terms of the school transport schemes applied equitably on a national basis.

#### **121119.08 GOVERNANCE**

- (a) **Audit Committee Report** of meeting held 23<sup>rd</sup> September 2019 was read by the CE and noted.
- (b) **Finance Committee Report** of meeting held 23<sup>rd</sup> September 2019 was read by the Deputy Chairperson and noted.
- (c) **Chief Risk Officer** – the nomination of the Director of OSD Dr. Karina Daly as Chief Risk Officer by the Audit Committee was noted by the Board.

#### **121119.09 NOMINATIONS FROM THE BOARD TO BOARDS OF MANAGEMENT AND OTHER COMMITTEES**

A list of proposed Nominees and Membership to the various Boards and Committees of Waterford and Wexford Education and Training Board was circulated to the Board (*the list circulated followed updates from Sub Group Meeting held prior to the WWETB Meeting*). The Deputy Chairperson presented the list and provided clarification where required. The following were also agreed by the Board including further nominations in principle:

- Audit Committee:** *Cllr. Jim Moore, Chairperson.*
- Finance Committee:** *Mr. Michael Veale, Chairperson.*  
The Board Members were encouraged to seek potential suitable candidates or to put themselves forward for membership of the Finance Committee. Committee not being formed as not statutorily required.
- VTOS Committee:** Committee on 'Hold' due to discussions at a national level.
- Music Generation:** Cllr. Leonard Kelly expressed his interest for membership of this Committee. Cllr. *Larry O'Brien* and Cllr. *Michael Sheehan* were suggested as Nominees.
- Coláiste Abbáin:** *Mr. John Wall* plus one other nominee.
- Meánscoil San Nioclás:** *Mr. Oliver Coffey.*
- St. Declan's Comm. College:** *Cllr. Breda Brennan.*
- St. Paul's Community College:** *Cllr. Breda Brennan.*
- Blackwater Community School:** One additional nominee required.
- IPB Insurance:** *Cllr. Barbara-Anne Murphy* was nominated for a term of five years: 2019-2024 (Substitute: Cllr. *Lola O'Sullivan*).
- Gorey Community School:** Religious Trustee Nominees for appointment by the Joint Patrons to the Board of Management: *Mr. John Fennell, Ms. Eimear Mooney and Ms. Ann O'Neill.*
- ETBI Reserve Members Forum:** *Cllr. Kathleen Codd-Nolan* was nominated for a period of three years; Proposed Cllr. *Aidan Browne*; Seconded Cllr. *Mary Farrell.*

*Declaration of Interest:* Mr. Senan Lillis wished to declare his concern at a possible conflict of interest due to a member of staff at Creagh College being a family member. This was noted and the Board Member advised accordingly.

#### Local Area Committees

The Chief Executive gave an overview of the terms of reference and the following membership was agreed:

Waterford City and County	North Wexford	South Wexford
Cllr. Breda Brennan Cllr. Pat Nugent Cllr. Eddie Mulligan Cllr. Joe Kelly Ms. Sandra Fogarty Ms. Mary Ryan Cllr. Lola O'Sullivan	Cllr. Aidan Browne Cllr. Barbara-Anne Murphy Cllr. Mary Farrell Cllr. Fionntán Ó'Súilleabháin Mr. Senan Lillis Cllr. Kathleen Codd-Nolan Mr. Pat Rath	Cllr. Garry Laffan Cllr. Leonard Kelly Mr. Richard Byrnes Mr. David Doyle Ms. Finola Walsh Cllr. Larry O'Brien Ms. Kate Miskella

Following discussion the Board appointed the above for membership to the various Boards and Committees, Proposed Cllr. Leonard Kelly; Seconded Mr. David Doyle:

#### School – Boards of Management

- (a) A document was circulated listing School Boards of Management Teacher/Parent/Student Nominees and start dates for new Boards in each school. The Director of Schools outlined the content and the Board appointed the nominees: Proposed Cllr. Joe Kelly; Seconded Mr. David Doyle.
- (b) Meánscoil San Nioclás – the Director of Schools referred to their board of management make up which includes six Coláiste na Rinne nominees: Liam Suipéil, Mícheál Ó Drisleáin, Cáit Mhic Craith, Siobhán de Faoite, Máire Nic Craith agus Eithlín de Paor. The Board agreed appointments: Proposed Ms. Finola Walsh; Seconded Cllr. Aidan Browne.

## **121119.10 CHIEF EXECUTIVE'S REPORT**

The Chief Executive's Report was circulated and the Directors and Managers in attendance presented their respective reports and updates.

### Strategic Development and Integration Process

- A number of senior management appointments are in place at Principal, Deputy Principal and Training Manager level.
- Sanctions have been received for a number of major building projects and procurement of Design Teams is well advanced for these projects.
- Magenta Principles – ongoing work has re-commenced for the new school year with staff from Schools and Youthreach Centres. The Irish edition book of the Magenta Principles by Mr. Mike Hughes, renowned educationalist launched last year featured WWETB as a case study of best practice and a number of teachers from WWETB were credited.

### Further Education and Training

- Updates for various programmes in report included Community Education, Language and Literacy, Innovation and Development and Youthwork.
- It is intended that a short presentation will be organised on general Further Education and Training Programmes in the near future.

### Education

- Community of Practices: Pobal Ceoil continue to participate in training funded by the Digital Excellence Fund and the benefits are accruing to the students.
- Special Education Teachers: Met recently to develop draft documents.
- Practical Subjects: A further day of training in NZEB Fundamentals is being offered to relevant teachers and a cross-college Creative Writing Competition is being developed.
- Restorative Practices: Hugely positive benefits to students and two colleges have been selected by NEPS as part of a pilot project.

Mr. Pat Rath spoke highly of his positive experience as an adult education student on a course run at Bunclody Vocational College and complimented all involved.

### Organisational Support and Development

- Updates in Corporate Services, Human Resources and Finance included in Report.
- Music Generation: Sixteen new primary schools have registered with Music Generation Wexford to participate in instrumental programmes and the singing Programme has expanded and is present in fourteen primary schools across the county.
- Waterford Music Generation hosted '*Brass Off*' a three day residential course at St. Paul's Community College for over 120 brass and wind players with guest band Director Darcy Vogt Williams from Texas and the final concert took place in the Waterford Institute of Technology Arena. The Traditional Ensemble collaborated with Music Generation Carlow in a Catalan/Irish Improvisation project performing in Sitges, Spain at the Creative Connexions Festival.
- Staff Event: Taking place 19<sup>th</sup> November and a number of Learners have been asked to address the Group.

#### **121119.11 POLICIES**

**(a) Mobile Phones Acquisition and Acceptable Usage Policy for WWETB Business Plan Users**

The Director of OSD presented the circulated Policy to the Board subject to the removal of last sentence in *Section 4.14 Security: "confidential and personal information (including photographs) must not be stored on a WWETB mobile phone device"* – page 7. Cllr. Eddie Mulligan expressed concern on the exclusion, however following review and discussion the Board agreed it was sufficiently catered for elsewhere in the Policy, in particular under Section 4.19 'Unacceptable Use'. The Policy was adopted, Proposed Cllr. Aidan Browne; Seconded Cllr. Fionntán Ó'Súilleabháin.

**(b) Code of Conduct for Members of the Board of WWETB**

Copies of the document were circulated to the Board Members for signature and return and the Director of OSD explained the background and basis to the Code.

The Code of Conduct for Members of the Board of WWETB was adopted: Proposed Cllr. Fionntán Ó'Súilleabháin; seconded Ms. Finola Walsh.

#### **121119.12 BOARD/COMMITTEE REPORTS (INCLUDING DRAFT REPORTS)**

**(a) The following Board of Management Reports were noted:**

- *Kilnamanagh Community National School meetings held 27/08/2019, 11/09/2019,27/09/2019. including various Policies;*
- *Bunclody Vocational College meeting held 11<sup>th</sup> September 2019;*
- *Enniscorthy Vocational College meetings held 26<sup>th</sup> March 2019 and 14<sup>th</sup> May 2019;*
- *Meánscoil San Nioclás meeting held 9 Aibreán 2019.*

**(b) Local Youth Club Equipment Scheme 2019:** A document was circulated to the Board which set out the amount of grant aid dispersed to each club. The Department of Children and Youth Affairs allocation totalled €59,386.97 and the Director of FET outlined grant details which was noted by the Board. The launch of the Targeted Youth Funding Scheme will take place on the 17th December by the Minister for Children and Youth Affairs Dr. Katherine Zappone, T.D.

#### **121119.13 ETBI**

The following ETBI Briefs were circulated to the Board for information.

- (a) ETBI Brief 16/2019 - Leave Schemes for Registered Teachers Employed in Recognised Primary and Post-Primary Schools – DES Circular Letter 0059/2019.**
- (b) ETBI Brief 18/2019 – CTC Contracts 2019.**
- (c) ETBI Brief 19/2019 – FOI Requests made of ETBs (confidential records) .**
- (d) ETBI Brief 20/2019 – Terms of Reference ETB Youth Work Committees.**

#### **121119.14 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION AND SKILLS**

{available: [https://www.education.ie/en/Circulars-and\\_Forms/Active-Circulars/](https://www.education.ie/en/Circulars-and_Forms/Active-Circulars/)}. The following Circular Letters were adopted; Proposed Cllr. Kathleen Codd-Nolan; Seconded Cllr. Aidan Browne.

- (a) 0061/2019:** Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20, 2020/21, 2021/22.
- (b) 0058/2019:** Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools.
- (c) 0057/2019:** Election of new Boards of Management of Primary Schools.
- (d) 0056/2019:** Home Tuition Grant Scheme for children without a school place for reasons other than special educational needs and medical grounds.
- (e) 0055/2019:** Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2019/20.

#### **121119.15 PRESS RELEASES: DEPARTMENT OF EDUCATION AND SKILLS**

{available: <https://www.education.ie/en/Press-Events/>}. The following Press Releases were brought to the attention of the Board:

- (a) 31 October, 2019 – Minister launches third quarterly progress report on the Action Plan for Education 2019.
- (b) 31 October, 2019 – Minister McHugh welcomes publication of special report – Education Indicators for Ireland.
- (c) 28 October, 2019 - Minister McHugh welcomes Publication of Regional Enrolment Projections in Primary and Post-primary schools.
- (d) 16 October, 2019 - Wellbeing by Design – Minister McHugh launches competition for Students to Make their Mark in Wellbeing with Logo Competition.
- (e) 09 October, 2019 – Record investment in Education and Skills with hundreds of new teachers and more than 1,000 additional special needs assistants.
- (f) 09 October, 2019 – Minister Halligan announces major investment in skills development in 2020 from the National Training Fund.
- (g) 08 October, 2019 – Budget 2020 Update.
- (h) 04 October, 2019 - Ministers McHugh, Mitchell O'Connor and Halligan congratulate students receiving Junior Cycle examination results today.
- (i) 01 October, 2019 - Minister McHugh announces decision following Review of History in Junior Cycle Framework.
- (j) 24 September, 2019 - Minister McHugh publishes new Governance Manual for Primary Schools and thanks outgoing school boards of management.
- (k) 23 September, 2019 - Minister McHugh announces launch of Arts and Culture in Education Research Repository.
- (l) 23 September, 2019 - Minister for Education and Skills invites education partners to give views on proposed guidelines on reduced timetables.
- (m) 16 September, 2019 - Minister announces Independent Review of the Design and Build Construction Model for School Buildings Internationally.
- (n) 13 September, 2019 - Minister for Education and Skills Launches Primary Language Curriculum/ Curaclam Teanga na Bunscoile for all stages in all primary schools
- (o) 11 September, 2019 – Ministers Madigan and McHugh announce new and enhanced initiatives to support creativity in schools.
- (p) 10 September, 2019 – Minister for Education and Skills publishes the Education (Student and Parent Charter) Bill 2019.
- (q) 03 September, 2019 – Minister for Education and Skills announces measures to increase access to Irish-medium education as part of the patronage process.

#### **121119.16 ANY OTHER BUSINESS**

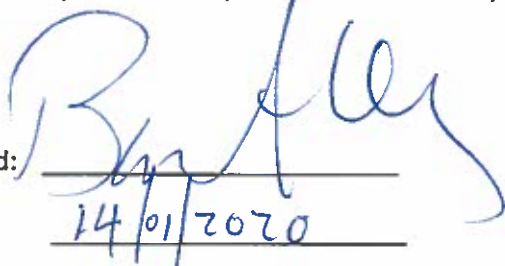
- (a) Cllr. Aidan Browne highlighted the vital importance of Post Leaving Certificate Courses (PLCs) to the Enniscorthy area in general and asked if anything could be done to future proof PLCs. The CE advised that a proposal will be available for the next WWETB meeting.  
In response to query on primary school catchment areas when promoting secondary schools, every effort is being made to effectively manage any possible overlaps.
- (b) Mr. Senan Lillis asked if the current system of Competency Based Interviews for the selection of candidates is the only template available. The Director of Schools confirmed that the system has been nationally agreed but will be discussed at the next Principals' meeting and the Director of OSD added that possibly the interview questions could be examined or reviewed.

**121119.17 DATE OF NEXT MEETING**

The next meeting of Waterford and Wexford Education and Training Board to take place on Tuesday, 14<sup>th</sup> January 2020 at 4.30p.m. in Wexford County Council Offices.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

A handwritten signature in blue ink is written over a horizontal line. Below the signature, the date '14/01/2020' is handwritten in blue ink over another horizontal line.

**Documents circulated:**

*Agenda*  
*Conflict of Interest Declaration Forms*  
*Minutes of meeting held 10<sup>th</sup> September 2019*  
*Document setting out Nominations/Memberships of WWETB Boards and Committees*  
*List of School Nominees to Boards of Management: Teacher/Parent/Student and start dates*  
*CE's Report*  
*Mobile Phones Acquisition and Acceptable Usage Policy for WWETB Business Plan Users*  
*Code of Conduct for Members of the Board of WWETB*  
*ETBI Briefs Nos. 16 - 20/2019*  
*Local Youth Club Equipment Scheme 2019*

**For circulation:**

*Presentation – 'Briefing for Board Members'*