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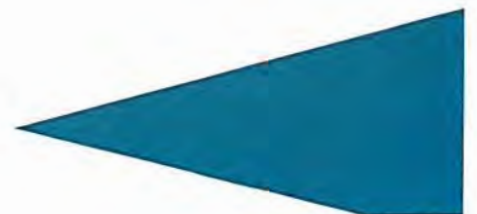
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 13th September 2022

*Held at the Woodlands Hotel, Dunmore Road, Waterford.
Tuesday, 13th September 2022 at 4.30p.m.*



Waterford and Wexford Education and Training Board

Minutes of Meeting held 13th September 2022 at 4.30p.m.

Board Members in attendance: *Cllr. Lola O'Sullivan, (Deputy Chairperson presiding), Mr. Richard Byrnes, Cllr. Tom Cronin, Cllr. Kathleen Codd-Nolan, Cllr. Mary Farrell, Ms. Sandra Fogarty, Mr. Senan Lillis, Ms. Kate Miskella, Cllr. Pat Nugent, Cllr. Frank Quinlan, Mr. Pat Rath, Ms. Mary Ryan. Cllr. Barbara-Anne Murphy, Chairperson and Cllr. Garry Laffan attended the meeting remotely via MS Teams.*

Also in attendance: *Mr. Kevin Lewis, Chief Executive; Dr. Karina Daly, Director of Organisation Support and Development (OSD); Ms. Eimear Ryan, Director of Schools, Ms. Lindsay Malone, Director of FET, Mr. Owen O'Mahony, Finance Officer, Mr. Fintan O'Reilly, Corporate Services Manager, Mr. Michael O'Brien, Innovation and Development Manager, Ms. Sandra Murphy, Administrative Officer, Mr. Alan O'Gorman, Adult Education Officer, FET Quality Assurance*

Apologies: *Cllr. Aidan Browne, Cllr. Cristiona Kiely, Ms. Margaret Darrer, Cllr. Leonard Kelly, Cllr. Fionntán Ó'Suilleabháin,*

130922.01 INTRODUCTION- GENERAL

The Deputy Chairperson presided, welcomed everyone to the meeting and apologies received were noted. It was agreed to take agenda items in the order of those requiring adoption first.

130922.02 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.

130922.03 CONDOLENCES

The Board extended sympathy to the following on their bereavements:

- ~ *The family of Mr. Peter Lacey, Apprentice;*
- ~ *Mr. Philip Dunphy on the death of his parents Kathleen and Nicholas Dunphy;*
- ~ *Mr. Peter Ring on the death of his sister Anastacia Ring;*
- ~ *Ms. Sinéad O'Donovan on the death of her father Mr. Murtagh O'Donovan;*
- ~ *Ms. Melanie Ní Dhuinn and family on the death of her husband Mr. William Corcoran;*
- ~ *Ms. Mary Foley on the death of her mother Ms. Margaret Doran;*
- ~ *The family of Ms. Josephine Edgar;*
- ~ *The family of Mr. Patrick Finnegan;*
- ~ *Ms. Kathryn Bermingham on the death of her mother-in-law Mrs. Peg Bermingham;*
- ~ *The family of Dr. Tom Cavanagh;*
- ~ *Ms. Margaret Darrer on the death of her father-in-law;*
- ~ *Cllr. Barbara-Anne Murphy on the death of her aunt.*

130922.04 CONGRATULATIONS

The Board congratulated the following pupils on their successes at the recent Irish Schools International Track and Field event in Belfast:

- * *.Doireann Ní Icí from Meánscoil San Nioclás, An Rinn - 3rd in 3000m walk competing for Ireland against England, Scotland & Wales.*
- * *Andrew Scanlon from St. Declan's Community College, Kilmacthomas - 3rd in Javelin.*

130922.05 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the **28th June 2022** were adopted: Proposed Cllr. Pat Nugent; Seconded Ms. Kate Miskella.

130922.06 FINANCE

(a) Finance Report

The Finance Officer (FO) provided a financial report to the Board for the period ended June 2022 as set out on pages 39-40 of the Chief Executive's Report and circulated to the Board. He gave an overview of the various budgetary and expenditure amounts broken down under Schools and Head Office, FET, Youth Services, Agencies and Self-financing projects and Capital headings and reported that the Receipts figure was broadly on track and as expected for the mid-year point 2022.

- (b) **Budget/Finance Training - Schools:** The FO confirmed that training has been scheduled as agreed at the last board meeting. The training will take place on the 4th October at 4.00p.m. and he gave a brief overview of content to the Board.

The Finance Officer responded to queries raised on additional funding to schools and heating costs. The difficulties anticipated with increasing energy costs, which is also a national issue was recognised and the need for more financial support acknowledged. It is open to WWETB to make an appeal for further financial support.

- (c) **Audit 2021 Certificate** – completion of Audit of Annual Financial Statements of WWETB for year ended 31st December 2021. The Finance Officer announced the successful conclusion of the annual accounts audit process for 2021, signature clearance and explained the next steps. The Board expressed its appreciation to the Finance Officer and team for the work involved. The Chief Executive congratulated the Finance Officer and Director of OSD for overseeing the process and paid tribute to them and all staff for their work throughout the process which led to a successful audit outcome.

130922.07 CORRESPONDENCE

- (a) *Youthreach Subla Centre:* Approval for lease sanction from Department of Further and Higher Education, Research, Innovation and Science for the provision of Youthreach Programme at Lacken Road Business Park, Kilbarry, Waterford was noted.
- (b) *Gorey Community School:* Notification from Loreto Education Trust (Joint Trustee) of Trustees nominated for appointment to Gorey Community School Board of Management. The following appointments to the Board of Management at Gorey Community School were noted by the Board:

Loreto Trustee Nominees: Ms. Ann O'Neill, Mr. John Fennell, Ms. Eimear Mooney.

Teacher Representatives: Ms. Kate Moran, Mr. Maurice O'Toole.

Parent Representatives: Ms. Jane Montague, Mr. Owen Martin

130922.08 GOVERNANCE

- (a) **Audit and Risk Committee:** Next meeting scheduled for 14th September 2022.
- (b) **Finance Committees:** Next meeting scheduled for 28th September 2022.
- (c) **Approval/Renewal of Leases and Updates** {130922.18, 11(c) also refers}:
Cappoquin Community Centre: The Corporate Services Manager presented a request to the Board for the Renewal of the existing Licence Agreement for the Cappoquin Community Centre for a two year period from 01 September 2022. The Board approved the renewal as outlined: Proposed Cllr. Tom Cronin; Seconded Cllr. Pat Nugent.
- (d) **Risk Management:** Risk Management is comprehended within the report of the Audit and Risk Committee.
- (e) **Multi-Annual Procurement Plan (MAPP):** Deferred to November 2022 meeting.

130922.09 NOMINATIONS/MEMBERSHIP TO BOARDS OF MANAGEMENT

A number of names were suggested for the Coláiste Abbáin Board of Management vacancy and the Board agreed that Cllr. John Fleming be nominated to the Board of Management of Coláiste Abbáin. The following were appointed to Boards of Management by the Board:

- **Gorey Community School:** Noted as per 130922.07(b) above
- **Coláiste Abbáin:** *Cllr. John Fleming:* Proposed Cllr. Garry Laffan; Seconded by Cllr. Senan Lillis.
- **Waterford College of Further Education:** *Ms. Orla Bannon* (Female Staff Representative) Proposed Cllr. Lola O'Sullivan; Seconded Ms. Mary Ryan.

130922.10 INTERVIEW/SELECTION BOARDS

Nomination to Interview Panel: The Board agreed to the addition of *Ms. Gráinne Ní Lúbaigh* (former Príomhoide, Meánscoil San Nioclás) to the panel of those eligible to serve on Interview Boards 2022: Proposed Ms. Mary Ryan; Seconded Cllr. Pat Nugent.

130922.11 CHIEF EXECUTIVE'S REPORT

- (a) The CE's Report was circulated to the Board and noted.
The CE introduced newly appointed staff present at the meeting: *Ms. Lindsay Malone*, Director of FET, *Mr. Alan O'Gorman*, current AEO with responsibility for FET Quality Assurance who will be taking over that role during Ms. Malone's Maternity Leave; *Ms. Sandra Murphy*, promoted to Human Resources Operations Manager. The 'Human Resources' Grant Thornton review process is substantially complete. A large volume of recruitment at a senior level has taken place with further appointments listed in report. The Deputy Chairperson joined in welcoming all newly recruited staff.

Building Programme: The CE confirmed that Stage 1 meeting with Department of Education was held 8th September 2022 in relation to the replacement school for Selskar College and the Educate Together National School; he gave brief updates on a number of projects as outlined in the CE's Report.

The High Performance Building Alliance (HPBA) due to meet shortly and the signed Memorandum of Understanding has been received from the UNECE.

- (b) **Presentation (verbal): COVID-19 Response Updates**
Organisational - general: The CE confirmed that the Covid-19 Response Management Team continued to meet to provide overall organisational support. National public health guidelines are being observed, and the Directors gave brief updates for their area:

Schools: Schools have reopened normally with limited/appropriate Covid-19 measures in place. Department of Education have confirmed that cleaning/PPE grants will be paid for the first term in schools.

FET: Existing protocols remain in place and FET centres are operating in accordance with public health guidelines. Antigen tests made available to all learners as per government request for all students

OSD: A number of staff absences due to Covid-19. Some Covid-19 signage has been removed and monitoring continues.

Covid-19 FET Managers Team meeting on Monday to review outstanding issues, if any.

- (c) **Presentation: *Leases - WWETB*** {130922.08, 18 also refers}
Mr. Fintan O'Reilly, Corporate Services Manager presented an overview of the current WWETB leased premises to the Board.
He also gave an overview of the lease approval process in place.

The presentation summarised the various WWETB leases under the headings of Location, Lease Start and End Dates, Duration, Annual Lease Cost, Gross floor area and Cost per square foot giving details on some of the listed properties.

He responded to queries regarding (a) the Consumer Price Index (CPI) as it relates to leasing; (b) Building Energy Rating (BER) - energy efficiency and performance in schools with reference to a recent government initiative and stipulations; (c) lease breaks and reviews.

- (d) **Presentation: *Strategic Performance Agreement (SPA) and linked Data Analytics*** by Mr. Alan O'Gorman AEO, FET Quality and Mr. Jon Ishaque, Data Analytics Coordinator.

Mr. Alan O'Gorman began the presentation by stating that this is the second Strategic Performance Agreement (SPA) between SOLAS and WWETB with themes largely drawn from the SOLAS FET Strategy "Future FET: Transforming Learning". Themes are national with overall national targets of which each ETB is allocated a percentage of the national target. He explained some of the challenges and negotiation processes which finally led to a draft SPA document which has been reviewed with the final draft awaited.

There are five key national targets with supporting WWETB Performance Targets:

(1) Supporting Jobs, (2) Learning Pathways, (3) Facilitating Inclusion, (4) Upskilling Through Life and Careers and (5) Targeting Key Skills Needs. The document displayed figures for 2022, 2023, 2024 including explanations for the proposed target for each of the five performance targets. Mr. Alan O'Gorman gave an overview and some of the items referred to were:

- *Progression to higher education*: true figures higher as FET pathways may not be counted.
- *Fostering inclusion*: Drop in Literacy numbers over the last few years. Projection figures adjusted and to include Adult Literacy, ESOL, BTEI, Voluntary Lit., Refugee Resettlement.
- *Upskilling* – SOLAS committed to National 'Skills to Advance' Targets; 5 other ETBs to deliver NZEB so may see reduction in numbers.
- *Targeting Key Skills Needs* – Retrofitting Skills expansion of reskilling provision to meet retrofitting needs.

Mr. Jon Ishaque, Data Analytics Co-ordinator joined the meeting and gave a presentation on '*Data Analytics – SPA – Data Usage*'. He outlined background to the process for carrying out the analysis of data and information, understanding definitions and negotiation and agreeing SPA targets with SOLAS.

He explained the model utilised and data referred to in the table during the presentation which modelled growth for the various programme categories during 2019, indicating growth and annual projections for 2022-2024.

The presentation also included information and procedure on monitoring and tracking SPA Targets and WWETB will use data as a management tool to support achievement of SPA targets.

The CE thanked both presenters and questions were invited. The Innovation and Development Manager responded to a question on a programme run in another ETB and outlined the broad range of equivalent programmes which are available currently through the Enniscorthy and New Ross Fab Labs, e.g. 3D Design and Printing, CNC Milling, Lathe and Router and elaborated that WWETB is providing a joint Programme with the South East Technological University (SETU) called a Certificate in Manufacturing and Design Engineering.

130922.12 POLICIES (including Summary of updates)

- (a) *Blended/Remote Working Policy*: The Policy was circulated and noted by the Board; for communication to staff.
- (b) *Absence Management and Sick Leave Policy*: This Policy was deferred.

130922.13 BOARD/COMMITTEE REPORTS (including draft reports if not stated)

- (a) The following board of management reports were noted by the Board. {Item 130922.18(2) also refers}
 - (i) *Waterford College of Further Education* report of meeting held 28th January 2021, 20th May 2021, 16th February 2022 and 24th June 2022.
 - (ii) *Dungarvan College-Coláiste Dhún Garbhán* held 29th March 2022 and 30th August 2022.
 - (iii) *Kilnamanagh Community National School* held 21st June 2022.
- (b) *Youthreach Committee* report of meeting held 14th June 2022 was noted by the Board.

130922.14 ETBI (EDUCATION AND TRAINING BOARDS IRELAND)

- (a) **ETBI Reserve Members Forum**: Cllr. Kathleen Codd-Nolan gave a brief update on the last meeting of the Reserve Members Forum, referring to the Ukrainian response and the upcoming Annual ETBI Conference.

The CE welcomed Mr. Senan Lillis, REALT Co-Ordinator for the area employed by ETBI. The REALT Co-ordinator gave a brief update on the current Waterford and Wexford area.

- (b) **ETBI AGM and Delegate Nominations**
The ETBI Annual General Meeting (AGM) 2022 scheduled for Wednesday 21st September 2022 is to be held remotely. The following delegates were nominated and confirmed to attend - *Cllr. Kathleen Codd Nolan, Ms. Kate Miskella, Cllr. Aidan Browne, Mr. Senan Lillis and Ms. Mary Ryan*: Proposed Cllr. Pat Nugent; Seconded Cllr. Mary Farrell.
- (c) **ETBI Conference 28-29 September 2022, Tullow, Co. Carlow**. Theme: An Open Door to Excellence: Why diversity Matters. The following delegates (plus other Board Members if they wished) were nominated to attend - *Ms. Mary Ryan, Cllr. Pat Nugent, Cllr. Kathleen Codd Nolan, Ms. Lindsay Malone, Mr. Alan O’Gorman, Ms. Eimear Ryan, Ms. Sinéad O’Hara, Dr. Karina Daly, Mr. Michael O’Brien, Mr. Kevin Lewis, Ms. Joann Power*: Proposed Cllr. Lola O’Sullivan; Seconded Ms. Kate Miskella.

- (d) **ETBI Reserve Members Forum**: WWETB’s nomination of member to serve on the Reserve Members Forum.

The board appointed *Cllr. Kathleen Codd-Nolan* to serve on the ETBI Reserve Members Forum for a period of two years: Proposed Ms. Kate Miskella; Seconded Cllr. Pat Nugent.

130922.15 CIRCULAR LETTERS: Department of Education

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

- (a) 0059/2022: Implementation of Sectoral Bargaining with effect from 1 February 2022 for post primary teachers – Payment of PME/HDip Allowance.
- (b) 0055/2022: Exemptions from the study of Irish – post primary.
- (c) 0054/2022: Exemptions from the study of Irish – primary.
- (d) 0056/2022: School Self-evaluation: Next Steps September 2022 – June 2026.
- (e) 0057/2022: Arrangements for Inspectorate engagement with primary and special schools: September to December 2022.
- (f) 0058/2022: Arrangements for Inspectorate engagement with post-primary schools: September to December 2022.
- (g) 0052/2022: Domestic Motor Travel Rates in the ETB Sector – Staff and Members.
- (h) 0053/2022: Domestic Subsistence Allowances in the ETB Sector – Staff and Members.
- (i) 0050/2022: Parent’s Leave Scheme For Registered Teachers employed In Recognised Primary and Post-Primary Schools.
- (j) 0051/2022: Parent’s Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools.
- (k) 0049/2022: Grant Scheme in respect of Maternity Related Absences.
- (l) 0048/2022: Home Tuition – No School Place.

130922.16 PRESS RELEASES: Department of Education

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

(Item 130922.17(b) also refers) The following Press Releases were brought to the attention of the Board and noted:

- (a) Minister Foley welcomes agreement on first use of Sectoral Bargaining Fund in the post-primary teaching sector.
- (b) Minister Foley announces adjustments to 2023 State Examinations.
- (c) Ministers Foley and Madigan congratulate 61,107 students receiving their Leaving Certificate and Leaving Certificate Applied results today.
- (d) Update from the Department of Education regarding the provision of the expanded school at St Michael’s House, Drinan.
- (e) Statement from Minister Madigan regarding additional special education provision across Dublin and Cork.
- (f) Minister Foley welcomes the extension of Temporary Alleviation Measures at post-primary level for the 2022/2023 school year pending completion of the review of the School Transport Scheme.
- (g) Statement from Minister of State for Special Education and Inclusion, Josepha Madigan, announcing significant increase in Special Education Provision in Dublin.
- (h) Minister Foley welcomes opening of the consultation phase on the draft SPHE curriculum (including Relationships and Sexuality Education) for Junior Cycle.
- (i) Department of Education confirms 7,285 Ukrainian pupils currently enrolled in Irish schools.
- (j) Minister Foley welcomes new research on STEM and the Arts Education to inform future policy in this area.
- (k) Ministers Foley, Harris and O’Gorman launch ESD to 2030 – the 2nd National Strategy on Education for Sustainable Development.
- (l) Minister Foley welcomes publication of the government’s Zero Tolerance National Domestic, Sexual and Gender-Based Violence Strategy.
- (m) Ministers Foley and Madigan announce legislation to ensure sufficient provision of placements for children with special educational needs.

130922.17 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 130922.17(c) also refers)

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

- (a) Minister Harris announces significant capital investment in Drogheda and Navan.
- (b) Minister Harris publishes options paper on reducing cost of education.
- (c) New National Access Plan to drive equality of access to higher education launched by Minister Harris.
- (d) Findings of National Survey of Staff Experiences of Bullying in Irish Higher Education Institutions welcomed by Minister Harris.
- (e) First tranche of 13 capital projects to be funded under new capital programme for the Further Education and Training sector announced by Minister Harris.
- (f) Minister Harris announces new scheme for displaced Ukrainians to enter further education.
- (g) €40 million for greener and more accessible colleges announced by Minister Harris.
- (h) €65 million fund for green transition and digital transformation announced by Minister Harris.
- (i) Extra scholarships for underrepresented and disadvantaged students announced by Minister Harris.
- (j) Significant shift in how further education and training sector is funded announced by Minister Harris.
- (k) Significant skills investment for the Midlands region announced by Minister Harris.
- (l) Minister Harris publishes more than 18,000 ideas generated from national brainstorm – Creating Our Future.
- (m) Extra 200 medicine places in Irish medical schools over the next 5 years announced by Ministers Harris and Donnelly.
- (n) Recruitment of regional and national leaders announced by Minister Harris to drive literacy reforms.
- (o) €17.2 million capital funding for apprenticeship in further and higher education announced by Ministers Harris and Collins.
- (p) Minister Harris announces 2 appointments to the board of SOLAS, the Further Education and Training Authority.
- (q) Taoiseach and Minister Harris announce Innovate for Ireland - a new initiative to recruit and retain talent.
- (r) Minister of State Collins concludes visit to British Columbia.
- (s) Ministers Foley, Harris and O’Gorman launch ESD to 2030 – the 2nd National Strategy on Education for Sustainable Development.
- (t) Minister Harris welcomes Zero Tolerance: The Third National Domestic, Sexual and Gender-based Violence Strategy.
- (u) Minister Harris announces more than 1,000 extra college places and development of new apprenticeship programmes.

130922.18 ADDENDUM

(1) GOVERNANCE

- (a) **Approval/Renewal of Leases and Updates** {130922.08, 11(c) also refers};
Gonzaga House, Enniscorthy – incorporating the former Pharmacy premises into the existing lease for the remainder of the lease term which expires in November 2026, effective 01 September 2022.
Approved by the Board: Proposed Mr. Senan Lillis; Seconded Cllr. Tom Cronin.

- (b) *Kilcohan Training Centre* – Renewal of the existing units for a 10 year period from 01/10/2022. The Corporate Services Manager presented details and indicated that the cost has increased by approximately 25% - a reduction was negotiated on the original figure proposed by the Landlord
Approved by the Board: Proposed Cllr. Tom Cronin; Seconded Cllr. Pat Nugent.

(2) **BOARD/COMMITTEE REPORTS** (including Draft Reports) {Item 130922.13 also refers}

- (a) The following Board of Management Reports were noted by the Board:
(i) *Bunclody Vocational College* meeting held 7th September 2022 and 26th April 2022.
(ii) *Kennedy College* meeting held 7th September 2022.


130922.19 AOB

- (a) *Venues for WWETB meetings*: It was decided that future board meetings would be held at venues in the following rotation: **4 to be held in New Ross, one in Wexford, one in Waterford.**
Proposed Cllr. Lola O’Sullivan, Deputy Chairperson; Seconded Cllr. Kathleen Codd-Nolan.
- (b) *Creagh College Science Scholarship*: The CE gave details to the Board of a request received from the Principal of Creagh College for permission to provide a scholarship for science students as a result of funding secured from Merck in the amount of US\$10,000 to support science in the school.
The Board approved in principle the proposal for the provision of a Science Scholarship as presented to the meeting based on similar agreement by the Creagh College Board of Management: Proposed Cllr. Mary Farrell; Seconded Mr. Senan Lillis. The Board wished Creagh College well in the support of STEM education.

130922.20 DATE OF NEXT MEETING

The meeting concluded and the next meeting to be held **Tuesday, 8th November 2022** in New Ross.

Signed:



Date:

November 8th 2022

Documents circulated:

Agenda
Addendum
Minutes of WWETB meeting held 28th June 2022
Conflict of Interest Declaration Forms
Finance Report and Summary
Audit and Risk Committee Board Report
Finance Committee Board Report
CE’s Report
ETBI Reserve Members
ETBI AGM and Annual Conference