

Waterford and Wexford Education and Training Board

# MINUTES

*Meeting of Waterford and Wexford Education and Training Board*

*Held at Wexford County Council Offices, County Hall, Carricklawn, Wexford*

*Tuesday, 10<sup>th</sup> September 2019 at 4.30p.m.*

**Waterford and Wexford Education and Training Board**  
**Minutes of Meeting held 10<sup>th</sup> September 2019 at 4.30p.m.**

**Board Members in attendance:** *Cllr. Barbara-Anne Murphy Chairperson presiding, Cllr. Lola O'Sullivan Deputy Chairperson, Cllr. Breda Brennan, Cllr. Aidan Browne, Cllr. Kathleen Codd-Nolan, Mr. David Doyle, Cllr. Mary Farrell, Cllr. Joe Kelly, Cllr. Garry Laffan, Mr. Senan Lillis, Ms. Kate Miskella, Cllr. Eddie Mulligan, Cllr. Pat Nugent, Mr. Larry O'Brien, Cllr. Fionntán Ó'Súilleabháin, Mr. Pat Rath, Ms. Mary Ryan, Ms. Finola Walsh.*

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

**Apologies:** *Cllr. Leonard Kelly, Ms. Sandra Fogarty.*

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**100919.01 ELECTION OF CHAIRPERSON**

The Chief Executive welcomed everyone to the meeting and invited nominations for the position of Chairperson and Deputy Chairperson of Waterford and Wexford Education and Training Board {Schedule (3)(1) of the Education and Training Boards Act 2013}.

Cllr. Joe Kelly proposed that the position of Chairperson for this new five year term be rotated annually, i.e. a new Chairperson be elected each year; Seconded Cllr. Breda Brennan.

Cllr. Mary Farrell proposed that the position of Chairperson be for the full 5 year term to ensure consistency and continuity; Seconded by Mr. David Doyle. There being no further proposals both proposals were put to a Vote.

Cllr. Joe Kelly then proposed a secret vote and Cllr. Lola O'Sullivan proposed a 'show of hands' vote to decide on the rotation versus 5 year issue. The CE stated that as neither was a formal motion he requesting Board agreement to putting the first proposal of Cllr. Kelly for a secret vote to the Board on a 'show of hands'; Board members agreed with this. Cllr. Kelly's proposal was put to a 'show of hands' and was defeated 5 for and 13 against.

Following this a 'show of hands' for proposal that the Chairperson be appointed on rotation each year was taken; this proposal got 4 votes. The 'show of hands' for the proposal that the Chairperson be appointed for the 5-year period of the Board was taken. This proposal got 13 votes. One member abstained.

The Chief Executive (acting in his capacity as temporary Chairperson) declared that the proposal for the 5-year period was successful. The CE then invited nominations for the election of Chairperson.

*Cllr. Barbara-Anne Murphy* was nominated by Cllr. Garry Laffan and Seconded Cllr. Mary Farrell.

*Cllr. Joe Kelly* was nominated by Cllr. Breda Brennan and Seconded by Ms. Kate Miskella. The CE put both nominations to the Board and confirmed that the election would proceed to ballot.

Ballot Papers were distributed and Board Members were advised to mark an X beside the candidate of their choice and place in the ballot box. Cllr. Kathleen Codd Nolan and Cllr. Eddie Mulligan were nominated as tellers and members of the WWETB executive, led by the Director of OSD, oversaw the process. The votes were cast and counted. The CE thanked the Tellers and announced the result: 14 votes in favour of Cllr. Barbara-Anne Murphy and 4 in favour of Cllr. Joe Kelly. **Cllr. Barbara-Anne Murphy** was elected Chairperson for the 5 year term of the Board. Cllr. Murphy thanked her proposer and seconder and said she looked forward to a very positive five years for WWETB.

#### **100919.02 ELECTION OF DEPUTY CHAIRPERSON**

Cllr. Barbara-Anne Murphy, Chairperson took the chair and invited nominations for the position of Deputy Chairperson. Cllr. Pat Nugent proposed Cllr. Lola O'Sullivan, Seconded Cllr. Kathleen Codd-Nolan. No further nominations were received and **Cllr. Lola O'Sullivan** was deemed elected. Cllr. Lola O'Sullivan thanked her proposer and seconder and wished Cllr. Barbara-Anne Murphy well in her role and was pleased to note Waterford and Wexford geographical balance in the appointments.

#### **100919.03 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 Conflict of Interest Declaration Forms were circulated to the Board Members for signature and return. The Declarations are required as confirmation of not having a conflict of interest regarding any item on the agenda in relation to the above meeting. This is required for all meetings of WWETB. No conflicts were declared by members.

#### **100919.04 CONDOLENCES**

The Board extended sympathy to the following:

*Ms. Virgo Hynes on the death of her brother Mr. Kevin Hynes;*

*Ms. Mairéad McGuire on the death of her mother Ms. Margaret McGuire;*

*Cllr. Michael J. O'Ryan on the death of his father Mr. Ciarán Ó Riain;*

*Ms. Catherine Morrissey on the death of her mother Ms. Phyllis Kinsella;*

*The family of Mr. Séamus O'Cadhain, RIP on the death of their mother Brid Uí Chadhain;*

*The family of Mr. Noel Whelan, S.C.*

#### **100919.05 CONGRATULATIONS**

Congratulations were extended to the newly elected Chairperson Cllr. Barbara-Anne Murphy and the Deputy Chairperson Cllr Lola O'Sullivan following their election.

#### **100919.06 MINUTES**

The Minutes of the following meetings were adopted by the Board:

- (a) Waterford and Wexford Education and Training Board Meeting held 28<sup>th</sup> May 2019; Proposed Cllr. Mary Farrell; Seconded Mr. David Doyle.
- (b) Post-Election Meeting (1) held 27<sup>th</sup> August 2019; Proposed Cllr. Mary Farrell; Seconded Cllr. Breda Brennan.
- (c) Meeting after Post-Election Meeting (2) held 27<sup>th</sup> August 2019; Cllr. Aidan Browne; Seconded Cllr. Garry Laffan.

#### **100919.07 CE PRESENTATION: WWETB Strategy Statement 2018-2022.**

The CE presented an initial promotional video showcasing an overview of the organisation to the Board and which included information on Waterford and Wexford Education and Training Board Strategy Statement 2018-2022. WWETB being a local statutory education and training authority, places Learning and the Learner at the heart of its education and training provision and the Strategy Statement sets out WWETB's vision, mission, core values and strategic goals and was drafted following a comprehensive consultation process. During the presentation the CE gave background to the development and implementation of the Strategy Statement and referred to the various sections. Collaborations and co-operation with other organisations and partnerships were highlighted including initiatives such as the 'In-Harmony' Concert at the National Opera House last year which featured students from WWETB post-primary schools and a performance by the staff choir.

Questions were invited and copies of the Strategic Statement were circulated to the Board. The Chairperson thanked the CE for his presentation and she highlighted the positive impact of ETBs on the community as WWETB continues to grow and provide for its wide geographical area.

#### **100919.08 Finance**

- (a) Finance Report: The Finance Manager gave an overview of Waterford and Wexford Education and Training Board's current financial situation as set out in the Financial Summary included in the CE's Report circulated. The financial report presented Receipts and Payments for period 31<sup>st</sup> July 2019 and were largely on target; however it was noted that the Schools and Head Office 'Non-Pay' element is very tight as has been the case for a number of years. Questions from the Board were responded to including the operation of Department of Education and Skills and SOLAS funding.
- (b) Application to the Minister for Education and Skills for Overdraft facilities to the 31<sup>st</sup> December 2020. A proposal to borrow for the purposes of carrying out the Board's functions was presented to the Board for consideration and the Finance Manager explained the procedure (In accordance with CL 0066/2014 and Section 49 of the Education and Training Boards Act 2013). The Board accepted the proposal to seek the consent of the Minister for Education and Skills; Proposed Cllr. Pat Nugent; Seconded Cllr. Kathleen Codd-Nolan. The CE, for clarification advised the Board that the overdraft facility is historical and affects every ETB since 2013.

#### **100919.09 Correspondence**

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

- (a) IPB Insurance, Members Representative Nominations – Appointment of WWETB Representative deferred to the next meeting of WWETB.
- (b) Nomination to Waterford Leader Partnership. Mr. Noel Hackett was nominated to the Board of Waterford Leader Partnership; Proposed Cllr. Pat Nugent; Seconded Cllr. Lola O'Sullivan.
- (c) Ministerial appointment of student representatives Mr. John Fortune and Ms. Paula Rochford to the Governing Body of Institute of Technology, Waterford as per Section 6 (4) (1)(e) of the Institutes of Technology Act 1992-2006 was noted by the Board and the term of office is for a period of one year from date of appointment.
- (d) Divestment and Licence Agreements regarding the patronage of Kilnamanagh Community National School received for signature.
- (e) Ministerial confirmation regarding the Transfer of Kilnamanagh National School from the patronage of the Bishop of Cashel, Ferns and Ossory Bishop Michael Burrows to that of Waterford and Wexford Education and Training Board and confirmation of amendment to patron register to reflect the transfer of patronage.
- (f) Correspondence from the Department of Education and Skills regarding the proposed transfer of patronage of Kilnamanagh National School and formal arrangements.
- (g) Transfer of Trusteeship: Gorey Community School. The CE outlined notice of withdrawal of the Irish Christian Brothers, one of the co-trustees of Gorey Community School and decision to transfer responsibilities and rights to the Loreto Sisters of Ireland, who are the other religious co-trustees of the school.
- (h) Department of Education and Skills sanction for lease in respect of Seapoint Industrial Park, Riverstown, Tramore in respect of YouthReach was outlined and CE explained the Lease process.
- (i) Correspondence from the Department of Education and Skills in respect of Committees of ETBs established under Sections 44 and 45 of the ETB Act 2013 with particular focus on Finance, Audit and Risk Committees and Boards of Management of Schools and other centres of education advising of term of office extension to 30<sup>th</sup> November 2019 in order to facilitate transition and to ensure continuity of governance and oversight during this period of changeover from the current Committees and Boards to the new Committees and Boards of ETBs.
- (j) Response from the Office of the Minister for Education and Skills re school places in the Gorey/North Wexford area. The response gave general details regarding planning for school provision and analysis of relevant demographic data and the minister highlighted that the requirement for new schools will be kept under ongoing review. The CE added that further meetings to take place with DES.

- (k) Update regarding classification of ETB schools (non-designated) Community Colleges that the patron register is updated to change the term inter-denominational to **multi-denominational**.
- (l) Correspondence from the President of ETBs National Parents Association offering support in relation to the establishment of a Parent Forum in each ETB was welcomed.

#### **100919.10 Governance**

- (a) Audit Committee – meeting scheduled to take place on the 23<sup>rd</sup> September 2019.
- (b) Finance Committee – meeting scheduled to take place on the 23<sup>rd</sup> September 2019.
- (c) Meeting Dates - A Schedule of proposed meeting dates including times was presented to the Board: 12<sup>th</sup> November 2019 – Waterford Training Centre; 14<sup>th</sup> January 2020, 24<sup>th</sup> March 2020, 12<sup>th</sup> May 2020, 14<sup>th</sup> July 2020, 8<sup>th</sup> September 2020, 10<sup>th</sup> November 2020.  
The Board were in agreement with the dates as outlined and the next meeting to take place 12<sup>th</sup> November 2019 at 4.30p.m. in Waterford Training Centre. It was agreed to circulate a schedule of dates to the Board.
- (d) **Annual Report 2018:** The Annual Report 2018 was circulated to the Board and the Director of OSD gave an overview of the Report and confirmed that a Draft 2018 Annual Report was submitted to the Department of Education and Skills at the end of June. The Annual Report 2018 was adopted by the Board; Proposed Cllr. Kathleen Codd-Nolan; Seconded Cllr. Lola O’Sullivan.
- (e) **Process around Nominations from the Board to Boards of Management and other Committees.**  
Two documents were distributed to the Board consisting of (1) a List of current membership of Committees and Boards and (2) a list of WWETB Membership of Schools’ Boards of Management. A possible process for the selection of nominees was suggested by the CE and included the setting up of a Sub-Group to examine preferences from Board members and submission of a draft proposal to the Board at the next meeting.

Following discussion the Board agreed to the setting up of a Sub-Group to examine a process around nominations to Boards and Committees; Proposed Cllr. Mary Farrell, Seconded Cllr. Pat Nugent. The following Volunteers were agreed: Cllrs. Lola O’Sullivan, Pat Nugent, Mary Farrell and Chairperson Cllr. Barbara-Anne Murphy. The Sub-Group agreed to sit and report back to the Board.

The CE briefed the Board on general membership and make-up of the various boards and committees including statutory Audit and Risk and Finance Committees. Committees Terms of Reference are set out in the Code of Practice for the Governance of Education and Training Boards. Membership of the Audit and Finance Committee can involve advertising for members with appropriate expertise to ensure an overall range of skills for the Committee as a whole. Mr. David Doyle recommended training for Committee Members. Cllr. Pat Nugent complimented the Finance Manager for his assistance as and when requested by the Finance Committee. Cllr. Pat Nugent urged geographical balance where possible and proposed advertising for Expressions of Interest from persons willing to serve as External Members on Audit and Risk and Finance Committees; Seconded Mr. David Doyle.

*Area Committees:* A brief summary of Area Committees, which were set up by WWETB to discuss the issues affecting education, training and youth development activities within local areas of Waterford City and Tramore, West and Mid Waterford, South Wexford and North Wexford, was provided. Currently four Area Committees operate and it was suggested that the number be reduced to three to recognise the lack of Board members from West and mid Waterford area. The Board agreed to three Area Committees for the period of this Board i.e. Waterford City and County, South Wexford and North Wexford. Proposed Cllr. Pat Nugent; Seconded Cllr. Mary Farrell. Cllr. Mary Farrell found the facilitation of Area Committee meetings most beneficial.

*Section 29s*: Former Board and VEC Members and extra nominees such as retired Principals were eligible to be nominated to Section 29 Committees along with current Board members. It was agreed that this practice would continue.

- (f) **Standing Orders Waterford and Wexford ETB**: The Director of OSD outlined the background to the Standing Orders, which were circulated to the Board. The newly drafted Standing Orders provide additional information and sections to the document following the newly issued Code of Practice for the Governance of Education and Training Boards. Some advances include publishing of minutes and Declaration of Interest - Conflict of Interest forms. The Board approved minor change to Section 3.2 whereby bi-monthly meetings are held on the *second* Tuesday generally. The Standing Orders of WWETB were adopted: Proposed Cllr. Mary Farrell; Seconded Cllr. Kathleen Codd-Nolan.

#### **100919.11 CHIEF EXECUTIVE'S REPORT**

The Chief Executive's Report was circulated and the Directors and Managers in attendance presented their respective reports and updates. Considerable new management appointments are in place following recent recruitment drives.

#### **100919.12 POLICY**

- (a) **Risk Management Policy** was circulated to the Board for adoption and the Director of OSD outlined development of the policy template following consultation with IPB Insurance and updates in line with the new Code of Practice for the Governance of ETBs. Adopted, Proposed Cllr. Kathleen Codd-Nolan; Seconded Cllr. Lola O'Sullivan.

#### **100919.13 Board/Committee Reports (including Draft Reports)**

The following Board of Management Reports were noted:

- (a) *Bunclody Vocational College* meetings held 2<sup>nd</sup> April 2019 and 25<sup>th</sup> June 2019;  
(b) *Coláiste an Átha* meetings held 17<sup>th</sup> September 2018, 2<sup>nd</sup> October 2018, 5<sup>th</sup> October 2018, 8<sup>th</sup> November 2018, 26<sup>th</sup> November 2018, 10<sup>th</sup> January 2019, 16<sup>th</sup> January 2019, 5<sup>th</sup> February 2019, 7<sup>th</sup> March 2019, 14<sup>th</sup> March 2019, 10<sup>th</sup> January 2019, 21<sup>st</sup> March 2019;  
(c) *Selskar College* meetings held 1<sup>st</sup> May 2019 and 29<sup>th</sup> May 2019;  
(d) *Kennedy College* meeting held 29<sup>th</sup> May 2019;  
(e) *St. Paul's Community College* meeting held 5<sup>th</sup> February 2019, 4<sup>th</sup> June 2019.

#### **100919.14 ETBI**

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

- (a) ETBI Brief No. 08/2019: Principal and Deputy Principal Appeals Procedure.  
(b) ETBI Brief No. 09/2019: Status Update: Principal and Deputy Principal Appeals Procedure, Update of ETBI Brief 08/2019.  
(c) ETBI Brief No. 10/2019: Rehab Specialist Training Providers Grant Aid compliance update.  
(d) ETBI Brief No. 11/2019: Briefing for New Board Members.  
(e) ETBI Brief No. 12/2019 Template response to Department of Education and Skills re the listing of ETB 'non-designated' Schools.  
(f) Brief No. 13/2019: PLSS Learner Detail Form.  
(g) ETBI No. 14: Trainee and Apprenticeship Payments System (TAPS).  
(h) Brief No. 15/2019: ETBs role in recommending funding for youth projects in your ETB Area.  
(i) Notice and Delegate Information leaflet in relation to the ETBI Annual Conference and AGM taking place 25-26 September 2019 at the Sheraton Hotel, Athlone, Co. Westmeath was circulated to the Board.

The following Delegates were nominated and approved by the Board to attend the Conference:

**Voting Delegates:** Cllr Joe Kelly, Cllr. Garry Laffan, Cllr. Pat Nugent, Mr. Senan Lillis, and Cllr. Barbara-Anne Murphy.

**Delegates, Non-Voting:** Mr. David Doyle, Members of the Senior Management Team, Cllr Leonard Kelly and Ms. Sandra Fogarty were also approved in their absence if they wished to attend.

- (j) ETBI Reserve Members Forum 2019: Nomination of WWETB Member to serve on the ETBI Reserve Members Forum deferred to the next meeting of WWETB.

**100919.15 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. Pat Nugent; Seconded Cllr. Aidan Browne.

- (a) 0054/2019: Leave Schemes for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- (b) 0053/2019: Exemptions from the study of Irish – Post Primary.
- (c) 0052/2019: Exemptions from the study of Irish – Primary.
- (d) 0051/2019: Recruitment and Appointment Procedures for Special Needs Assistants (SNAs).
- (e) 0050/2019: Revision of Salaries for all Staff paid directly by a recognised School or ETB with effect from 1 September 2019.
- (f) 0049/2019: Revision of Salaries in respect of all Staff other than Teachers and SNAs employed by ETBs with effect from 1 September 2019.
- (g) 0047/2019: Revision of Salaries with effect from 1 September 2019 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme for Clerical Officers employed in Post Primary Schools under the 1978 Scheme.
- (h) 0046/2019: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 September 2019.
- (i) 0045/2019: Primary Language Curriculum - Stages 1–4 (junior infants to sixth class) - Support and Implementation.
- (j) 0044/2019: Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools.
- (k) 0043/2019: Home Tuition Grant Scheme 2019/2020 – Special Education Component.
- (l) 0042/2019: Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017.
- (m) 0041/2019: Public Service Stability Agreement 2013 – 2020 – Revision of Teacher Salaries with effect from 1 September 2019.
- (n) 0040/2019: Fair Processing Notice to explain how the personal data of students in post-primary schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared.
- (o) 0039/2019: Changes to the Domestic Subsistence Rates Effective from 1st July 2019 Payable to Members of Education and Training Boards (ETBs) and Statutory Committees.
- (p) 0038/2019: Domestic Travel and Subsistence Rates Effective from 1st July 2019 Payable to Staff in Education and Training Boards (ETBs).
- (q) 0037/2019: Amendment to Circular 0135/2006 Special Educational Needs Allowance - Change to conditions.
- (r) 0036/2019: Guidelines on access to PLC for certain participants in the asylum process for the 2019/20 academic year.
- (s) 0035/2019: Changes to the Career Break Scheme for Special Needs Assistants employed in recognised Primary and Post-Primary Schools - Employment while on Career Break.
- (t) 0034/2019: Revision of Capitation Grant Rates for recognised Primary Schools in 2019.

#### **100919.16 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) 29 August, 2019 – Minister Halligan welcomes Team Ireland home to Dublin Airport after a successful showing at the WorldSkills Competition in Russia.
- (b) 13 August, 2019 - Ministers McHugh, Mitchell O'Connor and Halligan congratulate Leaving Certificate students receiving examination results today.
- (c) 12 August, 2019 – Minister McHugh announces new criteria for granting exemptions from the study of Irish.
- (d) 02 August, 2019 - Minister launches second quarterly progress report on the Action Plan for Education 2019.
- (e) 01 August, 2019 - Statement from Minister on back to school costs.
- (f) 15 July, 2019 - On World Youth Skills Day, Minister Mitchell O'Connor holds reception to honour the Medal winners of Ireland Skills Live National Competition.
- (g) 11 July, 2019 - Qualifications and Quality Assurance (Education and Training) (Amendment) Bill 2018 Passes both Houses of the Oireachtas.
- (h) 1 July, 2019 - Minister McHugh announces Non-mainstream Music Education Bursary Scheme 2019 awardees.
- (i) 28 June, 2019 - Ministers publish the National Training Fund Expenditure Report 2019.
- (j) 26 June, 2019 - Ministers McHugh and Ring host Consultation Symposium on sustaining small schools.
- (k) 21 June, 2019 - Publication of the first set of Child Protection and Safeguarding Inspection Reports.
- (l) 20 June, 2019 - Minister McHugh launches PE through Irish – PE as Gaeilge.
- (m) 07 June, 2019 - Minister for Education and Skills invites applications as chairperson to the board of SOLAS.
- (n) 05 June, 2019 - Ministers send good luck message to more than 124,000 students sitting state examinations.
- (o) 04 June, 2019 - Ministers announce Student Support Scheme for Asylum Seekers to continue for coming year.
- (p) 03 June, 2019 - Government announces €7.5 million capital funding to support Apprenticeship Programmes.
- (q) 31 May, 2019 - Minister McHugh launches third call for School Excellence Fund – DEIS.
- (r) 31 May, 2019 - Minister McHugh announces new provisions to assist Leaving Certificate students who suffer bereavement of close relative during exam period.
- (s) 30 May, 2019 – Minister for Education and Skills opens Education and Training Board Nominations Process.

#### **100919.17 ADDENDUM**

- (a) *Correspondence:* The CE read correspondence from the outgoing Chairperson of Waterford and Wexford Education and Training Board Cllr. Jim Moore who extended his best wishes to the management, staff and incoming Board on the new term for the organisation and expressed his appreciation to all during his role with WWETB. The CE and Board thanked Cllr. Moore for his dedication and commitment and also paid tribute to the outgoing members of the Board. It was agreed to send a letter to Cllr. Jim Moore conveying the Board's appreciation for his work as Chairperson of Waterford and Wexford Education and Training Board and for his contribution and input to wwetb during his tenure.
- (b) *ETBI:* The CE outlined content of Brief No. 17/2019: Organisational Design for Education and Training Boards – WRC Conciliation to the Board.



#### 100919.18 ANY OTHER BUSINESS

- (a) *Introductions:* Brief introductions took place with the Board and Executive present at meeting.
- (b) *School Transport:* Cllr. Mary Farrell expressed serious concern at the volume of representations she received from parents of post primary students in relation to access to school transport in the lead up to the new school year. Cllr. Farrell outlined the difficulties brought to her attention and suggested it is communicated to the relevant authorities as a matter of urgency, this was added to by Mr. Senan Lillis. A number of members reported similar examples in various areas and was a source of distress to parents so close to the new school year. Mr. Pat Rath suggested notifying the National Transport Authority and Minister for Education and Skills. It was agreed that relevant correspondence would be sent in advance of the ETBI Conference.
- (c) *Area Committees:* Cllr Fionntán Ó'Súilleabháin referred to matter raised at Area Committee Meeting level in relation to highlighting the pressures experienced at School Principal level. The query was noted for feedback. Platforms available to Principals include Director of Schools, Forum of Principals, Forum of Schools/ETBI.
- (d) *Board Contact Details:* The Board Members agreed to the sharing of their contact details (email and telephone numbers) with each other. It was agreed to verify with the Members not in attendance.
- (e) *SharePoint:* The Board were notified that access to SharePoint will be made available for the future distribution of WWETB meeting documentation.

#### 100919.19 Date of Next Meeting

The next meeting of Waterford and Wexford Education and Training Board to take place on Tuesday, 12<sup>th</sup> November 2019 at 4.30p.m. at Waterford Training Centre.

Signed:



Date:

12/11/19

#### Documents circulated:

*Agenda*  
*Conflict of Interest Declaration Forms*  
*Minutes x 3 of meetings held 28<sup>th</sup> May and 27<sup>th</sup> August 2019*  
*Strategy Statement 2018-2022*  
*Annual Report 2018*  
*Standing Orders Draft*  
*CE's Report*  
*Risk Management Policy*  
*ETBI Delegate Notice and Information Leaflet regarding ETBI Annual Conference*  
*ETBI Briefs Nos. 8-15 and 17/2019*  
*Addendum*  
*Code of Practice for the Governance of Education and Training Boards - Circular Letter 0002/2019*  
*WWETB Brochure: 'There is a path to learning for all'*  
*WWETB Service Plan 2019*