



wwetb

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 8th November 2022

*Held at the Brandon House Hotel, New Ross Co. Wexford, Y34 KR62.
Tuesday, 8th November 2022 at 4.30p.m.*

Waterford and Wexford Education and Training Board

Minutes of Meeting held 8th November 2022 at 4.30p.m.

Board Members in attendance: *Cllr. Barbara-Anne Murphy Chairperson presiding, Cllr. Lola O'Sullivan Deputy Chairperson, Cllr. Aidan Browne, Cllr. Cristiona Kiely, Cllr. Garry Laffan, 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. Leonard Kelly (attended 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, Mr. Owen O'Mahony, Finance Officer, Mr. Fintan O'Reilly, Corporate Services Manager, Mr. Michael O'Brien, Innovation and Development Manager, Mr. Alan O'Gorman, Director of FET (Acting); Ms. Sandra Murphy, Administrative Officer,*

Apologies: *Mr. Richard Byrnes, Ms. Margaret Darrer, Cllr. Fionntán Ó'Súilleabháin, Cllr. Tom Cronin.*

081122.01 INTRODUCTION- GENERAL

The Chairperson Cllr. Barbara-Anne Murphy presided and welcomed everyone to the meeting. Apologies received were noted and it was agreed to consider agenda items in the order of those which required adoption by the Board in the first instance.

081122.02 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.

081122.03 CONDOLENCES

The Board extended sympathy to the following on their bereavements:

- ~ *The family of Amanda Condon;*
- ~ *Ms. Aileen Donohoe on the death of her mother Ms. Mary Donohoe;*
- ~ *Mr. Kieran Donohoe on the death of his mother Ms. Mary Donohoe;*
- ~ *Ms. Fiona McDonnell on the death of her cousin David McDonnell;*
- ~ *Ms. Eilís Leddy on the death of her sister Ms. Jacinta Susan Murray;*
- ~ *The family of Céilí McInerney;*
- ~ *Ms. Sarah Roche on the death of her father Mr. Dick Walsh;*
- ~ *Ms. Úna O'Dowd on the death of her father Mr. James O'Dowd;*
- ~ *The family of Ms. Bróna Colfer.*

081122.04 CONGRATULATIONS

The Board extended their congratulations to:

- * *Music Generation Waterford:* A ten piece traditional ensemble performed at the Ireland Funds Conference in Monaco October 7-9th where the young musicians received a standing ovation for their performance.
- * *Katie Nolan:* Transition Year student at Enniscorthy Community College on winning the Wexford final of the Rotary Club Youth Leadership competition, competing against students from thirteen schools from across the county.
- * *Paddy Sullivan:* 5th year student at St. Paul's Community College who won three gold medals in the Youth European Championship as part of the All Ireland Kettlebell Lifting Federation.
- * *T.J. Redmond:* Creagh College student on securing a world championship title at the WKC World 75Kg Kickboxing Championships.

081122.05 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 13th September 2022 were adopted: Proposed Cllr. Pat Nugent; Seconded Ms. Mary Ryan.

081122.06 FINANCE

- (a) **Finance Report:** The Finance Officer (FO) gave an update to the Board under a number of financial headings. He confirmed that budget training for principals and chairpersons of schools' boards of management took place 4th October 2022 and rising non-pay costs in schools was also highlighted.
- He provided a financial summary for the period ended September 2022 as set out on page 28 of the CE's Report circulated and explained key funding figures under the main grant headings set out indicating opening and closing balances.
- (b) **Overdraft: Application to the Minister for Education for overdraft facilities to the 31st December 2023** {in accordance with Circular Letter 0044/2014 and Section 49 of the Education and Training Boards Act 2013}. The Finance Officer advised of correspondence received from the Department of Education sanctioning overdraft facilities to the amount of €3,000,000 to the 31st December 2023 following a request from WWETB.
- The Board adopted the proposal to borrow in order to carry out the functions of the Board following receipt of the consent of the Minister for Education; Proposed Cllr. Garry Laffan; Seconded Ms. Mary Ryan.
- (c) **Publication of Annual Financial Statements 2021** {in accordance with Section 28(3) of the Education and Training Board Act 2013}: Department of Education confirmation of permission to proceed with publication of the WWETB Annual Financial Statements 2021 on website.

081122.07 CORRESPONDENCE

- (a) **State Property Unit:** The CE outlined correspondence received from the Property Registration Authority to the Board which introduced the newly established State Property Unit for First Registrations (SPU First Reg) dealing with applications for first registration of properties owned by state and public bodies that are currently unregistered.

081122.08 GOVERNANCE

- (a) **Audit and Risk Committee (ARC): Report to Board #4/2022** of Audit and Risk Committee meeting held on the 14th September 2022 was circulated to the Board. The Chairperson read an accompanying note from the Chairperson of the ARC which highlighted two items: *Risk across the sector of ICT/Cybersecurity and Third Party Risks* as outlined in the Report. Comments were invited from the Board and the Director of OSD gave a brief overview on the Risks specified, noting that the Third Party – LTI Audit was awaiting completion.

The CE and the Director of OSD gave context to the recent LTI audit. They outlined how the ETB manages the governance of the programmes by adhering to nationally agreed operating guidelines. These guidelines need to be updated as a matter of priority, to bring governance in line with best practice. Work is currently underway to review and update the operating guidelines. The LTI audit report stipulated that the issues/risks relate mainly to sectoral issues and to the management of governance matters by the second provider (as opposed to by WWETB). The CE explained to the Board how this could have implications for all 3rd party projects in ETBs and within other public bodies. The concerns of WWETB in this regard have been highlighted to the IAU and to the Department of Education.

ICT/Cyber Security: IPB Insurance and ETBI are exploring approaches to addressing the threat to organisations and systems.

- (b) **Appointment to the Audit and Risk Committee:** The Board appointed *Ms. Susan Green* to the Audit and Risk Committee (to fill vacancy following the resignation of Ms. Elaine Sheridan); Proposed: Cllr. Lola O'Sullivan, Seconded Cllr. Kathleen Codd Nolan.
- (c) **Finance Committee:** The next meeting scheduled to take place on 14 December 2022.

- (d) **Approval/Renewal of Leases and Updates:** The Corporate Services Manager presented the following requests to the Board for consideration:

(i) Renewal of Eurobase Building in IDA Industrial Estate

The proposal outlined the area of the premises, annual cost per square foot, duration of the proposed ten year lease with a five year break clause and the total cost quoted. The CS Manager informed the Board of the increased cost per square foot.

Approved by the Board: Proposed Cllr. Pat Nugent; Seconded Cllr. Lola O'Sullivan.

(ii) Lease approval for Lismore Business Park

The proposal to lease ground floor accommodation in a newly developed 'A' rated building in Lismore Business Park included the area of the accommodation and cost per square foot which was 50% below market prices. The proposed lease term is ten years with a five year break clause and the intention is to host a FabLab at the premises.

Approved by the Board: Proposed Cllr. Pat Nugent; Seconded Cllr. Frank Quinlan.

(iii) Updated sanction for lease at Allied Hub, Wexford Town for Wexford FET College of the Future

The CE confirmed the updated sanction received for the lease at the Allied Hub, Wexford Town for the FET College of the Future. It is anticipated that the FET College of the Future will open towards the end of May 2023. The updated sanction as outlined was noted by the Board.

- (e) **Risk Management:** Risk Management is comprehended within the report of the Audit and Risk Committee.
- (f) **Multi-Annual Procurement Plan (MAPP) and Updated Corporate Procurement Plan (CPP):** The CS Manager gave an outline of both documents circulated to the Board. The MAPP - an annual assessment of spend over the next three years and submitted as part of the Corporate Procurement Plan (CPP) forwarded to ETBI for incorporation into an overall plan to inform procurement and assist in putting in place the Office of Government Procurement (OGP) schedule of frameworks. Progress on the reduction of the non-compliance figure was noted and questions invited. The MAPP and CPP documents as circulated were noted by Board.

081122.09 NOMINATIONS/MEMBERSHIP TO BOARDS OF MANAGEMENT

The following nominees were appointed to Boards of Management by the Board:

- | <u>College</u> | <u>Nomination</u> |
|--|--|
| • St. Paul's Community School: | <i>Cllr. Frank Quinlan (filling vacant 'ETB's Nominee' position following resignation of Cllr. Eddie Mulligan).
Proposed: Cllr. Pat Nugent; Seconded by Ms. Mary Ryan.
Teachers' Nominee(female): A nomination process was being held.</i> |
| • Dungarvan College-Coláiste Dhún Garbhán | <i>Ms. Siobhan Power (Parents' nominee);
Proposed: Cllr. Pat Nugent; Seconded by Ms. Mary Ryan.</i> |
| • Waterford College of Further Education | <i>Richard Doyle, Karina Jonik ('Students' Nominees') - Proposed: Cllr. Cristiona Kiely; Seconded by Cllr. Frank Quinlan.</i> |

081122.10 CHIEF EXECUTIVE'S REPORT

- (a) The CE's Report was circulated to the Board and noted.
- (b) **COVID-19 Response - Updates:** Questions were invited from Board Members and a brief update was provided in relation to the up-to-date position. All schools and FET centres are operating in the main as per pre-Covid-19 but mindful of and in accordance with national public health guidelines.
- (c) **Presentation: 'Strategy Statement 2023-2027':** Dr. Karina Daly, Director of OSD delivered a comprehensive Strategy Development update to the Board members. The presentation began with the Mission Statement which remains: "*WWETB's mission is to provide a wide range of education and training programmes, services and supports for children, young people and adults across the Waterford-Wexford region*". The Vision Statement and Core Values were also referred to and various consultation groups were consulted throughout the development of the draft document.

The Draft Strategy Statement 2023-2027 specifies six themes: **1. Quality, 2. Schools/Colleges of the Future, 3. Communications and Marketing, 4. Technology Enhanced Learning/Digital, 5. Health and Wellbeing and 6. Climate Action and Sustainability.** A summary was presented with details for each of the key themes and included a strategic vision as at 2030 along with objectives and reasons for themes and actions. Questions raised by Board Members during the presentation were responded to by the Director of OSD and CE.

Various contributions and comments were made by Board Members including acknowledgement of the wide ranging supports and programmes especially targeting marginalised or vulnerable members of the community. A number of inputs and ideas around sustainability and energy conservation were also made. The Chairperson thanked the Director of OSD for her presentation and the board members for their comments. It is envisaged that the final Draft Strategy Statement would be tabled for adoption at the February meeting.

The Board confirmed its satisfaction with the overall structure of the document including the statements of intent adopted in the layout of the draft Strategy Statement as presented.

- (d) **Presentation: 'Green Skills Agenda'** – It was decided to defer this presentation to the next meeting of the Board.

081122.11 BOARD/COMMITTEE REPORTS (including draft reports if not stated)

- (a) The following Board of Management reports were noted by the Board:
- *Bridgetown College held 13th September 2022.*
 - *Bunclody Vocational College held 3rd October 2022, 25th May 2022.*
 - *Enniscorthy Community College held 20th September 2022.*
 - *St. Paul's Community College held 29th September 2022, 14th June 2022.*
 - *Dungarvan College-Coláiste Dhún Garbhán held 30th August 2022, 13th October 2022.*
 - *Kennedy College 18th October 2022.*
 - *Waterford College of Further Education held 10th October 2022, 24th June 2022.*
- (b) **North Wexford Area Committee:** A meeting of the North Wexford Area Committee was held recently. {see 081122.17.2(b) also}.

081122.12 AREA COMMITTEES

The Chairperson outlined some issues identified with meetings of the Area Committees and asked for board members feedback and comments in relation to Area Committees meetings.

The CE gave background to the development of the Area Committees since their inception - they were set up as a forum for the members of the Board, however the current format may be revised if/as required and approved by the members.

A discussion took place on what works well and barriers to successful meetings. Some comments emerged included:

- Struggle to encourage attendance in some areas and apologies for scheduled meetings;
- Suggestion made to cover a selected theme for each meeting;
- Members of some Area Committees found the meetings beneficial and they provided opportunity for discussion and representations on local activities in the particular areas;
- Difficulty in securing attendance due in part to lower membership numbers on one Committee;
- Reports being provided were repetitive reports as the same report is furnished at WWETB and Board of Management level.
- Vital that area committees continue and suggested that if one is working well in a particular area that it could be replicated to other areas.

Following discussion and a number of contributions from members, it was agreed to review a potential template agenda and the three Chairs of each Area Committee to meet with the Board Chairperson, CE and Directors and agree a format which may be re-assessed and reviewed again if necessary.

081122.13 ETBI (EDUCATION AND TRAINING BOARDS IRELAND)

- (a) **ETBI Brief 01/2022:** Engaging with other bodies participating in the organisation and management of Designated Community Colleges
- (b) **ETBI Reserve Members Forum:** Report of ETBI Reserve Members Forum meeting held 20th June 2022 was circulated. Cllr. Kathleen Codd-Nolan gave a brief report on the last meeting held of the Forum.

081122.14 CIRCULAR LETTERS: Department of Education

{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>} The following Circular Letters were adopted: Proposed: Cllr. Lola O'Sullivan; Seconded Ms. Mary Ryan.

- (a) 0068/2022: Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under Building Momentum Pay Agreement.
- (b) 0065/2022: Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum Pay Agreement.
- (c) 0064/2022: Revision of Teacher Salaries under Building Momentum – A New Public Service Agreement 2021-2022 ("The Agreement").
- (d) 0063/2022: Joint Data Controller Arrangement between Payroll Division, Department of Education and The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards.

081122.15 PRESS RELEASES: Department of Education

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

(Item 081122.17(b) also refers)

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

- (a) Minister Foley welcomes first cross-border Industry Insights for Teachers seminar promoting teacher engagement with industry.

- (b) Ministers Foley and Madigan announce €40 million Summer Programme 2023 alongside a review of the programme.
- (c) Statement from the Department of Education, 9 October 2022.
- (d) Minister for Education Norma Foley announces appointment of Yvonne Keating as Chief Inspector at the Department of Education following a Top Level Appointments Committee specialist recruitment process.
- (e) Minister Foley announces 2022 Dormant Accounts Funding to provide targeted supports to improve educational outcomes for Traveller and Roma students.
- (f) Department of Education confirms 11,809 Ukrainian pupils currently enrolled in Irish schools.
- (g) Ministers Foley and Ryan launch Schools Energy Retrofit Pathfinder Programme for 2023 – 2024.
- (h) Ministers Foley and Madigan announce details of €9.6 billion education funding in Budget 2023.
- (i) Minister Foley welcomes Ireland’s Presidency of the European Schools’ system.
- (j) Minister Foley launches inaugural Computer Science week 8-15 October 2022.
- (k) Minister Foley announces tender process for the independent pilot project, aimed at tackling education disadvantage in Traveller and Roma communities.
- (l) Minister Foley announces 78 additional schools joining the Schools Excellence Fund – Creative Clusters initiative.

081122.16 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 081122.17(c) also refers}

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

- (a) Ukrainian President Volodymyr Zelenskyy to address students of Ireland.
- (b) Minister Harris urges applicants to make application for Student Grant Scheme and access improve student supports.
- (c) Minister Harris announces progress in Open Access to Irish research, benefitting researchers, students and citizens.
- (d) Minister Harris announces Apprentice of the Year at inaugural Apprenticeship awards.
- (e) Minister Harris officially opens South East Technological University.
- (f) Skills research partnership between the department and ESRI announced by Minister Harris.
- (g) National Skills Council meets with OECD on plans to drive Ireland’s ambition for skills and talent and announce roadshow across the country.
- (h) Minister Harris announces first ever apprenticeship training hub for Drogheda in line with Geiran Report.
- (i) Minister Harris announces date of additional student grant payment and details of €1,000 fee reduction.
- (j) Minister Harris marks World Mental Health Day by announcing funding for 24/7 student support partnership.
- (k) New construction skills and safety standards reform Bill to be published by Minister Harris.
- (l) Budget 2023: Minister Harris announces significant boost for student grant holders.
- (m) Minister Harris announces roll-out of 3 new farming apprenticeships at Ploughing Championships.

081122.17 ADDENDUM

(1) Correspondence

(a) *Blackwater Community School*: The Board noted the following appointments to the Board of Management at Blackwater Community School:

<u>Nominee</u>	<u>Name</u>
WWETB:	Mr. Declan Doocey, Ms. Anna Long, Cllr. Pat Nugent.
Sisters of Mercy:	Sr. Ann Linehan.
Presentation Sisters:	Ms. Colette Power.
Christian Brothers:	Ms. Mary Fenton Morrissey.
Parents:	Ms. Tracey Motherway, Ms. Eleanor Houlihan.
Staff:	Ms. Ann Bennett, Ms. Michelle Ryan.
Secretary BOM:	Mr. Denis Ring.

(2) Board/Committee Reports (including Draft Reports)

(a) *Youthreach Board* of Management meeting held 17th October 2022 was noted by Board .

(b) *Waterford City and County Area Committee* meeting report of meeting held 28th October 2022 was noted by Board. {Item 081122.11 also refers}

081122.18 AOB

(a) *Energy Bills*: The Director of Schools responded to query on assistance with the cost of energy bills and advised that an energy grant will be issued at the rate of €75 per pupil at Primary level and €113 at Post-Primary level plus enhanced rates in respect of pupils with special educational needs.

(b) *Interview Panels*: Ms. Sandra Fogarty read a communication to the meeting from a number of staff which referred to the interview panel members and the approved list of Board representatives on Interview panels.

In relation to the-composition of the Interview panels using people from the approved list of Board representatives, she outlined the contention of staff that there can be a perceived unbalanced Interview Panel. She acknowledged her support of staff in this matter and indicated that a number of staff had brought it to her attention. It was clarified that the issue mainly arises in relation to Post of Responsibility interviews.

The Director of OSD highlighted the following points:

- It has become increasingly difficult to constitute Interview panels, due to the unavailability of Board members. This was the reason for seeking approval to increase the pool of Interview panel members, with a list of senior managers agreed by the Board.
- Transparency is always to the fore in recruitment competitions.
- Challenges in running an interview process and that principals and deputy principals (as per the extended panel) are called upon as a last resort after the availability of the established list of Board members has been exhausted – this process was agreed on two occasions by the Board;
- An optimum number of interviews may efficiently take place in a given day and interviews are routinely grouped;

The Director of Schools suggested that a report on the 'Volume of Interviews and Volume of Recruitment' would be provided for the next board meeting. She further acknowledged complexities with regard to Posts of Responsibility interviews and urged caution/consideration in advance of making a data informed decision.

Following discussion it was agreed to provide details of interviews held during the year as per discussion.

- (c) Regional Education and Language Teams (**REALT**) – update. The REALT Co-Ordinator Mr. Senan Lillis gave a brief summary. An estimated 64,100 Ukrainians in Ireland presently and fluctuating with 919 students attending Primary and Secondary schools made up as follows:

<i>Waterford</i>	<i>Wexford</i>	
221: Primary	375 Primary	
<u>133</u> : Secondary	<u>190</u> Secondary	
354	565	= 919 total

081122.19 DATE OF NEXT MEETING

The meeting concluded and the next meeting to be held at a date to be confirmed, most likely the second Tuesday in January 2023 in New Ross and a Schedule of 2023 WWETB meeting dates to be circulated to the Board.

Signed: *John O'Sullivan*
Date: 10.1.23

Documents circulated:

Agenda
Addendum
Minutes of WWETB meeting held 13th Sept. 2022
Conflict of Interest Declaration Forms
Audit and Risk Committee Board Report
Nominations to Boards of Management
MAPP AND CPP
CE's Report
ETBI Brief 01/2022
ETBI Reserve Members Forum report
Waterford City and Co. Area Comm. Meeting