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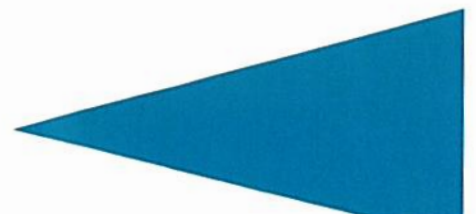
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 28th February 2023

*Held at the Brandon House Hotel, New Ross Co. Wexford, Y34 KR62.
Tuesday, 28th February 2023 at 4.30p.m.*



Waterford and Wexford Education and Training Board

Minutes of Meeting held 28th February 2023 at 4.30p.m.

Board Members in attendance: Cllr. Barbara-Anne Murphy, Chairperson presided, Cllr. Lola O'Sullivan, Deputy Chairperson, Ms. Sandra Fogarty, Cllr. Garry Laffan, Cllr. Pat Nugent, Cllr. Fionntán Ó'Súilleabháin, Mr. Richard Byrnes, Ms. Margaret Darrer, Mr. Pat Rath. Attended remotely: Cllr. Aidan Browne, Cllr. Kathleen Codd-Nolan, Cllr. Leonard Kelly, Mr. Senan Lillis.

Also in attendance: Mr. Kevin Lewis, Chief Executive (CE), Dr. Karina Daly, Director of Organisation Support and Development (OSD), Ms. Eimear Ryan, Director of Schools, Mr. Alan O'Gorman, Director of Further Education and Training (Acting) (FET-A), Mr. Owen O'Mahony, Head of Finance, Mr. Michael O'Brien, Innovation and Development (I & D) Manager, Ms. Sandra Murphy, HR Manager – Operations. Mr. Fintan O'Reilly, Corporate Services (CS) Manager (attended remotely).

Apologies: Cllr. Mary Farrell, Cllr. Crísfiona Kiely, Ms. Kate Miskella, Cllr. Frank Quinlan, Ms. Mary Ryan.

280223.01 INTRODUCTION

The Chairperson Cllr. Barbara-Anne Murphy presided and welcomed everyone to the meeting including those attending remotely. Apologies received were noted as listed above.

It was agreed to consider agenda items requiring approval early in the meeting to facilitate members attending other engagements.

280223.02 DECLARATION OF INTEREST – CONFLICT OF INTEREST

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.

280223.03 CONDOLENCES

The Board extended sympathy to the following bereaved:

- *The family of Ms. Margaret O' Reilly;*
- *The family of Ms. Eleanor Hughes;*
- *Ms. Catherine Christopher on the death of her brother Mr. John Christopher;*
- *Ms. Joanne Power on the death of her mother Ms. Nora Nan Geraghty.*

280223.04 CONGRATULATIONS

The Board extended congratulations to the following:

- (a) ***St. Declan's Community College*** - All-Ireland senior camogie championship winners.
- (b) ***Creagh College*** – (i) crowned Junior Camogie Premier Leinster Champions;
(ii) recipients of a national award as a *School of Sanctuary* presented by the Minister for Children, Equality, Disability, Integration and Youth, Mr. Roderick O'Gorman T.D.
- (d) ***Waterford College of Further Education*** – Winners at the Schools Hairdressing competitions.
- (e) ***Bridgetown College*** – won the final of Wexford Schools first year hurling.

280223.05 MINUTES

The minutes of WWETB meeting held on the 10th January 2023 were adopted: Proposed Cllr. Lola O'Sullivan; Seconded Cllr. Pat Nugent.

There were no matters arising.

280223.06 FINANCE

- (a) *Finance Report* (Ref. CE's Report as circulated, pages 34-35). The Finance Officer gave a financial report and updates to the Board, some of which included:

- *Budgeting* process - he explained the basis of the estimates and figures agreed following significant work on the budgeting process and which forms part of the 2023 WWETB's Service Plan tabled for approval.
- *Financial Statements*: Work has commenced on the 2023 financial statements for presentation at the March board meeting.
- Workshops and briefing session on the ETB Shared Service Payroll and Finance Shared Services transition have taken place and will involve significant change to WWETB's systems, processes and payroll roles as already undertaken by other ETBs.
- He gave a short summary on the projected receipts and expenditure 2023 under various programme headings and associated factors, which indicates growth across a number of areas.

- (b) **Service Plan 2023** {S47 of the Education and Training Boards Act 2013}: The WWETB draft Service Plan 2023 setting out services and estimates of income and expenditure for the 2023 provision was circulated. The Director of OSD Dr. Karina Daly gave a presentation on the Service Plan to the Board including details across the six strategic priorities of: *Quality, Schools/Colleges of the Future, Communications and Marketing, Technology Enhanced Learning /Digital, Health and Wellbeing and Climate Action and Sustainability.*

Progress in a number of areas was highlighted and in response to a question from the Chairperson on challenges to the delivery of the Plan, issues and complexities around IT/Cybersecurity, resourcing the programmes of work and pace of change were acknowledged. In particular, infrastructural projects present challenges and opportunities.

The Board adopted the Service Plan 2023 as presented, and on foot of the Finance Committee's recommendation following their recent meeting: Proposed Cllr. Pat Nugent; Seconded Cllr. Lola O'Sullivan.

280223.07 GOVERNANCE

- (a) **Audit and Risk Committee**: Reports to the Board of meetings held 15th February 2023 and 7th December 2022 were circulated in advance of the meeting.

The Chairperson invited the Audit and Risk Committee Chairperson Cllr. Jim Moore to join the meeting. Cllr. Moore thanked the Chairperson Cllr. Barbara-Anne Murphy and Board members for the opportunity to report on behalf of the Audit and Risk Committee (ARC) and respond to any questions.

He gave a brief overview of the purpose and workings of the Audit and Risk Committee in its capacity to support the Board and review organisational assurances in place. The ARC is independent, current membership comprises two board members and four external members and a committee report is prepared after each meeting for the Board.

He referred to an Audit and Risk Committee meeting held 7th December 2022 where a report from the Internal Audit Unit (IAU-ETBs) on an audit of Local Training Initiatives (LTIs) was discussed and he highlighted the findings and result of the Opinion Report based on the result of the audit which was deemed 'Inadequate'. The ARC members registered their disappointment at the meeting especially as the result related to legacy matters; however, it was noted that there was also an acknowledgement within the Report that the inadequate opinion '*was primarily due to longstanding issues requiring resolution at a sectoral level and issues in respect of the controls and appropriate oversight of the LTI projects by the second providers*'. This opinion was in line with other ETBs audited.

He spoke of the challenges in balancing governance especially with regard to second providers and brought the matter to the Board's attention in light of and in case of perceived deficiencies and reputational damage due to associations with external programmes and groups following the report.

The Board Chairperson acknowledged the Audit and Risk Committee's oversight and expressed her thanks for their work on behalf of the board. The CE expressed his appreciation to the ARC Chair and members and, in reference to the matter, welcomed the IAU-ETBs identification of the clear separation between the ETB and community groups as this issue has implications for all public bodies that deal with community groups. He indicated that all operational guidelines were followed and outlined efforts being made to resolve the situation. The Director of FET, Alan O'Gorman, added that Community Training Officers are working with an external consultant supporting LTIs.

The Chairperson thanked the Audit and Risk Chair Cllr. Jim Moore for his attendance.

- (b) **Finance Committee:** (i) Reports to the Board of meeting held *15th February 2023* and meetings held *28th September and 14th December 2022* were circulated to the Board.
(ii) Finance Committee *Annual Report 2022* was also circulated. The Chairperson thanked the Finance Committee Chairperson Mr. Michael Veale and Committee Members and Mr. Owen O'Mahony, Finance Manager, for his service to the Committee.
- (d) Nominations/Membership to Boards of Management - **Bridgetown College**. The following Teachers'/Staff Nominees were appointed by the Board to the Bridgetown College Board of Management: *Ms. Veronica Hartigan and Mr. Gearoid Cullen*: Proposed Mr. Richard Byrnes; seconded Cllr. Garry Laffan.
- (d) **WWETB Representatives on Interview Panels/Boards**. The Chairperson reminded members to respond to email communication issued from the HR Department.
- (e) **Risk Management:** Risk Management is comprehended within the report of the ARC.

280223.08 Chief Executive's Report

- (a) The CE's Report was circulated to the Board setting out strategic developments and updates on the directorate areas of Schools, FET and OSD. The Chief Executive gave a brief summary of the progress on the project for a replacement school for Selskar College, where work is ongoing with the local authority in relation to the site.
- (b) **Apprenticeship Scholarship**
South Wexford Craft Apprenticeship Trowel Trades Scholarship in Plastering, Brick and Stone laying, Stone Cutting and Stone masonry. Draft documentation was circulated to the Board and the CE outlined the terms and criteria of the proposal to the board for the provision of a scholarship to the maximum value of €20,000, which would be completely funded by a philanthropic donation. The Board granted approval as outlined: Proposed Cllr. Garry Laffan; seconded Cllr. Pat Nugent.
- (c) **Presentations:**
 - (i) *COVID-19 Response Update*: The CE confirmed that the Covid-19 Response Management Team/Senior Management Team group continue to meet monthly at a senior management team level.
 - (ii) *Launch of Ethos Framework for WWETB Schools*. Ms. Eimear Ryan, Director of Schools introduced Mr. Kieran Kinsella, WWETB Ethos Co-ordinator to the Board and copies of the ETBI publication 'ETBI Patrons' Framework on Ethos' was distributed at the meeting.

Mr. Kieran Kinsella gave context from initially supporting schools in raising awareness, referring to a previous presentation in 2021, to the final launch of the ETBI Patrons' Framework which has been over ten years in development. He referred to his work with the twelve WWETB post-primary schools, Ethos Leads and Communities of Practice in supporting implementation and embedding ethos in WWETB schools including a pilot project. The Framework was officially launched at the Killashee Hotel in Co. Kildare on the 23rd of November 2022 and WWETB were represented on a discussion panel on the day.

WWETB schools launched the Patrons' Framework locally in their schools during ETB Week 27th February – 3rd March 2023.

Mr. Kinsella's presentation outlined that nationally ETB schools are underpinned by the core values of excellence in education, care, equality, community and respect. He gave an overview (page 7 of the publication) of the seven domains in the Framework: Centrality of Ethos, Excellence in Education, Care, Equality, Community, Respect and Patron's Curriculum including definitions and standards. The School Self-Evaluation (SSE) process is undertaken by schools and all stakeholders are consulted.

The Director of Schools acknowledged ETBI's input and resources made available to the process. She responded to a query from Mr. Senan Lillis in relation to aligning and matching the WWETB and Schools' Core Values as it relates to recruitment and more information on core values is to follow at the next meeting when the proposed Strategic Statement 2023-2027 is being considered. The CE congratulated the Ethos Co-ordinator, Director of Schools and all involved for their work and commitment.

280223.09 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Report

The following Board of Management and Committee Reports (including draft reports) were noted by the Board:

- (a) *Bunclody Vocational College* reports of meetings held 7th February 2023 and 9th November 2022.
- (b) *Dungarvan College-Coláiste Dhún Garbhán* reports of meetings held 8th February 2023 and 9th November 2022.
- (c) *Kennedy College* report of meeting held 5th December 2022.
- (d) *Kilnamanagh Community National School* reports of meetings held 30th January 2023, 22nd November 2022 and accompanying policies.
- (e) *St. Paul's Community College* reports of meetings held 23rd February 2023, 23rd January 2023, 20th December 2022, 10th November 2022 and 29th September 2022.
- (f) *Waterford College of Further Education* report of meetings held February 8th 2023 and 5th December 2022.
- (g) *Youthreach* Board of Management report of meeting held 7th February 2023.
- (h) *Youth Work Committee* report of meeting held 14th December 2022.

280223.10 ETBI (Education and Training Board's Ireland)

- (a) *ETBI Brief: Regarding CL 0006 2023– Staffing Arrangements in Primary Schools for the 2023/2024 School Year* was circulated and noted.
- (b) *ETBI Reserve Members Forum: Report of meeting held on the 24th January 2023* was circulated to the Board. Cllr. Kathleen Codd-Nolan gave a brief outline of the last meeting's agenda topics and relevant updates. The Chairperson thanked Cllr. Kathleen Codd-Nolan for attending and reporting on meetings.

280223.11 CIRCULAR LETTERS: Department of Education (DoE)

{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>} The following Department of Education Circular Letters were brought to the attention of the Board and adopted: Proposed Cllr. Garry Laffan; seconded Cllr. Lola O'Sullivan.

- (a) 0009/2023: Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Building Momentum Pay Agreement with effect from 01 March 2023.
- (b) 0008/2023: Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum Pay Agreement with effect from 01 March 2023.
- (c) 0007/2023: Revision of Teacher Salaries under The Building Momentum Pay Agreement with effect from 01 March 2023.
- (d) 0006/2023: Staffing arrangements in Primary Schools for the 2023/24 school year.

- (e) 0005/2023: Teacher Fee Refund Scheme 2022.
- (f) 0004/2023: Staffing Arrangements in Education and Training Boards for the 2023/24 school year.
- (g) 0001/2023: Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools.

280223.12 PRESS RELEASES – Department of Education

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

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

- (a) Ministers Foley and Madigan announce 2023 Summer Programme.
- (b) Ministers Foley and Harris announce publication of latest Education Indicators for Ireland report.
- (c) Ministers Harris and Foley announce publication of Education Indicators for Ireland 2022.
- (d) Department of Education confirms 14,482 Ukrainian pupils currently enrolled in Irish schools.
- (e) Minister Foley announces the transfer of patronage of Corr Na Madadh National School, Athlone, Co. Westmeath...a new Community National School under the patronage of LWETB.

280223.13 PRESS RELEASES – Department of Further and Higher Education, Research, Innovation and Science

{available: https://www.gov.ie/en/search/?type=press_releases&organisation=department-of-higher-education-innovation-and-science}

The following Department of Further & Higher Education, Research, Innovation and Science Press Releases were brought to the attention of the Board and noted:

- (a) Minister Harris and Commissioner McGuinness announce first 26 teams to receive funding under the €65 million National Challenge Fund.
- (b) Minister Harris welcomes the live launch of Safe Pass Renewal online.
- (c) Minister Harris encourages students to explore all their options ahead of the CAO application deadline.
- (d) Ministers Harris and Ryan welcome record number of retrofitting enrolments for 2022.
- (e) PATH 4 project roll-out for universal design, autistic students and students with an intellectual disability announced by Minister Harris.

280223.14 AOB

- (a) The Chairperson asked that any items arising under the AOB section of the agenda to be notified in advance of the meeting.
- (b) Mr. Senan Lillis gave an update on the status of Regional Education and Language Teams (REALT) as of February 24th, 2023. Approximately 14,655 students are enrolled in Irish schools but some are also engaging in on-line learning with Ukrainian schools. He gave the numbers on national student enrolments and other data and the following student enrolments within WWETB :

<i>Waterford</i>		<i>Wexford</i>	
260	Primary	483	Primary
<u>142</u>	Post Primary	<u>218</u>	Post Primary
402		701	

He gave information on some of the community programmes and tuition offered to learners attending classes throughout the two counties. School transport remains an issue and a Working Group is in place.

Mr. Lillis extended his appreciation to all involved in the REALT services including administration support, and he thanked Ms. Lorraine Fox in particular.

280223.15 DATE OF NEXT MEETING

The meeting concluded with the next meeting scheduled to take place **Tuesday, 28th March 2023** in New Ross.

Signed:



Date:

28/03/2023

Documents circulated:

Agenda
Minutes of WWETB meeting held 10th January 2023
Conflict of Interest Declaration Forms
Service Plan 2023
Audit and Risk Committee Reports #1/2023, #5/2022
Finance Committee Reports: 15.02.23, 14.12. & 28.09.22
Finance Committee Annual Report 2022
CE's Report
ETBI Patrons' Framework on Ethos - publication
Apprenticeship Scholarship details
ETBI Brief: CL 0006 2023 – Staffing Arrangements in Primary Schools for the 2023/20234 School Year
ETBI Reserve Members Forum Report of 24.01.24