



**wwetb**

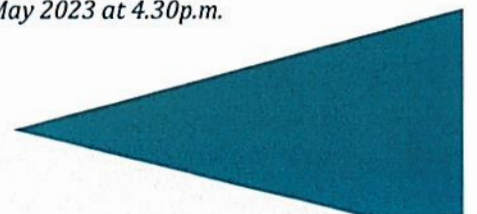
Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*

Waterford and Wexford Education and Training Board

# MINUTES

*Of Meeting Held 9<sup>th</sup> May 2023*

*Held at the Clayton Whites Hotel, Abbey Street, Wexford Y35 C5PF  
Tuesday, 9<sup>th</sup> May 2023 at 4.30p.m.*



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

### **Minutes of Meeting held 9<sup>th</sup> May 2023 at 4.30p.m.**

**Board Members in attendance:** Cllr. Barbara-Anne Murphy, Chairperson presided, Cllr. Lola O'Sullivan, Deputy Chairperson, Ms. Kate Miskella, Cllr. Tom Cronin, Cllr. Mary Farrell, Cllr. Pat Nugent, Mr. Richard Byrnes, Mr. Pat Rath, Cllr. Kathleen Codd-Nolan, Cllr. Fionntán Ó'Súilleabháin, Cllr. Garry Laffan, Cllr. Leonard Kelly, Ms. Margaret Darrer.

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

**Apologies:** Cllr. Aidan Browne, Mr. Senan Lillis, Cllr. Frank Quinlan, Ms. Mary Ryan, Ms. Sandra Fogarty.

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#### **090523.01 INTRODUCTION**

The Chairperson Cllr. Barbara-Anne Murphy presided, welcomed everyone to the meeting and apologies received were noted as listed above.

#### **090523.02 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.

#### **090523.03 CONDOLENCES**

The Board extended sympathy to the following:

- Ms. Peggy Owens on the death of her daughter Kerry Morrissey;
- The McShea family on the death of Mr. Martin McShea;
- Ms. Patricia Fitzpatrick on the death of her husband Mr. Noel Fitzpatrick.

#### **090523.04 CONGRATULATIONS**

The Board extended congratulations to:

- *WWETB Inter-Schools Rounders tournament day* at the South East Technological University (SETU) Waterford Sports Arena, Waterford 25th April 2023. The Chairperson complimented and extended congratulations to all students from the nine post-primary colleges across Wexford and Waterford who took part in the first ever WWETB Junior Rounders Tournament. Bunclody Vocational College emerged as the overall winners, Coláiste Abbáin reached the final and she listed other awards made to a number of schools on the day. The CE also thanked the teachers, SNAs and volunteers who supported the teams and particularly Sinéad O'Hara, Lisa Penwell, Mairéad Breen, Ann-Marie Dunphy and Gerry McQuaid.
- *Enniscorthy Community College* - Under 19 Boys on their recent success in winning the Under 19 Boys' Wexford-Wicklow League Soccer Final.
- *Creagh College* on their various provincial sporting successes in basketball, soccer, rugby and GAA.

#### **090523.05 MINUTES**

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 28<sup>th</sup> March 2023 were adopted: Proposed Ms. Kate Miskella; Seconded Cllr. Fionntán Ó'Súilleabháin.

#### **090523.06 FINANCE**

(a) **Finance Report** (ref. page 41-42 of the Chief Executive's (CE's) Report circulated).

The Finance Manager presented a financial summary to the meeting. The summary included an overview of payments which included significant capital funding, SOLAS and Department of Education tranche funding, contributing to the bank balance of €20.1m and which equates to two months cash flow.

He remarked that the figures as indicated were broadly in line with expectations for the period ended March 2023.

- (b) *Audit of Annual Accounts:* The 2022 Financial Statement and associated documents were submitted to the Comptroller and Auditor General (C & AG) in advance of the 1<sup>st</sup> April 2023 deadline and the 2022 Audit is ongoing.
- (c) *Updates:* Phase and status updates were also provided on the ESBS Shared Services Projects and single Finance System Project as set out on page 41-42 of the CE's Report.

#### **090523.07 CORRESPONDENCE**

Notification of the Annual General Meeting (AGM) of IPB Insurance CLG on the 5<sup>th</sup> May 2023 was circulated and Cllr. Barbara-Anne Murphy attended on behalf of WWETB.

#### **090523.08 GOVERNANCE**

- (a) *Audit and Risk Committee:* Report to the Board of Audit and Risk Committee meeting held 22<sup>nd</sup> March 2023 was circulated and the Chairperson read the Report to the Board.

- (b) *Finance Committee:* The next meeting of the Finance Committee is due to take place on the 24<sup>th</sup> May 2023.

- (c) **Approval/Renewal of Leases and Updates:** *Coláiste Abbáin/Adamstown road alignment* {accompanying note to the agenda circulated in advance to the Board refers}.

The Corporate Services Manager explained the proposed works which include the widening of footpaths on the northern boundary of site and improvement of pedestrian crossings at the entrance to Staff Carpark at Coláiste Abbáin, Adamstown, Co. Wexford. This follows an approach by the Wexford County Council seeking the facilitation of works aimed at improving road safety and access to the two schools in the village.

The requirement is to move the boundary wall on the north side of site to facilitate the widening of the footpath by 0.4m (from 1.4m to 1.8m). Wexford County Council will then take charge of this additional portion of the site/footpath up to the new boundary. It is intended to carry out the works during the school holidays and in the opinion of the WWETB executive, this would be of positive benefit to the school, particularly in relation to safety around access and egress of cars at the school.

**The Board adopted the recommendation to move the boundary wall on the north side of the Coláiste Abbáin site to facilitate the widening of the footpath by 0.4m (from 1.4m to 1.8m);** Proposed: Cllr. Garry Laffan; Seconded Ms. Kate Miskella.

- (d) **Risk Management:** Risk Management is comprehended within the report of the Audit and Risk Committee. The Audit and Risk Committee report outlined that the CS Manager confirmed there are no additions to the Register since the last meeting.

- (e) **WWETB Climate Action Roadmap 2022** was circulated to the Board and the Director of OSD gave a brief outline and steps of the Climate Action Roadmap which communicates how each public body aims to meet the requirements of the Climate Action Mandate and reach its 2030 carbon and energy efficiency targets. The WWETB Climate Action roadmap 2022 was noted.

- (f) **Board Self-Assessment Evaluation:** A template Board Self-Assessment Questionnaire was circulated to the Board Members for completion and fifteen responses were received and collated. The Director of OSD presented an overview of the results as received from Members who responded.

A number of Members commented on their challenges experienced in completing the form in its current format and other means of garnering the information.

- (g) **Strategy Statement 2023-2027**– final publication: The Strategy Statement 2023-2027/Ráiteas Straitéise 2023-2027 was launched before the Board meeting and copies of the publication were circulated.

The Director of OSD referred to the staff workshop held the day before, 8<sup>th</sup> May and extended her appreciation to a number of Board Members for their attendance. Appreciation was also expressed to staff, students, learners, and partners that helped in the development of the strategy.

A launch in both Waterford and Wexford is being considered for September 2023 and the CE referred to the successful strategy implementation workshop held on the 8<sup>th</sup> May and he thanked the Chairperson, Deputy Chairperson and board members for their support and attendance. He also commended the Director of OSD and team on the excellent work culminating in the production of the document. Mr. Path Rath was impressed with the positivity observed at the workshop complimenting the Director of OSD on the accessibility and inclusivity displayed throughout the Strategy Statement.

#### **090523.09 Chief Executive's (CE) Report :**

- (a) The CE's Report was circulated to Board Members.

*Wexford FET College of the Future.* The CE gave a brief overview of the facility at Whitemills, Wexford Town and progress which will offer integrated further education and training programmes, including all further education and training (FET) programmes, substantially increased apprenticeships and pathways thus providing an enhanced learner/college experience at the one location. {Item 090523.16 also refers}

*Replacement School for Selskar College:* Consultations are continuing to confirm a site for the school and a location has not been confirmed to date. There are good grounds for optimism that this will be confirmed in the near future.

*Allotments:* The Director of FET advised of engagement with a community group regarding the availability of a potential allotment in the Dungarvan area, in response to a query from Cllr. Pat Nugent. The I & D Manager spoke of his intention to view the potential property with outside space for horticultural development and invited Cllr. Nugent to accompany him.

#### *Mental Health-wellbeing*

Cllr. Fionntán Ó'Súilleabháin brought forward points raised at the North Wexford Area Committee meeting in relation to pressures on principals, teachers and students at post-primary level (where there is a need for greater supports).

The CE referred to various measures introduced such as senior leadership training for Principals, AP1s and Deputy Principals who have assumed a greater role also. To date very positive feedback has been received on the training provided.

The I & D Manager acknowledged the work of school staff in dealing with the fallout following the Covid-19 pandemic and the support of the informal structure through Youth Work projects successfully augments what is happening formally in schools through youth projects and the Local Youth Club Grant Scheme recently advertised. Mr. Pat Rath enquired as to whether there was a countrywide survey carried out or exists, to measure the fallout post-Covid-19 - evidence based, in order to ensure a broad perspective.

- (b) *Female Apprenticeship Scholarship* - updates

The Director of FET outlined and explained to the Board a number of updates to the operating guidelines: Eligibility criteria section (b) and (f), Scholarship benefits section (f) and Termination/deferral sections (c) and (d); noted by the Board.



*South Wexford Craft Apprenticeship Trowel Trades Scholarship:* The CE informed the Board that an advertisement has been placed for applications following a philanthropic donation.

*Traineeships:* the Director of FET confirmed that *Bus Driving* training has commenced in Gorey following query on apprenticeship opportunities given the shortage of bus and HGV drivers and the I & D Manager outlined details of a meeting where a mechanism for traineeship in this area was offered. Cllr. Lola O'Sullivan enquired regarding *Medical Technician* courses.

- (c) **Presentation: Covid-19 Response Update:** No updates were reported.

**090523.10 POLICIES (including Summary of updates)**

- (a) *Recruitment and Selection Policy* – updated. The Policy and a summary update was circulated. The Policy was developed in line with current WWETB procedure and in consultation with other ETBs and best practice. The HR Manager - Operations gave an overview of the changes since the previous version and invited questions. The Board noted the *Recruitment and Selection Policy*.
- (b) *Competency Interview Training:* Cllr. Mary Farrell asked about content of the session planned as she had previously completed training. The HR Manager – Operations confirmed that there are a number of changes to the training from last time and positive feedback was received from Principals who completed the training. The next training session is due to take place 25<sup>th</sup> May 2023.

**090523.11 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Reports)**

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

- (a) - *Enniscorthy Community College report of meeting held 17<sup>th</sup> January 2023;*  
- *Kennedy College reports of meetings held 27<sup>th</sup> April and 4<sup>th</sup> May 2023.*
- (b) - *North Wexford Area Committee report of meeting held 9<sup>th</sup> March 2023.*

**090523.12 ETBI (Education and Training Board's Ireland)**

- (a) *ETBI Brief 03/2023 - Catering Contract – ETB Training Centres:* The CE gave a summary whereby ETBI recommends that ETBs accept the overall cost increase of 6% on the basis of the review of the pricing schedules.
- (b) *ETBI Reserve Members Forum:* Cllr. Kathleen Codd-Nolan advised that the last meeting was deferred to June.

**090523.13 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. Lola O'Sullivan; Seconded Cllr. Kathleen Codd-Nolan.

- (a) 0022/2023: Standardised Testing 2023.  
(b) 0021/2023: Say Yes to Languages – primary languages sampler module  
(c) 0020/2023: Prescribed Material for the Leaving Certificate Examination in 2025.  
(d) 0019/2023: Prescribed Material for the Leaving Certificate English Examination in 2025.  
(e) 0018/2023: Special Needs Assistant Allocation 2023/24.

### **090523.14 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 the payment of grants to eliminate the costs of schoolbooks in primary schools and special schools.
- (b) Minister for Education Norma Foley encourages all families intending on applying for school transport services for the first time for the next school year to register before the closing date of 28 April.
- (c) Minister Byrne encourages schools to help inform review of the Guidelines on the Use of School Buildings outside of School Hours.
- (d) Ministers Foley, Byrne and Naughton launch Active Schools Week 2023.
- (e) Minister Foley invites schools to express an interest in participating in Say Yes to Languages module in 2023/24.
- (f) Statement from the Department of Education, 11 April 2023.
- (g) Minister Foley announces €29 million in minor works funding for primary and special schools.
- (h) Minister Foley launches Implementation Plan for Cineáltas: Action Plan on Bullying.
- (i) Minister Foley announces extension of deadline for applicants to primary initial teacher education due to increase in course places in 23/24.
- (j) Ministers Foley and Madigan confirm delivery of 58 school building projects that were temporarily paused.
- (k) Department of Education confirms 15,282 Ukrainian pupils currently enrolled in Irish schools.
- (l) Minister Foley launches Initial Teacher Education Policy Statement.
- (m) Minister Martin, Minister Foley, Minister O’Gorman and Minister Harris launch new Creative Youth Plan 2023-2027 for children and young people.
- (n) Minister Foley announces the transfer of patronage of St Enda’s National School, Whitefriar Street, Dublin 8.
- (o) Minister Foley announces 610 additional places on primary initial teacher education (ITE) programmes over 2023 and 2024.
- (p) Minister Foley announces grants for organisations delivering music education.
- (q) Inaugural meeting held of Senior Cycle Redevelopment Programme Delivery Board.
- (r) Minister Foley announces call for applications from schools for BLAST 2023 and Creative Clusters initiatives.
- (s) Minister Foley announces details of a new scheme to eliminate the cost of schoolbooks in primary schools and special schools.

### **090523.15 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](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 launches financial and training supports for employers taking on apprentices.
- (b) Minister Harris encourages students to apply for new student supports.
- (c) Minister Harris welcomes Government approval to publish Research and Innovation Bill.
- (d) Minister Harris announces appointment of Chairperson and Ordinary Members to the Governing Board of Quality and Qualifications Ireland (QQI).
- (e) €8 million capital funding for further education and training sector announced by Ministers Harris and Collins.



- (f) Minister Harris announces publication of the Construction Safety Licensing Bill 2023.
- (g) Minister Martin, Minister Foley, Minister O’Gorman and Minister Harris launch new Creative Youth Plan 2023-2027 for children and young people.
- (h) Minister Harris approves funding for the purchase of the Waterford Crystal site for South East Technological University.
- (i) Minister Harris announces €1 billion European Social Fund Plus Programme investment in employment, skills and social inclusion.

**090523.16 AOB**

**Wexford FET College of the Future:** Members were invited to a tour of the Whitemills, Wexford Town location of the new Wexford College of Further Education and Training which took place immediately before the Board meeting to give a context to what will be the first new build FET College of the Future in the country. {Item 090523.09 also refers}

**090523.17 DATE OF NEXT MEETING**

The meeting concluded with the next meeting scheduled to take place **Tuesday, 27<sup>th</sup> June 2023** in Waterford.

Signed: *Nora O'Sullivan*  
Date: 27/6/23

**Documents circulated:**

- Agenda 09/05/23
- Minutes of WWETB meeting held 28<sup>th</sup> March 2023
- Conflict of Interest Declaration Forms
- IPB notification of AGM
- ARC Report to the Board of meeting held 22/03/23
- Lease note re Coláiste Abbáin road alignment
- WWETB Climate Action Roadmap
- Board Self-Evaluation Questionnaire Template
- Strategy Statement 2023-2027/Ráiteas Straitéise
- CE’s Report
- Recruitment and Selection Policy and details
- North Wexford Area Comm. meeting report 09/03/23
- ETBI Brief 03/23: Catering Contract-Training Centres