



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 27th June 2023

*Held at Waterford Training Centre, Cork Road, Waterford X91 PX02
Tuesday, 27th June 2023 at 4.30p.m.*

Waterford and Wexford Education and Training Board

Minutes of Meeting held 27th June 2023 at 4.30p.m.

Board Members in attendance: *Cllr. Lola O'Sullivan, Deputy Chairperson presided, Ms. Kate Miskella, Ms. Sandra Fogarty, Cllr. Pat Nugent, Cllr. Kathleen Codd-Nolan, Cllr. Frank Quinlan, Ms. Margaret Darrer, Ms. Mary Ryan, Cllr. Cristiona Kiely. Attended remotely: Cllr. Aidan Browne, Cllr. Mary Farrell, Mr. Richard Byrnes, Cllr. Leonard Kelly.*

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), Ms. Eimear Ryan, Director of Schools, Ms. Sandra Murphy, HR Manager – Operations, Mr. Fintan O'Reilly, Corporate Services (CS) Manager, Ms. Lindsay Malone, Director of Further Education and Training (FET).*

Apologies: *Cllr. Barbara-Anne Murphy, Chairperson, Mr. Senan Lillis, Cllr. Fionntán Ó'Súilleabháin, Cllr. Tom Cronin, Mr. Pat Rath, Cllr. Garry Laffan.*

270623.01 INTRODUCTION

The Deputy Chairperson Cllr. Lola O'Sullivan presided, welcomed everyone to the meeting and apologies received were noted as listed above.

270623.02 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.

270623.03 CONDOLENCES

The Board extended sympathy to the following:

- ~ *Ms. Margaret Boland on the death of her brother Mr. Michael Carmody;*
- ~ *The family of Ms. Anna Fenlon;*
- ~ *Ms. Elaine O'Donnell on the death of her father Mr. Tom O'Donnell;*
- ~ *Mr. Martin Conneely on the death of his father-in-law Mr. Tom O'Donnell;*
- ~ *Mr. Owen Ryan on the death of his wife Ms. Sinéad Ryan.*

270623.04 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 9th May 2023 were adopted: Proposed Cllr. Pat Nugent; Seconded Ms. Kate Miskella.

270623.05 FINANCE

- (a) **Finance Report:** A Finance Report and Financial Summary as at April 2023 was circulated and the Finance Manager presented an overview to the board.

When compared to the Service Plan, receipts are at 30% of the budgeted amount and payments are at 32% of the budgeted figures which are broadly in line with expectations at this early stage of the year; Receipts in April primarily consisted of monthly funding from the Department of Education. Receipts are slightly behind expenditure due to the timing of Department of Education pay grants and SOLAS tranche funding.

Audit Updates: Audit of Annual Financial Statements. The audit field work has been completed including a findings report, which will be reviewed by the Comptroller and Auditor General (C&AG) and any changes will be incorporated into the next draft of the Annual Financial Statements.

- (b) **Overdraft Facilities 2024:** The Finance Manager presented a proposal to the board requesting the renewal of existing overdraft facilities in the amount of €3m for the year 2024 and similar to previous years. While an overdraft situation is not expected, he outlined the fluctuations in cash flow and the basis for having the resource in place.

Having outlined the process and timeline involved in order to have such an arrangement available for the coming year, the board accepted and approved the proposal to *seek overdraft facilities for the purposes of carrying out the Board's functions in respect of the amount of €3million to the 31st December 2024* and to seek the consent of the Minister for Education {in accordance with CL 0066/2014 and Section 49 of the Education and Training Boards Act 2013}: Proposed: Cllr. Pat Nugent; Seconded Ms. Mary Ryan.

270623.06 CORRESPONDENCE

The following correspondence was circulated to the Board:

- (a) *Ramsgrange Community School* – notification of the end of term for the current Board of Management {item 270623.07(d) also refers}
The CE outlined correspondence which advised of the end of the three year term for the current Ramsgrange Community School Board of Management and thanked the three outgoing WWETB nominees for their service.
The board re-appointed *Ms. Mary Ryan, Mr. Richard Byrnes and Mr. Senan Lillis* to the Ramsgrange Community School Board of Management for the duration of their current WWETB term of office: Proposed Cllr. Pat Nugent; Seconded Cllr. Frank Quinlan.
- (b) *Educational provision in Clonea, Emergency Reception and Orientation Centre (EROC)*: correspondence from the Social Inclusion Unit, Department of Education. The CE outlined background to the arrangements and the correspondence advised that the provision of supports to cater for the educational needs of primary school age children accommodated in EROC's on arrival in Ireland, set up as an interim measure will cease, with effect from the commencement of the next school year 2023/2024.
The Director of Schools provided an update and advised that the co-operation hours allocated to the ETBs in respect of the EROC's for the 2022/2023 school year is approved for the 2023/2024 school year as an exceptional measure to enable the transition of children to mainstream education. The Department has provided increased levels of support to schools with increased enrolments to cater for the rise in the number of children arriving from Ukraine and other countries.
She acknowledged the local co-operation received and generous allocation support. Going forward, the Regional Education and Language Teams (REALT) Co-Ordinator will assist families in securing school places.
The Chief Executive commended all involved.....teachers, Adult Education Officers and Director of Schools and FET for all the work undertaken to ensure that the EROC provided excellent education for young people arriving into Ireland in difficult circumstances and facilitating their smooth transition into local primary schools.

270623.07 GOVERNANCE

- (a) **Approval/Renewal of Leases and Updates**
The Corporate Services Manager informed the Board of departmental sanction received relating to the following premises (previously approved at board meetings held 13th September 2022 and 8th November 2022 respectively):
- *Kilcohan Training Centre, Waterford;*
 - *Gonzaga House, Enniscorthy (incorporating the former Pharmacy premises);*
 - *Eurobase Building at IDA Industrial Estate, Waterford.*
- (b) **Nominations to Committees and Board of Management** - the following nominees were appointed by the Board and correction to surname noted:

<u>Committee</u>	<u>Nominee</u>
Youthwork Committee	<i>Margaret Collins</i> (CYPSC Representative - Waterford). <i>Mara Matuit</i> Comhairle na nÓg (Waterford).

Ellis Maher Comhairle na nÓg (Wexford).
Proposed: Ms. Kate Miskella; Seconded Cllr. Frank Quinlan.

Youthreach Committee

Michael Wall.
Proposed Ms. Kate Miskella; Seconded Ms. Mary Ryan.
Surname amendment: Brian Owens (previously recorded as Leahy – January 2023 board meeting).

Ramsgrange Community School

Mary Ryan.
Senan Lillis.
Richard Byrnes.
Proposed Cllr. Pat Nugent; Seconded Cllr. Kathleen Codd Nolan {item 270623.06(a) also refers}.

- (c) **Annual Report 2022:** The Annual Report 2022 and accompanying Chairperson's Comprehensive Report (*Statement to the Minister for Education required by the Code of Practice for the Governance of ETBs paragraph 6.8 and 6.9*) were circulated to the Board for consideration.

The Director of OSD presented a brief overview of the report structure - similar to other years and content, which included background, governance and compliance arrangements, membership of boards and committees including meeting attendances, and an overview of services and enrolment data for schools and FET programme outturns. Priorities and actions for the achievement of the five strategic goals were outlined in the document. Questions were invited and some of the report highlights included:

- ⇒ Senior leadership and middle leaders programmes well attended and feedback positive.
- ⇒ Core values and school identity embedded and continued promotion.
- ⇒ Infrastructural work in virtually all schools and significant projects progressed.
- ⇒ Wexford College of Further Education and Training and extension to Waterford Training Centre 'Techniform' commenced.
- ⇒ Strategy Statement 2023-2027 followed wide consultation both internally and externally.

The Annual Report 2022 was adopted by the Board: Proposed Ms. Mary Ryan; Seconded Ms. Margaret Darrer. {*Section 28 (1) of the Education and Training Boards Act 2013*}

The Chairperson's Comprehensive Report to the Minister for Education required under Sections 6.8 and 6.9 of the Code of Practice for the Governance of ETBs (to accompany Annual Report) was adopted: Proposed Cllr. Lola O'Sullivan; Seconded Ms. Mary Ryan.

- (d) **Bunclody Vocational College** - change of college name: A request for a change of name was submitted for consideration. The Board approved the change of college name from Bunclody Vocational College to '**Bunclody Community College**': Proposed Cllr. Kathleen Codd-Nolan; Seconded Ms. Mary Ryan.

270623.08 CE UPDATES:

- (a) *Replacement School for Selskar College:* The CE was pleased to note recent confirmation on the acquisition of a site of approximately twelve acres of land for a replacement school for Selskar College at Ballynagee, Wexford, subject to approval of the Wexford County Council elected members. WWETB is the client for the project and will take on responsibility for the building of the Educate Together National School also. This announcement will allow the progression of the design of the new school campus.
- (b) *COVID-19 Response Update:* The CE gave the current status on this item and it is anticipated that the reporting on this matter will be tapered off.

- (c) *Wexford FET College of Further Education and Training*: A considerable number of new positions will be advertised shortly relating to the Wexford College of Further Education and Training and the new Techniform building at Waterford Training Centre. The CE acknowledged the support of SOLAS and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

270623.09 PRESENTATION: Youth Work Affairs Team

The Director of FET introduced Ms. Anna Doyle, Youth Officer who joined the meeting to present on the 'WWETB Youth Work Affairs – NEETS Reports Launch'. Three NEETS Reports – '*Building Relationships, Supporting Journeys, Enhancing Outcomes for Young People who are Not in Employment Education or Training – County Waterford (1) and County Wexford (2)*' and WWETB Youthreach Programme: '*Listening to our learners and showcasing good practice*' (3) were circulated to board members present (including QR access codes to the reports and website details); copies to be made available to board members not present if required.

- (i) The presentation began with the Youth Officer outlining background on the research which informed the first two reports and a definition of NEETs which may be described as *young people aged 16-24 years old who have been out of employment, education, or training for more than 6 months*. The reports, which were launched in June, focus on the role of Further Education and Training including non-formal education in supporting young people and provides information for organisations and agencies working with young people in Wexford and Waterford. She also focussed on some of the factors that can lead to a NEETs situation and services and supports available. She stated that it is intended to establish a task force in a selected town on a pilot basis during 2023 to build on and optimise the resources currently available to identify, engage and support Young People in a more integrated way and signpost local pathways for Young People to existing services and supports in each county.
- (ii) The Youthreach Programme Report followed six months research involving a comprehensive process, conducted by an external consultant, of frontline engagement with learners and staff. The main aim is to listen to the voice of learners and to build on the Youthreach Programme and Community Training Centres' learners' strengths and successes. Youthreach operates in eight centres across Waterford and Wexford. The YouTube video viewed: *The Learners Voice: What Youthreach means to the Learners*' was complimented by the board.

Cllr. Frank Quinlan commended the learners and staff involved with the Youthreach Programme and the Youth Officer on production of the video which Cllr. Pat Nugent seconded and extended his appreciation to the Adult Education Officer Ms. Liz Duffy.

Copy of the presentation which includes the video link is to be forwarded to board members following the meeting. An update to be provided at the next board meeting.

270623.10 POLICIES (including Summary of updates)

The following Policies and summary of updates were circulated and the following policies were noted by the board:

- (a) *CCTV Policy;*
- (b) *Lone Working Policy;*
- (c) *Display Screen Equipment (DSE) and the Provision of Spectacles Policy.*

270623.11 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Reports)

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

- (a) - *Enniscorthy Community College: 14th March 2023;*
- *Kilnamanagh Community National School: 3rd May and 30th January 2023;*
- *Meánscoil San Nioclás: 13ú Deireadh Fómhair, 16ú Bealtaine, agus 24ú Eanáir 2022;*
- *St. Paul's Community College: June 14th, 19th and 17th May, 23rd February, 23rd January 2023;*

- Waterford College of Further Education: 14th June 2023 and 8th February 2023.

- (b) *St. Declan's Community College*: A progress update on the current works was provided to Cllr. Pat Nugent.

270623.12 ETBI (Education and Training Board's Ireland)

ETBI Reserve Members Forum: Report of meeting held 13th June 2023 was circulated to the board and Cllr. Kathleen Codd-Nolan gave an overview. She informed the meeting that the next ETBI Annual Conference is due to be held September 27-28 in Cork and the CE confirmed that all members are eligible to attend if they wished. *The board approved relevant delegates' attendance to the conference*: Proposed Ms. Mary Ryan; Seconded Cllr. Pat Nugent.

270623.13 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. Kathleen Codd-Nolan; Seconded Ms. Mary Ryan.

- (a) 0029/2023: Brief Absences for Staff other than Persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards.
- (b) 0028/2023: Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024.
- (c) 0026/2023: Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2023/2024 school year.
- (d) Circular 0025/2023: Voluntary Search and Rescue Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- (e) 0024/2023: Home Tuition Grant Scheme 2023/2024 Special Education Component.
- (f) 0023/2023: Scheme for the Award of Incremental Credit to Post Primary Teachers who have prior service as a Youthreach Resource Person or a Youthreach Co-ordinator.

270623.14 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, Madigan and Byrne extend good wishes to all candidates beginning state examinations.
- (b) Department of Education confirms 15,589 Ukrainian pupils currently enrolled in Irish schools.
- (c) Minister Foley announces new contracts for Irish-medium teacher education programmes.
- (d) Minister Foley announces winners of the Department of Education 25th Anniversary of the Good Friday Agreement Schools' Competition.
- (e) Minister for Education announces €5 million pilot programme of counselling and mental health supports for primary schools.
- (f) Minister Foley confirms date for Leaving Certificate 2023 results.
- (g) Minister Foley announces the development of resource of resources to support teaching on the Great Irish Famine.
- (h) International study shows Ireland in top performing countries in literacy at primary school reading in spite of pandemic.
- (i) Department of Education confirms 15,458 Ukrainian pupils currently enrolled in Irish schools.

270623.15 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} The following Department of Further & Higher Education, Research, Innovation and Science Press Releases were brought to the attention of the Board and noted:

- (a) €3.75 million to enhance cybersecurity in the further and higher education sector announced by Minister Harris.
- (b) Northern and western regional education leaders meet at department's inaugural Regional Dialogue.
- (c) Ministers Harris and McEntee announce 5-year Active* Consent programme.
- (d) State-of-the-art apprenticeship facility for the midlands opened by Minister Harris.
- (e) Minister Harris announces appointments to the board of SOLAS, the Further Education and Training Authority.
- (f) 11,000 free or heavily subsidised college courses announced for unemployed, self-employed or returners to work.
- (g) Ministers Harris and Browne co-chair Prison Education Taskforce's first meeting.
- (h) Minister Harris appoints Professor Philip Nolan as CEO Designate of the Research and Innovation funding agency.
- (i) Minister Harris welcomes CAO date of 30 August.
- (j) Minister Harris to meet stakeholders on reducing the cost of third level education.
- (k) Minister Harris welcomes clarity on Leaving Cert results date.
- (l) Minister Harris announces new apprenticeship in Sportsturf Management.
- (m) Minister Harris establishes new Research and Innovation Policy Advisory Forum and issues call for members.
- (n) Over €5 million in funding to support the most educationally disadvantaged in Ireland announced by Minister Harris.
- (o) Ministers Harris and Collins launch Year of Skills with publication of OECD report.

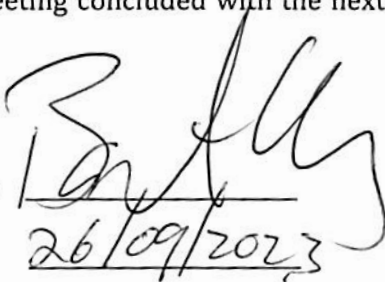
270623.16 AOB

- (a) *REALT update:* The CE gave data on enrolments for primary and post primary schools as at the 20th June with a total of 1,204 students enrolled (Waterford 444 and Wexford 760).
At mid June the figure for Ukrainian people in Ireland was circa 85,000 with approximately 15,500 students enrolled in Irish schools.
- (b) *Court Case:* The Corporate Services Manager informed the board regarding a recent High Court case which was subsequently dismissed. It was noted that WWETB are in the lowest quartile for insurance premiums for ETB's which is due to the low number of claims and cost of claims and he acknowledged the work carried out in the Health and Safety and Risk areas.

270623.17 DATE OF NEXT MEETING

The meeting concluded with the next meeting scheduled to take place **Tuesday, 12th September 2023.**

Signed:



Date:

26/09/2023

Documents circulated:

Agenda: 27.06.23
 Minutes of WWETB meeting held 9th May 2023
 Conflict of Interest Declaration Forms
 Finance Report and Summary to April 2023
 Ramsgrange CS Board of Mgmt. correspondence
 Social Inclusion Unit re educ. Provision EROC
 Nominations to Committees/Board of Management
 Annual Report 2022
 Chairperson's Comprehensive Report
 Policies: CCTV/Lone Working/DSE-Eye Test Policy
 ETBI Reserve Members Forum mtg. report 13.06.23