



wwetb

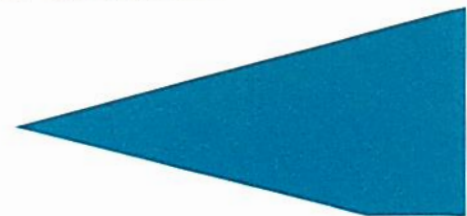
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 26th September 2023

*Held at the Brandon House Hotel, New Ross, EIRCODE
Tuesday, 26th September 2023 at 4.30p.m.*



Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 26th September 2023 at 4.30p.m.

Board Members in attendance: Cllr. Barbara-Anne Murphy, Chairperson presided, Ms. Kate Miskella, Ms. Sandra Fogarty, Cllr. Pat Nugent, Cllr. Kathleen Codd-Nolan, Cllr. Frank Quinlan, Cllr. Joeanne Bailey, Ms. Mary Ryan, Cllr. Tom Cronin, Mr. Pat Rath, Cllr. Garry Laffan, Mr. Richard Byrnes, 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), Mr. Owen O'Mahony, Finance Manager (FM), Ms. Eimear Ryan, Director of Schools, Ms. Sandra Murphy, HR Manager – Operations, Ms. Lindsay Malone, Director of Further Education and Training (FET), Mr. Michael O'Brien, Innovation and Development (I & D) Manager

Apologies: Cllr. Lola O'Sullivan, Deputy Chairperson, Cllr. Fionntán Ó'Súilleabháin, Ms. Margaret Darrer, Cllr. Aidan Browne, Cllr. Mary Farrell.

260923.01 RETIREMENT OF WWETB CHIEF EXECUTIVE

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

The Chairperson informed the Board of the Chief Executive Mr. Kevin Lewis' intention to retire.

The Chairperson paid tribute to the Chief Executive (CE) for his work and dedication and expressed her appreciation for the great support afforded to her as Chairperson and likewise to the previous Chairperson.

She then made a presentation to the CE on behalf of the Board of WWETB to mark the occasion and wished him success and the best of health on his retirement.

The CE thanked everyone at his final board meeting and confirmed his retirement date of October 9th, 2023. He extended his appreciation to the Chairperson Cllr. Barbara-Anne Murphy, Deputy Chairperson Cllr. Lola O'Sullivan and previous Chairperson Cllr. Jim Moore and his colleagues in the Executive. He also commended the calibre of Board Members and admired their commitment to boards and committees such as area committees, boards of management, audit and risk and finance committees.

He acknowledged the great work undertaken by WWETB and referred to the successful implementation of the first strategic statement and the commencement of the second one which established WWETB to the forefront of education, training and related services throughout the communities of Waterford and Wexford. He finally praised the achievements and positivity across the entire organisation, conveyed his gratitude for his time as Chief Executive and thanked his colleagues throughout the WWETB.

260923.02 NEW BOARD MEMBER

The Chairperson welcomed Cllr. Joeanne Bailey to the meeting and membership of the Waterford and Wexford Education and Training Board following her election by Waterford City and County Council to the vacancy created upon the resignation of Cllr. Cristíona Kiely.

260923.03 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.

260923.04 CONDOLENCES

The Board extended sympathy to the following:

~ Mr. Diarmuid O'Keeffe on the death of his father Mr. Noel O'Keeffe;

~ Mr. Paraic O'Keeffe on the death of his father Mr. Noel O'Keeffe;

- ~ Ms. Geraldine O’Gorman on the death of her mother Ms. Catherine Byrne;
- ~ The family of Ms. Theresa Lynch;
- ~ Ms. Patricia Deacon on the death of her husband Mr. Alan Deacon Jnr.;
- ~ The family of Cllr. Damien O’Reilly;
- ~ The family of Mary and Paul O’Reilly RIP;
- ~ The family of student Ava Battye.

260923.05 CONGRATULATIONS

The Chairperson brought the following to the attention of the Board:

- **Enniscorthy Community College:** Ms. Fiona Kehoe, member of the teaching staff on securing a silver medal in the European Championship Athletics.
- **St. Declan’s Community College:** 4th year students, Ben Latham was recently crowned in 9th place in the 70kg junior male sparring at the International Taekwondo Federation in Finland recently.
Rebecca Walsh - achievement of third place in the Discus in the 3As British Championships in Birmingham earlier this month.
Andrew Scanlon won 3rd place in the Javelin in the SIAB schools’ International competition in Scotland again earlier this month.
STEAM success: congratulations to 5th year student, Emma Carlin, who has been selected to attend the Honeywell Leadership Challenge Academy in Alabama, USA. This space camp will take place from 22nd -27th October.
- **Kennedy College:** Fifth year student Nicole Kinsella won the National Boxing Championship in the Under 18 division back in March.

260923.06 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 27th June 2023 were adopted: Proposed Cllr. Kathleen Codd-Nolan; Seconded Mr. Kate Miskella.
 Matters arising

260923.07 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

The Chairperson advised the board regarding the requirement to appoint a Chief Executive and explained the process. Two documents were circulated to the Board Members and the Executives in attendance (except for the Chief Executive) left the room for this section of the meeting. The documents consisted of a Selection Board Report listing the recommendation of the Selection Board following interview for the position. The Selection Board recommended/proposed the appointment of Dr. Karina Daly to the position of Acting Chief Executive. The second document was a Bio of Dr. Daly’s career to date.

The Board adopted the appointment of *Dr. Karina Daly as Acting Chief Executive of WWETB*: Proposed Ms. Kate Miskella; Seconded Mr. Richard Byrnes.

The Chief Executive gave details on the competition and noted that the permanent position would be advertised through the Public Appointments Service following receipt of relevant departmental sanction.

The two documents circulated to the members were retrieved. The Executive returned to the meeting and the Chairperson announced Dr. Karina Daly as appointed Acting Chief Executive commencing following the retirement of the Chief Executive Mr. Kevin Lewis on October 9th, 2023.

Dr. Karina Daly expressed her appreciation to the Board and in particular thanked the Chief Executive on behalf of the Senior Management Team (SMT) for his leadership during his term.

260923.08 FINANCE

- (a) **Finance Report:** The Finance Manager (FM) gave the financial report as at June 2023 (as set out on page 47-48 of the CE's Report circulated) and relevant updates. He reported that when compared to the service plan, receipts (mainly consisting of the monthly funding from the Department of Education (DE) and tranche funding from SOLAS) are at 47% of the budgeted amount and payments are at 49% of the budgeted figures which are broadly in line with expectations at this early stage of the year. Receipts are slightly behind of expenditure due to the timing of DE pay grants and SOLAS tranche funding, which will be monitored. The large cash balance at the end of June 2023 equates to one to two months cash flow for the organisation and is managed with NTMA earning interest at 1% which has generated €104,000 from January to June 2023.
- (b) **Overdraft facilities 2024:** application to the Minister for Education for renewal of the overdraft facility. While confident it will not be required, the Finance Manager outlined the process from application to decision and advised of correspondence received from the Department of Education sanctioning overdraft facilities with an upper limit of €3,000,000 to the 31st December 2024 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 with an upper limit of €3million to the 31st December 2024, subject to relevant criteria {in accordance with CL 0066/2014 and Section 49 of the Education and Training Boards Act 2013}: Adopted, Proposed: Cllr. Pat Nugent; Seconded Mr. Senan Lillis.

- (c) **Banking facilities – replacement of credit card and new PayPal Facility**
The Finance Manager informed the Board that the two WWETB credit cards are in the name of the Chief Executive and the OSD Director and due to the imminent retirement of the CE it is necessary to cancel and replace the existing card in the name of another Director to facilitate online and foreign payments. He recommended the Director of Schools as the second card holder to ensure the required payment mechanisms are in place. The Board adopted as cardholder, the Director of Schools, Ms. Eimear Ryan and the setting up of a PayPal account linked to the credit card to facilitate payments transacted via PayPal as outlined by the Finance Manager: Proposed Cllr. Garry Laffan; Seconded Cllr. Kathleen Codd-Nolan.
- (d) **Publication of Annual Financial Statements 2022**
The Finance Manager confirmed notification received from the Department of Education to proceed with publication of the WWETB Financial Statements for 2022 on website following confirmation that WWETB Financial Statements 2022 were laid before the Houses of the Oireachtas {in accordance with provisions of Section 51(2) of the Education and Training Board Act 2013}.

260923.09 CORRESPONDENCE

The following correspondence was circulated to the Board

- (a) Correspondence from the *Minister for Further and Higher Education, Research, Innovation and Science* in relation to advancement of the apprenticeship model of employment and training and request to review to assess that training facilities are being fully utilised to meet apprenticeship training requirements..
- (b) Correspondence from *Minister for Education* conveying appreciation for the work and collaboration with stakeholders on the planning and delivery of school building projects and Department's commitment to delivering additional capacity in the school system so ensure the availability of school for all children.
- (c) Correspondence from *CE SOLAS* seeking information from each ETB on any additional capacity in training centres which could be developed and utilised quickly.

- (d) Resignation of **Cllr. Cristiona Kiely** – notification received 27th June 2023 confirming the resignation of Cllr. Cristiona Kiely from the Board of WWETB which was noted and appreciation and good wishes were extended to Cllr. Kiely.

260923.10 GOVERNANCE

- (a) **Audit and Risk Committee:** Report to the Board of meeting held 7th June 2023 was circulated and noted.
- (b) **Finance Committee** Report to the Board of meeting held 24th May 2023 was circulated and noted.

The Chairperson indicated her intention to meet with both Committee Chairs in the near future and she complimented both Committees for their work and oversight on behalf of WWETB.

- (c) **Approval/Renewal of Leases and Updates:** *Request for sanction to proceed with a licence agreement at Shandon, Dungarvan, Co Waterford.* Details on the agreement was circulated and the Innovation and Development Manager explained the initiative which relates to a proposed training facility to be based in Shandon, Dungarvan, Co. Waterford consisting of a house and four allotments. The Local Authority has agreed to tidy and fence the site and it is proposed to house two polytunnels and a shed on the site which will be fenced with an access gate included. The programme will be delivered through the Back to Education Initiative (BTEI). The peppercorn cost of the proposed two year licence agreement for the Community Horticultural Training Facility is estimated at €200 per annum.

The Board approved the two year licence agreement for a Community Horticultural Training Facility at Shandon, Dungarvan, as presented, Proposed: Cllr. Pat Nugent; Seconded Cllr. Tom Cronin.

- (d) *Nominations/Memberships to Boards of Management: circulated*
The following nominees presented were appointed by the Board:

<u>Committee</u>	<u>Nominee</u>
St. Declan's Community College	<i>Mr. Frank Doheny (new)</i>
St. Paul's Community College	<i>Cllr. Joanne Bailey (replacing Cllr. Cristiona Kiely)</i>
Waterford College of Further Education	<i>Cllr. Joanne Bailey (replacing Cllr. Cristiona Kiely)</i>

Proposed: Cllr. Tom Cronin;
Seconded: Cllr. Kathleen Codd-Nolan.

Dungarvan College-Coláiste Dhún Garbhán *Cllr. Tom Cronin (to replace Mr. Geoff Collins)*

Proposed: Cllr. Garry Laffan;
Seconded: Cllr. Pat Nugent.

- (e) **Nominations to WWETB Interview Panel** circulated
The following nominees and information were presented to the meeting:

Mr. Liam O'Suipéil
Ms. Madailín Mhic Lochlainn
Cllr. Jim Moore
Mr. John Cuddihy
Mr. Tony Larkin
Mr. Dominic Hearne

The Board adopted the additional members to the supplementary panel of Interview/Selection Boards, Proposed: Ms. Kate Miskella; Seconded Ms. Sandra Fogarty.

(f) **Risk Management** - Risk Management is comprehended within the report of the Audit and Risk Committee.

(g) **GAA Scholarship: Bridgetown College**

A document was circulated to the Board and the CE outlined the proposal received from Bridgetown College to encourage and foster the student's growth as a person, student and player. He listed the scholarship criteria and benefits and what was on offer to the scholarship recipient.

The programme is open to funding by benefactors with several bodies willing to invest. It is anticipated that 18 scholarships will be awarded over a three year period (subject to review) and a scholarship recipient's progress will be reviewed at the end of each year. Mr. Richard Byrnes added that this proposed programme is evidence based and reviewed year on year.

The Board adopted the *Bridgetown College GAA Scholarship* as outlined: Proposed Cllr. Leonard Kelly; Seconded Ms. Kate Miskella.

260923.11 CHIEF EXECUTIVE REPORT

(a) **Chief Executive's Report**

The Chief Executive's Report was circulated to the Board and the CE provided updates.

Wexford College of Further Education and Training - Community Open Day: Wexford College of Further Education and Training has opened and a successful Community Open Day took place Friday, 22nd September 2023 which was very well received and provided an opportunity to walk through the facility and meet with members of the WWETB team and find out what's on offer.

He thanked the various people involved including the Innovation and Development Manager, Corporate Services Manager, Director of FET, Director of OSD, Communications Team, Programme co-Ordinator and in particular Mr. Ken Whyte (retired Director of FET) for their considerable input into this project and many other individuals who were instrumental in the establishment of the first College of the Future in the country, bringing together apprenticeship, further education and training and lifelong learning. WWETB facilities will be the hub for County Wexford and it is hoped to have similar facilities available in Waterford.

The Chairperson complimented all involved on the wonderful new College which was seconded by Cllr. Leonard Kelly who was delighted to see such an impressive educational infrastructure in the county.

Replacement school for Selskar College: A new site at Ballynagee, Wexford Town has been procured by Wexford County Council and the Department of Education has agreed to purchase and the project will include a new Educate Together primary school .

The CE then invited Ms. Lindsay Malone, Director of FET to make her presentation.

(b) **Presentation:** *Wexford College of Further Education and Training.*

Ms. Lindsay Malone, Director of FET outlined the background to the establishment of the 'College of the Future' which brings together existing FET provision to a single integrated college structure of further education and training centres and explained the model referencing the document 'Future FET: Transforming Learning – the National Further Education and Training (FET) Strategy'.

Courses leading to careers and/or further study with supportive learning pathways and flexible learning opportunities. The new facility will be responsive to community need.

The Director of FET outlined the management structure of the College. An AEO is based full time at the College with responsibility for equality diversity and inclusion and Learner Support. A sensory pod is also being established.

The Chairperson thanked the Director of FET and welcomed the impressive education facility. Questions were invited and responded to. The numbers which may be catered for is up to 400 learners a day across multiple programmes.

(c) **Youth Work Affairs:** three NEETS Reports – 'Building Relationships, Supporting Journeys, Enhancing Outcomes for Young People who are Not in Employment Education or Training – County Waterford.

260923.12 POLICY (including Summary of update)

WWETB Procurement Policy: The WWETB Procurement Policy and summary was circulated and the Policy was noted by the board.

The CE gave a brief update on aggregation in relation to procurement at a national level and welcomed proposed reform update of national guidelines which will offer more flexibility at a local level.

260923.13 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) Boards of Management:

- *Coláiste an Átha report of meeting held 1st June 2023 and 18th May 2023, 27th April 2023, 8th September 2022, 22nd June 2022.*
- *St. Declan's Community College held 28th June 2023, 8th May 2023, 17th April 2023, 7th February 2023, 5th December 2022, 21st November 2022, 10th October 2022,*
- *Bunclody Vocational College held 6th September 2023 and 7th February 2023.*
- *Kennedy College held 5th September 2023*
- *St. Paul's Community College held 25th August 2023, 17th May 2023, 19th May 2023,*
- *Waterford College of Further Education held 23rd August 2023 and 14th June 2023.*
- *Kilnamanagh Community National School held 21st June 2023, and 3rd May 2023*
- *Coláiste Abbáin held 18th May and 6th September 2023*
- *Dungarvan College-Coláiste Dhún Garbhán held 21st September and 21st March 2023*

(b) Committee Report:

Youth Work Committee draft report of meeting held 10th May 2023.

260923.14 ETBI (Education and Training Board's Ireland)

- (a) ETBI AGM: the CE outlined information to the Board in relation to the ETBI Annual General meeting to be held on a date in November to be confirmed. Five members will be invited to an AGM and the Board agreed and approved the attendance of five delegates from the following pool (substitutes included):

Cllr. Leonard Kelly
Cllr. Kathleen Codd-Nolan
Cllr. Barbara-Anne Murphy
Cllr. Pat Nugent
Ms. Kate Miskella
Ms. Mary Ryan
Mr. Senan Lillis

(b) **ETBI Annual Conference** September 27-28 in Cork.

As outlined at the last board members all members were confirmed eligible to attend and the following were listed as attending and approved by the Board:

Cllr. Leonard Kelly, Cllr. Kathleen Codd-Nolan and Cllr. Pat Nugent; Dr. Karina Daly, Ms. Lindsay Malone, Ms. Eimear Ryan, Mr. Michael O'Brien, Mr. Kevin Lewis.

260923.15 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) 0048/2023: Adoptive Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools.
- (b) 0047/2023: Adoptive Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- (c) 0045/2023: Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement").
- (d) 0043/2023: Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 October 2023.
- (e) 0042/2023: Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement").
- (f) 0041/2023: Revision of Teacher Salaries under the Building Momentum Pay Agreement with effect from 1 October 2023.
- (g) 0039/2023: Primary Mathematics Curriculum for primary and special schools.
- (h) 0038/2023: Building Momentum - A New Public Service Agreement 2021-2022 Implementation of Sectoral Bargaining with effect from 1 February 2022- Payment of PME/HDip Allowance to post primary teachers on the pre-2011 teacher pay scale.
- (i) 0037/2023: Partial Absences for Medical-Related Service Appointments for Post Primary Teachers.
- (j) 0036/2023: Publication of Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).
- (k) 0035/2023: Teacher Supply Post Primary: Teaching Hours Extension Scheme 2023/24.
- (l) 0034/2023: DEIS Delivering equality of opportunity in schools action planning and grant allocation for all DEIS schools.
- (m) 0033/2023: Carer's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools.
- (n) 0032/2023: Supervision and Substitution Scheme - Opt-in for Principals and Deputy Principals with effect from 1 September 2022.
- (o) 0031/2023: Home Tuition Grant Scheme for children without a school place.
- (p) 0030/2023: Home Tuition Grant Scheme- Maternity Related Absences Component.

260923.16 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) Minister Foley launches new Primary Mathematics Curriculum.
- (b) Minister Madigan appoints Fergal Lynch as chair of the National Council for Special Education.
- (c) Ministers Foley, Madigan and Byrne congratulate 61,736 students receiving their Leaving Certificate examination results.
- (d) Minister Foley announces opening of the public consultation process for the new Traveller and Roma Education Strategy.
- (e) Department of Education confirms 15,625 Ukrainian pupils enrolled in Irish schools at end of school year 2022 / 2023.
- (f) Minister Foley announces OECD review to inform Ireland's resource allocation policy to address educational disadvantage.
- (g) Minister Foley announces second strand of €5 million pilot programme of counselling and wellbeing/mental health supports.

260923.17 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 encourages students to take advantage of new student supports as only one in four have applied for €500 grant.
- (b) Ministers Harris and Collins welcome study which reveals vast majority of people want to learn a new skill in near future.
- (c) Minister Harris invites adults to unlock their literacy potential on International Literacy Day.
- (d) Minister Harris welcomes positive step towards UK association to Horizon Europe.
- (e) Minister Harris announces appointment of new Secretary General.
- (f) Minister Harris congratulates students on CAO offers and welcomes increases in number of students getting their top choice.
- (g) Minister Harris congratulates students on receiving their Leaving Cert results.
- (h) Minister Harris announces advancement in NZEB and retrofit training + publication of Careers in Construction Action Plan.
- (i) Minister Harris publishes the annual Cost of Education paper.
- (j) Ministers Harris and Donohoe launch Public Service Apprenticeship Plan.
- (k) Minister Harris announces new farming apprenticeships are open for applications.
- (l) Ministers Harris and Collins announce new pay deal for staff in Community Training Centres and Local Training Initiatives.
- (m) Minister Harris awards funding to help adults learn literacy through cooking, boxing and comic books.
- (n) Ministers Harris and Coveney launch Microcreds.ie platform to boost upskilling and reskilling in Ireland.
- (o) Minister Harris welcomes the publication of the first Impact 2030 Annual Progress Report.
- (p) Historic change in third-level education as Minister Harris announces degree programmes available outside points system.
- (q) Education and Research leaders from across Southern region meet at fourth meeting of the department's Regional Dialogue.
- (r) Minister Harris visits European Organization for Nuclear Research (CERN).

260923.18 AOB

Save the date: The **21st February 2024** has been set as the date for the next 'In Harmony' concert in the National Opera House.

260923.19 DATE OF NEXT MEETING

The meeting concluded with the next meeting scheduled to take place **Tuesday, 14th November 2023.**

Signed: 
Date: 14/11/2023

Documents circulated:

- Agenda: 26.09.23
- Minutes of WWETB meeting held 27th June 2023
- Conflict of Interest Declaration Forms
- Correspondence: overdraft sanction, SOLAS, DFHERIS, Dept. of Education
- ARC Report of meeting held 7th June 2023
- Finance Comm. report of meeting held 24th May 2023
- Note re licence agreement training facility
- Nominations to Boards of Management
- Nominations to Interview/Selection Boards
- Scholarship Scheme
- CE's Reports
- Procurement Policy and Summary
- Youth Work Comm. report of meeting held 10.05.23