



**wwetb**

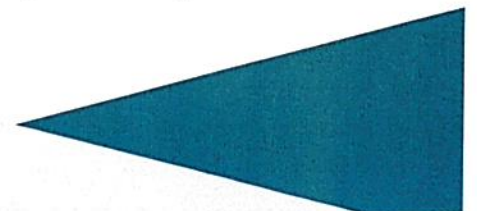
Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*

Waterford and Wexford Education and Training Board

# MINUTES

*Of Meeting Held February 27<sup>th</sup>, 2024*

*Held at the Brandon House Hotel, New Ross, Co. Wexford Y34 KR62  
Tuesday, 27<sup>h</sup> February 2024 at 4.30p.m.*



## **Waterford and Wexford Education and Training Board (WWETB)**

**Minutes of Meeting held 27<sup>th</sup> February 2024 at 4.30p.m.**

**Board Members in attendance:** Cllr. Barbara-Anne Murphy, Chairperson presided, Cllr. Lola O'Sullivan, Deputy Chairperson, Cllr. Aidan Browne (remotely), Cllr. Kathleen Codd-Nolan, Cllr. Frank Quinlan, Cllr. Garry Laffan (remotely), Ms. Kate Miskella; Cllr. Pat Nugent, Mr. Pat Rath, Mr. Richard Byrnes, Mr. Senan Lillis, Cllr. Frank Staples, Ms. Foluke Adewumi.

**Also in attendance:** Dr. Karina Daly, Chief Executive, Ms. Eimear Ryan, Director of Schools, Ms. Lindsay Malone, Director of Further Education and Training, Mr. Fintan O'Reilly, Corporate Services Manager, Ms. Sandra Murphy, HR Manager-Operations, Ms. Kate Organ, Administrative Officer, Finance Department, Mr. Conor McGrath, Administrative Officer, Finance Department.

**Apologies:** Ms. Sandra Fogarty, Cllr. Mary Farrell, Ms. Margaret Darrer, Cllr. Joanne Bailey, Ms. Mary Ryan.

### **270224.01 WELCOME**

The Chairperson Cllr. Barbara-Anne Murphy presided and welcomed everyone to the meeting including remote participants. A quorum was confirmed and agenda items were tabled in the order of those requiring adoption first.

### **270224.02 APOLOGIES**

Apologies as listed above were noted.

### **270224.03 CONDOLENCES**

The Board extended sympathy to the following:

- Mr. Trevor Sinnott on the death of his aunt Ms. Teresa (Tessie) Hoare;
- Ms. Margaret Nunn on the death of her brother Mr. J. Ray Bates, Ph.D;
- The family of Karl Ormonde, Apprentice;
- Mr. Stephen Dineen on the death of his son Josh Dineen;
- Ms. Jennifer Byrne on the death of her mother Ms. Doreen Twomey;
- Ms. Helen Duffin on the death of her father Mr. Michael Duffin;
- Mr. Mark Dunphy on the death of his father Mr. Tony Dunphy;
- Ms. Nora Delaney on the death of her daughter Emma Charles;
- Ms. Hilary Cantwell on the death of her father Mr. Sean Cantwell;
- Ms. Eileen Carroll on the death of her mother Evelyn Carroll;
- Ms. Martina Henderson on the death of her husband;
- Ms. Eileen Curtis on the death of her brother Mr. Jim Hartley.

### **270224.04 DECLARATION OF INTEREST – CONFLICT OF INTEREST**

Conflict of Interest Declaration Forms were issued to the Board for completion 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.

### **270224.05 CONGRATULATIONS**

The Board extended congratulations to:

- Ms. Triona Fitzgerald on the birth of a baby girl.
- Mr. Liam Kearns and his wife Stephanie on the birth of their baby son.
- Dr. Aileen Doran (Enniscorthy Vocational College past pupil) on the award of the Inaugural Mineral deposits Studies Group Early Career Researcher Distinguished Lecturer Award.
- Mr. Tom Enright outgoing Chief Executive, Wexford County Council on his tenure at Wexford County Council.
- Best wishes to Mr. Eddie Taaffe on his appointment as Acting Chief Executive of Wexford County Council.
- St. Paul's Community College second year students Leigha Kinsella, Alex Simpson and Daniel O'Sullivan Westphal who came second in the Social and Behavioural Junior Section at the BT Young Scientist competition (teacher Mr Ger Lohan).
- Congratulations to all students, music teachers and all involved for a very successful In Harmony concert. The Chairperson complimented everyone involved on the wonderful event.

## 270224.06 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 9<sup>th</sup> January 2024 were adopted: Proposed Ms. Kate Miskella; Seconded Cllr. Pat Nugent.

### *Matters arising*

The Director of FET gave an update on query raised at the previous board meeting in relation to accessing computer upgrades, the matter is resolved and the board member who raised the matter, informed.

## 270224.07 APPOINTMENT OF CHIEF EXECUTIVE

Appointment of Chief Executive (Section 14 ETB Act 2013) of Waterford and Wexford Education and Training Board (WWETB): The Chairperson requested the Executive to leave the room and the board members remained.

The executive were then invited back into the meeting and **Dr. Karina Daly was appointed Chief Executive of Waterford and Wexford Education and Training Board** in accordance with the consent of the Minister for Education and following selection by the Public Appointments Service: Proposed Cllr. Pat Nugent; Seconded Cllr. Senan Lillis.

The newly elected Chief Executive received a round of applause from the board who congratulated her on her appointment. Dr. Karina Daly, Chief Executive thanked the Board.

## 270224.08 FINANCE

**Finance Report:** Ms. Kate Organ, AO gave a report on finances to the meeting (page 38-39 of CE's Report, circulated) which included updates on budgets 2024, Annual Financial Statements – deadline 1<sup>st</sup> April 2024 and Travel and subsistence project to commence in April. In response to query, she clarified the Revenue financial reporting requirements for travel and subsistence payments.

The CE advised that in relation to the Finance Officer vacancy and following a recruitment competition it is anticipated that a permanent Finance Officer will be appointed shortly.

Mr. Pat Rath asked if a printed copy of the accounts/finances could be made available to board members at board meetings.

## 270224.09 CORRESPONDENCE

National Parents Council (NPC) Primary – notification following its nomination process of a male and female nominee for appointment to fill the vacancies on the board of WWETB.

The board appointed **Mr. Niall Finn** (male nominee) and **Ms. Foluke Adewumi** (female nominee) as nominated by the NPC to membership of WWETB: Proposed Ms. Kate Miskella; Seconded Cllr. Kathleen Codd-Nolan. Both nominees were welcomed to membership of the Waterford and Wexford Education and Training Board (WWETB). (270224.11 also refers)

*Ms. Foluke Adewumi was invited to join the meeting.*

## 270224.10 GOVERNANCE

(a) **Audit and Risk Committee (ARC):** Annual Report of the Audit and Risk Committee 2023 to WWETB Board was circulated to the board. The Chairperson of the Audit & Risk Committee Cllr. Jim Moore was invited to join the meeting where he provided a report to the members on the activities of the ARC.

(i) He gave an overview of the ARC's role and responsibilities and system of advising the board on relevant matters under its remit. Some of their work consists of the examination of: internal audit reports, system of internal controls and risk management. He referred to business continuity planning and cyber security that the ARC also receives updates on. The Committee met with personnel from the Office of the Comptroller & Auditor General during 2023.

No matters of concern were brought to the attention of the Audit and Risk Committee following the audit of the 2022 Financial Statements and credit to all involved on the very successful audit outcome for the organisation.

He concluded by thanking the board and acknowledged the organisation's management changes and retirements during 2023. Questions were invited and Cllr. Moore thanked the Board, Chair and Executive for their ongoing support to address the challenges presented.

The Chairperson thanked Cllr. Moore for his report and attendance at the meeting and the ARC Annual Report 2023 was noted.

(ii) Audit and Risk Committee Survey/feedback from Board Members: Twelve members responded to the survey and no queries arose.

- (b) **Finance Committee:** Finance Committee (i) *Annual Report 2023* and (ii) *Report to the board of Finance Committee meeting held 21<sup>st</sup> February 2024* were circulated to members. The Chairperson read the Finance Committee Board Report to the meeting and no queries arose.

The Chairperson expressed her appreciation to both committees for their work.

- (c) **Draft Service Plan 2024** {S47 of the Education and Training Boards Act 2013}  
The WWETB Draft Service Plan 2024 was circulated and the CE confirmed that the plan was presented to the Finance Committee at its meeting of 21<sup>st</sup> February 2024 at which Mr. Conor McGrath outlined the projected Receipts and Expenditure.  
The Plan is aligned to the WWETB new Strategy Statement 2023–2027 and the organisations aims and goals. The Plan provides a guide for planning and an overview of services and the CE listed some of the major education and training priority projects such as:

- New education campus at Clonard providing replacement post-primary and new Primary School;
- Extensions to Bridgetown and Bunclody Colleges and other large scale projects;
- Integration of the new College of Further Education and Training, Wexford;
- Waterford Training Centre major extension;
- New Further Education and Training Centre at Enniscorthy providing NZEB and other green skills programmes;
- New school to open in Gorey, Wexford, to cater for children and young people with autism and complex learning needs.

Increased tendering costs and rapid population growth in some areas was referred to.

**The WWETB adopted the Service Plan 2024 as presented** (on foot of the Finance Committee's recommendation): Proposed Cllr. Kathleen Codd-Nolan; Seconded Cllr. Pat Nugent.

- (d) **Approval/Renewal of Leases and Updates**

The CS Manager presented a request to the board received from St. Joseph's Soccer Club. A "right of way" exists between St. Joseph's Soccer Club, Kilmuckridge and Coláiste an Átha and they plan on using their grounds for camper vans and camping for the upcoming Fleadh Cheoil na hÉireann. They requested permission to use the shared entrance/right of way between St. Joseph's AFC grounds and Coláiste an Átha to accommodate camping facilities during the week of the Fleadh Cheoil na hÉireann 2024 and 2025.

The board approved the request for St. Joseph's AFC to use the shared entrance for the specific purpose of facilitating access to their grounds *during the Fleadh Cheoil na hÉireann for the reason set out above from the 4<sup>th</sup> to the 12<sup>th</sup> August 2024 for camper vans and the 8<sup>th</sup> to the 12<sup>th</sup> August 2024 for family camping*: Proposed Mr. Pat Rath; Seconded Ms. Kate Miskella.

It was noted the event is taking place during school holidays.

#### **270224.11 NOMINATION/MEMBERSHIP TO BOARDS OF MANAGEMENT**

- (e) The board made the following appointments as proposed by Mr. Pat Rath; Seconded Cllr. Frank Staples:
- (i) Appointment of two Parent Nominees to WWETB: nominated by the National Parents Council (NPC); (270224.09 also refers): **Ms. Foluke Adewumi** (replacing Ms. Finola Walsh), **Mr. Niall Finn** (replacing Mr. David Doyle);
  - (ii) Meánscoil San Nioclás Board of Management nominee - Meánscoil San Nioclás Teo: **Mr. Críostóir Ó'Faoláin** (replacing Mr. Mícheál Ó Drisleáin);
  - (iii) Kilnamanagh Community National School – Community Representatives: **Mr. Shane Forsey and Ms. Emer Swords.**
- (f) **Special School (catering for students with Special Educational Needs):**  
The CE briefly explained the Department of Education mechanism regarding the establishment of the school and she presented names for the proposed school and manager. The board approved the naming of the school as “**Gorey Hill School**” and appointed Single Manager **Ms. Eimear Ryan** (Director of Schools) of Gorey Hill School until such time as a Board of Management is appointed: Proposed Mr. Pat Rath; Seconded Ms. Kate Miskella.
- (g) **Terms of Reference 2024 for Boards of Management of ETB Post- Primary Schools:**  
ETBI ETB Post Primary Board of Management Terms of Reference were approved: Proposed Cllr. Pat Nugent; Seconded Cllr. Frank Staples.
- (h) **Language (other than Irish) Summer Schools** – financial support for students to attend summer schools. The Chairperson explained the proposal and the board approved the request: Proposed Ms. Mate Miskella; Seconded Cllr. Kathleen Codd-Nolan.
- (i) **Risk Management:** Risk Management is comprehended within the report of the Audit and Risk Committee.

#### **270224.12 Chief Executive's (CE) Report**

The CE's report (confidential) was circulated to the board for information and questions invited.

- (a) ETB Week 2024 is due to take place 11-15<sup>th</sup> March and a number of initiatives are planned. ETBI sought alumni (put forward by ETBs) to attend the ETB Week national event in Thomond Park, Limerick and in that context the Director of Schools contacted principals to consider potential candidates. The timescale was short and four names were put forward. The Director of Schools outlined details and criteria and, while acknowledging many other worthy alumni, presented the following names received to the board for consideration:
- ⇒ Oonagh Latchford (Artist, Wexford, former PLC student Selskar College);
  - ⇒ Barry Leacy, Historian in Residence, Wexford Library Service (past pupil Bunclody Vocational College);
  - ⇒ Dr. Aileen Doran, Geologist (past pupil of Enniscorthy Vocational College);
  - ⇒ Derek Kent, Company Director and Chair Leinster Council, GAA (past pupil Selskar College).

Following consideration, it was agreed to nominate **Mr. Derek Kent:** Proposed Mr. Senan Lillis; Seconded Ms. Kate Miskella.

- (b) Cllr. Kathleen Codd-Nolan requested an up-date on the temporary accommodation at *Bunclody Vocational College* and timescale for completion of Stage 2 documents. The CE gave an overview of the background and current status and a Wexford County Council official has committed to following up on the matter. The handover date for the modular unit was clarified.
- (c) *Rainbow Connection Initiative*  
The Director of FET gave details on the Rainbow Connection Initiative which is an online LGBTI+ awareness training course. To date over 100 staff (including the board Chairperson) completed training and were presented with badges. She explained the training and criteria to apply and the initiative is now being extended to schools and support services. Board members were advised to contact the Director of FET should they require any information.

### **270224.13 PRESENTATION – WWETB School Leadership Programme**

The Director of Schools introduced Ms. Fiona McDonnell, Principal of St. Paul's Community College, Waterford and Mr. Michael Weafer, Principal of Selskar College, Wexford.

The Director of Schools began the presentation and explained why and how the programme was put in place and its impact on the quality of leadership and management in WWETB schools which included feedback from middle leaders' survey and insight from two school principals present on how the programme impacts in their respective school.

She referred to change in the Leadership Model in Irish School and the burden on principals. When recruiting, the preference is to encourage leaders within schools and to embed distributed leadership.

This requires time and support and she referred to key documents that influenced change – 'Looking at our Schools 2022: a Quality Framework for Post Primary Schools', a defined process and Circular Letter 0003/2018: 'Leadership and Management in Post Primary Schools'.

#### WWETB Leadership Programme at St. Pauls Community College

Ms. Fiona McDonnell, Principal reported a hugely successful programme at St. Paul's Community College, a DEIS School in Waterford with an enrolment of 729 (an increase from 425 in 2019). The Leadership Programme has supported the middle management team to support student care and teaching and learning. She referred to moving from task oriented roles to leadership and visionary roles, change culture and broader roles. The changed roles in relation to planning now in comparison to 2020/2021 was explained and the process entailed in the example of DEIS Planning. Positive feedback from participants of the leadership programme was reported.

#### WWETB Leadership Programme at Selskar College

Mr. Michael Weafer, Principal gave an overview of leadership posts at Selskar College, a DEIS school in Wexford.

He gave a brief day to day account where the team meets weekly around different topics with fruitful discussions held. The school partnered with 'SchoolWise', a platform which monitors students' progress on a number of levels providing key indicators on each student, driven by the middle leaders.

He indicated the comparison Pre-Professional Development and Post-Professional Development resulting in more streamlined roles and the middle leaders now see themselves as contributing to the school. In general, staff are very enthusiastic and aware of their roles which contribute as middle leaders in the school.

The Chairperson paid tribute to the great changes and progression in our schools and complimented all involved for the impressive work taking place. Cllr. Kathleen Codd-Nolan seconded that and how the visionary aspect stood out and Mr. Pat Rath on power sharing aspect. The Director of Schools expressed her appreciation to Fiona McDonnell and Mick Weafer.

## 270224.14 POLICIES

No Policies noted.

## 270224.15 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Reports)

The following Reports (including draft reports) were noted by the Board.

- (a) Boards of Management Reports (including draft reports):  
*Bridgetown College, reports of meetings held 24<sup>th</sup> January 2024, 25<sup>th</sup> October 2023.*  
*Creagh College reports of meetings held 12<sup>th</sup> December 2023, 4<sup>th</sup> December 2023, 20<sup>th</sup> November 2023.*  
*Dungarvan College-Coláiste Dhún Garbhán: 31<sup>st</sup> January 2024, 8<sup>th</sup> January 2024, 23<sup>rd</sup> November 2023.*  
*Coláiste Abbáin, 25<sup>th</sup> January 2024, 22<sup>nd</sup> November 2023,*  
*Coláiste an Átha, 2<sup>nd</sup> October 2023, 1<sup>st</sup> June 2023, 18<sup>th</sup> May 2023, 27<sup>th</sup> April 2023, 8<sup>th</sup> September 2022.*  
*Kennedy College, 18<sup>th</sup> January 2024, 13<sup>th</sup> November 2023.*  
*Selskar College: 8<sup>th</sup> February 2024, 13<sup>th</sup> December 2023, 18<sup>th</sup> September 2023.*  
*Kilnamanagh Community National School: 24<sup>th</sup> January 2024.*
- (b) Committee Report: Standing Agenda item

## 270224.16 ETBI (Education and Training Board's Ireland)

- (a) *ETBI Brief: Standing Agenda item.*
- (b) *ETBI Reserve Members Forum – Reports of meetings held 1<sup>st</sup> November 2023 and 24<sup>th</sup> January 2024 were circulated to the board and Cllr. Kathleen Codd-Nolan briefly highlighted relevant items to members.*

## 270224.17 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. Pat Nugent; Seconded Mr. Pat Rath.

- (a) 0016/2024: Unpaid Leave for Medical Care Purposes for School Secretaries covered by the terms of the 2022 Workplace Relation(WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools.
- (b) 0015/2024: Domestic Violence Leave for School Secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools.
- (c) 0014/2024: Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools.
- (d) 0013/2024: Sick Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools.
- (e) 0012/2024: The General Data Protection Regulations (GDPR) – Responsibilities of Data Controllers in respect of the Occupational Health Service (OHS).
- (f) 0011/2024: Staffing arrangements in Primary Schools for the 2024/25 school year.
- (g) 0010/2024: Staffing Arrangements in Education and Training Boards for the 2024/25 school year.
- (h) 0009/2024: Staffing Arrangements in Community and Comprehensive Schools for the 2024/25 school.
- (i) 0007/2024: Leave Entitlements for School Secretaries employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools.
- (j) 0005/2024: Teacher Fee Refund Scheme 2023.
- (k) 0004/2024: Extension to the Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions)Act 2012.

- (l) 0003/2024: (Post-Primary) Special Education Teacher (SET) allocation model and the calculation of the SET allocation for each school from the 2024/25 school year.
- (m) 0002/2024: (Primary) Special Education Teacher (SET) allocation model and the calculation of the SET allocation for each school from the 2024/25 school year.

**270224.18 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) Department of Education confirms 18,155 Ukrainian pupils currently enrolled in Irish schools.
- (b) Department of Education Inspectorate publishes report on quality of education for children and young people from Ukraine.
- (c) Minister for Education Norma Foley TD hosts social media summit to discuss online safety for children and young people.
- (d) Minister Foley invites applications from schools for funding of up to €15,000 to work together in Creative Clusters initiative.
- (e) Statement from the Department of Education - 3 February 2023.
- (f) Senior Cycle Redevelopment Partners' Forum meet to discuss implementation progress.
- (g) Ministers Foley and Madigan welcome publication of NCSE policy advice paper – 'An Inclusive Education for an Inclusive Society'.
- (h) Department of Education confirms over 18,000 Ukrainian pupils currently enrolled in Irish schools.

**270224.19 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 officially opens first phase of Cathal Brugha Campus for Further Education and Training.
- (b) Minister Harris announces major expansion of joint degree courses with more than 40 options to be offered.
- (c) Minister Harris outlines success of education programme for people living with addiction.
- (d) Ministers Harris and Smyth welcome opening of €1.9 million biomass heat centre fuelling ATU building with renewable energy.
- (e) Minister Harris announces approval for a major expansion for Apprenticeship Provision at Dundalk Institute of Technology.
- (f) Minister Harris urges students to avail of CAO reduced fee before deadline.
- (g) Ministers Harris and Richmond launch 24 new courses to upskill staff and future proof businesses.
- (h) Ministers Harris and Collins announce record numbers take up apprenticeships in 2023 and detail expansion planned for 2024.

**270224.20 A.O.B.**

- (a) Cllr. Frank Quinlan raised a query in relation to School Books – digital strategy and the Director of Schools agreed to follow up with the Department of Education.
- (b) Board members extended congratulations to the newly appointed Chief Executive.
- (c) Ms. Foluke Adewumi thanked the board for approving her nomination and the Chair thanked her for attending the meeting.



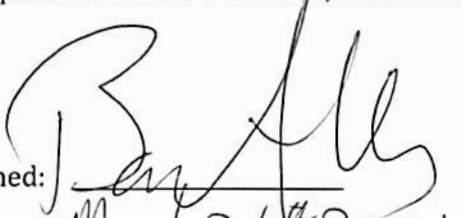
**270224.21 DATE OF NEXT MEETING**

The meeting concluded and the next meeting scheduled to take place **Tuesday, March 26<sup>th</sup>, 2024.**

The next meeting was due to take place in Wexford and the following one in Waterford; Cllr. Lola O'Sullivan proposed that the next two meetings would be held at the Brandon House Hotel, hybrid if necessary to ensure a quorum for the meeting. The CE advised that the Annual Financial Statements would be an agenda item for the next meeting agenda.

It was agreed to hold hybrid meetings at the Brandon House Hotel 26<sup>th</sup> March and 14<sup>th</sup> May 2024:  
Proposed Cllr. Lola O'Sullivan; Seconded Ms. Kate Miskella.

Signed:



Ben Allen

Date:

March 26<sup>th</sup> 2024.

***Documents circulated:***

Agenda: meeting of 27/02/2024

Minutes of WWETB meeting held 9<sup>th</sup> January 2024

Conflict of Interest Declaration Forms

Audit and Risk Committee – Annual Report 2023

Finance Committee Annual Report 2023

Finance Committee report of meeting held 21/02/24

Draft Service Plan 2024

CE's report (including Finance Report)

Terms of Reference ETB Board of Management PP

ETBI Res. Members Forum rpts. 24/01/24, 01/11/23