



wwetb

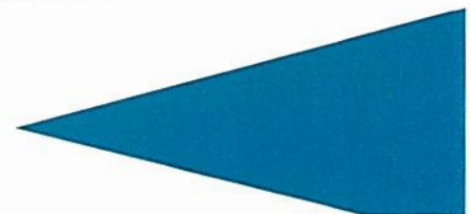
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held 9th January 2024

*Held at the Brandon House Hotel, New Ross, Co. Wexford Y34 KR62
Tuesday, 9th January 2024 at 4.30p.m.*



Waterford and Wexford Education and Training Board (WWETB) **Minutes of Meeting held 9th January 2024 at 4.30p.m.**

Board Members in attendance: Cllr. Barbara-Anne Murphy, Chairperson presided, Cllr. Lola O'Sullivan, Deputy Chairperson (attended remotely), Cllr. Frank Quinlan, Cllr. Joanne Bailey, Cllr. Tom Cronin, Cllr. Garry Laffan, Ms. Margaret Darrer, Ms. Kate Miskella; Cllr. Mary Farrell, (attended remotely), Cllr. Pat Nugent, Ms. Mary Ryan, Mr. Pat Rath, Mr. Richard Byrnes, (attended remotely), Mr. Senan Lillis, Cllr. Frank Staples (attended remotely).

Also in attendance: Dr. Karina Daly, Chief Executive (Acting), Ms. Eimear Ryan, Director of Schools (attended remotely), 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. Dominic Greene, Finance and Administration Manager, Waterford Training Centre.

Apologies: Cllr. Aidan Browne, Ms. Sandra Fogarty, Cllr. Kathleen Codd-Nolan, Cllr. Fionntán Ó'Súilleabháin.

090124.01 WELCOME

The Chairperson Cllr. Barbara-Anne Murphy presided and welcomed everyone to the meeting including remote participants. Agenda items requiring adoption were tabled for consideration first and the following matters were brought to the attention of the members:

(a) *Ethics in Public Office Acts 1995 and 2001:* Designated Directorships – Statement of Interests forms were distributed to the Board for completion and return by the 18th January 2024. (see item 09124.17(b)(iii))

(b) *Video:* A video was played at the meeting showcasing the WWETB journey to local education and training options, courses and apprenticeships. The video gave a flavour of the diverse range of courses and apprenticeships available in the locality for students and learners throughout Waterford and Wexford including fields of learning, qualifications, career and progression options. Wellbeing and inclusivity was emphasised and closing phrase: 'Go far by staying close'.

The CE-A explained background to production of the video developed for primary schools initially, to advertise what is on offer; it is planned to develop two separate videos - one for Waterford and one for Wexford.

(c) *New Board Member:* The Chairperson welcomed Cllr. Frank Staples to the meeting and membership of the Waterford and Wexford Education and Training Board (WWETB), as elected by Wexford County Council to fill the vacancy created following the resignation of Cllr. Leonard Kelly.

(d) *Resignation:* Cllr. Leonard Kelly's resignation from WWETB was brought to the attention of the board and the members extended their appreciation and good wishes to Cllr. Kelly.

090124.02 APOLOGIES

Apologies as listed above were noted.

090124.03 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.

090124.04 CONDOLENCES

The Board extended sympathy to the following:

- *The family of Mr Patrick Cummings, retired teacher, Selskar College;*
- *Ms. Amy Murphy on the death of her mother Ms. Geraldine Murphy;*
- *Ms. Avril Murphy on the death of her mother Ms. Geraldine Murphy;*
- *Mr. Seamus Murphy, retired Principal on the death of his father Mr. Ben Murphy;*
- *The family of Ms. Monica Murphy, retired teacher Enniscorthy Vocational College;*
- *Mr. David Fitzgerald on the death of his brother Mr. Keith Fitzgerald;*

- *Ms. Kathleen Costigan on the death of her brother Mr. Christopher Costigan;*
- *The family of Ms. Mary Simpson, retired, Waterford Training Centre;*
- *Cllr. Clifford Kelly (member of CMETB and ETBI Reserve Members Forum) on the death of his wife Ms. Betty Kelly;*
- *Ms. Sinead Norris's on the death of her father, Mr. Billy Norris;*
- *Ms. Angela Madigan on the death of her sister, Ms. Breda Collins;*
- *Ms. Elaine Rohan on the death of her father Mr. James Griffin;*
- *Mr. Terry McDermott, former CEO, Town of Wexford VEC on the death of his wife Mrs. Anne McDermott);*
- *Mr. John Redmond on the death of his father Mr. Seán Redmond;*
- *Mr. Seamus Redmond, retired Principal on the death of his brother Mr. Seán Redmond.*

090124.05 CONGRATULATIONS

The Board congratulated Ms. Susan Sheahan, AEO on the birth of a baby boy.

090124.06 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 14th November 2023 were adopted: Proposed Ms. Kate Miskella; Seconded Ms. Mary Ryan.

090124.07 FINANCE

Finance Report: Mr. Dominic Greene, Finance and Administration Manager, Waterford Training Centre and Ms. Kate Organ, Administrative Officer (AO) Finance Department were introduced to the board. A financial report and summary was circulated in advance and the AO gave a report on the financial situation detailing receipts and payments for October 2023 compared to the Service Plan - receipts for the period at 88% of the budgeted amount and payments at 87% of the budgeted figures. Receipts were reported as overall in line with expenditure, with certain headings behind due to the timing of tranche funding, however final SOLAS funding confirmation was to follow. The Bank Balance while significant, amounts to one to two months cash flow for the organisation. No questions arose and the Chairperson thanked both officials for their attendance.

090124.08 ESTABLISHMENT OF SPECIAL SCHOOL {see items 090124.09(a), 17(b)(i) also}

The CE-A referred to recent announcement by the Minister for Education and the Minister of State for Special Education and Inclusion in relation to the establishment of four new special schools next year to cater for students with Special Educational Needs (SEN), with one school to be opened in Gorey.

An initial location has been identified for the new school and vacant rooms are to be re-purposed. The proposed school will cater for students from primary to Leaving Certificate level. Considerable engagement will need to take place with relevant stakeholders in relation to the arrangements and planning for the special school. Communication with other ETBs with expertise in this area is taking place to inform the process and complexities. The school is due to open in September 2024, catering in the first year for up to 24 students. The Department of Education will manage the reconfiguration for the proposed special school.

The Board approved the establishment of a special school at Gorey: Proposed Mr. Senan Lillis; Seconded Ms. Kate Miskella.

The Chairperson invited questions regarding the first special school under the patronage of WWETB and queries were addressed by the CE-A. The Director of Schools provided clarification on the difference between a special school and a special class. A suitable name for the new school will require consideration – it is currently being referred to as Gorey Hill School.

The preference for students to attend universal rather than separate special schools was discussed and the prospect of a change in the model which would reflect the spirit of inclusivity. It is understood that the 24 students expected to enrol are currently on a waiting list for appropriate school places.

090124.09 CORRESPONDENCE

- (a) *Special School*: Communication regarding engagement on planning for the establishment of a proposed new Special School. {see items 090124.08, 17(b)(i) also}
- (b) *ETB Music Generation Musical Instruments Fund 2024-2025*: Notification from IPB Insurance regarding renewal of ETB Music Generation Musical Instruments Funds for a further two years in the amount of €12,500 in total.
- (c) *National Parents Council (NPC) Primary*: The Director of Schools informed the board that the NPC has communicated with the relevant schools seeking parent nominations to fill vacant parent representative positions on the board of WWETB with a closing date for receipt of nominations of Friday, 12th January 2024.

090124.10 GOVERNANCE

- (a) *Audit and Risk and Finance Committee*: Reports to the board of Audit and Risk Committee meetings held 22nd November 2023 and 20th September 2023 were circulated.
- (b) *Finance Committee*: Report to the board of meetings held 14th December 2023 and 27th September 2023 were circulated.

The Chairperson expressed her appreciation to both committees for their sterling work which she will convey to the committee chairpersons when they meet.

- (c) *Approval/Renewal of Leases and Updates* {see item 090124.17(b)(ii) also}
 - (i) *Retrospective Leases*: A list of retrospective leases setting out location, address, purpose, landlord and leasing period for six locations was circulated. The document also included notification of a rental agreement. The CS Manager explained that the leases presented seeking retrospective approval, came to light following a full review of leased buildings. He outlined the particulars and background to each lease and queries were responded to. The following lists the lease locations as per document circulated:

- *Ringnasilloge, Dungarvan, Co. Waterford (Youthreach);*
- *Unit F13 The Shopping Centre, Dungarvan, Co. Waterford (Administrative Office/Adult Education Centre);*
- *Ozanam Street, Military Road, Waterford (Adult Education Centre);*
- *Durands Court, Units 2a, 9b, 10b, 11, 12 Durands Court, Parnell Street (WCFE);*
- *Durands Court, Units 3, 5, 6 Durands Court, Parnell Street (Training Centre);*
- *Durands Court, Units 2, 4, 8, 10, 10a Durands Court, Parnell Street (Adult Education Centre/VTOS).*

The board approved the above leases as presented: Proposed Cllr. Pat Nugent; Seconded Cllr. Tom Cronin.

- (ii) *St. Michael's Pastoral Centre (Adult Education Centre FAB LAB), Michael Street, New Ross*: extension of the rental agreement for two years was noted by the Board.
- (iii) *Coláiste an Átha/St. Joseph's Soccer Club*: Cllr. Mary Farrell enquired regarding permission for Coláiste an Átha to use the car park of St. Josephs Soccer Club. The CS Manager advised that the right of way query has been referred to the Buildings and Services team for examination of the original agreement.
- (iv) *Youthreach, O'Connell Street, Waterford*: Sanction has been sought to dispose of the property and a response is awaited from Waterford City and Council in relation to expression of interest.

(d) **Bunclody Vocational College - Scholarship/Bursary**

The Director of Schools outlined the proposal to the board whereby the Bunclody Vocational College Parents' Association would provide a once off Scholarship-Bursary to three students of the 2023 Leaving Certificate year for progression to third level education.

The three scholarships, for one year only, are aimed at 2023 Leaving Certificate students to the value of €500 each, utilising €1,500 in total of Parents' Association funding.

The board adopted the establishment of a scholarship as outlined, Proposed: Mr. Senan Lillis; Seconded Cllr. Garry Laffan.

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

(f) **Waterford GAA Proposal:** The CE-A outlined a proposal to liaise with the GAA to support students, similar to the Wexford draft programme outlined at the last board meeting and to ensure the inclusion of female participation during planning. Positive feedback has been received from schools in general and a meeting is scheduled with the Chair of Waterford GAA to explore further.

The board's permission to proceed with the Waterford proposal was sought and agreed: Proposed Cllr. Pat Nugent; Seconded Cllr. Tom Cronin.

090124.11 NOMINATION/MEMBERSHIP TO BOARD OF MANAGEMENT

Selskar College Board of Management: *Cllr. Frank Staples* was appointed to the Board of Management of *Selskar College* following the resignation of Cllr. Leonard Kelly: Proposed Cllr. Barbara-Anne Murphy; Seconded Mr. Senan Lillis.

090124.12 PRESENTATION - MUSIC GENERATION

The CE-A introduced Music Development Officers Ms. Shauna McCullough, Music Generation Waterford and Ms. Katherine Atkinson, Music Generation Wexford who gave a presentation to the board on the Music Generation Programme. The presentation set out the geographical spread of the Music Generation programme throughout Waterford and Wexford.

The key priorities were outlined and an extensive list of groups and partnerships indicated along with pilot activities such as music with deaf children. The Music Generation Waterford and Wexford programmes are far reaching with wide engagement culminating in over 90 performances to various audiences.

Highly skilled Music Educators work with a diversity of programmes and methodologies and the development of young people's confidence is evident in the programmes. Sustaining programmes, in particular in schools, where young people have regular and meaningful engagement. A number of students have progressed to study music at Waterford College of Further Education (WCFE) and the South East Technological University (SETU).

The Music Generation programme examines how to appeal, create pathways and lead the way in music education. The presentation also included statistics on the impact of Music Generation and two videos were played during the meeting, one a work in progress: *Wexford Youth Opera* project and the other *Yuke Rocks*, Uke Rocks team, Waterford.

Mr. Senan Lillis congratulated the Music Development Officers and teams and he anticipates huge interest in the *Fleadh Cheoil na hÉireann 2024* later in the year.

Cllr. Pat Nugent complimented the Blackwater Valley Opera Festival schools programme which, in partnership with Waterford Music Generation, allows children the opportunity to explore the world of opera within their community.

Cllr. Mary Farrell praised all involved for the wonderful encouragement and many benefits gained for young people, of music education, including performance and entertainment experience.

Following the overview, the many ways in which music benefits participants was highlighted and both Music Development Officers were pleased with how it may be built throughout the programmes of WWETB.

090124.13 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Reports)

The following Reports (including draft reports) were noted by the Board. {see item 090124.17c) also}

(a) Boards of Management:

- *Bunclody Vocational College reports of meetings held 8th November 2023 and 6th September 2023;*
- *Creagh College reports of meetings held 20th November, 21st September, 15th September, 23rd August 2023 and 23rd May 2023;*
- *Dungarvan College–Coláiste Dhún Garbhán reports of meetings held 23rd November and 21st September 2023;*
- *Enniscorthy Community College report of meeting held 19th December 2023;*
- *Kennedy College reports of meetings held 13th November, 28th September and 5th September 2023;*
- *St. Paul's Community College reports of meetings held 23rd November and 26th September 2023;*
- *Waterford College of Further Education report of meeting held 13th December 2023.*

(b) *Committee Report: North Wexford Area Committee report on meeting held 7th November 2023.*

090124.14 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 Cllr. Ms. Mary Ryan.

- (a) 001/2024: Cost of living measure to support increased school running costs in 2024.
- (b) 0064/2023: Revised Domestic Subsistence Allowances effective from 14th December 2023 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees.
- (c) 0063/2023: Domestic Violence Leave for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards.
- (d) 0062/2023: Payment of Tool Allowance to Craft Workers – 2023.
- (e) 0060/2023: Domestic Violence Leave for Special Needs Assistants employed in Recognised Primary and Post Primary Schools.
- (f) 0059/2023: Domestic Violence Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- (g) 0058/2023: Force Majeure Leave and Illness in Family Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- (h) 0057/2023: Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2024/25 school year.

090124.15 PRESS RELEASES – Department of Education (see 090124.17(d) also)

{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 Smyth highlight strong demand for the Solar for Schools Programme.
- (b) Ministers for Education and Further and Higher Education, Research, Innovation and Science publish strategy for lifelong guidance.

- (c) Minister for Education announces trebling of budget for STEM grants for schools to €4.7 million.
- (d) Minister Foley welcomes certainty for schools and students on the timing of Leaving Certificate Oral examinations in 2024.
- (e) Minister for Education and CEO of the NCCA mark recent launch of consultation for six Leaving Certificate specifications.
- (f) Ministers Foley and Madigan announce four new special schools to provide more places for students with special educational needs.
- (g) Major international study shows Irish students are the best performers in reading literacy in the OECD and the EU.
- (h) Department of Education confirms 17,880 Ukrainian pupils currently enrolled in Irish schools.
- (i) Minister for Education announces €550,000 for sustainable development projects in schools.
- (j) Ministers Foley and Smyth announce the commencement of the Solar for Schools Programme.
- (k) Minister Foley issues Cineáltas Flag to all primary, post-primary and special schools during Anti-Bullying Week 2023.

090124.16 PRESS RELEASES – Department of Further and Higher Education, Research, Innovation and Science (see 090124.17(e) also)

{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 welcomes study which reveals more than half of people surveyed have learned a new skill this year.
- (b) Ministers Harris and Collins urge apprentices to access cost-of-living reductions for higher education fees.
- (c) Minister Harris announces additional funding to assist students with disabilities access third level education.
- (d) Minister Harris announces significant increase in student bursaries to help disadvantaged students.
- (e) Minister Harris announces €50 million Technological Sector Advancement Fund.
- (f) Minister Harris welcomes Government approval to publish Research and Innovation Bill 2023.
- (g) Minister Harris welcomes publication of Regional Dialogue Synopsis Report.
- (h) Minister Harris announces Ireland has been successful in next phase of CERN application.
- (i) Minister Harris invites expressions of interest to fill two vacancies on the SOLAS Board.
- (j) Ministers Harris and Collins announce €17 million to expand apprenticeships across higher education.
- (k) Ministers Harris and Collins launch Department's Statement of Strategy 2023-2025.
- (l) Minister Harris announces Generation Apprenticeship Workplace Champion Awards.
- (m) Minister Harris announces funding of €1.15 million to support Care Leavers and members of the Traveller and Roma communities.
- (n) Minister Harris launches The Little Book of Irish Research for schools on Science Week 2023.
- (o) Minister Harris announces Taighde Éireann-Research Ireland as the official name of the new Research and Innovation funding agency.
- (p) Minister Harris launches Quantum 2030, Ireland's first national strategy for quantum technologies.

090124.17 ADDENDUM

- (a) **Update Presentation: Payroll Shared Services: Accessing your payslip:** Ms. Sandra Murphy, HR Manager - Operations gave a presentation updating the board members on arrangements for accessing payslips on the new payroll Education Shared Business Services (ESBS) system. Members may have received an email last October/November 2023 on creating and registering for a Core Portal Account from the following email addresses: NOREPLY.ESBS@ACCESSACLOUD.COM or noreply.esbs@corehr.com with instructions and password set-up information.
- The presentation contained the relevant link (copy of the presentation including the core Portal FAQ document to be forwarded to the board members) and she explained the key contact information included in the presentation. Assistance is available to members, if required, by either contacting sandramurphy@wwetb.ie, by email, in person at the next board meeting or relevant staff at the Wexford/Waterford offices can offer support if requested.
- (b) **Governance**
- (i) *Special School:* Request for formal approval for the establishment of a Special School {see item 090124.08, 09}.
- (ii) *Approval/Renewal of Leases and updates:* {see item 090124.10(c)}
- (iii) *Ethics and Standards in Public Office: Annual Declarations:* {see item 090124.01(a)}.
- (c) **Board of Management Report** (including Draft Reports) {see item 090124.13 also}
The *Meánscoil San Nioclás* Board of Management Report of meeting held 30th November 2023 was noted by the Board.
- (d) **Press release: Department of Education** {see item 090124.15 also}
{available: <https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/>}
The Press Release: *Ministers Foley and Smyth launch next phase of school retrofitting Programme* was brought to the attention of the Board and noted.
- (e) **Press release: Department of Further and Higher Education, Research, Innovation and Science** {see 090124.16 also}
{available: <https://www.gov.ie/en/search/?type=press-releases&organisation=department-of-higher-education-innovation-and-science>}
The Press Release: *Minister Harris announces cost of education package to assist third-level students and their families with return to college* was brought to the attention of the Board and noted.

090124.18 A.O.B.

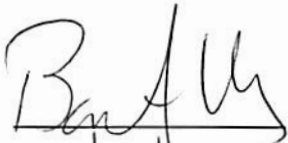
- (a) **Digital Strategy Funding 2022:** Cllr. Frank Quinlan raised query on behalf of St. Paul's Community School regarding the absence of 2023 digital strategy funding for the school (2022 received), which is impeding progress and he asked if the matter could be raised with the Minister. The Director of Schools responded and confirmed that funding is expected, early 2024.
- (b) **Computer Programme, Youthreach campus:** Cllr. Joanne Bailey referred to allowances for computers and it was agreed to investigate and obtain further information in relation to the query.

090124.19 DATE OF NEXT MEETING

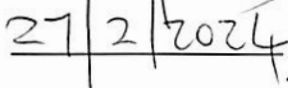
The meeting concluded and the next meeting is scheduled to take place **Tuesday, 27th February 2024 in New Ross.**

- Board meeting of **26th March** – the Chairperson requested that members revert in advance should they have any issues regarding the date of the March meeting.
- Board meeting of May 14th is scheduled to take place in Waterford.

Signed:



Date:



Documents circulated:

Agenda: meeting of 09/01/2024
Minutes of WWETB meeting held November 14, 2023
Conflict of Interest Declaration Forms
Finance Report and Finance Summary
Audit and Risk Committee – Board Reports
Finance Committee – Board Report
Leases requesting approval
North Wexford Area Comm. Mins. of mtg. 07/11/23
Schedule of proposed WWETB meeting dates 2024
Addendum
Ethics/Standards in Public Office annual declarations