



**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 25<sup>th</sup>, 2025*

*Held at Wexford College of FET, Y35 XR22*

*Tuesday 25<sup>th</sup> February at 4.00p.m.*

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

### ***Minutes of Meeting held 25<sup>th</sup> February at 4.00p.m.***

**Board Members in attendance:** Cllr. Lola O'Sullivan Chairperson, Cllr. John O'Leary, Cllr. John Pratt, Cllr. Blaise Hannigan, Cllr. Paddy Kavanagh, Ms. Kate Miskella, Cllr. Jim Codd, Dr. Richard Hayes, Cllr. Mary Farrell, Mr. Pat Rath, Ms. Janine Flynn, Cllr. Bridín Murphy, Cllr. Michael Sheehan, Ms. Foulke Adewumi.

**Also in attendance:** Dr. Karina Daly, Chief Executive (CE), Ms. Eimear Ryan, Director of Schools (online), Mr. Fintan O'Reilly, Corporate Services (CS) Manager, Dr. Lindsay Malone, Director of Further Education and Training, Mr. Cathal Cremer, Finance Manager, Mr. Alan Quirke, Director of Organisation Support and Development, Mr. Michael O'Brien, Director of Organisation Support & Development

**Apologies:** Cllr. Donnchadh Mulcahy, Cllr. Aidan Browne, Dr Mary Meade, Cllr. Darragh McDonald, Ms. Margaret Darrer Laura and Mr. Niall Finn, Mr. Garrett Hickey.

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#### **250225.01 PARENTS REPRESENTATIVES NATIONAL PARENTS COUNCIL (Female)**

The appointment of Ms. Foluke Adewumi as parent representative (female) as nominated by the National Parents' Council was approved: Proposed Cllr. Jim Codd; Seconded Ms. Kate Miskella.

#### **250225.02 APOLOGIES**

Apologies as listed above were noted and included.

#### **250225.03 CONDOLENCES**

Helena Finlay, Waterford VTOS Co-ordinator, on the passing of her father Mr. Rickard (Rick) Flynn  
Danny Cunningham, Dungarvan College – Coláiste Dhún Garbhán, on the passing of his father Mr. Charlie Cunningham

The family of Mr. Shay Cummins, Unit Manager, Wexford Training Centre.

Mr. Pádraig Bierney, Wexford College of FET, on the passing of his wife Ms. Marguerite Bierney

Ms. Elaine Murray, St. Declan's Community College, on the passing of her father Mr. John Brunnock

#### **250225.04 CONGRATULATIONS**

Cllr. Darragh McDonald on the birth of his baby boy.

Dungarvan College Under 16 Volleyball team on who became All Ireland Champions in January.

WWETB on winning the highly commended award for advancing gender equality at the Centre for Diversity Awards on February 7<sup>th</sup>. The award was in recognition of the female scholarship which supports women to enter the craft apprenticeships. To date 8 women have received the scholarship.

Cllr. Bridín Murphy on her appointment to the European Committee of the region.

Ms. Margaret Darrer-Laura, Dooleys Hotel, on the achievement of CIE Tours Award of Excellence – Gold.

Bridgetown College Minor Boys on winning the Wexford Wicklow Soccer league final.

Bridgetown College Minor Side on winning the Wicklow / Wexford League in 2024 and 2025.

## **250225.05 DECLARATION OF INTEREST – CONFLICT OF INTEREST**

Conflict of interest declaration forms were issued to the Board for completion and return *{to fulfil requirements as set out in CL0083/2024 Code of Practice for the Governance of Education and Training Boards}*.

No conflicts of interest were declared.

## **250225.06 MINUTES**

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on 14<sup>th</sup> January 2025 were adopted: Proposed Cllr. John Pratt; Seconded Cllr. Paddy Kavanagh

## **250225.07 PRESENTATION – JOHN CASSIDY – AREA MANAGER TRAINING SERVICES**

Mr. John Cassidy, Area Manager Training Services, gave a presentation to the Board during which he provided an overview of the training services provided by WWETB. WWETB is the largest provider in the country of Phase 2 apprenticeships and is the only ETB that delivers 14 trades. John presented a brief video on WorldSkills. The international World Skills event is held bi-annually. World Skills Ireland is a national event, and 24,000 students attended it in 2024.

Following questions, the Chairperson and Board joined in thanking Mr. Cassidy for his presentation and acknowledged the excellent work being done by him and his team.

## **250225.08 FINANCE**

Mr. Cathal Cremer, Finance Manager, gave a report on the finance element of the CE's Report.

He also advised that WWETB has met with SOLAS and has responded to the directive to increase our numbers. SOLAS are currently going through a financial review process with Mazars and WWETB has been asked to engage in same. Following this SOLAS will be carrying out a review of WWETB to ascertain apprenticeship intake versus budget assigned by SOLAS.

## **250225.09 CORRESPONDENCE**

National Parents Council – Appointment of parent representative to WWETB

## **250225.10 GOVERNANCE**

(a) **Risk Management:** The risk report as circulated was noted.

(b) **Approval/ Renewal of Leases:** None

(c) **Nominations for Boards of Management:**

(i) Waterford College of Further Education: Mr. Thomas O'Toole and Ms. Danielle Downes (Board of Management Nominees).

Proposed Cllr. Lola O'Sullivan; Seconded Cllr. John Pratt

(ii) Gorey Hill School: Ms. Kerrie Wickham and Mr. Michael Perigoe (Teacher Nominees). Ms. Marie Bennett and Mr. Breffni Kelly (Parent Nominees). Proposed Ms. Kate Miskella; Seconded Cllr. Paddy Kavanagh.

WWETB Nominees – Mr. Pat Rath and Cllr. Nicky Boland. Proposed Cllr. Mary Farrell; Seconded Cllr. Paddy Kavanagh.

(iii) Creagh College: Ms. Anne Wolohan and Mrs. Lynne Copeland (Board of Management Nominees)

(iv) St. Declan's Community College: Ms. Corinne Power O'Mahony (Board of Management Nominees).

Proposed Cllr. Lola O'Sullivan; Seconded Cllr. John O'Leary.  
(v) Enniscorthy Community College: WWETB Nominee – Cllr. Aidan Browne.  
Proposed Cllr. Michael Sheehan; Seconded Cllr. Bridín Murphy  
(vi) Youthreach Board of Management: Ms. Jess McGlynn and Ms. Debbie Kennedy (Parent Nominees).  
Proposed Cllr. Mary Farrell; Seconded Ms. Kate Miskella.

**(d) Draft Service Plan 2025:**

The WWETB Draft Service Plan 2025 as circulated was discussed.

Mr. Alan Quirke, Director of OSD, gave a presentation on the draft service plan. He confirmed that the plan had been reviewed and agreed by the finance committee at its meeting on February 14<sup>th</sup>. He explained that the plan is aligned to WWETB's Strategy 2023–2027 and gave an overview of the major education and training priority projects included in the plan.

The Service Plan as presented was approved Proposed Cllr. Paddy Kavanagh; Seconded Mr. Pat Rath.

**(e) Code of Practice for the Governance of ETB's:**

Adoption of The Code of Practice for the Governance of Education and Training Boards 2024, with effect from November 25<sup>th</sup> 2024, was approved.

Proposed Cllr. John O'Leary; Seconded Ms. Kate Miskella.

- (f) Terms of Reference of Area Committees:** Proposed Cllr. Mary Farrell; Seconded Mr. Pat Rath  
It was agreed each committee would meet twice in 2025, and the dates of meetings would be circulated. The committees would be reviewed in 2026 and a decision whether to continue with them would be taken then.

**250225.11 POLICY**

The following policies were noted by the Board.

- (a) Mental Health Policy
- (b) Well-Being Policy
- (c) Communications Policy
- (d) Equality, Diversity & Inclusion Policy
- (e) Flexible Working Policy

**250225.12 CHIEF EXECUTIVE'S REPORT**

The Chief Executive's Report as circulated was noted.

**250225.13 BOARD/ COMMITTEE REPORTS (including Draft Reports)**

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

- (a) Enniscorthy Community College Draft 17/12/24
- (b) Enniscorthy Community College Draft 17/09/24
- (c) Selskar College Meeting Minutes Draft 18/12/24
- (d) Selskar College Meeting Minutes Draft 26/09/24

- (e) Bridgetown College Draft BOM Minutes 5/02/25
- (f) Bridgetown College Ratified BOM Minutes 11/12/24
- (g) Bridgetown College Draft BOM Minutes 22/05/24

#### **250225.14 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION**

{available: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}

Proposed Cllr. John Pratt; Seconded Cllr. Mary Farrell.

- (a) **0003/2025:** Teacher Refund Scheme 2024
- (b) **0002/2025:** Prescribed Material for the Leaving Certificate Drama, Film and Theatre Studies Examination 2027, 2028, 2029 (For Student cohort commencing 5<sup>th</sup> year in Sept 2025, 2026 & 2027)
- (c) **0012/2025:** Amendments to the Social Education Leaving Certificate Applied (LCA) Module Descriptor
- (d) **0014/ 2025:** Revised Domestic Subsistence Allowances effective from 29<sup>th</sup> January 2025 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees.
- (e) **0006/2025:** Staffing arrangements in Voluntary Secondary schools for 2025/ 26 school year
- (f) **0007/ 2025:** Staffing arrangements in Education and Training Boards for the 2025/ 26 school year
- (g) **0008/ 2025:** Staffing arrangements in Community and Comprehensive Schools for the 2025/ 26 school year
- (h) **0005/ 2025:** Special Education Teacher (SET) allocation for 2025/ 26 school year – Primary
- (i) **0009/ 2025:** Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/ 26) in Post-Primary Schools
- (j) **0010/ 2025:** Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/26) in Primary Schools and Special Schools

#### **250225.15 PRESS RELEASES DEPARTMENT OF EDUCATION**

{available: <https://www.education.ie/en/Press-Events/>}

- (a) Minister for Education congratulates winners of the 2025 BTYSTE sisters Ciara, Saoirse and Laoise Murphy
- (b) Minister McEntee announces final phase of free schoolbooks scheme
- (c) Minister McEntee launches Professional Master of Education (PME) Refund Scheme
- (d) Ministers launch Creative Connections Programme supporting creativity and the arts in learning
- (e) Ministers encourage all primary, post-primary and special schools to participate in the 2025 Summer Programme

#### **250225.16 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)}

- (a) Your ability to shape our future is limitless” – Minister for Science
- (b) Minister O'Donovan gives green light for SETU to begin process of appointing Executive Management Team
- (c) Minister O'Donovan gives green light for ATU to begin process of appointing Executive Management Team
- (d) Minister O'Donovan gives green light for TUS to begin process of appointing Executive Management Team

- (e) Minister O'Donovan announces final phase for the appointment of Executive Management Team at MTU
- (f) Minister Lawless announces 17 new tertiary degree courses for the 2025/ 2026 academic year
- (g) Minister Lawless announces funding for Further Education and Training Sector
- (h) Minister Lawless announces funding of €8 million to accelerate commercialization of research across Ireland
- (i) Minister Lawless announces €63.84 million to accelerate commercialization of research across Ireland
- (j) Minister Lawless to celebrate success stories and drive further collaboration on St. Patrick's Day trip to India
- (k) Minister Lawless launches innovative MMC skills Pathway Portfolio
- (l) Minister Lawless announces increased levels of research and innovation activity in Higher Education institutions

#### **250225.17 A.O.B.**

Expenses for Interviews – Clarification is to be sought on this, a letter is to be sent to the Department of Education.

Free Book Scheme does not currently apply to Youthreach – Can we write to enquire if this scheme is to be made available to Youthreach?

#### **250225.18 DATE OF NEXT MEETING**

The meeting concluded. Next meeting date Tuesday 25<sup>th</sup> March 2025 at 4.00pm, venue to be confirmed.

Signed: Lola O'Sullivan

Date: 25/03/2025

#### ***Documents circulated:***

Agenda: meeting of 25/02/25  
 Minutes of WWETB meeting held 14<sup>th</sup> January 2025  
 Conflict of Interest Declaration Forms  
 Draft Service Plan 2025  
 Terms of Reference Area Committees  
 CE's Report  
 Risk Report  
 Correspondence from National Parents Council  
 Policies – Mental Health Policy  
                   Well-Being Policy  
                   Communications Policy  
                   EDI Policy  
                   Flexible Working Policy