



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

*Held at Waterford Training Centre, X91 PX02*

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

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

### ***Minutes of Meeting held 25<sup>th</sup> March 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, Mr. Pat Rath, Cllr. Michael Sheehan, Cllr. Aidan Browne, Dr. Mary Meade, Ms. Margaret Darrer Laura, Mr. Niall Finn, Mr. Garrett Hickey

**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. Darragh McDonald, Cllr. Bridín Murphy, Cllr. Mary Farrell, Ms. Janine Flynn, Ms. Foluke Adewumi.

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#### **250325.01 APOLOGIES**

Apologies as listed above were noted and included.

#### **250325.02 CONDOLENCES**

Ms. Angela Madigan, Services to Business Waterford Training Centre, on the passing of her father in law Mr. Paddy Madigan

Ms. Sandra O'Toole, Deputy Principal Buncloody Community College, on the passing of her father Mr. Peter Sheehan.

#### **250325.03 CONGRATULATIONS**

Dungarvan College on having have 2 Volleyball Irish Internationals. Alex Cowming on his first international call up for the Irish U20's and Lachlan Donnelly who has been named Captain of the Senior Men's Team for its upcoming International fixture.

#### **250325.04 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.

#### **250325.05 MINUTES**

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on 25<sup>th</sup> February 2025 were adopted: Proposed Ms. Kate Miskella; Seconded Mr. Blaise Hannigan.

It was confirmed that at the meeting held on January 14<sup>th</sup>, 2025, that Cllr. Lola O'Sullivan was nominated to the ETBI Reserved Members Forum in place of Cllr. Mary Farrell and that the minutes of that meeting would be amended to reflect this.

Proposed Cllr. John Pratt; Seconded Mr. Niall Finn.

#### **250325.06 PRESENTATION – MICHELLE KEATING – YOUTHREACH CO-ORDINATOR**

Michelle Keating Youthreach Co-ordinator gave a presentation to the Board during which she provided an overview of the services provided in the Youthreach centre in New Ross. Included in the services offered by the centre is Special Education Needs (SEN) Mentoring programme. Four staff operate as mentors for this programme. The programme offers the learners 1:1 mentoring.

Information was requested on the number of children undertaking the junior and leaving certificate who are members of the Travelling community. Eimear Ryan, Director of schools said that she

would establish what data was available and revert regarding this matter.

Following further questions, the Chairperson and Board joined in thanking Ms Keating for her presentation and acknowledged the excellent work being done by her and her team.

## **250325.07 FINANCE**

- (a) Draft Annual Financial Statements (including statement of internal control) and associated documentation 2024.

A copy of the draft financial statements for the year ended 31st December 2024, draft letter of representation and draft financial statements confirmation by the Chief Executive were circulated to the board in advance of the meeting.

Ms. Jenny Dempsey, AO, Finance Department gave a presentation to the board on the WWETB Annual Accounts 2024 consisting of an overview of the financial statements, approval timeline, financial summary of receipts, payments, key points and a comparison to 2023 and the budgeted Service Plan. She outlined the steps of the approval process and recommendations from: the Audit and Risk Committee on the Statement of Internal Control (SIC) 12th February 2025, the Finance Committee on the Financial Statements 18th March 2025 prior to presentation to the Board and, if approved submitted to the Comptroller & Auditor General (C & AG) by the statutory deadline of 1st April.

The Receipts were broken down under Schools & Head Office, Further Education and Training, Youth Services, Agencies & Self-Financing, Capital Projects and the opening cash balance at January 1st, 2024 was €17.4m. The presentation included a breakdown of the 2024 Payments under the same headings with a closing cash balance as December 31st, 2024, of €11.6m – driven by surplus expenditure in relation to Solas allocation and finalizing capital projects.

Fluctuations in the Financial Summary 2023-V-2024 and Service Plan comparison were explained and related mainly to Solas expenditure items.

The board adopted the WWETB Financial Statements for the year ended 31st December 2024 and the Statement of Internal Control (SIC) including signature of the relevant accompanying statements by the Chairperson and Chief Executive including the SIC, Letter of Representation and Financial Statement Certificate of the Chief Executive:

Proposed by Proposed Cllr. John Pratt; Seconded Cllr. Blaise Hannigan.

## **250325.08 CORRESPONDENCE**

None for noting.

## **250325.09 GOVERNANCE**

- (a) **Risk Management:** The risk report as circulated was noted.
- (b) **Approval/ Renewal of Leases:** Youthreach Waterford; on foot of a 5-year review of lease the base line rental was increased by 20% (broadly in line with the CPI increase in the intervening period – 22%) as per the terms of the original agreement signed in 2018.

Wexford Further Education and Training Centre Whitemills Building; to facilitate the obtaining of Departmental approval and to allow works to be carried out over the Summer, if required, approval in principle was given for the development of an additional 184 sqm at this location.

This would allow for a fit out in the attic area which would provide an additional 3 classrooms, an office and toilets. If the development proceeds, the cost of the fit out will be added to the existing rent.

Proposed Cllr. Michael Sheehan; Seconded Ms. Kate Miskella.

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

(i) Coláiste Abbáin: Noel O'Callaghan, Helena Dempsey and Pat Barden.

(ii) Selskar College: Garda Anne Quirke

(iii) Bunclody Community College: Mr. Lukasz Kuchta and Ms. Kathleen Furlong.

(iv) Gorey Hill School: Ms. Cathriona Redmond and Mr. John Bass.

(v) Coláiste an Átha: Ms. Anne Marie Hammel and Mr. Frances Murphy.

Proposed Dr. Mary Meade; Seconded Mr. Pat Rath.

(vi) Colaiste Abbáin: WWETB Nominee – Cllr. Bridín Murphy  
Proposed Cllr. Michael Sheehan; Cllr. Jim Codd

Subject to confirmation from Cllr Murphy that she is able to accept the nomination.

**(d) Terms of Reference of Youth Work Committee:** Proposed Ms. Kate Miskella; Seconded Cllr. John Pratt.

**(e) ETBI Reserved Members Forum Report:** Cllr. Lola O'Sullivan (Chairperson) provided a report arising from her attendance at the reserved members' forum. The annual 1-day conference is to be held on 9<sup>th</sup>/ 10<sup>th</sup> April in Slieve Russell Hotel. Dr. Seamus Conboy from ETBI gave a presentation on Community National Schools. Cllr. O'Sullivan recommended that he be invited to present at a WWETB Board meeting.

**(f) Area Committees – Schedule of Meetings:** A meeting date will be circulated to members of areas committees for the first meeting in the coming weeks, in advance members were asked to confirm with Michael O'Brien Director of OSD any dates in May for which meetings had already been scheduled.

## **250325.10 POLICY**

The following policies were noted by the Board.

- (a) Anti-Discrimination Policy
- (b) Dignity at Work Policy
- (c) Communications Policy
- (d) Equal Opportunities Policy
- (e) Equality Diversity and Inclusion Policy
- (f) Workplace Well Being Policy

## **250325.11 BOARD/ COMMITTEE REPORTS (including Draft Reports)**

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

- (a) Finance Committee – Board Reports
- (b) Finance Committee – Annual Report 2024

- (c) Audit and Risk Committee Board Report
- (d) Audit and Risk Committee Annual Report 2024

Jim Moore, Chairperson of the Audit and Risk Committee, attended the meeting to present the ARC annual report 2024, as circulated. He included in his presentation an overview of the meetings held during 2024 and the areas of work which were carried out by the committee in 2024. He also set out the priorities of the committee in 2025.

The Chairperson thanked Mr. Moore for the presentation and for the critical work done by him and all the members of the ARC.

- (e) Dungarvan College – Coláiste Dhún Garbhán Meeting Minutes 23/01/25 Draft
- (f) Bunclody Community College Meeting Minutes 27/02/25 Draft
- (g) Coláiste Abbáin Meeting Minutes 26/02/25 Draft
- (h) Enniscorthy Community College Meeting Minutes 25/02/25 Draft
- (i) Kennedy College Meeting Minutes 11/03/25 Draft
- (j) Kilnamanagh Community National School Meeting Minutes 30/01/25

#### **250325.12 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION**

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

Proposed Ms. Kate Miskella; Seconded Mr. Niall Finn.

- (a) 0015/2025:** Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 March 2025
- (b) 0016/ 2025:** Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 – 2026 effective from 01 March 2025
- (c) 0017/ 2025:** Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 – 2026 effective from 01 March 2025
- (d) 0018/ 2025:** Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/ 1979 Scheme under The Public Service Agreement 2024 – 2026 effective from 01 March 2025
- (e) 0019/ 2025:** Revision of Salaries of School Secretaries and School Maintenance Staff in Community Community and Comprehensive Schools effective from 01 March 2025
- (f) 0020/ 2025:** Revision of Salaries for School Secretaries previously grant funded effective from 01 March 2025
- (g) 0021/ 2025:** Prescribed Material for the Leaving Certificate English Examination in 2027
- (h) 0022/2025:** Postgraduate Certificate/ Diploma of Teacher Professional learning for Teachers working with Students with Special Educational Needs - Autism

#### **250325.13 PRESS RELEASES DEPARTMENT OF EDUCATION**

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

- (a)** Ministers McEntee and Moynihan announce €1.9 million contract for the National Training Programme for Special Needs Assistants
- (b)** Ministers McEntee and O'Brien encourage schools to apply for Solar for Schools Programme
- (c)** Statement on the demonstration at the Department of Education
- (d)** Minister McEntee opens application process for new Climate Action Summer Works Scheme
- (e)** Minister McEntee welcomes new Professional Doctorate Programme in Educational Psychology Developed by Maynooth University
- (f)** Minister McEntee announces opening of national consultation on post-primary guidance

- (g) Minister McEntee invites applications from schools for funding of up to €15,000 to work together in Creative Clusters initiative
- (h) Minister McEntee supports schools to 'Go Green' in the second phase of the national energy profile survey.

## **250325.14 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) Minister Lawless visits the European Organization for Nuclear Research (CERN) to drive membership application forward
- (b) Minister Lawless pledges to take next steps towards Ratifying Ireland's Associate Membership of CERN
- (c) Minister Lawless announces €23.6 million Frontiers for the Future funding
- (d) Minister Lawless and Harkin approve major land purchase by ATU
- (e) Minister Lawless and Harkin welcome the first intake to the Civil Service Digital Marketing Apprenticeship Programme
- (f) Minister Lawless congratulates LOETB on winning ESF+ award for project that amplifies voices of adult learners
- (g) Minister Lawless attending Informal Meeting of EU Ministers for Research and Innovation in Warsaw
- (h) Minister Lawless officially opens €26 million Advanced Manufacturing Training Centre of Excellence in Dundalk
- (i) Minister Harkin visits Netherlands and Belgium to strengthen Irish-Dutch and Irish-Belgian collaborations
- (j) Minister Lawless visits India for St. Patrick's Day Celebrations

## **250325.15 A.O.B.**

- ETB Week is running this week with an awards ceremony in Croke Park on Thursday 27/03/25.
- The locations for the Board meetings going forward will be alternated between the Waterford Training Centre and Wexford College.
- The 3<sup>rd</sup> Phase of Governance training is now available online for the Board.
- Congratulations were passed from the Board on the initiation of the Golf Society.
- Board members were reminded of the attendance requirements included in the Code of Practice for the Governance of ETBs which sets an expectation of 100% attendance at all meetings. Board members were also reminded of Section 36 of the ETB Act 2013 which sets out that a person shall be taken to have resigned as a member of an education and training board where the person is absent from meetings of the Board held during any 6 consecutive month period from the date of his or her last attendance at a meeting of the board.
- Mr. Denis McCarthy was nominated and approved as Chair of the Finance Committee. Proposed Cllr. Lola O'Sullivan; Seconded Ms. Kate Miskella.

## **250325.16 DATE OF NEXT MEETING**

The meeting concluded. Next meeting date Tuesday 13<sup>th</sup> May, 2025 at 4.00pm, Wexford College of FET.

Signed: Lola O'Sullivan

Date: 13<sup>th</sup> May, 2025

***Documents circulated:***

Agenda: meeting of 25/03/25  
Minutes of WWETB meeting held 25<sup>th</sup> February 2025  
Conflict of Interest Declaration Forms  
Risk Report  
Draft Annual Financial Statement (and  
Associated documents) 2024  
Terms of Reference of Youth Work  
Committee  
Policies – Mental Health Policy  
Well-Being Policy  
Communications Policy  
EDI Policy  
Flexible Working Policy  
Finance Committee Board & Annual Report  
Audit & Risk Committee Board & Annual  
Report  
School BOM Meeting Minutes