



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 January 13th, 2026

*Held at Wexford College, Whitemill Industrial Estate, Wexford
Y35 XR22.*

Tuesday 13th January at 3.00p.m.

Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 13th January at 3.00p.m.

Board Members in attendance: *Cllr. Lola O'Sullivan Chairperson, Cllr. Jim Codd, Cllr. Blaise Hannigan, Cllr. John Pratt, Cllr. John O'Leary, Mr. Pat Rath, Ms. Janine Flynn, Cllr. Michael Sheehan, Dr Mary Meade, Dr. Richard Hayes, Cllr. Donnchadh Mulcahy, Mr. Niall Finn, Ms. Foluke Adewumi.*

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

Apologies: *Cllr Paddy Kavanagh, Cllr. Mary Farrell, Cllr. Aidan Browne, Cllr. Darragh McDonald, Cllr Bridín Murphy, Mr. Garret Hickey, Ms. Margaret Darrer Laura, Ms. Kate Miskella.*

130126.01 APOLOGIES

Apologies as listed above were noted and included.

130126.02 CONDOLENCES

Debbie Sullivan, Services to Business team, Waterford Training Centre, on the passing of her father, John Clancy.

The family of Sammy Hanrahan, learner in WYTEC CTC.

Paddy Healy, Instructor at Wexford Training Centre, on the passing of his daughter Maria.

The family of Pauline Asple, teacher at Enniscorthy Community College.

The family of Anthony Russell, former principal of St. Paul's Community College.

Denis Ring, Principal, Blackwater Community School, on the passing of his brother Patrick (Paddy) Ring.

Vanessa Murphy, teacher at Kennedy College, on the passing of her father, Michael Murphy.

Ann Barry, Instructor at Waterford Training Centre, on the passing of her mother, Ada Rodgers.

Suzanne Doyle, Wexford College of Further Education and Training, on the passing of her father, Nick Doyle.

Olive Reddy, Wexford College of Further Education and Training, on the passing of her father, Nicholas Moore.

Michelle Ryan, Human Resources, Wexford Head Office, on the passing of her brother, Jason Roche.

Nicola Morris, teacher at Creagh College, on the passing of her father, John Morris.

Cllr Jim Codd requested that the board express condolences to the family of Sandra Bates, teacher, Bridgetown College, on the passing of her father, Declan Bates.

130126.03 CONGRATULATIONS

Congratulations to students Ari Ghosh and Amy Walsh, Bunclody Community College who claimed 1st prize in the Senior Category of the national Show Racism the Red Card Creative Competition.

Congratulations to Cathal Creamer, Finance Manager, Waterford Training Centre on the recent birth of his baby boy.

Congratulations to Conor McGrath, Finance Team, Waterford Training Centre on the recent birth of his baby boy.

Cllr John O'Leary expressed congratulations to St. Declan's camogie team on reaching the Munster final.

Dr Karina Daly congratulated the WWETB staff team on reaching the Southeast Inter Firms GAA football final where it will take on Tipperary ETB.

130126.04 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.

130126.05 MINUTES

The minutes of the Waterford and Wexford Education and Training Board (WWETB) meeting held on *11th November 2025* were adopted.

Proposed Cllr. John O’Leary; **Seconded** Cllr. Blaise Hannigan.

130126.06 FINANCE

(a) Finance Update

Mr. Cathal Cremer provided a financial update to the Board and noted that the financial statements have been signed by the Chairperson. The C&AG audit report was received on 23rd December 2025 with WWETB receiving a clean audit opinion.

Work on the Service Plan is currently underway and will be submitted to the Board on 24th February. An indicative budget allocation of €90.7M has been received from SOLAS which will form the basis for planning going forward.

130126.07 PRESENTATION

Ms. Fran Kennedy, Adult Education Officer, Bunclody Education and Training Centre, gave a presentation on Local Training Initiatives (LTI’s) and Reach funding. She outlined the 2025 LTI provision for the Wexford and Waterford regions that include QQI courses that range from Level’s 1 to 5. An example of courses include catering, office administration, horticulture, sports and recreation and employability skills. Ms. Kennedy advised that providers can apply to WWETB to deliver an LTI, however, they must first meet a series of strict criteria that includes their legal status, tax clearance, audited accounts, insurance, health and safety and child protection. LTI programmes are community based and have a history of engagement with learners who are distant from education. In 2025, 138 learners presented for certification with 93 Major Awards and 188 Minor Awards. A total of 262 unique learners were registered to LTIs in 2025. Ms. Kennedy went on to update the Board on Reach funding allocated in 2025 and explained that WWETB is working directly with 46 community and voluntary groups through Reach funding. She advised that the primary focus of this work is to engage with learners in ways that address educational disadvantage.

The Chairperson and Board thanked Ms. Kennedy for her comprehensive presentation and commended her ongoing work in this area.

130126.08 CORRESPONDENCE

No items raised under correspondence

130126.09 GOVERNANCE

(a) Risk Management:

Mr. Michael O'Brien, Director of OSD provided an update on the implementation of recommendation from the ISMS internal audit. He referred to the ISMS risk register, as circulated, which had been reviewed by the ARC at its most recent meeting. A follow-up ISMS audit took place in December 2025 and while preliminary indications are positive, the final report is awaited. Additionally, the Chairperson of the ARC Committee has updated the Chairperson of the Board, Cllr Lola O'Sullivan, with regard to steps being taken to address recommendations in the audit.

(b) Approval/ Renewal of Leases:

Mr. Fintan O'Reilly, Corporate Services Manager advised the board of a renewal of a rental agreement at St. Michaels in New Ross backdated to 01st July 2025. It is proposed that the agreement be in place for 2 years with a 1-year break clause that would require 3 months' notice.

Proposed Cllr. Michael Sheehan; **Seconded** Cllr. John O'Leary.

(c) Nominations for Boards of Management

- (i) Bridgetown College – Female Parent nominee - Ms. Vicky Joyce
Proposed Cllr. John O'Leary; **Seconded** Mr. Pat Rath.
- (ii) Coláiste an Atha: Female Parent nominee – Ms. Pamela Dempsey
Proposed Cllr. John O'Leary ; **Seconded** Mr. Pat Rath.
- (iii) Meánscoil San Nioclás: WWETB nominee Críostóir O'Faoláin and Máire Nic Craith
Proposed Cllr. Lola O'Sullivan; **Seconded** Cllr. Blaise Hannigan.
- (iv) Waterford College of Further Education: Female Staff nominee – Ms. Michelle Daly
Proposed Cllr. Lola O'Sullivan; **Seconded** Ms. Foluke Adewumi
- (v) Youth Work Committee: Community Garda Anne M. Quirke
Proposed Cllr. Michael Sheehan; **Seconded** Mr. Pat Rath.

(d) Committee evaluations

Mr. Michael O'Brien, Director of OSD, informed the Board that, in accordance with the *Code of Practice for the Governance of ETBs* that the Board must undertake an annual evaluation of the effectiveness of its committees. This included the Finance Committee, ARC, Youthreach and Youth Work Committees, and Area Committees.

Mr. O'Brien delivered a presentation outlining the evaluation outcomes for these committees. The Audit and Risk Committee effectiveness evaluation and Finance Committee effectiveness evaluation, as completed by the committees, were also considered.

The Board reviewed and considered the evaluation findings as presented. Mr. O'Brien emphasized the importance of ongoing monitoring and continuous improvement to support strong governance across all Board and committee functions.

It was agreed that Mr. Michael O'Brien would write to Board Members reminding them of their committee memberships and confirming their ongoing availability to participate in committees.

Proposed Cllr. Lola O'Sullivan; **Seconded** Cllr. Blaise Hannigan.

It was agreed that a decision on the Wexford Area Committee would be deferred until the next meeting.

(e) Terms of Reference ARC and Finance Committee

Mr. Michael O'Brien, Director, OSD brought to the attention of Board members, the Terms of Reference for the ARC and Finance Committee's as circulated. These had been reviewed by the respective committees, and no amendments were proposed.

These were noted by the Board.

(f) Terms of Reference and Evaluation of Area Committees

Mr. Michael O'Brien advised that when Area Committees were established it had been agreed to evaluate their effectiveness after one year. Following this review a decision would be taken as to whether they should remain in place.

It was agreed that the Waterford area committees had operated successfully. Members agreed that the committee provided a valuable opportunity to engage with staff and learn about activities at a local level. Cllr. Blaise Hannigan suggested inviting students/learners to future Area Committee meetings to provide insight into vocational and academic programmes. It was agreed that the Waterford Area committee would remain in place and that the terms of reference would be amended to allow more flexibility as to which members of the executive should attend.

Proposed Cllr. Lola O'Sullivan; **Seconded** Cllr. Blaise Hannigan.

It was agreed that a decision on the Wexford Area Committee would be deferred until the February meeting.

(g) Standards in Public Office (SIPO) annual disclosures.

Mr. Michael O'Brien, Director of OSD presented to Board members regarding requirements for the return of standards in public office declaration forms. He advised that forms are required annually and must be submitted by 31/01/2026. Ms. Geraldine O'Gorman has sent forms to all board members. Mr. O'Brien stressed the importance of completing the form, even if there is a nil return. He also said that completed forms would be sent to SIPO on behalf of Board members.

(h) Standing Orders – remote attendance at meetings

Mr. Michael O'Brien, Director of OSD updated Board members on proposed amendments to standing orders governing remote attendance at meetings. He highlighted the primary changes which included requirements that cameras are kept on during meetings and the inclusion of additional security protocols. He said that the proposed amendments had been considered by the area committees. He advised that the Wexford area committee had suggested that Board members be required to attend a minimum number of meetings in person.

Cllr. Michael Sheehan asked if board attendance is monitored. Mr. Michael O'Brien confirmed that Board attendance is monitored and is reported in the WWETB's Annual Report.

It was agreed that a decision on the proposed amendments on standing orders would be deferred until the next meeting.

Cllr. Sheehan said it was important that Board members are made aware of WWETB events and referred to members not being notified of Minister Lawless visit to Wexford on 5th December. Dr Daly advised that the event had been organised by the Minister's Office and accordingly invitations to the event came directly from the Minister. She also confirmed that the Chairperson of the Board was in attendance. Cllr O'Sullivan noted that an update to Board members issued on the morning of the event from Dr Daly.

130126.10 POLICIES

No policies were presented for Board approval.

130126.11 CHIEF EXECUTIVES UPDATE – WEXFORD TERTIARY CAMPUS

Dr Karina Daly provided members with an update on the recent announcement by Minister Lawless of significant progress on the development of a tertiary campus at Ballynagee, Wexford. The partnership between WWETB and SETU demonstrates the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) commitment to further education and training in the region. Dr. Daly advised that Dr Richard Hayes, SETU Vice President for Strategy and also a WWETB board member will work closely with WWETB on a vision for this campus.

130126.12 COMMITTEE REPORTS / MINUTES TO BOARD

The following committee minutes were noted by the Board.

- (a) Minutes of Finance Committee from meeting of 16/09/2025
- (b) Minutes of ARC Committee meeting of 01/10/2025
- (c) Minutes of Waterford Area Committee meeting of 20/05/2025
- (d) Minutes of Wexford Area Committee meeting of 19/06/2025

130126.13 BOARD OF MANAGEMENT MEETING MINUTES

- (a) Bridgetown College BoM Minutes 17.09.25
- (b) Bridgetown College BoM Minutes 04.11.25 - draft
- (c) Bunclody Community College BoM Minutes 14.10.25 - draft
- (d) Bunclody Community College BoM Minutes 27.11.25 - draft
- (e) Bunclody Community College BoM Minutes 04.06.25
- (f) Bunclody Community College BoM Minutes 22.08.25
- (g) Bunclody Community College BoM Minutes 04.09.25
- (h) Bunclody Community College BoM Minutes 18.09.25
- (i) Bunclody Community College BoM Minutes 24.09.25
- (j) Bunclody Community College BoM minutes 14.10.25
- (k) Coláiste an Átha BoM Minutes 02.10.25 - draft
- (l) Coláiste Abbáin BoM Minutes 24.09.25
- (m) Coláiste Abbáin BoM Minutes 03.12.25 - draft
- (n) Creagh College BoM Minutes 06.11.25 - draft
- (o) Creagh College BoM Minutes 18.09.25
- (p) Dungarvan College BoM Minutes 01.10.25
- (q) Dungarvan College BoM Minutes 21.05.25
- (r) Enniscorthy Community College BoM Minutes 18.11.25 -draft
- (s) Kilnamanagh CNS BoM Minutes 19.6.25
- (t) Kilnamanagh CNS BoM Minutes 28.09.25
- (u) Kilnamanagh CNS BoM Minutes 28.09.25
- (v) Meánscoil San Nioclás, BoM Minutes 19.06.25
- (w) Meánscoil San Nioclás, BoM Minutes 06.10.25
- (x) Selskar College BoM Minutes 13.11.25 - draft
- (y) Selskar College BoM Minutes 08.09.25
- (z) Selskar College BoM Minutes 11.10.25
- (aa) WCFE BoM Minutes 06.11.25 - draft
- (bb) Kilnamanagh CNS BoM Minutes 20.11.25
- (cc) St. Pauls Community College BoM Minutes – 23.09.25
- (dd) St. Pauls Community College BoM Minutes – 09.12.25 - draft
- (ee) Kennedy College BoM Minutes 16.12.25 - draft
- (ff) Coláiste an Átha BoM Minutes 04.12.25 - draft
- (gg) Dungarvan College BoM Minutes 03.10.25
- (hh) Dungarvan College BoM Minutes 26.11.25 - draft
- (ii) Bridgetown College BoM Minutes 04.11.25
- (jj) Bridgetown College BoM Minutes 17.12.25 - draft

130126.14 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION and YOUTH

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

Proposed: Cllr Blaise Hannigan ; **Seconded:** Cllr Lola O'Sullivan

- (a) **0065/2025:** Senior Cycle Level 1 and Level 2 Learning Programmes.
- (b) **0072/2025:** Enhancement to Irish Sign Language (ISL) Scheme provision.
- (c) **0074/2025:** Panel access for fixed term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2026/27 school year.
- (d) **0037/2025:** Recruitment procedures for all staff other than persons employed as teachers or special needs assistants in Education and Training Boards.
- (e) **0076/2025:** Payment of Tool Allowance to Craft Workers – 2025.

130126.15 PRESS RELEASES DEPARTMENT OF EDUCATION and YOUTH

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

Mr. Michael O'Brien, Director, OSD drew the Boards attention to two press releases.

15(a) survey of primary school and pre-school parents and 15(p) expressions of interest process for the Convention of Education.

- (a) Minister McEntee launches largest ever survey of primary school and pre-school parents.
- (b) Minister McEntee confirms assessment adjustments for Leaving Certification 2026.
- (c) Ministers McEntee and Murnane O'Connor launch the Active School Flag Post Primary Programme to promote physical activity and health among school communities.
- (d) Minister McEntee Launches New Policy for Irish-Medium Education and Action Plan for Irish in English-Medium Schools.
- (e) Minister McEntee welcomes official opening of new school extension in Scoil Eoin Báiste in Meath.
- (f) Department of Education and Youth's Cineáltas Showcase recognises anti-bullying initiatives on Anti-Bullying Week.
- (g) Minister Helen McEntee announces the appointment of Deputy Chairs and Secretariat to the National Convention on Education.
- (h) Inspectorate report highlights high-quality practice and strong outcomes across Ireland's education system.
- (i) Minister McEntee announces €90M Climate Action Summer Works Scheme for 2026 with major boost for school science laboratories.
- (j) Minister Naughton announces Major Funding Boost for Youth Organisations on Youth Night.
- (k) Ministers Naughton and Moynihan launch recruitment campaign for new Education Therapy Service (ETS).
- (l) Minister Naughton announces reappointment of Chief Executive Officer to the National Council for Curriculum and Assessment (NCCA).
- (m) Department of Education and Youth and the Teaching Council launch landmark research study on teaching in Ireland.
- (n) Minister Naughton makes final call to parents 'Don't miss your chance to have your say'.
- (o) Minister Moynihan congratulates graduates of the SNA National Training Programme in UCD.
- (p) Minister Naughton opens expression of interest process for the Convention on Education.

- (q) Ministers Naughton and Moynihan publish the Report on the Consultation with Children and Young People on the Role of Special Needs Assistants.
- (r) Minister Naughton provides standardised payment period for annual €65m Minor Works and ICT grant funding.
- (s) Minister Naughton announces details of grant scheme for primary schools taking part in Counselling and Mental health pilots.
- (t) Minister for Education and Youth announces delivery of over €850,000 in funding for Education for Sustainable Development (ESD) projects in schools.
- (u) Ministers Naughton and Moynihan announce funding boost to iScoil.
- (v) Minister Naughton thanks parents and primary school communities for engagement with the Primary School Survey as almost 50% of households respond.

130126.16 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}

- (a) Minister Lawless announces €20 million to expand apprenticeships across higher education.
- (b) Minister James Lawless launches new veterinary medicine programme at Atlantic Technological University.
- (c) Minister Lawless launches a €750m INSPIRE Research Infrastructure Investment Package.
- (d) Minister Lawless Announces €65.8m Fund Targeting Technological Sector and Specialist Colleges.
- (e) Minister Lawless hosts meeting with First Lady of Ukraine, Olena Zelenska.
- (f) Minister Lawless invites expressions of interest to fill an ordinary member vacancy on the Board of An tSeirbhis Oideachais Leanunaigh agus Scileanna (SOLAS), the Further Education and Training Authority.
- (g) Minister Lawless rolls up his sleeves at Dublin Bus to highlight €20 million Apprenticeship Investment.
- (h) Minister James Lawless publishes record €4.55 billion investment plan to transform Ireland's tertiary education, research and innovation.
- (i) Minister Lawless announces major step forward for Wexford Tertiary Education Campus.
- (j) Minister Lawless announces significant milestone for SETU as green light given on next phase of multi-million euro higher education capital investment for Waterford.
- (k) Minister Lawless invites expressions of interest for appointment to Quality and Qualifications Ireland (QQI) Appeals Panel.
- (l) Minister Lawless announces funding of over €19.3m for the Student Assistance Fund in 2025/26.
- (m) Ministers Lawless and Harkin announce over €39 million funding for Further Education and Training sector.
- (n) Minister Lawless opens the door to introduce Professorships in the Technological University sector marking a major step forward.
- (o) Ministers Lawless and Harkin want to hear from you on the next Action Plan for Apprenticeship.
- (p) Minister Lawless announces that the 1916 Bursary will be paid to all eligible applicants by the 23rd of December.
- (q) Minister Lawless receives approval from Oireachtas for National Training Fund (Amendment) Bill, unlocking €1.5 Billion for Education and Research.
- (r) Ministers Lawless and Harkin urge adults to build confidence with new devices and boost essential skills in the New Year.
- (s) Minister's lawless and Harkin urge all learners to explore the unprecedented number of

education pathways now available.

- (t) A Year of Progress: Ministers Lawless and Harkin Highlight 2025 Achievements in Further and Higher Education, Apprenticeships, Research and Innovation.

130126.17 A.O.B.

- No matters were raised under AOB.

130126.18 DATE OF NEXT MEETING

The next Board meeting will take place on Tuesday 24th February 2026 at 3.00pm, Waterford Training Centre, Waterford Industrial Park, Cork Road, Waterford X91 PX02.

Signed: Lola O'Sullivan Date: 25/02/26

Documents circulated:

Agenda: meeting of 13/01/26
Minutes of WWETB meeting held 11th
November 2025
Conflict of Interest Declaration
Forms
Committee Evaluations
Terms of Reference of ARC and
Finance Committee's
Minutes of Finance Committee of
16/09/25
Minutes of ARC Committee meeting
of 01/10/25
Minutes of Waterford Area
Committee meeting of 29/05/25
Minutes of Wexford Area
Committee meeting of 19/06/25
Board of Management Minutes