



Waterford and Wexford Education and Training Board

MINUTES

Of meeting held November 25th, 2024

Held at Brandon House Hotel, New Ross, Wexford

Monday 25th November 2024 at 4.30p.m.

Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 25th November 2024 at 4.30p.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. Donnchadh Mulcahy, Cllr. Jim Codd, Mr. Garrett Hickey, Dr. Richard Hayes, Ms. Margaret Darrer, Cllr. Mary Farrell (Online), Cllr. Darragh McDonald, Mr. Pat Rath, Dr. Mary Meade, Ms. Janine Flynn, Mr. Niall Finn.

Also in attendance: Dr. Karina Daly, Chief Executive (CE), Ms. Eimear Ryan, Director of Schools, 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. Aidan Browne, Cllr. Bridín Murphy, Cllr. Michael Sheehan

251124.01 ADOPTION OF PARENTS REPRESENTATIVES

Mr. Niall Finn as the nominated parents' representative for the National Parents Council. Proposed Cllr. John Pratt; Seconded Ms. Margaret Darrer.

Ms. Janine Flynn was introduced as the successful candidate following her election as staff representative (female).

251124.02 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 CL0002/2019 Code of Practice for the Governance of Education and Training Boards}*. No conflicts of interest were declared.

Confidentiality forms were issued to the Board for completion and return.

251124.03 APOLOGIES

Apologies as listed above were noted and included.

251124.04 CONDOLENCES

Ms. Terrie Cronin on the death of her sister Angie also the mother of Orlagh O'Neill.

Ms. Carmen Sanchez on the death of her father Mr. Luis Sanchez Aleman.

Ms. Bridget Conway on the death of her mother Ms. Joan Malone.

Ms. Shirley Doyle on the death of her father Mr. Ken Doyle.

The family of Mr. Steven Ring, apprentice WWETB.

Ms. Mairead McGuire on the death of her father Mr. Tom McGuire.

Ms. Anne Marie Cooper on the death of her mother Ms. Margaret Cooper.

Ms. Breda Halpin on the death of her mother Ms. Bridget Halpin.

Mr. Damien O'Reilly on the death of his mother Ms. Breeda O'Reilly.

Ms. Ann Slaven on the death of her husband Mr. Stephen Slaven.

The family of Mr. Tom Irish, former Art teacher in Coláiste an Átha & Enniscorthy Community College

Ms. Geraldine Kavanagh on the death of her husband Mr. Bill Kavanagh, formerly of DDLETB

251124.05 CONGRATULATIONS

Congratulations were extended to the following from the Board:

Ms. Lisa Petrie on the birth of her baby girl.

WWETB on its successful application for Diversity & Inclusion Bronze accreditation from the Irish Centre for Diversity.

The office of the Secretary of the President of Ireland wrote on behalf of the President of Ireland to commend Youthreach Enniscorthy on its work in raising awareness of Mental Health during 2024.

251124.06 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on *1st October, 2024* were adopted: Proposed Ms. Kate Miskella; Seconded Cllr. Paddy Kavanagh.

251124.07 CE's REPORT

The CEs Report as circulated was noted.

251124.08 PRESENTATION

Mr. Michael O'Brien, Director of Organisation Support & Development gave an induction presentation to the Board. He advised that this presentation along with the governance training provided by the IPA and the presentation given by the Directors at the October meeting all formed part of the induction process for Board members. As part of the presentation he provided an overview of the revised Code of Practice for the Governance of Education and Training Boards 2024. as circulated, which came into effect from the 25th of November 2024

251124.09 FINANCE

Mr. Cathal Cremer, Finance Manager stated that WWETB was engaging with SOLAS on its final outturn for 2024. WWETB is currently overspent on its 2024 budget and is awaiting further dialogue with SOLAS in this regard.

251124.10 CORRESPONDENCE

No Correspondence.

251124.11 ESTABLISHMENT OF COMMITTEES/ APPOINTMENT TO EXTERNAL BOARDS

(a) Election of members to the Finance Committee:

Michael O'Brien outlined how WWETB had advertised extensively for external members of the Finance and Audit and Risk Committees in regional newspapers, however no additional expressions of interest in membership of either committee had been received. It was suggested that the use of Boardmatch would be considered to source additional members for WWETB's sub-committees. This would be followed up by Michael O'Brien.

Following consideration of the expressions of interest received in connection with external membership of the committee the following members were elected to the Finance Committee;

Mr. Denis McCarthy, Ms. Lynda Lacey, Mr. David Doyle - Proposed Ms. Kate Miskella; Seconded Cllr. Jim Codd.

Mr. Niall Finn, Proposed Cllr. John Pratt; Seconded Ms. Janine Flynn.

Cllr. Darragh McDonald, Proposed Cllr. Lola O'Sullivan; Seconded Cllr. Paddy Kavanagh.

(b) Election of Chairperson of Finance Committee:

It was agreed to defer the appointment of a Chairperson to a future meeting. The committee will appoint an interim Chairperson to chair its next meeting.

(c) Election of members to the Audit and Risk Committee:

Following consideration of the expressions of interest received in connection with external membership of the committee the following members were elected to the Audit and Risk

Committee;

Mr. Jim Moore, Ms. Kathleen Codd-Nolan, Ms. Susan Green, Mr. John Cuddihy– **Proposed** Cllr. Paddy Kavanagh; **Seconded** Ms. Margaret Darrer.

Ms. Kate Miskella, **Proposed** Cllr. Jim Codd; **Seconded** Cllr. John Pratt.

Cllr. Paddy Kavanagh, **Proposed** Cllr. John O’Leary; **Seconded** Ms. Margaret Darrer.

(d) **Election of Chairperson of Audit and Risk Committee:**

Mr. Jim Moore was appointed as Chairperson - **Proposed** Cllr. Lola O’Sullivan; **Seconded** Dr. Mary Meade.

(e) **Nomination from the Board to Boards of Management of Post Primary Schools:**

Bridgetown College: Ms. Veronica Hartigan, Mr. Brendan Hendrick, Ms. Tracy Kelly, Mr. Andrew Byrne, **Proposed** Ms. Kate Miskella; **Seconded** Cllr. Darragh McDonald.
Ms. Kate Miskella, **Proposed** Dr. Mary Meade; **Seconded** Cllr. Darragh McDonald.
Mr. Jim Moore, **Proposed** Cllr. Blaise Hannigan; **Seconded** Cllr. Paddy Kavanagh. **Note:** Cllr. Jim Codd opposed Mr. Jim Moore.
Ms. Fionnuala Walsh, **Proposed** Ms. Kate Miskella; **Seconded** Cllr. Jim Codd.

Bunclody Community College: Ms. Margaret Kinsella, Mr. Fionn Jordan, Ms. Chris Nash Creane, Mr. Mervyn Bailey, **Proposed** Ms. Margaret Darrer; **Seconded** Ms. Kate Miskella.
Ms. Kathleen Codd-Nolan, Ms. Barbara Anne Murphy, **Proposed** Ms. Margaret Darrer;
Seconded Cllr. Darragh McDonald.
Mr. Niall Finn, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Ms. Kate Miskella.

Coláiste Abbáin: Ms. Rachel Condon, Mr. Dean O’Connor, Ms. Elaine Rohan, Mr. Martin Smyth, **Proposed** Cllr. Darragh McDonald; **Seconded** Ms. Kate Miskella.
Mr. Garrett Hickey, **Proposed** Cllr. Blaise Hannigan; **Seconded** Cllr. Darragh McDonald.

Coláiste an Átha: Ms. Joanne McGonigle, Mr. Jason Kirwan, Ms. Louise Davidson, Mr. John Daly, **Proposed** Cllr. Darragh McDonald; **Seconded** Dr. Mary Meade.
Mr. Pat Rath, Cllr. Mary Farrell, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Ms. Kate Miskella.
Cllr. Paddy Kavanagh, **Proposed** Cllr. Darragh McDonald; **Seconded** Cllr. Lola O’Sullivan.

Creagh College: Ms. Niamh McCarthy, Mr. Ciaran MacRaghnaill, Ms. Lorraine Doolan, Mr. Tony Browne, **Proposed** Mr. Niall Finn; **Seconded** Cllr. Darragh McDonald.
Mr. Senan Lillis, **Proposed** Ms. Margaret Darrer; **Seconded** Cllr. Jim Codd.
Cllr. Darragh McDonald, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Ms. Kate Miskella
Mr. Pat Rath, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Ms. Janine Flynn.

Dungarvan College: Ms. Julie Fitzgerald, Mr. Ross Kerley, Ms. Nicola Murtagh, Mr. Seán Morton, **Proposed** Ms. Janine Flynn; **Seconded** Ms. Margaret Darrer.
Cllr. John Pratt, **Proposed** Ms. Kate Miskella; **Seconded** Cllr. Lola O’Sullivan.
Cllr. Donnchadh Mulcahy, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. John Pratt.

Enniscorthy Community College: Ms. Alice James, Mr. Liam Sharkey, Ms. Catherine Nolan, Mr. James Morrissey, **Proposed** Cllr. Paddy Kavanagh; **Seconded** Cllr. Darragh McDonald.
Cllr. Paddy Kavanagh, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Ms. Margaret Darrer.

Kennedy College: Ms. Anne Donoghue, Mr. Pat McGrath, Ms. Angie Fouche, Mr. John Barron, **Proposed** Ms. Janine Flynn; **Seconded** Mr. Niall Finn.
Mr. Garrett Hickey, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Dr. Mary Meade.

Cllr. Bridín Murphy, **Proposed** Cllr. Paddy Kavanagh; **Seconded** Ms. Margaret Darrer.

Meánscoil San Nioclás: Ms. Aoife Ní Chondúin, Mr. Tim O’Riain, **Proposed** Cllr. Donnchadh Mulcahy; **Seconded** Dr. Mary Meade.

Mr. Eugene Power, Mr Pat Rossiter, **Proposed** Cllr. Donnchadh Mulcahy; **Seconded** Dr. Mary Meade.

Selskar College: Mr. David Shore, Ms. Mary Kehoe, Ms. Georgina Cullen, Mr. Philip Byrne, **Proposed** Ms. Kate Miskella; **Seconded** Mr. Niall Finn.

Ms. Kate Miskella, **Proposed** Cllr. Jim Codd; **Seconded** Cllr. Blaise Hannigan.

Mr. Wallie O’Neill, **Proposed** Cllr. Jim Codd; **Seconded** Ms. Kate Miskella.

St. Declan’s Community College: Ms. Brigid Morrissey, Mr. Geoff Collins, **Proposed** Ms. Margaret Darrer; **Seconded** Ms. Janine Flynn.

Cllr. John O’Leary, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. Jim Codd.

Dr. Richard Hayes, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. Darragh McDonald.

St. Paul’s Community College: Ms. Maeve Tobin, Mr. Mark Bonfil, Ms. Joyce Lynch, Mr. Michael Quinn, **Proposed** Cllr. Darragh McDonald; **Seconded** Cllr. Lola O’Sullivan.

Ms. Janine Flynn, Mr. Blaise Hannigan, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Mr. Niall Finn.

Mr. Jason Murphy, Mr. Joe Kelly, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. John Pratt.

Kilnamanagh CNS: No action required. Board in place since December 2023.

Gorey Hill School: No action required. A single manager is currently in place. It is intended to establish a Board of Management in early 2025.

(f) **Boards of Management of Community Schools:**

It is the role of the CE to nominate members to the Board of Management of Community Schools. The CE nominated the following;

Blackwater Community School: Cllr. John Pratt, Cllr. Donnchadh Mulcahy, Cllr Niamh O’Donovan

Gorey Community School: Ms. Kathleen Codd-Nolan, Mr. Jim Moore, Cllr Darragh McDonald

Ramsgrange Community School: Mr Senan Lilis, Ms. Mary Ryan (one vacant position remaining)

(g) **Nomination of three Board members to Youthreach Committee and Election of Chairperson:**

Mr. Niall Finn, Ms. Kate Miskella, Ms. Bridín Murphy, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. John O’Leary

Mr. Niall Finn, Chairperson, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. John O’Leary

Previous members of the Youthreach Committee Nominated:

Ms. Ann Ryan, Mr. Brian Mulvihill, **Proposed** Cllr. Lola O’Sullivan; **Seconded** Cllr. Paddy Kavanagh

(h) **Nomination of three Board members to Youth Work Committee and election of Chairperson:**

Ms. Margaret Darrer, Ms. Kate Miskella, **Proposed** Cllr. John O'Leary; **Seconded** Cllr. Lola O'Sullivan.

Ms. Kate Miskella 1st Chairperson, position of Chair will alternate between Ms. Kate Miskella and Ms. Margaret Darrer, Proposed Cllr. Lola O'Sullivan; Seconded Mr. Pat Rath.

Previous members of the Youth Work Committee Nominated:

Ms. Gail O'Sullivan, Dr. Kieran Donohoe, Ms. Emily McCann, Ms. Eimear Cheasty, Ms. Sheila Barrett, Ms. Margaret Colins, Mr. Evan Wemyss, Ms. Clodagh, **Proposed** Cllr. Lola O'Sullivan; **Seconded** Cllr. Paddy Kavanagh

(i) **Nomination to the Board of Waterford College of Further Education:**

Ms. Orla Bannon, Mr. Eoin Nevins, Ms. Sadhbh Costello, Mr. David Marchant, **Proposed** Cllr. Lola O'Sullivan; **Seconded** Cllr. Blaise Hannigan.

Mr. Eugene Power, **Proposed** Cllr. Lola O'Sullivan; **Seconded** Ms. Margaret Darrer.

Ms. Margaret Darrer, Cllr. Blaise Hannigan, Dr. Mary Meade, **Proposed** Cllr. Lola O'Sullivan; **Seconded** Ms. Janine Flynn.

(j) **Appointment of Nominee IPB:**

Cllr. Lola O'Sullivan, **Proposed** Ms. Kate Miskella; **Seconded** Cllr. John O'Leary.

(k) **Appointment nominee to ETBI Reserved Members Forum:**

Cllr. Mary Farrell, **Proposed** Cllr. Lola O'Sullivan; **Seconded** Ms. Kate Miskella.

(l) **Establishment of Area Committees:** It was agreed to defer discussion on the establishment of area committees to the next meeting of the Board.

251124.12 GOVERNANCE

(a) **Risk:** Michael O'Brien provided an update on a data breach. The Data Protection Commission had been notified and the matter was still ongoing. The Board would be notified of any significant developments in connection with this matter.

(b) **Schedule of Meetings 2025:** The schedule of meetings as circulated was agreed. It was agreed that the meeting time for WWETB Board meetings will change from 4.30p.m. to 4p.m.
Proposed Cllr. John Pratt; **Seconded** Mr. Pat Rath.

(c) **Charities Compliance Form:** **Proposed** Cllr. Darragh McDonald; **Seconded** Dr. Mary Meade.

(d) **Conflicts of Interest:** Standards in Public Office (SIPO) form will be circulated by Michael O'Brien in January.

(e) **Approval/ Renewal of Leases:**

For noting with the Board at the request of SOLAS the early payment of €1.9 million on the fit out of the new Waterford Training Centre building (formerly Techniform).

- (f) **Payment for Members of ARC/ Finance Committee:** It was agreed that fees could be paid to external members of the Finance and Audit and Risk Committees in accordance with Guidelines issued by the Department of Education **Proposed** Mr. Pat Rath; **Seconded** Mr. Niall Finn.

251124.13 POLICY

The following policies were noted by the Board.

- (a) Alcohol & Drugs Policy
- (b) Code of Conduct for Staff
- (c) Corporate Safety Statement
- (d) Smoke Free Workplace Policy
- (e) Stress Management Policy
- (f) Access Management Policy
- (g) Acceptable Usage Policy
- (h) Print Management Policy

251124.14 BOARD/ COMMITTEE REPORTS (including Draft Reports)

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

- (a) Gorey Hill School BOM Draft Minutes 16/10/24
- (b) Bunclody Community College 15/04/24
- (c) Bunclody Community College 19/05/24
- (d) Bunclody Community College 5/09/24

251124.15 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: Cllr. Darragh McDonald; **Seconded** Ms. Kate Miskella.

- (a) **0073/2024:** Revision of Teacher Salaries under The Public Service Agreement 2024 – 2026 effective from 01 October 2024
- (b) **0074/2024:** Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 – 2026 effective from 01 October 2024
- (c) **0075/2024:** 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 October 2024
- (d) **0076/2024:** Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/1979 Scheme under The Public Service Agreement 2024 – 2026 effective from 01 October 2024
- (e) **0077/2024:** Revision of Salaries for School Secretaries and School Maintenance Staff in Community and Comprehensive Schools under The Public Service Agreement 2024 – 2026 effective from 01 October 2024
- (f) **0078/2024:** Revision of Salaries for School Secretaries Previously Grant Funded Effective from 01 October 2024
- (g) **0080/2024:** New measures to support the Forward Planning for Special Education Provision
- (h) **0081/2024:** Payment of Tool Allowance to Craft Workers – 2024
- (i) **0085/2024:** New pay rate for School Transport Escorts

251124.16 PRESS RELEASES: DEPARTMENT OF EDUCATION

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

- (a) Department of Education Inspectorate publishes thematic report on findings from evaluations of Youthreach provision
- (b) Ministers congratulate almost 61,000 students receiving their Leaving Certificate examination results today.
- (c) Ministers Foley and Naughton launch second year of scheme providing free schoolbooks to over 555,000 primary school children.
- (d) Minister Foley welcomes publication of 12 new and revised Leaving Certificate subjects and Senior Cycle programmes
- (e) Minister for Education announces Commission of Investigation to be set up and Report of Scoping Inquiry to be published
- (f) Department of Education Inspectorate reports on education for young people with special educational needs in mainstream schools
- (g) Minister Foley welcomes the announcement that CBS Synge Street will transition to a co-educational Gaelcholáiste.
- (h) Minister Foley launches rollout of new Senior Cycle subjects of Drama, Film and Theatre, and Climate Action and Sustainability
- (i) Minister Byrne launches new resources to support the delivery of P.E. through Irish
- (j) Minister Foley announces schools participating in phase one rollout of new Leaving Certificate subjects
- (k) Minister Foley announces new schools' folklore project at event marking Department centenary
- (m) Minister Foley announces Jigsaw as successful bidder to deliver new programme to support wellbeing and mental health
- (n) Ministers Foley, Naughton and Byrne announce details of almost €12 billion education funding in Budget 2025
- (n) Minister Foley congratulates schools on achieving official recognition as Gaeltacht Schools
- (o) Minister Foley launches Report of the Expert Group on Student Participation and department Implementation Plan
- (o) Minister Foley announces details of grant scheme for schools in Strand Two of the Counselling in Primary Schools pilot
- (q) Minister Foley and Naughton announce plans to establish five new special schools
- (r) Minister Foley extends in-school counselling pilot to 61 urban DEIS primary schools
- (s) Minister Foley and Naughton and CEO of City of Dublin ETB announce permanent location for An Cosan Community Special School
- (t) Ministers Foley and Smyth announce that the Solar for Schools Programme will now be extended to all schools nationwide
- (u) Minister Foley announces new roles to support Traveller and Roma pupils and students
- (v) Minister for education announces delivery of €450,000 funding for Education for Sustainable Development (ESD) projects in schools
- (w) Minister Foley announces €9 million funding for school resources and materials to support the new primary curriculum

251124.17 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) Taoiseach Simon Harris and Ministers O'Donovan and McConalogue announce locations for two new veterinary schools
- (b) Minister O'Donovan welcomes first meeting of the new National Skills Council
- (c) Minister O'Donovan announces appointments to the Board of SOLAS, the Further Education and Training Authority
- (d) Minister O'Donovan welcomes launch of new Civil Service Digital Marketing Apprenticeship
- (e) Minister O'Donovan invites expressions of interest to fill Chairperson vacancy to the Governing Body of the HEA
- (f) Minister O'Donovan launches Science Week 2024 with funding of more than €800,000
- (g) Ministers O'Donovan and Collins announce major capital and funding package for the tertiary sector
- (h) Minister O'Donovan welcomes the appointment of Government Science Advisor
- (i) Ministers O'Donovan and Collins announce funding of over €8 million to improve energy efficiency and decarbonization across FET
- (j) Taoiseach and Minister O'Donovan announce the second call of the North-South Research Programme
- (k) Minister O'Donovan launches first National Further Education and Training Strategy for the Green Transition
- (l) Minister O'Donovan launches Ireland's Offshore Wind Skills Action Plan to meet ambitious 2030 and 2050 targets
- (m) Minister O'Donovan welcomes construction skills report which urges increased adoption of Modern Methods of Construction
- (n) Minister O'Donovan announces major increase in healthcare places across Ireland
- (o) Government announces purchase of major site in Kilkenny as part of next phase in multi-million euro FET capital investment
- (p) Minister O'Donovan announces €26 million for 40 research projects
- (q) Important milestone for Tipperary as go ahead given for next phase in delivery of Ireland's first FET and Higher Education campus
- (r) Minister O'Donovan announces €5million for breast cancer research programme

- (s) Government announces significant milestone for Cork ETB as green light given on next phase in multi-million euro FET investment
- (t) Minister O'Donovan announces €27.5 million Research Ireland investment in early-career researchers
- (u) Minister O'Donovan starts the conversation on disability supports in tertiary education
- (v) Government announces milestone for Limerick and Clare ETB as green light given to next phase in major FET capital investment
- (w) Minister O'Donovan announces €200,000 in funding towards the conservation of Robert Fisk's archive by Trinity College Library
- (x) Minister O'Donovan announces €80 million funding for higher education institutions 024.17 A.O.B.

251124.18 A.O.B.

No matters were raised.

011024.19 DATE OF NEXT MEETING

The meeting concluded. Next meeting date Tuesday 14th January, 2025, Brandon House Hotel, New Ross at 4.00pm

Signed: Lola O'Sullivan

Date: 14/01/25

Documents circulated:

Agenda: meeting of 25/11/2024
 Minutes of WWETB meeting held 1st October 2024
 Conflict of Interest Declaration Forms
 Charities Regulator – Trustee Forms
 Chief Executive's Report
 Schedule of Meetings 2025
 Charities Compliance Form
 Policies (a) – (h) as per agenda
 Board/ Committee Reports (including Draft Reports)