



**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 November 11th, 2025*

*Held at Waterford Training Centre, Waterford Industrial Park,  
Waterford X91 PX02.*

*Tuesday 11<sup>th</sup> November at 4.00p.m.*

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

### ***Minutes of Meeting held 11<sup>th</sup> November at 4.00p.m.***

**Board Members in attendance:** *Cllr. Lola O'Sullivan Chairperson, Cllr. Jim Codd, Cllr. Blaise Hannigan, Cllr. John Pratt, Cllr. John O'Leary, Cllr. Darragh McDonald, Mr. Garrett Hickey, Mr. Pat Rath, Ms. Kate Miskella, Ms. Janine Flynn, Cllr. Michael Sheehan, Cllr. Bridín Murphy, Dr Mary Meade, Dr. Richard Hayes, Cllr. Donnchadh Mulcahy, Ms. Margaret Darrer, Ms. Foluke Adewumi.*

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

**Apologies:** *Cllr Paddy Kavanagh, Cllr. Mary Farrell, Cllr. Aidan Browne, Mr. Niall Finn.*

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#### **111125.01 APOLOGIES**

Apologies as listed above were noted and included.

#### **111125.02 CONDOLENCES**

The family of Councillor Patrick Gerard Murphy, former President of ETBI and former Chairperson of Cork ETB.

Ms. Katherine Atkinson, Music Generation Wexford, on the passing of her mother-in-law Imelda Quigley.

Mr. Kevin Dunphy, Assistant Manager, Waterford Training Centre on the passing of his father-in-law, Denis McGillicuddy.

Ms. Janice O'Regan, Post Primary Teacher, VTOS Wexford, on the passing of her mother, Therese O'Regan.

Mr. Olan Power, Post Primary Teacher, BTEI Waterford, on the passing of his father, Thomas Power.

The family of Pat Doyle, former caretaker at Bunclody Further Education and Training Centre and father of Nessa White (Inter CEO of SOLAS).

Ms. Suzanne Mullins, Director of OSD in ETBI, on the passing of her father Ernest Willis.

The family of Jim Finucane, former President of ETBI and long-standing member of the ETBI Council and Board.

Ms. Kate Miskella requested the board extend condolences to Ms Zoe Walsh, Special Needs Assistant, Coláiste Abbáin, on the passing of her grandmother, Margaret Mary Walsh.

#### **111125.03 CONGRATULATIONS**

Staff and students of Coláiste Abbáin, Bridgetown College, Bunclody Community College, Kennedy College and St. Paul's Community College, Waterford in achieving the prestigious Digital Schools Award Europe in recognition of their shared commitment to digital excellence in education.

Congratulations to student Cian Martin, Selskar College, who was awarded the prestigious Bert Mason European Youth Ambassador for Community Involvement title.

#### **111125.04 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.

## **111125.05 MINUTES**

The minutes of the Waterford and Wexford Education and Training Board (WWETB) meeting held on 9<sup>th</sup> September 2025 were adopted.

**Proposed** Ms. Kate Miskella; **Seconded** Cllr. Blaise Hannigan.

Under *Matters Arising* Mr. Michael O'Brien reverted to the query from Cllr Michael Sheehan from September's board meeting, regarding capacity at Wexford Youthreach. Mr. O'Brien raised this matter with Ms. Susan Sheehan, Adult Education Officer, who confirmed she is satisfied that the current space is adequate.

## **111125.06 FINANCE**

### **(a) Finance Update**

Mr. Cathal Cremer provided a financial update to the Board and advised that WWETB's 2025 spend will continue to be monitored closely to year end and is on track to spend the 2025 allocation. He advised that the Finance Team have met with the Area Training Manager regarding the apprenticeship budget and contracted training. He also confirmed that the Finance team in conjunction with the SMT will shortly begin the process of preparing the 2026 SOLAS budget, however, it is unclear at this point whether SOLAS want WWETB to formally submit a bid. Clarification is being sought from SOLAS on this point.

In relation to schools and the mainstream budget, Mr. Cremer advised that the recent announcement by Energia of a 12.1% rise in electricity prices will not apply to schools. WWETB's main scheme pay has been tracking 5% higher than the start-of-year service plan, however, this has been the case for the last number of years. Much of this is driven by pay costs which are not deemed problematic as all posts are sanctioned by the Department of Education and Youth and are within WWETBs sanctioned staff allocation.

Cllr Blaise Hannigan queried how much of the €79M funded for apprenticeships was given to WWETB. Mr. Cremer confirmed this was just over €5M.

Mr. Michael O'Brien advised that a full financial report is included in the Chief Executives report.

### **(b) Multi Annual Procurement Plan**

Mr. Alan Quirke gave an overview of WWETB's multi annual procurement plan (MAPP) and explained that the MAPP is an in-depth spend analysis which will assist WWETB in developing a strategic category of purchases management and an overall organisational approach to procurement.

This was noted by the Board

### **(c) Corporate Procurement Plan**

Mr. Alan Quirke provided an update on WWETBs Corporate Procurement Plan 2025 and advised that the plan sets out the aims and objectives for improving on an incremental basis, procurement outcomes for the organisation. The aim of the plan and MAPP is to ensure money is spent efficiently and effectively.

This was noted by the Board

## **111125.07 PRESENTATION**

Mr. Alan Quirke gave a presentation on Strategy Implementation and advised the Board that the Education and Training Board Act 2013 requires WWETB to review how its strategy is being implemented. Highlighting the 6 key strategic objectives, he provided an overview of the strategy statement 2023-2027, outlining progress during 2025 as well as priorities for 2026. A series of ongoing initiatives including a new e-recruit system, applications for funding to meet climate challenges, health and awareness and digital learning were some of the key highlights. Mr. Quirke said that while there are resource challenges, it is important to use the resources we have as effectively as possible. The next strategy will cover the period 2028-3032.

Dr Karina Daly advised the Board that this would be Mr. Quirke's final meeting as Director of OSD as he moves on to Wexford County Council as Director of Services and thanked him for his immense contribution around strategy, planning and development.

## **111125.08 CORRESPONDENCE**

No items raised under correspondence

## **111125.09 GOVERNANCE**

### **(a) Risk Management:**

Mr. Michael O'Brien, Director of OSD provided the Board with an overview of the risk report as circulated. He noted that five new risks have been added to the register. He informed the Board that work is ongoing in development of a new risk register covering the area of ISMS. This will be presented at the next Board meeting.

Ms. Kate Miskella, member of the Audit and Risk Committee (ARC), provided an update on proceedings at its meeting of 01<sup>st</sup> October 2025. Ms. Miskella advised that the committee had discussed the Baseline Standards audit report, which included 55 recommendations. The Information Security Management Systems (ISMS) Team is currently addressing recommendations in the report. She said challenges around ICT expertise were also discussed. The Director of Internal Audit has been invited to the next committee meeting scheduled to take place on the 26th of November 2025.

Cllr Lola O'Sullivan (Chair) advised that representatives of the ARC and Finance committees would be invited to provide a short update of proceedings at future board meetings.

### **(b) Approval/ Renewal of Leases:**

No Board updates regarding renewal of leases.

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

- (i) Coláiste an Átha: Ms. Louise Davidson
- (ii) Kennedy College: Ms. Allison O'Donnell
- (iii) Kilnamanagh Community National School: Ms. Hazel Nicholl
- (iv) Waterford College of Further Education: Ms. Orla Quinlan and Ms. Anna Penkert

**Proposed:** Ms. Kate Miskella **Seconded:** Mr. Garrett Hickey

**(d) WWETB Board meeting dates for 2026**

The board were asked to consider the proposed 2026 meeting dates.

January 13<sup>th</sup> – Wexford College  
February 24<sup>th</sup> – Waterford Training Centre  
March 24<sup>th</sup> – Wexford College  
May 12<sup>th</sup> – Waterford Training Centre  
June 23<sup>rd</sup> – Wexford College  
September 8<sup>th</sup> – Waterford Training Centre  
November 10<sup>th</sup> – Wexford College

Dates were adopted for 2026, however, Mr. Garrett Hickey proposed starting the winter meetings at the earlier time of 3:00pm for January, February and November meetings.

**Proposed:** Cllr John Pratt; **Seconded:** Dr Mary Meade

**(e) Board Self-Assessment Annual Evaluation**

Mr. Michael O'Brien, Director, OSD updated Board members on the results of the Boards annual evaluation of its own performance. Eleven members completed the evaluation. Overall, the findings were positive. He thanked everyone who took the time to complete the evaluation and invited any member who had concerns to contact him directly.

**(f) Charity Compliance Form**

Mr. Michael O'Brien, Director, OSD advised members that under the Charities Governance Code, all registered charities are required to complete a Charities Governance Code compliance record form annually. Accordingly, as a registered charity WWETB had completed a compliance form. The document as circulated was reviewed by the Board and noted.

**(g) Report from ETBI members forum**

Cllr Lola O'Sullivan updated members on the recent ETBI members forum meeting which she attended. The ETBI Conference, which took place on the 9<sup>th</sup> October at the Slieve Russell hotel, Co. Cavan, was discussed. She advised that feedback following the conference suggested a one-day event was the preferred option; however, the latter part of the agenda was rushed. A meeting took place with Minister McEntee, and there were discussions on the payment of fees for participating on interview boards. This has gone back to DPER for consideration. SOLAS talked extensively on funding allocations and the issues that arose during the year.

**(h) Standard in Public Office – Annual Returns**

Mr. Michael O'Brien, Director of OSD advised Board members that the return of standards in public office declaration forms are required annually. A form will be sent to all board members prior to the January meeting. He stressed the importance of completing the form, even if there is a nil return. Further information will be provided at the January meeting

**(i) Process for seeking external professional advice**

Mr. Michael O'Brien, Director, OSD brought to the attention of Board Members the requirement of the code of practice for the Governance of ETB the requirement that; the Board should, in a Board resolution, lay down formal procedures whereby Board members, in the furtherance of their

duties, may take independent professional advice. The proposed procedures as circulated were agreed. The Board also agreed that the existing approach to recording the minutes of meetings was adequate for recording the concerns of Board members that cannot be resolved.

**Proposed:** Ms. Kate Miskella; **Seconded:** Cllr. Bridín Murphy.

#### **(j) Climate Action Roadmap**

Mr. Alan Quirke, Director, OSD updated members on the Climate Action Roadmap 2025 which sets out WWETB's overall mandate and climate targets, in areas such as buildings, green procurement transport and use of fossil fuels. Mr. Quirke confirmed that the document has been reviewed and approved by the Senior Management Team.

Cllr. John O'Leary queried the possible use of solar panels on WWETB buildings. Mr. Fintan O'Reilly, Corporate Services Manager advised that solar panels are currently installed on 12 schools, but a review of more industrial type installations, especially on FET buildings is underway.

#### **(k) Code of Conduct for Board**

The draft Code of Conduct for Members of WWETB as circulated was discussed and reviewed. Mr. Michael O'Brien, Director, OSD brought to the attention of the Board some minor amendments to the existing code.

**Proposed:** Mr. Garrett Hickey; **Seconded:** Ms. Kate Miskella

### **111125.10 POLICIES**

The following policies were noted by the Board:-

- Network Security Policy
- Firewall Policy
- Backup and Restore Policy
- Information Security Policy
- Mobile Phone Policy
- Physical and Environmental Security Policy
- Secure Configuration Policy
- Energy Policy
- I.T. Service Desk Policy

### **111125.11 CHIEF EXECUTIVES REPORT**

The Chief Executives Report (#4) was noted by the Board.

Ms. Eimear Ryan, Director of Schools, notified members of a survey of primary school and pre-school parents launched by the Department of Education and Youth in November. The survey is to assess parental demand for different types of primary school provision including patronage, co-education and Irish-medium provision. The Survey will close on 16<sup>th</sup> December 2025.

In addition, Ms. Ryan advised that an invitation would issue to all WWETB staff this week to join a staff

choir with students from across post-primary colleges for a cross-college concert. The concert is called, '*In Harmony*' and is due to place in the National Opera House on 10<sup>th</sup> March, 2026.

### **111125.12 BOARD/ COMMITTEE REPORTS (including Draft Reports)**

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

- (a) Bunclody Community College BoM Minutes 04/09/25 - Draft
- (b) Bunclody Community College BoM Minutes 18/09/25 - Draft
- (c) Kennedy College BoM Minutes 02/09/25 - Draft
- (d) Kennedy College BoM Minutes 19/05/25
- (e) Selskar College BoM Minutes 08/09/25 - Draft
- (f) St. Pauls Community College – BoM Minutes 10/06/25 - Draft
- (g) St. Pauls Community College – BoM Minutes 06/05/25
- (h) St. Pauls Community College BoM Minutes 23/09/25 - Draft
- (i) Creagh College BoM Minutes 25/06/25 - Draft
- (j) Creagh College BoM Minutes 18/09/25 - Draft
- (k) Creagh College BoM Minutes 04/09/25 - Draft
- (l) WCFE BoM Minutes 11/09/25 - Draft
- (m) Coláiste an Átha BoM Minutes 13/02/25
- (n) Coláiste an Átha BoM Minutes 27/03/25
- (o) Coláiste an Átha BoM Minutes 08/05/25
- (p) Coláiste an Átha BoM Minutes 16/09/25
- (q) Enniscorthy Community College BoM Minutes 16/09/25
- (r) Kilmanagh Community College BoM Minutes 28/09/25 - Draft
- (s) Kilmanagh Community College BoM Minutes 19/06/25 - Draft
- (t) Bridgetown College BoM Minutes 04/06/25
- (u) Bridgetown College BoM Minutes 17/09/25 - Draft
- (v) Bunclody Community College BoM Minutes 24/09/25 - Draft
- (w) Coláiste Abbáin BoM Minutes 16/06/25
- (x) Coláiste Abbáin BoM Minutes 24/09/25 - Draft
- (y) Bunclody Community College BoM Minutes 14/10/25 - Draft
- (z) Coláiste An Átha BoM Minutes 26/05/25
- (aa) Coláiste An Átha BoM Minutes 02/10/25 - Draft
- (bb) Finance Report to Board from meeting of 16/09/25
- (cc) Minutes of Finance Committee Meeting of 18/03/25
- (dd) ARC Report to Board from meeting of 01/10/2025
- (ee) Minutes of ARC meeting of 30/04/2025

### **111125.13 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION and YOUTH**

{available:

**Proposed:** Cllr Donnacha Mulcahy ; **Seconded:** Dr Mary Meade

- (a) **0064/2025:** Senior Cycle Redevelopment – Supports for Selected Phase One Schools Introducing Drama, Film and Theatre Studies in the 2025/26 School Year.
- (b) **0063/2025:** Senior Cycle Redevelopment – Supports for Phase One Schools Introducing Climate Action and Sustainable Development in the 2025/26 School Year.
- (c) **0066/2025:** Revision of Capitation Grant Rates for Voluntary Secondary Schools in the Free Education Scheme.
- (d) **0067/2025:** Primary Curriculum for primary and special schools.
- (e) **0068/2025:** Senior Cycle Redevelopment (SCR) Implementation Support Measures.

- (f) **0069/2025:** Assessment of Need.
- (g) **0070/2025:** NFQ Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2026.
- (h) **0071/2025:** Ábhar Dualgais do Scrúdú Gaeilge na hArdteistiméireachta i mí an Mheithimh 2027 agus mí an Mheithimh 2028.

#### **111125.14 PRESS RELEASES DEPARTMENT OF EDUCATION and YOUTH**

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

- (a) Statement from Minister Helen McEntee.
- (b) Minister McEntee Visits Three Schools in Offaly and Performs the Official Opening of New Modular Classrooms at Charleville National School.
- (c) Ministers McEntee and Moynihan urge parents to contact the National Council for Special Education (NCSE) ahead of the 1 October NCSE closing date.
- (d) Minister McEntee visits schools in Wicklow and Wexford highlighting Department's commitment to supporting school communities.
- (e) Minister McEntee visiting four schools in Donegal including Coláiste Cholmcille as it marks its 25<sup>th</sup> anniversary.
- (f) Minister for Education and Youth Helen McEntee TD launches Redeveloped Primary Curriculum specifications for all primary and special schools.
- (g) Minister McEntee launches national campaign on school attendance.
- (h) Minister McEntee visits site of new school building for Griffeen Community College, Lucan, Co. Dublin.
- (i) OECD Report Commissioned by Ireland Shows How Digital Tools Can Boost Learning – When Used Wisely.
- (j) New pilot online school admissions system 'applytoschool.ie' goes live.
- (k) Professional Doctorate in Educational Psychology commences at Maynooth University.
- (l) Minister McEntee launches All-Island Schools 'History Competition'.
- (m) Minister McEntee officially opens new Dromahane National School building.
- (n) Ministers McEntee and Moynihan announce details of €13.1 billion education and youth funding in Budget 2026.
- (o) Ministers McEntee and Moynihan congratulate students receiving their Junior Cycle examinations today.
- (p) Minister for Education and Youth, Helen McEntee opens new building projects as she visits schools in Meath, Kildare and Dublin.
- (q) Minister McEntee performs the official opening of the newly renovated outdoor space at Scoil Naomh Cianain, Cushinstown in Co. Meath.
- (r) Minister McEntee announces Oíche na Óige - a national celebration of youth work in our communities.
- (s) Minister for Education and Youth signs revised Teacher Council Regulations, strengthening teacher supply supports.
- (t) Minister McEntee extends best wishes to schools selected for second phase of Physical Activity Pilot Programme, as grants issued.
- (u) Minister McEntee welcomes new national Guidance on the use of AI in Schools.
- (v) Ministers McEntee and Moynihan celebrate new Level 1 and Level 2 Learning Programmes at Senior Cycle for students with special educational needs.
- (w) Ministers McEntee and Moynihan launch Department of Education and Youth's Statement of Strategy 2025-2028.
- (x) Minister announces actions to strengthen inclusive education for autistic pupils as Inspectorate report published.

**090925.14 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) Ministers Lawless and Harkin announce funding of over €4.5 million for over 700 community projects across Ireland.
- (b) Minister Lawless approves €67 million in funding to build 493 new student accommodation beds at UCD.
- (c) Minister Lawless officially opens Teach Uí Bhuachalla Student Accommodation at Maynooth university.
- (d) Minister Marian Harkin Congratulates the National Adult Literacy Agency on Winning UNESCO Confucius Prize for Literacy.
- (e) Minister Lawless announces appointment of new Chairperson to the Governing Board of the Higher Education Authority (HEA).
- (f) Minister Lawless welcomes strong interest to date in Global Talent Ireland initiative to attract world class researchers.
- (g) Ireland reaches €1 billion milestone in Horizon Europe funding.
- (h) Progress Report Highlights Strong Cross-Sectoral Engagement in Education for Sustainable Development.
- (i) Minister Lawless welcomes Ireland's performance in Global Innovation Index 2025.
- (j) Minister Lawless nominates Sue O'Neill and John Mannion to the Skillnet Ireland Board of Directors.
- (k) Minister Lawless encourages students from underrepresented groups in Higher Education to apply for the 1916 Bursary.
- (l) Minister welcomes rise in SUSI applications and urges students to check eligibility for support.
- (m) Ministers Lawless and Heydon launch Major Expansion in Veterinary Education: New Schools at SETU and ATU to Deliver 80 New Student Places from 2026.
- (n) Minister Lawless announces first-ever permanent cut to student contribution fee, major increase in SUSI grants and the income threshold, and record investment in apprenticeships.
- (o) Minister Lawless receives Government Approval to bring forward Bill to amend the National Training Fund Act, unlocking €1.5 billion for Education and Research.

**111125.15 A.O.B.**

- Mr. Garrett Hickey asked if any interview skills training is planned for staff currently working within WWETB. Mr. Michael O'Brien confirmed that nothing is scheduled for the foreseeable future.
- Cllr Michael Sheehan queried if a 3<sup>rd</sup> level technological university is linked to the development at Ballynagee. Dr Karina Daly confirmed that Ballynagee is not linked to the SETU campus. WWETB are engaging with the Department of Education and Youth but there are delays. Plans are currently at Stage 1 with initial plans submitted to the Department.
- Cllr Michael Sheehan also asked when the extension at Youthreach in Wexford would begin. Mr. Michael O'Brien confirmed there are no plans to move ahead with this currently but confirmed he would contact him after the meeting with an update from Ms. Susan Sheehan, Adult Education Officer.
- Cllr Jim Codd queried turning of the sod at Bridgetown. Dr Karina Daly confirmed she is liaising with the Department of Education and Youth and Assistant Secretary General in relation to budgets.

### 111125.16 DATE OF NEXT MEETING

The next Board meeting will take place on Tuesday 13<sup>th</sup> January 2025 at 3.00pm, Wexford College, Whitemill Industrial Estate, Wexford Y35 XR22.

Signed: Lola O'Sullivan

Date: 13/1/26

#### **Documents circulated:**

Agenda: meeting of 11/11/25  
Minutes of WWETB meeting held 9<sup>th</sup> September 2025  
Conflict of Interest Declaration Forms  
Multi Annual Procurement Plan  
Corporate Procurement Plan  
Risk Report 2025  
WWETB Board Meeting dates for 2026  
Charity Compliance Form  
Process for Seeking External Professional Advice  
Climate Action Roadmap  
Code of Conduct for Board Members  
Network Security Policy  
Firewall Policy  
Backup and Restore Policy  
Information Security Policy  
Mobile Phone Policy  
Physical and Environmental Security Policy  
Secure Configuration Policy  
Energy Policy  
I.T. Service Desk Policy  
Chief Executive Report #4  
Board of Management Minutes  
Finance Report to Board from meeting of 16/09/25  
Minutes of Finance Committee of 18/03/25  
ARC Report to Board from meeting of 01/10/25  
Minutes of ARC meeting of 30/04/2025