



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 June 19th, 2026

*Held at Wexford College of Further Education and Training,
Whitemill Industrial Estate, Wexford Y35 XR22.*

Friday 19th June at 3.00p.m.

Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 19 June 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, Cllr. Donnchadh Mulcahy, Mr. Pat Rath, Cllr. Mary Farrell, Cllr. Michael Sheehan, Dr Mary Meade, Mr. Niall Finn, Cllr. Patricia Byrne, Dr. Richard Hayes, Cllr Pat Kehoe and Ms. Margaret Darrer Laura.*

Also in attendance: *Dr. Karina Daly, Chief Executive (CE), Mr. Michael O'Brien, (Director of Organisation Support & Development), Mr. Mark Devereux (Director of Organisation Support & Development), Mr. Fintan O'Reilly, Corporate Services (CS) Manager, Ms. Kate Organ and Mr Ian O'Gorman.*

Apologies: *Cllr. Paddy Kavanagh, Mr. Garrett Hickey, Ms. Foluke Adewumi, Ms. Kate Miskella, Cllr Aidan Browne, Ms. Eimear Ryan (Director of Schools).*

190626.01 APOLOGIES

Apologies as listed above were noted and included.

In accordance with the recently amended standing orders, Mr. Michael O'Brien asked all members attending remotely to confirm:-

- Cameras would be kept on for the duration of the meeting.
- That they could see and hear the meeting.
- That there were no other persons present.
- That they were not recording the meeting or using any AI enabled functionality or technology.

MATTERS ARISING

Mr. Michael O'Brien advised board members that the Department of Education and Youth had confirmed its acceptance of the amendment to the 2026 Service Plan that included additional actions as approved by members on the 12th of May 2026.

190626.02 CONDOLENCES

Suzanne Doyle, Wexford College of FET, on the passing of her mother, Josephine (Joey) Doyle. Rosaline Threadgold, EDI Learner Support team, on the passing of her partner's father, Gerry Collins.

190626.03 CONGRATULATIONS

Cllr Lola O'Sullivan, elected as the Metropolitan Mayor of Waterford.
Cllr John O'Leary, elected as Vice Chairperson of the Comeragh Municipal District
Cllr. John Pratt, elected as Chairperson of the Dungarvan/Lismore Municipal District.

190626.04 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 conflict of interest was declared.

190626.05 MINUTES

The minutes of the Waterford and Wexford Education and Training Board (WWETB) meeting held on 12th May 2026 were adopted.

Proposed Dr Richard Hayes; **Seconded** Cllr Patricia Byrne.

190626.06 FINANCE

(a) Finance Update

Ms. Kate Organ provided members with a financial update. An early indication of the 2026 budget allocation from SOLAS was acknowledged and welcomed. This has significantly supported programme planning, service planning and budget forecasting across the FET service. 2025 was a particularly challenging year due to apprenticeship scheduling pressures and the resulting backlog across the system which impacted on other areas of FET provision, including Skills to Advance and specialist contracted training activity. It is therefore welcomed that the 2026 allocation is based on the final 2025 funding position, providing WWETB with an opportunity to progress a number of planned initiatives and investments that could not be advanced in recent years due to funding constraints.

Based on current information relating to Phase 2 intakes and the proposed scheduling of Phases 4 and 6 apprenticeships, WWETB is currently forecasting a surplus position for 2026. However, finance are mindful that final allowance figures for Phases 4 and 6 have not yet been confirmed and the position may change as scheduling arrangements are finalised.

Should the current forecast remain unchanged, WWETB has identified a number of measures to ensure full utilization of the allocation, including investment in previously deferred programmes, services and infrastructure improvements.

Following discussions with SOLAS on 8 June, WWETB is also proposing to reallocate €500,000 from the apprenticeship budget to Workforce Skills Development to support the continued delivery of specialist contracted training provision for local enterprises and apprentices.

Finally, Week 53 and auto-enrolment costs have been included within our return, as these costs were already incorporated into WWETB's 2026 planning assumptions and do not require additional funding. As previously advised, the Adult Educator funding pressure was fully absorbed by WWETB in 2025.

Mr. Pat Rath asked if a surplus was unusual at this point in the year. Dr Daly confirmed that WWETB have experienced a couple of unusual years with backlogs for apprenticeships and a final budget allocation of €91M. Mr. Rath asked if WWETB don't utilize the additional funds will they have to be handed back or can they be used to create extra places. Dr Daly advised that WWETB is working with SOLAS to maximise its use. Cllr John O'Leary queried the reallocation of of €500K from the apprenticeship budget to Workforce Skills Development to contracted training. Dr Daly emphasized that contracted training is important for WWETB in delivering on its mandate. Apprenticeship numbers have to be agreed with SOLAS where there is some flexibility in contracted training.

190626.07 CHIEF EXECUTIVES REPORT

Dr. Karina Daly provided an update following previous meetings, outlining progress on plans for the proposed Tertiary Campus in Wexford. She advised that the Higher Education Authority (HEA) wrote to SETU in November 2025 to explore potential options for developing a joint proposal. Minister James Lawless visited Wexford in December 2025 to announce the development of a new tertiary education campus at Ballynagee, a collaboration between SETU and WWETB aimed at creating a supportive, collaborative learning environment for skills and

career development. She further advised that SETU and WWETB are now leading out on the development of the physical infrastructure, with a business case to be submitted in the coming weeks.

Mr. Michael O'Brien advised that significant work has taken place over the last 3-4 months following the Minister's visit. A Steering Group, comprising members from SETU and WWETB was established in February 2026 and a Memorandum of Understanding (MoU) has been agreed between the two organisations. The Chief Executive of WWETB and the President of SETU co-chair the Steering Group. Four working groups in the areas of Capital, Programme development, Governance and Communications were established and are feeding into the business case.

Ms. Caitríona Cullen presented members with an update on the Programme Development and Academic working group. She advised that the group is focusing on developing new tertiary and progression pathways that align with current and emerging workforce needs, supporting industry-informed curriculum development. The group is also exploring opportunities for collaborative research and innovation, as well as expanding participation, progression and lifelong learning. This work is informing requirements for academic, specialist and shared infrastructure requirements. Programmes align with a number of Strategic Policies including the National Development Plan 2021-2030, the Tertiary Education Strategy 2026-2031, the National Access Plan 2022-2028 and the FET Strategy – Creating Futures 2026-2030. Ms. Cullen advised that the tertiary campus would enable WWETB and SETU to build on existing strengths and develop a distinctive future-facing educational offer aligned to regional growth sectors and national skills priorities.

Cllr Michael Sheehan asked whether there was a ratio for calculating learner numbers. Ms. Cullen advised that this is based on the academic year and full-time programmes and confirmed there is capacity for growth. Dr Mary Meade asked if it is intended to amalgamate learners in Clonard FET, which Dr Daly confirmed. Further discussion took place regarding proposals for the College Street Campus in Waterford and available provision there. However, Cllr O'Sullivan emphasized the importance of not comparing Wexford and Waterford, noting that College Street is a separate development and not currently a WWETB building. Cllr Jim Codd welcomed the inclusion of the blue economy in proposed plans.

Mr. Mark Devereux presented an outline of the map and masterplan options at Ballynagee. He advised that the Capital working group has been interrogating data in terms of student numbers and programme types as part of the capital delivery strategy in terms of scale, cost and time. Consultants were appointed to carry out cost appraisals, Multi-Criteria Analysis (MCA) and Cost Benefit Analysis (CBA) in line with the infrastructure guidelines to develop a series of four options for the campus. He explained the first option as doing nothing and staying in current facilities, the second option to refurbish properties, third to extend leases and the fourth and preferred option is building the new campus in Ballynagee. Consolidation makes sense from an economic point of view with capital savings in the region of €26M. There are also space optimisation benefits in bringing the two organisations together with shared infrastructure such as canteen and public open spaces. He advised that the window of delivery is estimated to be 6 years in terms of planning requirements, appointing a contractor and then building.

There were some questions around the size of the site and the cost of building that could rise or fall. Dr Daly advised that currently a 10,000 square metre facility would cost approximately €100M to build. Proposals are currently in the region of 12,500-13,000 square metres. She advised that a meeting is scheduled with DFHERIS in two weeks' time.

Cllr Mary Farrell on behalf of the Board acknowledges the significant amount of work that has gone into planning that has been undertaken in a relatively short timeframe and assured the executive of the Boards support. Cllr. Lola O'Sullivan advised members that no papers are to be shared in the public domain.

190626.08 CORRESPONDENCE

(a) Scholarship Bridgetown

Mr. Michael O'Brien advised board members that he had received correspondence, as circulated, from the Minister to confirm approval of the Bridgetown scholarship.

He also confirmed that the Chief Executive had received correspondence from Board Member, Ms. Janine Flynn, WWETB staff representative, who informed her of her decision to resign from the Board. Mr. O'Brien advised that he would confirm when a new representative has been appointed.

190626.09 GOVERNANCE

(a) Risk Management

Mr. Michael O'Brien, updated members on the OSD risk register and advised members that a new policy regarding a cyber-security threat during Ireland's Presidency of the Council of the EU (July-December 2026) has been developed and included in the risk register.

(b) Approval/Renewal of Leases

No renewals of leases were brought forward for Board approval.

(c) Nominations to Board of Management

- (i) Youthreach – Board of management nominees
Ms. Lisa Cody and Ms. Jill O'Mahoney

Proposed Ms Margaret Darrer Laura; **Seconded** Cllr. John Kehoe

Mr. O'Brien also advised that Dr Karina Daly in her role as Chief Executive had nominated three Board of Management nominee's at Ramsgrange Community School – Ms. Ann Cadogan, Mr. Senan Lillis and Ms. Mary Ryan.
This was noted by the Board.

(d) Annual Report 2025 and Chairperson's Comprehensive Report

Mr. Michael O'Brien presented the Annual Report 2025 to members, outlining the organisation's activities and performance during the year.

He subsequently presented the Chairperson's Comprehensive Report, which provided a detailed overview of the operation of the Board's governance framework, internal control arrangements (including confirmation that WWETB had complied with its obligations under tax law) and associated oversight mechanisms during the reporting period.

The annual Annual Report 2025 and Chairperson's Comprehensive Report and the following resolutions were approved;

That WWETB affirms adherence to the relevant procurement policy and procedures and the development and implementation of the Corporate Procurement Plan.

That WWETB affirms that the organisation is adhering to the relevant aspects of the Public

Spending Code.

Proposed Cllr Mary Farrell; **Seconded** Cllr. Patricia Byrne

(e) **Acceptance of Donation**

Mr. Michael O'Brien informed members that a donation of €500 had been offered by the family of the late Pauline Asple, a former staff member and maths teacher at Enniscorthy Community College.

Proposed Cllr Michael Sheehan; **Seconded** Cllr. Patricia Byrne

(f) **NZEB Building Enniscorthy – Acquisition of Site**

Mr. Mark Devereux, Director of OSD, advised members that a site at Enniscorthy Co. Wexford had been identified to build a new purpose-built greenskills campus that would also incorporate NZEB and FABLAB and elements of PLC. The Board was asked for its approval to proceed with the acquisition of the site from Wexford Co. Council at a cost of €390,000 ex. VAT for a 2.16-acre site. Mr. Ian O'Gorman presented the plan and vision for the development.

Cllr. Michael Sheehan queried if there were any plans for similar developments in New Ross. Dr Daly advised that opportunities may arise around smart specialization. She advised that Dungarvan FET Centre is another facility that requires upgrading where additional space is required for special classes.

Having regard to the position of Board members who are also members of Wexford County Council, and their potential involvement in matters relating to the site in that capacity, Cllr Lola O'Sullivan, Chair, asked those members to leave the meeting room in advance of the motion and reminded members of the importance of maintaining confidentiality until a decision had been made on the business case

Proposed Cllr John Pratt; **Seconded** Cllr. John O'Leary

190626.10 POLICIES

The following policies were noted by the Board.

- a) Antivirus and Malware Policy
- b) Clear Desk and Screen Policy
- c) Data Encryption Policy
- d) Data Processing Policy
- e) ICT Change Management Policy
- f) Treasury Policy
- g) Garda Vetting Policy for Employee's
- h) Garda Vetting Policy for Students

190626.11 COMMITTEE REPORTS / MINUTES TO BOARD

The following committee reports and minutes were noted by the Board.

- (a) Finance Committee Report to Board No. 2 of 11th March 2026.
- (b) ARC Committee Report to Board No. 2 of 29th April 2026.
- (c) Finance Committee Annual Report for 2025.

Committee reports were noted by the board.

190626.12 BOARD OF MANAGEMENT MEETING MINUTES

- a) Bunclody Community College BoM Minutes 05.03.2026
- b) Bunclody Community College BoM Minutes 30.04.2026
- c) Dungarvan College BoM Minutes 11.02.2026
- d) Enniscorthy Community College BoM Minutes 25.02.2026
- e) Enniscorthy Community College BoM Minutes 22.04.2026
- f) Kennedy College BoM Minutes 14.04.2026
- g) Kennedy College BoM Minutes 19.05.2026 - draft
- h) Selskar College BoM Minutes 03.03.2026
- i) Selskar College BoM Minutes 21.04.2026 - draft
- j) St. Paul's Community College BoM Minutes 16.04.2026
- k) WCFE BoM Minutes 23.04.2026 - draft
- l) WCFE BoM Minutes 26.01.2026

Board of management minutes of meetings were noted by the Board.

190626.13 CIRCULAR LETTERS: DEPARTMENT OF EDUCATION and YOUTH

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

**Circular Letters: Department of Education {available:
<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>}**

- (a) **0022/2026:** SNA Redeployment Scheme.
- (b) **0023/2026:** Advice on the use of assessment instruments/tests for Guidance or for Special Educational Needs in post-primary schools.
- (c) **0033/2026:** Rural DEIS and non-DEIS home school community liaison pilot: assignment of home school community liaison coordinators in some Rural DEIS and Non-DEIS schools.
- (d) **0031/2026:** Positive Mental Health and Wellbeing in the DEIS Plus scheme: Assignment of Positive Mental Health and Wellbeing coordinators within schools in the DEIS Plus scheme.
- (e) **0032/2026:** The Role of Special Needs Assistants in recognised Primary, Post-Primary and Special Schools.
- (f) **0039/2026:** Contract of Employment for Special Needs Assistants in Standard Posts.
- (g) **0040/2026:** Contract of Employment for Special Needs Assistants in Fixed-term posts.
- (h) **0044/2026:** Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2026/2027 school year.
- (i) **0046/2026:** Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2026/2027.
- (j) **0047/2026:** Graduate Certificate in Autism Education for Teachers Working with Autistic Pupils in Special Schools, Special Classes or as Special Education Teachers in Mainstream Primary and Post-Primary Schools, 2026/2027.
- (k) **0049/2026:** Special Needs Assistant Allocation 2026/27.
- (l) **0023/2026:** Advice on the use of assessment instruments/tests for Guidance or for Special Educational Needs in post-primary schools.
- (m) **0052/2026:** Support for the redeveloped Primary School Curriculum 2026/2027 - 4th communication.
- (n) **0053/2026:** Circular on Post Primary Admissions Process.
- (o) **0054/2026:** Implementation of Local Bargaining with effect from 1 September 2025.
- (p) **0055/2026:** Revision of Primary Teacher Salaries under The Public Service Agreement 2024-2026 effective from 01 June 2026.

- (q) **0056/2026:** Revision of Post-Primary Teacher Salaries under The Public Service Agreement 2024-2026 effective from 01 June 2026.
- (r) **0057/2026:** Revision of Salaries for Special Needs Assistants (SNA's) under the Public Service Agreement 2024-2026 effective from 01 June 2026.
- (s) **0058/2026:** 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 1st June 2026.
- (t) **0059/2026:** Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/1979 Scheme under The Public Service Agreement 2024-2026 effective from 01 June 2026.
- (u) **0060/2026:** Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools effective from 01 June 2026.
- (v) **0061/2026:** Revision of Salaries for School Secretaries Previously Grant Funded and Bus Escorts Effective from 01 June 2026.
- (w) **0062/2026:** Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2026/2027.

190626.14 PRESS RELEASES DEPARTMENT OF EDUCATION and YOUTH

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

- a) Minister Naughton meets EU Youth Delegates ahead of Ireland's EU Presidency.
- b) Report Published on Future Planning for Special Education in Dublin 15.
- c) Minister Naughton visits Scoil Mhuire, Moycullen, Co. Galway with the Estonian Ambassador to Ireland.
- d) New DEIS Measures to Strengthen Family Engagement and Student Wellbeing in Schools.
- e) Youth Work 'as Gaeilge' Comes to the Aran Islands for the First Time.
- f) Minister Naughton highlights AI and Youth Participation at EU Council Meeting.
- g) Minister Naughton invites you to have your say about Wellbeing in Education.
- h) Minister Naughton to visit schools in County Sligo as she commends teaching and support staff for their role in creating supportive learning environments.
- i) Minister for Education and Youth, Hildegard Naughton visiting schools in Galway today where she will pay tribute to the central role schools play in their local communities.
- j) Minister Naughton welcomes agreement on first phase Local Bargaining Fund for teachers and principals in primary and special schools.
- k) Minister visiting schools in Donegal as she pays tribute to their strong sense of community and inclusion.
- l) Department of Education and Youth Inspectorate publishes: Strengthening Student Support Files – Inspection Findings and Reflective Questions.
- m) Minister Naughton announces expansion of Summer Meals Programme for Young People.
- n) Minister for Education and Youth confirms next phase in the Primary School Survey process as school communities receive individual results next week.
- o) First Active School Flag Awarded Under New Post-Primary Programme.
- p) Minister Naughton congratulates Scoil San Phroinsias on 40 Years at the heart of Tirellan Community.
- q) Ministers Naughton and Moynihan extend best wishes as 147,000 students sit State examinations today.
- r) Ministers launch landmark Workforce Development Plan for SNA's.
- s) More young people to benefit as €1.2 million investment supports volunteers and youth clubs nationwide.

190626.15 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) Ministers Lawless and Harkin launch Offshore Renewable Energy (ORE) Career Chart to support skills development for a net-zero future.
- b) Ireland applies to join the Multilateral Treaty on the Automatic Recognition of Higher Education Qualifications.
- c) Minister Lawless welcomes Council agreement on next Erasmus+ Programme
- d) Minister Lawless announces opening of INSPIRE research infrastructure programme call for applications.
- e) Ministers Lawless, Foley and Harkin announce launch of new Social Care apprenticeship.
- f) Ministers Lawless and McEntee announce the appointment of five new Talent and Innovation attaches to boost Ireland's research reach.
- g) Minister Lawless welcomes agreement between Carlow College and SETU on structured two-year transition.
- h) Ministers Harkin and Lawless announce launch of new Level 8 Civil Engineering and Quantity Surveying apprenticeships at Atlantic Technological University.
- i) Minister Lawless welcomes target for students with disabilities in higher education reached two years early.
- j) Minister Lawless Hosts Construction Roundtable as Nine out of Ten Warn Skills Gaps are Slowing Output.
- k) Minister Lawless gives go-ahead to tender process for significant Further Education and Training capital investment for Drogheda.
- l) Minister Lawless highlights demand for Higher Education to surge by up to 19% by 2034.

190626.16 A.O.B.

- Cllr Michael Sheehan asked for a briefing at the next board meeting regarding special classes and how places are allocated in WWETB schools.
- Dr Karina Daly updated Cllr Blaise Hannigan following an earlier query regarding College Street campus in Waterford and advised that WWETB have conducted a conditions survey on the building. She advised that plans are underway for WWETB to move into College Street when SETU have vacated the campus.

190626.17 DATE OF NEXT MEETING

The next Board meeting will take place on Tuesday 8th September 2026 at 3.00pm, at Waterford Training Centre, Waterford Industrial Park, Cork Road, Waterford X91 PX02.

Signed: Lola O'Sullivan

Date: 09/09/2026

Documents circulated:

Agenda: meeting of 19/06/26
Minutes of WWETB meeting held 12th May 2026
Conflict of Interest Declaration Forms
Finance Update
Ministerial Sanction No. 20 of 2026
2025 Draft Annual Report & Chairpersons Comprehensive Report 2025
Donation from the late Pauline Asple, Enniscorthy Community College
Antivirus and Malware Policy
Clear Desk and Screen Policy
Data Encryption Policy
Data Processing Policy
ICT Change Management Policy
WWETB Treasury Policy
Garda Vetting Policy for Employee's
Garda Vetting Policy for Students
Finance Report to Board #2
ARC Committee Report to Board #2
Finance Committee Annual Report 2025