



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford and Wexford Education and Training Board

MINUTES

Of Meeting Held March 26th, 2024

*Held at the Brandon House Hotel, New Ross, Co. Wexford Y34 KR62
Tuesday, 26th March 2024 at 4.30p.m.*

Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 26th March 2024 at 4.30p.m.

Board Members in attendance: Cllr. Barbara-Anne Murphy, Chairperson presided, Cllr. Aidan Browne (remotely), Cllr. Kathleen Codd-Nolan, Ms. Sandra Fogarty (remotely), Cllr. Frank Quinlan, Cllr. Garry Laffan (remotely), Ms. Kate Miskella; Mr. Pat Rath, Mr. Richard Byrnes (remotely), Cllr. Frank Staples, Ms. Foluke Adewumi, Mr. Niall Finn, Ms. Margaret Darrer, Ms. Mary Ryan.

Also in attendance: Dr. Karina Daly, Chief Executive (CE), Ms. Eimear Ryan, Director of Schools, Mr. Fintan O'Reilly, Corporate Services (CS) Manager, Ms. Sandra Murphy, HR Manager-Operations, Finance personnel: Ms. Jenny Dempsey, Administrative Officer (AO), Ms. Kate Organ, Administrative Officer (AO), Mr. Conor McGrath, Administrative Officer (AO).

Apologies: Cllr. Lola O'Sullivan, Deputy Chairperson, Cllr. Mary Farrell, Cllr. Fionntán Ó'Súilleabháin, Cllr. Joanne Bailey, Cllr. Pat Nugent, Cllr. Tom Cronin, Mr. Senan Lillis.

260324.01 WELCOME

The Chairperson Cllr. Barbara-Anne Murphy presided and welcomed Mr. Niall Finn to the meeting, appointed to membership of WWETB following nomination by the National Parents Council (NPC) Primary. A quorum was confirmed and remote participants and all those present were welcomed to the meeting.

260324.02 APOLOGIES

Apologies as listed above were noted.

260324.03 CONDOLENCES

The Board extended sympathy to the following:

- *The family of Ms Paula Carroll, parent of student at Coláiste an Átha;*
- *Mr. Dearán Ó'Droma on the death of his father Mr. Séamus Ó'Droma;*
- *Ms. Fiona Ní Droma on the death of her father Mr. Séamus Ó'Droma;*
- *Ms. Joan Begley on the death of her husband Mr. Denis Begley;*
- *Ms. Nicola Kelly on the death of her father Mr. Seán Reilly;*
- *Ms. Tina Woods on the death of her brother Mr. Daithi Foran;*
- *Ms. Annette Sullivan on the death of her father Mr. Tom Sullivan;*
- *Ms. Eileen Curtis on the death of her mother Ms. Bridget Hartley;*
- *Ms. Mary Ryan on the death of her Uncle;*
- *Cllr. Kathleen Codd-Nolan on the death of her sister in law Ms. Mary Kinsella.*

260324.04 DECLARATION OF INTEREST - CONFLICT OF INTEREST

Conflict of Interest Declaration Forms were issued to the Board for completion and return *{in order 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.

260324.05 CONGRATULATIONS

Congratulations were extended to De La Salle College, Waterford for its performance in the FAI Schools Dr. Tony O'Neill Senior Munster Cup Final only to be beaten in extra time by St. Francis College.

260324.06 Correspondence: Standing Agenda Item

260324.07 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on the 27th February 2024 were adopted: Proposed Ms. Kate Miskella; Seconded Cllr. Frank Quinlan.

260324.08 FINANCE

- (a) **Draft WWETB Financial Statements for the year ended 31st December 2023.**
- (b) **Statement on Internal Control 2023.**

A copy of the Draft Financial Statements for the year ended 31st December 2023, Draft Letter of Representation and Draft Financial Statements Confirmation of the Chief Executive were circulated to the board in advance of the meeting and a copy of the Financial Statements distributed at the board meeting.

Ms. Jenny Dempsey, AO, Finance team gave a presentation to the board on the WWETB Annual Accounts 2023 consisting of an overview of the financial statements approval timeline, financial summary of receipts, payments, key points and a comparison to 2022 and the budgeted Service Plan. She outlined the steps of the approval process and recommendations from: the *Audit and Risk Committee* on the Statement of Internal Control (SIC) 14th February 2024, the *Finance Committee* on the Financial Statements 20th March 2024 prior to presentation to the Board and, if approved submitted to the Comptroller & Auditor General (C & AG) by the statutory deadline of 1st April.

The Receipts were broken down under Schools & Head Office, Further Education and Training, Youth Services, Agencies & Self-Financing, Capital Projects and the opening cash balance at January 1st, 2023 was €16m. The presentation included a breakdown of the 2023 Payments under the same headings with a closing cash balance as at December 31st, 2023 of €17.4m – driven by advance Capital funding, amounts repayable to SOLAS and school budgets' balances. Some key points 2023 were also highlighted relating to lower Cost of Living Grant and the cessation of Covid funding.

Fluctuations in the Financial Summary 2023-V-2022 and Service Plan comparison was explained and mainly related to additional staff, pay increases and capital.

The board adopted the WWETB Financial Statements for the year ended 31st December 2023 and the Statement of Internal Control (SIC) including signature of the relevant accompanying statements by the Chairperson and Chief Executive including the SIC, Letter of Representation and Financial Statement Certificate of the Chief Executive:

Proposed by Ms. Kate Miskella; Seconded Cllr. Frank Quinlan.

The Chief Executive and Chairperson extended their appreciation to the Finance team.

260324.09 GOVERNANCE

- (a) **Audit and Risk Committee (ARC):** Standing Agenda Item.
- (b) **Finance Committee:** Finance Committee Report to the Board of its meeting held 20th March 2024 was circulated to members.

The Chairperson drew the members' attention to the last paragraph of the Finance Report which she read to the meeting: *'It subsequently transpired that a discrepancy was discovered in the retained surplus for 2023 in the amount of €13,681. There was no change to the actual receipts or payments. The change was positive and deemed not significant and was fully explained to the members of the Finance Committee. The committee members were completely satisfied for the amendment to be made to the Annual Financial Statement and for their presentation to the Board.'*

No queries arose and the report was noted.

- (c) **Approval/Renewal of Leases and Updates** Standing Agenda Item.

- (d) **Nominations/Memberships to Boards and Committees:**
Board of Management - **Meánscoil San Nioclás:** The Board appointed *Ms. Aoife Ní Chondúin* - Parents' Nominee (Female) and *Mr. Ciarán Ó Gealbháin* - Parents' Nominee (Male) to the Board of Management of Meánscoil San Nioclás. Proposed Cllr. Frank Quinlan; Seconded Ms. Mary Ryan.
- (e) **Risk Management:** Risk Management is comprehended within the report of the Audit and Risk Committee.

260324.10 PRESENTATION: Standing Agenda Item

260324.11 POLICIES: Standing Agenda Item

260324.12 BOARD OF MANAGEMENT/COMMITTEE REPORTS (including Draft Reports)

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

- (a) Boards of Management Reports (including draft reports):
Bridgetown College, report of meetings held 24th January 2024.
Bunclody Vocational College report of meeting held 19th February 2024 and 8th November 2023.
Creagh College reports of meetings held 29th February 2024, 19th February 2024 and 29th January 2024.
Enniscorthy Community College reports of meetings held 20th February 2024 and 19th December 2023.
St. Paul's Community College reports of meetings held 6th March 2024, 23rd November 2023 and 21st December 2023.
- (b) Committee Report: *South Wexford Area Committee* draft minutes of meeting held 19th March 2024 were noted.

260324.13 ETBI (Education and Training Board's Ireland)

- (a) *ETBI Brief:* Standing Agenda Item.
- (b) *ETBI Reserve Members Forum* – Report of ETBI Reserve Members Forum meeting held *February 28th, 2024* was circulated to the board and Cllr. Kathleen Codd-Nolan had no updates to report but will inform the board members should relevant information become available.

260324.14 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: Proposed Ms. Mary Ryan; Seconded Cllr. Kathleen Codd Nolan.

- (a) 0027/2024: Cycle to Work Scheme for ETB Employees.
- (b) 0024/2024: Post-Graduate Certificate/Diploma of Teacher Professional Learning for Teachers working with Students with Special Educational Needs (Autism).
- (c) 0021/2024: Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2024/25) in Post-Primary Schools.
- (d) 0019/2024: Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2024/2025.
- (e) 0018/2024: 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, 2024/2025.
- (f) 0017/2024: Prescribed Material for the Leaving Certificate English Examination in 2026.

260324.15 PRESS RELEASES – Department of Education

{available: <https://www.education.ie/en/Press-Events/Press-Releases/2020-press-releases/>} The following Department of Education Press Releases were brought to the attention of the Board and noted:

- (a) Minister Foley announces call for applications from schools for Arts in Education initiative – BLAST 2024/25.
- (b) Minister Foley invites schools to apply to join the rollout of the new Leaving Certificate subjects on drama and climate action.
- (c) Department of Education confirms 18,291 Ukrainian pupils currently enrolled in Irish schools.
- (d) Minister Foley announces details of a new scheme to eliminate the cost of schoolbooks for families of Junior Cycle students.
- (e) Ministers congratulate St Gabriel’s Special School in Cork on transformation through Schools Energy Retrofit Pathfinder Programme.
- (f) The Inspectorate publishes ‘Summer programme 2023: Building confidence and connection for children and young people.
- (g) Minister Foley announces the publication of ‘School Transport 2030’ – the review of the school transport scheme.
- (h) Department of Education hosts first Senior Cycle Redevelopment Conference for school principals and deputy principals.
- (i) Ministers Byrne and Naughton launch Active School Flag ‘Run Around Europe’ Challenge 2024.
- (j) Minister for Education Norma Foley TD announces €100,000 available in music education grants.
- (k) Department of Education Inspectorate publishes findings from school inspections of English as an Additional Language.
- (l) Minister Byrne announces new Physical Activity in Teaching and Learning Pilot Programme.
- (m) Senior Cycle Redevelopment Partners’ Forum met to discuss implementation progress.

260324.16 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} The following Department of Further & Higher Education, Research, Innovation and Science Press Releases were brought to the attention of the Board and noted:

- (a) Minister Harris confirms Government approval for measures to recruit more people into construction.
- (b) Minister Harris invites expressions of interest to fill vacancies on the Senate of the National University of Ireland (NUI).
- (c) Minister Harris announces funding of €9.7 million to subsidise micro-cred courses for almost 14,000 learners.
- (d) Minister for Further and Higher Education Simon Harris launches €1.25 million Collaboration and Innovation Fund.
- (e) Ministers Harris and Donnelly announce funding for additional medical places in Queen’s University Belfast from September 2024.
- (f) Ministers Harris and Browne announce new training programmes for prisoners ahead of release starts today.
- (g) Ministers Harris and Collins announce devolved capital funding of €8m for improvement works for Further Education and Training.

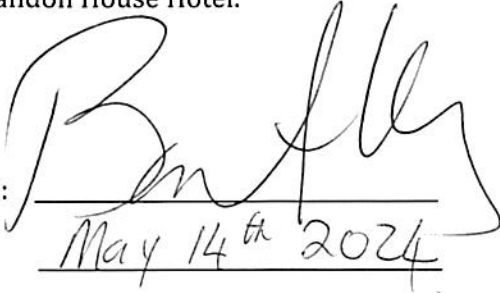
260324.17 A.O.B.

The CE noted that the next board meeting will be the last meeting for the current board’s term. It was agreed to write to members to gauge interest in having an earlier meeting on 14 May.

260324.18 DATE OF NEXT MEETING

The meeting concluded and the next meeting scheduled to take place on **Tuesday, May 14th, 2024** at the Brandon House Hotel.

Signed: _____

A large, stylized handwritten signature in black ink, appearing to be 'B. Kelly', written over a horizontal line.

Date: _____

May 14th 2024

Documents circulated:

- Agenda: meeting of 26/03/2024
- Minutes of WWETB meeting held 27th February 2024
- Conflict of Interest Declaration Forms
- Draft AFS WWETB 2023
- App. A Cert. of CEO or equivalent to accompany FS WWETB letter of Representation 2023
- Finance Committee Report of meeting held 20/03/24
- South Wexford Area Comm. draft minutes 19/03/24
- ETBI Res.Memb. Forum rpt. of meeting held 28/02/24