



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 October 1st, 2024

*Held at Waterford Training Centre, Waterford Industrial
Park,
Cork Road, Waterford, X91
PX02
Tuesday, 1st October 2024 at 4.30p.m.*

Waterford and Wexford Education and Training Board (WWETB)

Minutes of Meeting held 14th May 2024 at 3.30p.m.

Board Members in attendance: Cllr. Lola O'Sullivan Chairperson presided, Cllr. John O'Leary, Cllr. John Pratt, Cllr. Blaise Hannigan, Cllr. Paddy Kavanagh, Ms. Kate Miskella, Cllr. Donnchadh Mulcahy, Cllr. Aidan Browne, Cllr. Jim Codd, Cllr. Michael Sheehan, Mr. Garrett Hickey, Dr. Richard Hayes, Ms. Margaret Darrer.

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. Mary Farrell, Cllr. Darragh McDonald, Cllr. Bridín Murphy, Mr. Pat Rath, Dr. Mary Meade.

011024.01 WELCOME

The Chief Executive (CE) presided and welcomed everyone to the Waterford and Wexford Education and Training Board (WWETB) Board meeting, including the newly appointed Directors of Organisation Support and Development Mr. Alan Quirke and Mr. Michael O'Brien.

The CE invited the Board members to give brief introductions.

011024.02 ADOPTION OF PARENTS REPRESENTATIVES

Postponed as no nominations were received from the National Parents Council.

011024.03 ELECTION OF CHAIRPERSON and DEPUTY CHAIRPERSON

The CE invited nominations for the election of Chairperson of the Board.

Cllr. Blaise Hannigan proposed Cllr. Lola O'Sullivan; Seconded Cllr. John Pratt. There being no other nominations Cllr. Lola O'Sullivan was elected as Chairperson for the Board and took the chair.

Cllr. Lola O'Sullivan (Chairperson) invited nominations for the election of Deputy Chairperson of the board.

Cllr. Jim Codd proposed Cllr. Michael Sheehan.

Michael O'Brien, Director of OSD drew the Board's attention to section 1.12 of the Code of Practice for the Governance of Education and Training Boards (the Code), which sets out that it is considered good practice that the Chairperson would not be a member of staff of the ETB. He advised that the Board may wish to take into account this provision of the code when electing a Deputy Chairperson as, in the event that the Chairperson was not available the Deputy Chairperson would take the place of the Chairperson.

Cllr Michael Sheehan said that he would withdraw his name from consideration for the position of Deputy Chairperson.

Cllr. Lola O Sullivan proposed Cllr. Mary Farrell; Seconded Ms. Margaret Darrer. There being no other nominations Cllr Mary Farrell was elected Deputy Chairperson.

011024.04 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 CL0002/2019 Code of Practice for the Governance of Education and Training Boards}*. No conflicts of interest were declared.

011024.05 TRUSTEE FORMS – CHARITIES REGULATOR

Declaration forms were issued for completion and return to facilitate the registration of Board members as charity trustees.

011024.06 APOLOGIES

Apologies as listed above were noted and included.

011024.07 CONDOLENCES

No Condolences

140524.08 CONGRATULATIONS

Congratulations were extended to the following from the board:

Three apprentices from WWETB competed at WorldSkills Lyon 2024:

- Automobile Technology Jamie Connick Co. Wexford
- Construction Metal Work Daniel Kearns Co. Wexford
- Digital Construction Liam Roche Co. Wexford

Liam and Daniel won 4th Place Medallions for Excellence.

Five apprentices from WWETB competed at Worldskills Ireland in the RDS last week:

- Digital Construction BIM Liam Roche Co. Wexford
- Hairdressing Amy Lowe Co Waterford
- Hairdressing Chloe Ryan Co Waterford
- Industrial Mechanics Harry Willoughby Co Waterford
- Welding Leah Murphy Co Wexford

Amy Lowe and Leah Murphy both won gold medals.

011024.09 MINUTES

The minutes of Waterford and Wexford Education and Training Board (WWETB) meeting held on *May 14th, 2024* were adopted: Proposed Cllr. Aidan Browne; Seconded Ms. Margaret Darrer.

The minutes of the WWETB Post-Election meeting held on *September 3rd, 2024* were adopted: Proposed Cllr. John Pratt; Seconded Cllr. Paddy Kavanagh.

The minutes of the WWETB meeting held after post-election meeting held on 3rd September 2024 were adopted: Proposed Cllr. John O’Leary; Seconded Cllr. John Pratt.

011024.10 Presentation WWETB Overview

The Directors of OSD, the Director of Schools and the Director of FET gave a presentation which provided an overview of the work of WWETB and highlighted their individual areas of responsibility.

011024.11 FINANCE

(a) *Application for Overdraft facilities 2025:* The Finance Manager Cathal Cremer confirmed that the overdraft facility of €3m had been approved by the Department of Education. Mr. Cremer assured the Board that this facility is for emergency purposes only and that while in place annually, it hadn’t been necessary to use this facility for at least the last 10 years. The Board adopted the proposal for overdraft facilities following receipt of the consent of the Minister for Education with an upper limit of €3 million to December 31st, 2025.

Proposed Ms. Kate Miskella; Seconded Cllr. Donnchadh Mulcahy.

(b) *Expenses and Subsistence:* The Finance Manager Cathal Cremer made the board aware that a new Travel & Subsistence system is now in place. All Board members will be set up with a WWETB e-mail address for user purposes and Board members will be trained in how to use the system.

011024.12 CORRESPONDENCE

(a) Letter from Department of Education advising that the term of office of members of the Finance, Audit and Risk Committees and committees carrying out the functions of boards of management of post primary schools and other centres of education established or maintained by the ETB may be extended to November 30th.

(b) Subject Inspection Guidance Report St. Declan’s Community College. Director of Schools Ms Eimear Ryan complimented St. Declan’s CC on a positive inspection report.

011024.13 GOVERNANCE

(a) **Election of members to the Finance Committee:** Postponed

(b) **Election of Chairperson of Finance Committee:** Postponed

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

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

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

(f) **Nominations from the Board to Boards of Management of Community Schools:** Postponed

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

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

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

(j) **Establishment of Area Committees:** Postponed

Cllr Jim Codd asked that the minutes would reflect his view that the exclusion of members of staff from membership of WWETB committees was undemocratic.

(k) **Approval of Standing Orders of WWETB:** The draft standing orders as circulated were adopted: Proposed Cllr. John O’Leary; Seconded Cllr. John Pratt.

(l) **Approval Authorised Persons for Seal of the Board:** The proposal that the CE, Director of Schools Directors of OSD and Director of FET be approved as authorised persons for the purpose of authenticating the seal of the Board was adopted: Proposed Cllr. Paddy Kavanagh; Seconded Cllr. Blaise Hannigan.

(m) **Approval of Supplementary Nominees to Interview Panels:** In the event of a Board member being unable to commit to sitting on an interview panel it was proposed that that the following additional nominees could supplement the current interview panel, representing the Board in the event of Board members’ unavailability; former Board members, current and former principals and deputy principals of WWETB schools, FET management team members and members of the senior management team.
Adopted: Proposed Cllr. John Pratt; Seconded Ms. Margaret Darrer.

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

Durand’s Court, WCFE PLC and WCFE VTOS. The Corporate Services Manager Mr. Fintan O’Reilly informed the Board of the units in these premises leased since 2006. One lease is being brought in line with the other 3 leases for these units. To bring the lease in line there will be a 9% increase. The units being leased are operated by Contracted Training.
Adopted Proposed Cllr. Paddy Kavanagh; Seconded Cllr. John O’Leary.

Lease on rooms in Cappoquin Community Centre increase to 9% in line with our leases, no increase on this lease since 2020.

Adopted Proposed Cllr. John Pratt; Seconded Cllr. Donnchadh Mulcahy.

(o) **Governance Training IPA:** Governance training has been arranged for November 8th, 2024. More details will follow on this.

(p) **Risk:** The Risk Register as circulated was noted.

(q) **Schedule of Meetings 2025:** The schedule of meetings as circulated was agreed. Due to the deferral of agenda items 8(a) – 8(j) and 8(r) – 8(s) @ 4.30p.m. it was agreed to defer the next meeting to November 26th, venue to be confirmed.

(r) **Appointment of Nominee IPB:** Postponed

(s) **Appointment nominee to ETBI Reserved Members Forum:** Postponed

011024.13 POLICY

No Policies

011024.14 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):
Kilnamanagh Community National School report of meeting held 26th June 2024.
Coláiste Abbáin draft minutes of meeting held September 19th, 2024, and minutes of meeting held May 22nd, 2024.
- (b) Finance Committee Report: minutes of meeting held May 29th, 2024, was circulated and noted.

011024.15 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: Ms. Mary Ryan ; Seconded Cllr. Kathleen Codd Nolan.

- (a) **0043/2024**: Revision of Teacher Salaries under the Public Service Agreement 2024 – 2026 effective from 01 June 2024
- (b) **0044/2024**: Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024 – 2026 effective from 01 June 2024
- (c) **0045/2024**: 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 June 2024
- (d) **0046/2024**: Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/1979 Scheme under the Public Service Agreement 2024 – 2026 effective from 01 June 2024
- (e) **0048/2024**: Revision of Salaries for School Secretaries previously Grant Funded effective from 01 June 2024
- (f) **0049/2024**: Special Needs Assistant Allocation 2024/ 25
- (g) **0050/2024**: Home Tuition Grant Scheme 2024/ 2025 Special Education
- (h) **0051/2024**: Prescribed material for Junior Cycle English (For the student cohort commencing Junior Cycle in 2024 and presenting for examination in 2027)
- (i) **0052/2024**: Leave for Candidates in General and Local Elections for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
- (j) **0053/2024**: Recruitment of Special Needs Assistants (SNAs)- Supplementary Assignment Arrangements for the 2024/ 2025 school year
- (k) **0054/2024**: Maintenance guidance for all schools
- (l) **0055/2024**: Publication of Bí Cineálta Procedures to prevent and address Bullying Behavior for Primary and Post-Primary Schools
- (m) **0056/2024**: Revision of capitation grant rates to recognized primary schools 2024
- (n) **0058/2024**: Parent’s Leave Scheme for registered Teachers employed in Recognized Primary and Post Primary Schools
- (o) **0059/2024**: Parent’s Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
- (p) **0060/2024**: Home Tuition – No School Place (NSP) 2024 – 2025
- (q) **0061/2024**: Home Tuition – Maternity Related Absence (MRA) 2024-25
- (r) **0062/2024**: Home Tuition – Children in Care (CIC) 2024- 25
- (s) **0063/2024**: Revised Sick Leave Arrangements for all Staff in education Training Boards other

- than Teachers and Special Needs Assistants
- (t) **0065/2024:** Arrangements for the Election of staff to Education and Training Boards
 - (u) **0066/2024:** Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2024/2025
 - (v) **0067/2024:** Voluntary Search and rescue Leave for Registered Teachers employe in Recognised Primary and Post Primary schools
 - (w) **0070/2024:** Revision of Circular 18/79 on Exemption from the Study of Irish in National Schools (.pdf - 376 KB)
 - (x) Prescribed Material for the Leaving Certificate Irish Examination in June 2027
 - (y) **0071/2024:** Revision to Supervision and Substitution (S & S) Scheme following changes to work practices since the Public Service Stability Agreement 2013-2016 (Haddington Road Agreement) – class duration of 40 minutes and/ or 1 hour classes
 - (z) **0072/2024:** Parent’s Leave Scheme for all other Staff other than those persons employed as teachers and SNAs in Education and Training Boards (ETBs)

011024.16 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 year 2 of free schoolbooks in Primary and Special Schools
- (b) Ministers Foley and Naughton announce new structure for the National Council for Special Education
- (i) (c) Ministers Foley and Naughton announce two new special school buildings in Dublin going to tender
- (d) Minister Foley announces 25 successful recipients of grants under Non-Mainstream Music Education Bursary Scheme
- (e) Ministers Foley and O’Gorman launch ‘Ireland’s Literacy, Numeracy and Digital Literacy Strategy 2024 – 2033’
- (f) Minister Foley commissions OECD literature review on digital technology in education
- (g) Minister Foley announces two-year extension of small schools’ project to support sustainability of small schools in rural Ireland
- (h) Minister Foley welcomes support from major mobile phone operators for voluntary agreements to keep childhood smartphone free
- (i) Minister Foley and Naughton welcome prospect of enhancing North South engagement on education
- (j) Minister Foley advances process to resolve the claim by school caretakers
- (k) Ministers Foley, Naughton and Byrne extend good wishes to over 136,000 students beginning state examinations today
- (l) Minister Foley announces progression to tender stage of the ‘Project Boyne’ bundle of six large-scale school building projects
- (m) Minister for Education thanks those who took part in consultation for new policy on Irish-medium education outside the Gaeltacht
- (n) Minister Foley announces names of schools selected for new BLAST Arts in Education residencies and Creative Clusters
- (o) Statement of the Minister for Education on receipt of the report of the Scoping Inquiry into Historical Sexual Abuse in Schools
- (p) Department of Education confirms 18,133 Ukrainian pupils currently enrolled in Irish schools
- (q) Ministers Foley and Naughton welcome the continued increase in number of schools running a Summer Programme
- (r) Ministers Foley and Byrne announce updated Procedures on use of School Buildings and Sports Facilities outside of School Hours
- (s) Ministers Foley and Naughton announce approval for new Ábalta Special School
- (t) Minister Byrne announces selected schools under Physical Activity Pilot Programme

- (u) The Inspectorate of the Department of Education publishes thematic report on early intervention classes for children with autism
- (v) Department of Education Inspectorate publishes first of five annual reports highlighting experiences of bullying in schools
- (w) Minister Foley announces publication of the Bí Cineálta Procedures to Prevent and address Bullying Behaviour for schools
- (x) Ministers Foley and Naughton announce the establishment of an Educational Therapy Support Service (ETSS)
- (y) Ministers Foley and Naughton publish report on the National Survey of Special Needs Assistants
- (z) Minister Foley welcomes €81 million in EU funding for school building retrofit
- (aa) Ministers Foley and Naughton welcome report on focus groups with school leaders on the role of special needs assistants
- (bb) Ministers Foley, O’Gorman and O’Donovan publish Traveller and Roma Education Strategy 2024 – 2030
- (cc) Minister for Education welcomes publication of OECD review on ‘Resourcing Schools to Address Educational Disadvantage in Ireland’
- (dd) Minister Foley urges third level institutions to sign-up to the summer programme in the wake of successful pilot project
- (ee) Minister for Education announces €250,000 in funding for Education for Sustainable Development (ESD) projects for organisations
- (ff) Minister for Education welcomes news that over 600 teachers have undertaken training to address incidents of cyberbullying (gg) Ministers for Education launch new scheme providing free schoolbooks to over 212,000 Junior Cycle students

011024.17 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} 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 announces significantly improved student supports to take effect from new academic year
- (b) Tánaiste and Minister O’Donovan welcome CERN taskforce to Ireland
- (c) Taoiseach and Minister O’Donovan outline major planned investment in student accommodation to benefit over 1,000 students
- (d) Minister O’Donovan officially opens the new €27 million Coonagh Campus for Technological University of the Shannon
- (e) Minister O’Donovan congratulates Skillnet Ireland on Winning best in World Award
- (f) Minister Patrick O’Donovan announces funding of €500,000 to provide free period products for students
- (g) Minister Patrick O’Donovan celebrates Europe Day
- (h) Ministers O’Donovan and Collins announce more than 11,400 free or subsidised places on college courses
- (i) Minister O’Donovan announces launch of new educational pathways in social work
- (j) Minister O’Donovan announces €34m for healthcare, climate and tech research
- (k) Minister O’Donovan officially opens €37 million worth of projects for further and higher education in the North West
- (l) Minister O’Donovan launches Community Education Framework and announces €5 million for 700 community projects across Ireland
- (m) Minister Patrick O’Donovan Addresses Symposium on the Impact of Domestic Abuse and Coercive control
- (n) Minister O’Donovan launches WorldSkills Ireland 2024

- (o) Minister O'Donovan calls on public to embrace opportunities to engage with learning throughout their lives
- (p) Minister O'Donovan officially opens the new €12m apprenticeship training facility at GRETB's Mervue Campus, Galway
- (q) Ministers O'Donovan and O'Brien welcome Government approval to publish the Residential Tenancies (Amendment) (No.2) Bill
- (r) Minister O'Donovan welcomes Ireland's improved European ranking in research and innovation
- (s) Minister O'Donovan launches revolutionary partnership on skills with the establishment of the new National Skills Council
- (t) Minister O'Donovan announces establishment of Taighde Éireann – Research Ireland
- (u) Minister O'Donovan welcomes establishment of Taighde Éireann – Research Ireland
- (v) Minister O'Donovan announces a new student Part-Time Fee Scheme for Specified Undergraduate Courses
- (w) Minister O'Donovan launches new Domestic Heat Pump Installation Incentivisation Scheme for plumbers
- (x) Ministers O'Donovan and Donnelly announce further expansion of training places in key therapy disciplines
- (y) Minister O'Donovan confirms the appointment of Expert panel to review High Performance Computing needs of Irish research sector
- (z) Minister O'Donovan announces TrustEd Ireland, a new international education mark, will open for applications in September 2024
- (aa) Minister O'Donovan announces the appointment of members of the Board of Taighde Éireann – Research Ireland
- (bb) Minister O'Donovan congratulates students on receiving their Leaving Cert results
- (cc) Minister O'Donovan congratulates students on receiving their CAO offers
- (dd) Minister O'Donovan announces funding of €430,000 for two new innovative family literacy initiatives on International Literacy Day
- (ee) Taoiseach and Minister O'Donovan wish Team Ireland well at WorldSkills 2024
- (ff) Taoiseach Simon Harris and Minister O'Donovan congratulate Team Ireland after winning five medals at WorldSkills
- (gg) Minister O'Donovan publishes the annual Cost of Education Paper

011024.17 A.O.B.

No matters were raised.

011024.18 DATE OF NEXT MEETING

The meeting concluded. Tuesday 26th November, 2024, Brandon House Hotel, New Ross.

Signed: _____

Date: _____

Documents circulated:

Agenda: meeting of 01/10/2024
Minutes of WWETB meeting held 14th May 2024
Minutes of WWETB Post-Election meeting held 03rd
September, 2024
Minutes of meeting after Post-Election Meeting held
03rd September, 2024
Conflict of Interest Declaration Forms
Charities Regulator – Trustee Forms
Code of Conduct for Members of the Board
Governance Documents (a) – (r)