

**Miontuairiscí and Chruinnithe den
Bord Oideachais agus Oiliuna Thíobraid Árann
TETB FET Centre, Archerstown, Thurles, 22nd October 2019
Ag 14:00**

I Láthair/Present

Mr. Gavin Berry; Cllr. Fiona Bonfield; Cllr. Kieran Bourke; Cllr. Phyll Bugler; Cllr. Declan Burgess; Ms. Josephine Cahill; Cllr. Pat English; Ms. Patricia Hagan Clarke; Cllr. Mary Hanna Hourigan; Cllr. Roger Kennedy; Cllr. Shane Lee; Cllr. Máirín McGrath; Mr. Eddie Morrissey; Ms. Virginia O'Dowd; Cllr. Anne Marie Ryan; Ms. Anna Tuohy Halligan; Mr. Christopher Young.

The TETB Board met in private session at 13:15.

Executive joined the meeting at 14:00

Ms. Bernadette Cullen, Chief Executive; Mr. Frank Bermingham, Director of OSD; Mr. Liam McGrath, APO Finance; Ms. Bernie Harty, Head of Corporate Governance and Ms. Amy Scanlon, Recording Secretary ESS.

1. Preliminary

1.1 Conflicts of Interest

The Board were reminded to declare any conflict of interest in respect of any matters listed for consideration. One conflict was notified.

1.2 Attendance/Apologies/Condolences

Attendance

The attendance was noted and quorum verified.

Apologies

Apologies were received from Cllr. Michael Anglim; Ms. Josephine Chamney; Cllr. Mark Fitzgerald and Mr. Michael Power.

Votes of Sympathy

Ms. Nicholas Cummins	Caretaker at St. Ailbe's School, Tipperary Town on the death of his mother, Ms. Bridget (Breda) Cummins R.I.P.
Ms. Ríona Green	Retired Teacher at Coláiste Dún Iascaigh, Cahir on the death of her husband, Mr. Daniel (Dan) Green R.I.P., also a retired teacher at St. Joseph's School and Coláiste Dún Iascaigh, Cahir.
Kirwan Family	on the death of Mr. David Kirwan R.I.P., Computer Operations Manager with SOLAS.
Mr. Matthew Ryan	TETB Training Services Manager on the death of his aunt, Mrs. Bridget O'Halloran R.I.P.

Ms. Linda Tynan

TETB Director of Schools, on the death of her aunt and uncle, R.I.P.

1.3 Minutes of Meeting of 10.10.19

The minutes of the TETB Meeting 10th September 2019 which were circulated to all prior to the meeting were adopted.

Proposed by: Ms. Anna Tuohy Halligan Seconded by: Cllr. Declan Burgess

1.4 Matters Arising

Ms. Bernadette Cullen, Chief Executive informed the Board that she contacted Mr. Dalton Tattan, Assistant Secretary DES, who will raise the Board's concerns regarding the lack of out-of-hours support for critical incidents with the Department of Education and Skills, he will revert to TETB in due course. It was suggested that a reminder be sent to Mr. Tattan if no response is received in the next two weeks.

2. Training – Code of Governance

Chief Executive, Ms. Bernadette Cullen commenced the second induction session to members on the Code of Corporate Governance for ETBs 2019. A copy of the presentation was provided to all members.

The aim of the session was to enable the Board to have: an understanding of TETB's Strategy Statement 2018-2022; consideration of the role and functions of the Board; the role and function of the Chairperson; Code of Corporate Governance for ETBs; Risk Management; Freedom of Information (FOI) and the General Data Protection Regulation (GDPR). Ms. Cullen highlighted the Board of the significance of TETB's values: Inclusive, Innovative, Professional, Respectful and Transparency. These values should be at the core of how the Board and staff operate. Ms. Cullen also outlined the Strategic Priorities and Goals for 2018-22 and provided examples of how TETB is currently working to achieve these goals whilst acknowledging the on-going challenges in terms of resources, funding, geographical spread of the county, etc. The Role of the Chairperson was also outlined and attention was drawn to the Statement of Internal Control which is signed by the Chairperson and reported to the Minister.

Director of OSD, Mr. Frank Bermingham delivered the 'Risk Management' section of the session. This session focussed on Section 7 of the Code of Governance. Mr. Bermingham outlined what risk management involves and why it is important for the Board. While risk management will ordinarily be devolved to the Audit Committee, the Board has an oversight role and must review material risk incidents and note or approve management actions, as appropriate. The processes on how TETB manages risks feed into the internal controls and the Statement of Internal Control referred to earlier. Mr. Bermingham described the current risk management procedures. TETB manages risks in accordance with the process outlined by Irish Public Bodies (IPB). The Corporate Risk Register reflects the main risks from each area i.e. FET, Schools and Administration. The Board should ensure that that the Executive meets the obligations of risk management and that TETB is compliant.

Head of Corporate Governance, Ms. Bernie Harty delivered the final section of the session, 'Data Protection and Freedom of Information'. Ms. Harty described the legislation and highlighted some of the key points to consider. Ms. Harty stressed the need for integrity and confidentiality and the collective responsibility TETB has in order to demonstrate compliance with the legislation. Ms. Harty emphasised the importance of record keeping and reminded

members that every record 'in the possession of TETB is covered by FOI. The Board were informed of the consequences of non-compliance, for example, data breaches, financial penalties and negative publicity. Ms. Harty directed members to the Data Protection and FOI sections on the TETB website where policies and procedures including the Data Protection Policy and Data Breach Protocol are published. Members should inform Ms. Harty immediately if they are aware of, or suspect a breach. Ms. Harty also reminded members that she can be contacted directly with any concerns or queries they may have.

3. S44 ETB Act – Establishment of Committees – Boards of Management & Committees

3.1 Nominations to Boards of Management (Appendix A)

The nominees to the Schools' Boards of Management were agreed and appointed.

Appointment of Chairperson

It was agreed that each Board of Management would appoint their Chairperson at their first meeting.

3.2 Nominations to Further Education and Training Committee

The four members below were nominated and appointed:

- Mr. Michael Power
- Mr. Eddie Morrissey
- Cllr. Anne Marie Ryan
- Ms. Josephine Cahill

Appointment of Chairperson

The Chairperson will be appointed at a later date.

Proposed by: Ms. Anna Tuohy Halligan Seconded by: Cllr. Declan Burgess

3.3 Nominations to Youthwork Committee

The three members below were nominated and appointed:

- Ms. Anna Tuohy-Halligan
- Cllr. Máirín McGrath
- Cllr. Declan Burgess

Appointment of Chairperson

The Chairperson will be appointed at a later date.

Proposed by: Mr. Eddie Morrissey Seconded by: Ms. Patricia Hagan Clarke

4. S45 ETB Act – Establishment of Finance Committee

4.1 Appointment of External Members (at least 1)

Four applications were received and considered by the Board.

The applicant below was nominated and appointed:

- Ms. Siobhan Maher

Proposed by: Cllr. Declan Burgess Seconded by: Ms. Josephine Cahill

4.2 Appointment of TETB Members (4)

The three members below were nominated and appointed:

- Cllr. Mary Hanna Hourigan
- Mr. Christopher Young
- Mr. Eddie Morrissey

Proposed by: Ms. Anna Tuohy Halligan Seconded by: Cllr. Phyll Bugler

4.3 Appointment of Chairperson

Cllr. Mary Hanna Hourigan was nominated and appointed.

Proposed by: Cllr. Roger Kennedy Seconded by: Cllr. Phyll Bugler

5. S45 ETB Act – Establishment of Audit and Risk Management Committee

5.1 Appointment of External Members (3)

Four applications were received and considered by the Board. The three applicants below were nominated and appointed:

- Mr. Alan Musgrave
- Mr. Patrick Carroll
- Mr. Oliver Killeen

Proposed by: Cllr. Kieran Bourke Seconded by: Ms. Anna Tuohy Halligan

5.2 Appointment of TETB Members (3)

The members below were nominated and appointed:

- Cllr. Pat English
- Ms. Patricia Hagan Clarke
- Cllr. Máirín McGrath

Proposed by: Cllr. Anne Marie Ryan Seconded by: Cllr. Shane Lee

5.3 Appointment of Chairperson

Mr. Oliver Killeen was nominated and appointed.

Proposed by: Cllr. Fiona Bonfield Seconded by: Cllr. Anne Marie Ryan

A member queried if TETB would be appointing a representative for the Board of Waterford Institute of Technology (WIT). Ms. Bernadette Cullen, Chief Executive, advised that the request must come from WIT to TETB. It was felt it could be a potential risk not having a presence on the WIT Board.

6. Information & Communication

6.1 Schedule of Correspondence

The correspondence below was circulated to all members prior to the meeting and was taken as read. Members had no questions.

6.2 Department of Education and Skills

6.2 (a) Brexit Information for FE Schools

Email from the Higher Executive Officer, ETB Financial and Administrative Personnel Section

6.2 (b) Press Releases available at:

<https://www.education.ie/en/Press-Events/Press-Releases/2019-press-releases/>

7. Report from the Executive

The reports from the Executive (i.e. CE/OSD/Schools/FET; Land & Buildings/Procurement) were circulated to all members prior to the meeting for their consideration. All reports were taken as read and are held on file for record purposes.

7.1 Key Operational Matters

With regard to the Chief Executive's Report, Ms. Bernadette Cullen advised of the following key matters:

- ✓ ETBI plan to roll out Code of Governance training for Chief Executives and Chairpersons in November/December 2019. Full Board training is envisaged to happen between January to May 2020, delivered in regional clusters.
- ✓ In 2020 Quality and Qualifications Ireland (QQI) will commence its inaugural statutory review of quality assurance in ETBs similar to the process in place with Third Level institutions. Further updates will be provided.
- ✓ The Expression of Interest Process for a premises capable of integrating current Further Education and Training Provision in Nenagh was advertised and a decision on the next stage is expected by Christmas.
- ✓ The CE and Director of OSD met with Tipperary County Council and the Local Enterprise Office regarding the application for Tipperary Innovation Engine being submitted to Enterprise Ireland under the Regional Enterprise Development Fund 2017-2020. Tipperary ETB aim to have a stronger presence in the delivery of FET programmes in Tipperary Town.

Mr. Frank Bermingham addressed the OSD Report, advised of the following key matters:

- ✓ The C&AG audit is almost concluded. TETB has responded to the main queries raised by the C&AG. The Management Report will be provided to TETB for response in due course.
- ✓ A number of capital projects are on-going, including the second phase of the temporary classrooms in Newport and temporary ASD accommodation in Cahir. However, there appears to have been a slow-down in project approval from the Department recently and a cut in the Education Capital allocation for 2020 was announced in the Budget. There is a concern that this may have an impact on existing and future projects needed in TETB. Mr. Bermingham hopes to arrange to meet with senior DES staff in the coming months to discuss funding/allocation.
- ✓ The Year to Date Financial Report that had been circulated to all for their consideration was taken as read, queries/observations were requested but none were forthcoming.

8. Committee Reports

8.1 Audit Committee Report 24/09/19

- a) **2018 Audit Committee Statement re Statement of Internal Control**
The report and statement were circulated to all members prior to the meeting for their consideration and taken as read.
- b) **2018 Revised Statement of Internal Control**
The revised statement was circulated to all members prior to the meeting for their consideration and adoption. A copy of the original statement was also circulated for reference.

Mr. Liam McGrath, APO advised the Board of the following:

- ✓ The previous TETB Board and Audit Committee had approved the Statement of Internal Control. The C&AG suggested a revision to the wording of the statement that did not affect the material content. The revised statement was reviewed by both the Audit and Finance Committees who were satisfied with same. The Chairperson will sign the revised statement and Financial Accounts.

Proposed by: Ms. Josephine Cahill Seconded by: Cllr. Declan Burgess

8.2 Finance Committee Adopted Minutes 10/06/2019

The adopted minutes were circulated to all members prior to the meeting for their consideration and taken as read.

Proposed by: Cllr. Pat English Seconded by: Mr. Christopher Young

a) Finance Committee Report 24/06/19

The report was circulated to all members prior to the meeting for their consideration and taken as read.

Proposed by: Cllr. Fiona Bonfield Seconded by: Ms. Patricia Hagan Clarke

8.3 FET Committee Adopted Minutes

The adopted minutes were circulated to all members prior to the meeting for their consideration and taken as read.

Proposed by: Ms. Anna Tuohy Halligan Seconded by: Cllr. Kieran Bourke

8.4 Board of Management (BOM) Minutes – as per the circulated schedule

- ✓ **Borrisokane Community College**
 - Adopted Minutes 10th June 2019
- ✓ **Coláiste Dún Iascaigh**
 - Adopted Minutes 26th February 2019
- ✓ **Coláiste Mhuire Co-Ed, Thurles**
 - Adopted Minutes 19th June 2019
- ✓ **Coláiste Phobal Ros Cré**
 - Adopted Minutes 27th March 2019

- ✓ **Newport College**
- Adopted Minutes 28th May 2019
- ✓ **Scoil Ruáin, Killenaule**
- Adopted Minutes 27th May 2019
- ✓ **St. Ailbe's School, Tipperary Town**
- Adopted Minutes 19th August 2019
- ✓ **Templemore College**
- Adopted Minutes 28th May 2019

Proposed by: Ms. Patricia Hagan Clarke Seconded by: Mr. Eddie Morrissey

8.5 Youthwork – TETB Local Youth Club Equipment Scheme

[Cllr. Pat English left the meeting due to a conflict of interest.]

The recommendations for the 2019 Equipment Scheme Youth Club Grant Scheme were circulated prior to the meeting for consideration and were adopted.

Proposed by: Cllr. Anne Marie Ryan Seconded by: Ms. Anna Tuohy Halligan

[Cllr. Pat English returned to the meeting.]

9. Policies and Procedures

a) TETB Procurement Plan

The Plan was circulated prior to the meeting for adoption. The Board were advised that the plan was developed using a template provided by ETBI.

Proposed by: Cllr. Mary Hanna Hourigan Seconded by: Máirín McGrath

Members highlighted their concerns relating to Parents Association Fund raising and whether they should be subject to procurement procedures. Mr. Liam McGrath, APO advised we must adhere to national procurement guidelines and implement best practice in accordance with the guidance received from our Auditors.

Chief Executive Ms. Bernadette Cullen advised we were very grateful for the support given by Parents Associations. We are conscious of the impact of national procurement policy on schools and centres relationships with local suppliers.

b) TETB Procurement Policy

The Policy was circulated prior to the meeting for adoption. The Board were advised that the policy is in line with the national policy developed by ETBI.

Proposed by: Ms. Virginia O'Dowd Seconded by: Ms. Anna Tuohy Halligan

c) TETB Anti-Fraud Policy

The Policy was circulated prior to the meeting for adoption. The Board were advised that the policy is in line with the national policy developed by ETBI.

Proposed by: Mr. Christopher Young Seconded by: Ms. Patricia Hagan Clarke

d) TETB Schools Board of Management Policies – as per schedule circulated

(Please note adopted policies are for ratification.)

- ✓ **Borrisokane Community College**
 - Admissions Policy
- ✓ **Coláiste Dún Iascaigh, Cahir**
 - Admissions & Participation Policy
 - Checklist for Review of Anti-Bullying Policy and its implementation
 - Child Safeguarding Statement and Checklist for Review
 - Code of Behaviour Policy
- ✓ **Coláiste Mhuire Co-Ed, Thurles**
 - Admissions & Participatory Policy
- ✓ **Coláiste Phobal Ros Cré**
 - Checklist for Review of Anti-Bullying Policy and its implementation
 - Checklist for Review of Child Safeguarding Statement
 - Further Education Learner Agreement 2019/2020
- ✓ **Newport College**
 - Admissions Policy
 - Child Safeguarding Statement
 - Critical Incident Policy
- ✓ **St. Ailbe's, Tipperary Town**
 - Checklist for Review of Child Safeguarding Statement
- ✓ **Scoil Ruain, Killenaule**
 - Checklist for Review of Child Safeguarding Statement
- ✓ **Céim Eile, Templemore College of Further Education**
 - Code of Behaviour
 - Recruitment, Initial Assessment and Induction Policy

Proposed by: Cllr. Kieran Bourke Seconded by: Ms. Virginia O'Dowd

10. Governance & Publications

10.1 New Legislation and circulars

A list of new circulars was circulated prior to the meeting for consideration and adoption.

Circular Letters

0030/2019

Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2019/20 school year

0035/2019

Changes to the Career Break Scheme for Special Needs Assistants employed in recognised Primary and Post Primary Schools - Employment while on Career Break

0039/2019

Changes to the Domestic Subsistence Rates Effective from 1st July 2019 Payable to Members of Education and Training Boards (ETBs) and Statutory Committees

0041/2019

Public Service Stability Agreement 2013 – 2020 - Revision of Teacher Salaries with effect from 1 September 2019

0046/2019

Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 September 2019

0049/2019

Revision of Salaries in respect of all Staff other than Teachers and SNAs employed by ETBs with effect from 1 September 2019

0050/2019

Revision of Salaries for all Staff paid directly by a recognised School or ETB with effect from 1 September 2019

0054/2019

Leave Schemes for Registered Teachers employed in Recognised Primary and Post Primary Schools

Proposed by: Ms. Josephine Cahill Seconded by: Ms. Anna Tuohy Halligan

10.2 Risk Management – Risk Management was addressed in detail under item 2 on the agenda.

11. Other Reserve Functions

- 11.1** Mr. Frank Bermingham advised the Board of a request received by TETB to sell a small plot of land on the site of the old vocational school/current FET Centre in Killenaule. On the recommendation of the Executive, the Board agreed in principle to the sale, subject to legal and other professional advice. The Board will be updated on progress regarding this request.

Proposed by: Cllr. Kieran Bourke Seconded by: Cllr. Pat English

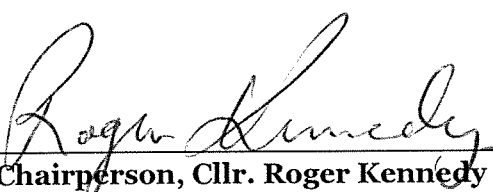
12. Any Other Business

- ✓ Members queried if TETB had been approached to provide educational support at the new direct provision centre in Borrisokane. Ms. Bernadette Cullen advised the Board that TETB's Adult Literacy Service and Back to Education Initiative are liaising with the Department of

Justice in this regard. There is no demand at present for ESOL (English for Speakers of Other Languages) classes, however, other part time further education programmes may be provided. It is envisaged that intake to the direct provision centre will be gradual and TETB can process educational requests on an individual basis.

- ✓ Cllr. Roger Kennedy thanked members who attended the recent ETBI conference and complemented the excellent presentations.
- ✓ Tribute was paid to the out-going President of ETBI, Mr. John Hogan.

The next meeting will take place on 10th December at 2.00 p.m. This meeting will be held in the Administrative Head Office in Nenagh.

Signed:  Date: 10/2/2009
Chairperson, Cllr. Roger Kennedy

APPENDIX A

SCHOOL NAME	PARENT NOMINEES	STAFF NOMINEES	RELIGIOUS NOMINEES	TETB NOMINEES	Proposed by	Seconded by
Borrisokane C.C	Mr. Chris Young	Mr. Mark McGinn		Cllr. Shane Lee	Cllr. Máirín McGrath	Cllr. Phyll Bugler
	Ms. Deirdre O'Brolchain	Ms. Marie Darcy		Cllr. Virginia O'Dowd		
Coláiste Dun Iascaigh	Mr. Pat Enright	Mr. Stephen O'Brien	Sr. Ann Hayes	Cllr. Michael Anglim	Cllr. Phyll Bugler	Cllr. Declan Burgess
	Ms. Sinead McGrath	Ms. Marian O'Mahoney	Mr. John O'Reilly	Cllr. Máirín McGrath		
			Ms. Mary O'Sullivan			
Coláiste Mhuire Co-Ed	Mr. Frank Nolan	Mr. Jamie Fanning		Cllr. Mary Hanna Hourigan	Cllr. Phyll Bugler	Mr. Eddie Morrissey
	Ms. Anne Marie Carroll	Ms. Patricia Hickey		Cllr. Declan Burgess		
Coláiste Phobal Ros Cré	Mr. Damien Carroll	Mr. Cian MacMahon	Ms. Olwen Roe	Cllr. Virginia O'Dowd	Ms. Josephine Chamney	Cllr. Mary Hanna Hourigan
	Ms. Fiona Dunford	Ms. Amanda Rice	Mr. Mark McLoughlin	Cllr. Shane Lee		
			Ms. Ann Guinan			
			Mr. Steve Crofton			
Coláiste Shliabh na mBan	Mr. Robert Boland	Mr. Brian Gallagher		Ms. Josephine Chamney	Cllr. Shane Lee	Cllr. Mary Hanna Hourigan
	Ms. Bridget Mulcahy	Ms. Josephine Kelleher		Mr. Eddie Morrissey		
Comeragh College	Ms. Anita Oakey	Ms. Pamela Cummins		Cllr. Kieran Bourke	Ms. Patricia Hagan Clarke	Cllr. Máirín McGrath
	Mr. John Butler	Mr. Damien Lonergan		Ms. Josephine Chamney		

						Mr. Patsy Fitzgerald (External Member)			
CTI, Clonmel	Mr. Noel O'Connell	Mr. Colm O' Conghaola				Ms. Josephine Chamney	Cllr. Anne Marie Ryan	Ms. Josephine Cahill	
	Ms. Eleanor O'Neill	Ms. Olive O'Donnell				Cllr. Pat English			
						Mr. Gavin Berry			
Nenagh College	Mr. Seamus Morris	Mr. John Johnston				Ms. Josephine Cahill	Mr. Gavin Berry	Cllr. Virginia O'Dowd	
	Ms. Breege Corrigan	Ms. Teresa O'Gorman				Mr. Christopher Young			
Newport College	Mr. Seamus Seymour	Mr. Francis Bourke				Cllr. Fiona Bonfield	Cllr. Declan Burgess	Mr. Christopher Young	
	Ms. Ursula Porter	Ms. Aoife Deady				Cllr. Phyll Bugler			
	Mr. John Reilly	Mr. Gerry Maguire				Cllr. Pat English			
Scoil Ruáin	Ms. Stella Lanigan	Ms. Claire Gubbins				Cllr. Mark Fitzgerald	Cllr. Shane Lee	Mr. Eddie Morrissey	
	Mr. John Nash	Mr. Denis Keating				Ms. Anna Tuohy Halligan			
St. Ailbe's School	Ms. Mary Cummins	Ms. Mary Ryan				Cllr. Mary Hanna Hourigan	Ms. Patricia Hagan Clarke	Cllr. Mairin McGrath	
						Cllr. Anne Marie Ryan			
	Mr. Jay McSweeney	Mr. David Young				Mr. Michael Power			
Templemore College (Note: As students are over 18 it is not feasible to have Parents Nominations)	Ms. Aislinn Delaney	Ms. Tracy Costelloe				Ms. Patricia Hagan Clarke	Cllr. Shane Lee	Cllr. Declan Burgess	
						Mr. Eddie Morrissey			
Cashel Community School						Cllr. Roger Kennedy	Cllr. Declan Burgess	Cllr. Mary Hanna Hourigan	