

**Miontuairiscí agus Chruinnithe den
Bord Oideachais agus Oiliuna Thíobraid Árann
TETB FET Centre, Archerstown, Thurles,
01st February 2022
Ag 14.00**

I Láthair/Present

Chairperson, Cllr. Roger Kennedy; Cllr. Fiona Bonfield; Mr. Eddie Morrissey; Ms. Virginia O'Dowd, Ms. Patricia Hagan Clarke; Ms. Josephine Cahill; Cllr. Anne Marie Ryan; Cllr. Mark Fitzgerald; Mr. Declan Kinsella; Cllr. Shane Lee; Cllr. Mary Hanna Hourigan; Mr. Michael Power; Cllr. Michael Anglim & Cllr. Máirín McGrath

Executive

Ms. Bernadette Cullen, Chief Executive; Mr. Liam McGrath, Director of OSD; Ms. Clodagh Kelly, Director of Schools; Mr. Colin Cummins, Director of FET; Ms. Catherine Corcoran, APO; Mr. David O'Donnell, APO; Ms. Columba Glavin, APO; Ms. Fiona Campbell, Head of Corporate Services & Ms. Shauna Nolan Corporate Services

1. Preliminary

1.1 Conflicts of Interest

The Board were requested to declare any conflict of interest in respect of any matters listed on the agenda. No conflict of interest was declared.

1.2 Attendance/Apologies/Condolences

The attendance was noted, and a quorum verified.

Apologies

Apologies were received from Ms. Josephine Chamney; Cllr. Kieran Bourke; Cllr. Declan Burgess; Mr. Gavin Berry & Ms. Anna Tuohy Halligan

Condolences

Ms. Bernie Harty	former Head of Corporate Service, on the death of her daughter in law, R.I.P.
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Dr. Noel Colleran	Principal, Templemore College on the death of his mother Ms. Dolly Colleran, R.I.P.
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1.3 TETB Minutes

The minutes of the TETB Meeting held on 14th December 2021 which were circulated to all prior to the meeting for their consideration were adopted.

Proposed by: Cllr. Anne Marie Ryan

Seconded by: Ms. Patricia Hagan Clarke

1.4 Matters Arising

Chairperson, Cllr. Roger Kennedy complimented Director of FET, Mr. Colin Cummins and his team on the development of the QQI – TETB Self Evaluation Report. A huge amount of work went into this project and Chairperson, Cllr. Kennedy thanked all staff involved.

Chairperson, Cllr. Kennedy also expressed his gratitude to fellow board member Mr. Michael Power for his input and contribution to this report as the Chairperson of the FET Committee.

Mr. Colin Cummins advised TETB will now take part in a weeklong review process with a QQI panel. TETB are looking forward to the feedback we received as it will be a huge part of shaping the future of FET provision in Tipperary.

2. Information & Communication

The schedule of correspondence which was circulated to all prior to the meeting for their information was taken as read.

2.1 Nenagh Community National School

- (a) Department of Education letter regarding transfer of patronage, St. Mary's Junior BNS
- (b) TETB Letter of Response to Department of Education
- (c) Minister Foley's letter confirming transfer of patronage

CE, Ms. Bernadette Cullen advised a copy of all correspondence between Tipperary ETB and the Department of Education relating to the transfer of patronage of St. Mary's Junior BNS was circulated to all prior to the meeting for their information. Ms. Cullen advised a meeting of the transition committee has taken place and enrolment for the 2022/2023 academic year has begun and interest in enrolment is strong to both Junior Infants and Second Class. Discussions took place around the new Nenagh Community School.

2.2 SOLAS Research, Data and Strategic Engagement Unit

(a) Non-Irish nationals in FET Report

The Non-Irish nationals in FET report which was circulated to all prior to the meeting for their information was taken as read.

(b) SOLAS FET in Focus Magazine

The SOLAS FET in Focus magazine which was circulated to all prior to the meeting for their information was taken as read.

2.3 ETBI Strategy Statement 2022-2024 Video

The ETBI Strategy Statement 2022-2024 information video was played for the members. This video outlined the new ETBI strategy to guide our work as the ETB sector for the next 3 years. It is grounded in the belief that ETBs are stronger together. CE, Ms. Bernadette Cullen thought it would be beneficial for members to see this video as TETB will begin the process of developing their new Strategy Statement in the next few months.

3. 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.

3.1 Key Operational Matters

(a) Overview by Chief Executive

Ms. Bernadette Cullen advised of the following:

- ✓ The 1st meeting of the Nenagh Community School transition committee has taken place and the committee are looking at Culture, Policy and Plant as their 3 main focus areas.
- ✓ TETB are working in partnership with MIC to support them in the addition of Home Economics to its initial teacher education offering in Thurles through partnership with TETB Archerstown Training Centre and have planned to meet with Minister Niall Collins to progress discussions.

- ✓ In relation to Coláiste Shliabh na mBán, TETB have submitted a report to the Department of Education outlining costs related to the school. TETB is awaiting a response to the submission and will follow up with the Department in due course.

(b) Report from Director of OSD

Mr. Liam McGrath advised of the following:

- ✓ TETB went live on the SUN financials system in January. A huge amount of work has gone into this project and the feedback received has been quite positive. This is a great milestone for TETB as the lack of fit for purpose financial systems has been an issue for quite a long time. Mr. McGrath expressed his gratitude to Finance APO, Ms. Columba Glavin and her team on the work that has been carried out to implement the new systems.
- ✓ The 2020 Financial Accounts have been signed off and are with the finance team for review. Once this is complete the final report will be taken to the Finance Committee and then to the Board. Mr. McGrath advised there was nothing of concern to report.

(c) Report from Director of Schools

Ms. Clodagh Kelly advised of the following:

- ✓ Projected enrolment for the 2022/23 academic year is looking very positive. There is a significant increase in enrolments across all schools.
- ✓ Ms. Kelly expressed her gratitude to Nenagh College and Borrisokane Community College on agreeing to provide additional ASD classes to address the increasing demand.
- ✓ Minister Norma Foley has announced that Leaving Certificate 2022 will revert back to the normal format that took place before the Covid-19 pandemic.
- ✓ A Music Generation meeting took place on 31st January 2022, and it is very positive to see the success of this programme throughout the county. Music Generation are currently looking at organising their 1st live event in 2022.

Chairperson, Cllr. Roger Kennedy requested an in-depth report on the Music Generation programme at a future meeting.

(d) Report from Director of FET

Mr. Colin Cummins advised of the following:

- ✓ On Friday 28th of January TETB submitted the FAR 2022 application to SOLAS. This application represents TETB's bid for FET funding for 2022. The funding request has increased significantly to €32.5 million. This is due to the increase in apprenticeship provision and also the extension of our apprenticeship programme to Carrick-on-Suir.
- ✓ TETB are looking forward to the recovery of our FET provision and getting our engagement levels back to Pre Covid levels.
- ✓ The QQI Self Evaluation review meetings will begin next week. This is a very important week for TETB. A review panel will carry out a series of 45-minute sessions across all areas from staffing to learners. TETB will bring a summary report to the board when the final report is received.

i. Tipperary Town Regeneration Task Force – RRDF Application

Mr. Cummins acknowledged the amount of work that went into this application. The application lead by the local authority was unsuccessful. Tipperary County Council have committed to supporting this project and providing the funding.

(e) Capital & Procurement Update

Ms. Catherine Corcoran advised her capital and procurement update was circulated to all prior to the meeting for their review. Ms. Corcoran then led members through a presentation outlining the work currently taking place in the capital and procurement department.

Ms. Corcoran invited questions on her report. Discussions took place the status of the Coláiste Phobal Ros Cre project. Concern was also raised around the lack of space at the Archerstown training centre for buses to provide a drop off and collection service. Mr. Colin Cummins, Director of FET echoed this concern and advised he will raise it with the IDA.

i. Property Registration / Leases

Ms. Catherine Corcoran provided updates on the Further Education Training Centre - Colaiste Eile, Thurles and BTEI Centre, Ormond Centre, Prior Park, Clonmel as the issue of Department of Education approval was raised at the recent Department of Education/ Tipperary ETB Oversight Meeting.

Ms. Catherine Corcoran provided an update on the progress made on the Property Registrations exercise.

3.2 Financial Matters

(a) Financial YTD Report

i. 2021 TETB Financial Report to 31/12/2021

Ms. Columba Glavin, Finance APO, tabled the financial report for the period to 31st December 2021 which was circulated to all prior to the meeting for their information. This report outlined TETB's expenditure and the variance to budget, analysed by Post Primary provision, SOLAS, Self-financing/Other Agency and Youth Services.

This report included the Service Plan 1, 2 and 3 and outlined the comparison in figures from February 2021 to December 2021, Ms. Glavin highlighted the reasons for the variances.

Ms. Glavin also advised the meeting that the bank balance as of the 31st of December was €11.3M with a balance of €4.3M in AIB and €7M invested with NTMA.

(b) Slieveardagh Sports Limited

Ms. Glavin advised a discussion has taken place with the Slieveardagh Sports Ltd accountant who is currently working on finalising the 2021 accounts. On completion of this, a meeting will be set up to discuss future status of the company.

(c) Reassignment of Funds – Proposal

Mr. Liam McGrath proposed this funding, which was originally to be used for the development of a hockey pitch on the Raheen Road campus will be ring fenced for the school. A meeting of the school steering committee will be organised to decide how best to use the funding. Discussions took place around the initial project to which this funding was assigned and the status of it now. It was agreed for the steering committee to discuss how best to use the funding.

Proposed by: Mr. Eddie Morrissey

Seconded by: Ms. Virginia O'Dowd

4. Committee Reports

4.1 Board of Management (BOM) minutes – as per the circulated schedule

The schedule of Board of Management minutes which was circulated to all prior to the meeting was noted.

4.2 Audit & Risk Committee Report 14.01.2022

The report from the special Audit & Risk Committee meeting which was held on 14th February 2022 was circulated to all prior to the meeting was noted.

Mr. Liam McGrath provided an update on a protected disclosure that was made to TETB. The executive have received the report from the IAU-ETBs and are working through the findings and recommendations. Once the process is finalised, a report will be brought back to the board

5. Policies and Procedures

5.1 TETB Schools Board of Management Policies – as per schedule circulated

The schedule of Board of Management policies which was circulated to all prior to the meeting for their information was noted. All BOM policies are ratified by the Executive and circulated to members for their information/comment.

6. Governance & Publications

6.1 New legislation and circulars

A list of new DE Circulars which was circulated to all prior to the meeting was approved.

Proposed by: Cllr. Anne Marie Ryan

Seconded by: Cllr. Shane Lee

6.2 2021 Code of Ethics Declarations

Ms. Fiona Campbell thanked the members for completing their code of ethics declarations and returning them to Corporate Services. Any member who has not yet submitted their form were reminded to do so.

6.3 Annual Board Self Evaluation

Chairperson, Cllr. Roger Kennedy requested members to complete the annual board self-evaluation form which was circulated to them by Ms. Shauna Nolan. Members were reminded of their obligations under Appendix 16(a) of the Code of Practice for the Governance of ETBs to carry out this assessment.

6.4 2023-2027 Statement of Strategy

Ms. Bernadette Cullen advised the consultation process for the development of the 2023-2027 Statement of Strategy will commence over the next few months. TETB are suggesting setting up a steering committee and would welcome any board member to join. A lot of preparatory work has to be done over the next few weeks. Any member with an interest in sitting on the steering committee were advised to notify TETB.

6.5 2022 Service Plan

Mr. Liam McGrath advised TETB are required to submit their 2022 Service Plan by the 28th of February. This plan will be brought before the Finance Committee on 14th February for their approval and a special meeting of this committee will be held on 17th February for the approval of the 2022 Service Plan.

7. Other Reserve Functions

7.1 Nominations

(a) Templemore College BOM Student Representatives

Mr. Vincent Carney and Ms. Caoimhe Rice were nominated as student representatives to the Templemore College BOM. Both nominations were approved.

Proposed by: Cllr. Shane Lee

Seconded by: Mr. Declan Kinsella

(b) Youthwork Committee

Ms. Sinead McMahon was nominated as TUS Thurles representative to the TETB Youthwork Committee. This nomination was approved.

Proposed by: Mr. Michael Power

Seconded by: Ms. Virginia O'Dowd

7.2 Lease Resolutions

(a) Lifelong Learning Centre, Marty's Road, Nenagh

A resolution to continue with the current occupation of the Lifelong Learning Centre on a month-by-month basis pending the availability of the Castlebrand building was approved.

Proposed by: Ms. Virginia O'Dowd

Seconded by: Mr. Michael Power

8. Members Business/questions; and

8.1 Date & Location of next meeting – to be advised

Members were advised a special meeting is scheduled to take place on 17th February 2022 in The Anner Hotel, Thurles at 2.00pm.

That concluded the business of the meeting. Chairperson, Cllr. Roger Kennedy thanked all for the attendance and input.

Signed: _____

Roger Kennedy
Cllr. Roger Kennedy
Chairperson

Date: _____

29/3/2022