

**Miontuairiscí agus Chruinnithe den
Bord Oideachais agus Oiliuna Thíobraid Árann
Remote Access
14th December 2021
Ag 14.00**

I Láthair/Present

Chairperson, Cllr. Roger Kennedy; Cllr. Fiona Bonfield; Cllr. Pat English; Mr. Eddie Morrissey; Ms. Virginia O'Dowd, Mr. Gavin Berry; Ms. Patricia Hagan Clarke; Ms. Josephine Cahill; Ms. Josephine Chamney; Cllr. Anne Marie Ryan; Cllr. Declan Burgess; Cllr. Mark Fitzgerald; Mr. Declan Kinsella; Cllr. Shane Lee; Cllr. Mary Hanna Hourigan; Ms. Anna Tuohy Halligan; Cllr. Phyll Bugler & 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 & Ms. Siobhan Landers, Ethos Co-ordinator – Guest Speaker.

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 read out and noted, and a quorum verified. All members were asked to confirm they were in attendance online on their own and non-members were not present in the background.

Apologies

Apologies were received from Mr. Michael Power.

Condolences

Mr. Emmett Thornton	BTEI, on the death of his mother Mrs. Rita Thornton R.I.P.
Mr. James Hally	BTEI, on the death of his mother Mrs. Margaret Hally R.I.P.
Mr. Peter Cleary	Adult Literacy, on the death of his mother Mrs. Lucy Cleary R.I.P.
Ms. Mary Roche	Adult Literacy, on the death of her mother-in-law Mrs. Lucy Cleary R.I.P.
Mr. Michael O'Keeffe	Raheen College, on the death of his mother Mrs. Mary O'Keeffe R.I.P.
The Butler Family	on the death of Mr. Liam Butler R.I.P, former woodwork teacher in CTI the Mall
The Ennis Family	on the death of Ms. Suzanne Ennis R.I.P, former home economics teacher in Cahir.

Fr. Lorcan Kenny

Coláiste Phobal Ros Cre on the death of his mother Ms.
Margaret Kenny R.I.P.

1.3 TETB Minutes

The minutes of the TETB Meeting held on 21st October 2021 which were circulated to all prior to the meeting for their consideration were adopted.

Proposed by: Cllr. Pat English

Seconded by: Mr. Eddie Morrissey

The minutes of the Special TETB Meeting held on 02nd December 2021 which were circulated to all prior to the meeting for their consideration were adopted.

Proposed by: Cllr. Mark Fitzgerald

Seconded by: Ms. Patricia Hagan Clarke

1.4 Matters Arising

There were no matters arising that would not be dealt with in the agenda proper.

1.5 Ethos Co-ordinator Presentation – Ms. Siobhan Landers

TETB Ethos Co-Ordinator and Scoil Ruáin Deputy Principal, Ms. Siobhan Landers led members through an in-depth presentation, which was circulated to all prior to the meeting, on ethos co-ordination in TETB. This presentation outlined the ETBI framework on ethos and how we as an organisation plan to implement the framework. Ms. Landers also outlined the characteristic spirit of an ETB school and what our ETB core values are.

Ms. Landers thanked the members and the executive for her invitation to present to them and invited questions. Discussions took place around the different aspects of the framework and its implementation.

Chairperson, Cllr. Roger Kennedy complimented Ms. Landers on her very detailed presentation and expressed his gratitude on behalf of Tipperary ETB for her commitment and dedication and wished her well in her role as Ethos Co-ordinator.

1.6 Presentation on SEN Provision – Ms. Clodagh Kelly

Ms. Clodagh Kelly led members through a presentation, which was circulated to all prior to the meeting, outlining SEN Provision in Tipperary ETB in great detail. This presentation provided details of the following:

- General allocation of SEN hours
- Number of SNAs employed by TETB per school
- Breakdown of ASD classes and students in TETB schools
- SEN qualifications among TETB staff
- Schools Pilot Initiative – Provision Mapping with ETBI and MIC, Limerick
- SENCO Forum –with support from MIC, Thurles
- NCSE guidance on the transition from Primary to Post-Primary

Ms. Kelly invited members' questions on her presentation. Discussions took place around SEN provision in Tipperary and the challenges faced by students. Chairperson, Cllr. Roger Kennedy thanked Ms. Kelly for her detailed presentation.

2. Information & Communication

2.1 Update on QQI Inaugural Review

Mr. Colin Cummins provided a brief update on the QQI Inaugural Review taking place in TETB. Mr. Cummins advised the TETB Self Evaluation report is complete and has been submitted to QQI in accordance with the deadline. Following on from that, a review planning meeting was held on 09th December. This gave TETB the opportunity to meet with the Chairperson of the review planning team along with the co-ordinating reviewer and the panel who will be considering our self-evaluation report in February 2022. The Chairperson of the review team was very complimentary of the report and highlighted areas of strength and also some areas where additional information may be required.

Mr. Cummins acknowledged the commitment of Board Member Mr. Michael Power in this process. Mr. Power represented the board, TETB FET Committee and adult learners at the review planning meeting. The chairperson of the review planning team was very complimentary of Mr. Power's input and described his address to the committee as "the highlight of the day". Mr. Cummins thanked Mr. Power for his time and commitment to TETB. Mr. Cummins also expressed his gratitude to the staff involved in the development of this document.

Chairperson, Cllr. Roger Kennedy thanked Mr. Cummins for his work on this report and looks forward to the final review in February.

2.2 2020 Annual Report Update

Mr. Liam McGrath advised the 2020 Annual Report is finalised and has now been translated into Irish and published.

2.3 TETB Letter to St. Senan's Educational Office

The TETB letter to St. Senan's Education Office which was circulated to all prior to the meeting for their information was noted.

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

✓ TETB Community National School

Ms. Cullen advised she, along with Mr. Alan Hynes of St. Senan's will be meeting with the Department of Education on the 15th December regarding TETB becoming the patron of the first Community National School in Tipperary. A Transition Committee will be established to manage the change process in becoming a Community National School in September 2022. The Committee will be chaired by Dr. Joe O'Connell, Education Expert. TETB will be seeking nominations later in the agenda for representation on this committee.

The first meeting of the transition team will take place on the 18th January at 19:00. The first major task will be the enrolment of students for junior infants and second class for the 2022/23 academic year.

✓ Coláiste Shliabh na mBán

The Department of Education have recognised that there is a need for this type of high support education provision in Tipperary and we look forward to working with them over the next two

years as a transition period before the publication of the Out of Schools provision report by the Department of Education. Ms. Cullen expressed her gratitude to Ms. Clodagh Kelly, Mr. Eddie Morrissey and Ms. Josephine Chamney for all their work on the proposal which was submitted to the Department of Education.

(b) Report from Director of OSD

- ✓ Mr. Liam McGrath advised his report was circulated in the pack updating members on the following:
 - Organisation Development Process
 - Covid-19 Corporate Response Plan
 - Risk Management
 - Shared Services Project
 - 2020 C&AG Audit
 - IAU ETB Audits
 - ICT Department – Enhanced Wifi Infrastructure
- ✓ TETB have received the final report from the Internal Audit Unit (IAU) regarding a protected disclosure. The Chairperson of the Audit & Risk Committee and the Executive are now considering the detail in the report. A summary of the findings will go before the Audit & Risk Committee for consideration who will in turn provide a report for the board.

(c) Report from Director of Schools

Ms. Clodagh Kelly advised her report was circulated to all prior to the meeting and was taken as read. Ms. Kelly advised of the following:

- ✓ TETB are currently looking at increased enrolment numbers for the 2022/23 academic year, which will result in additional accommodation applications being submitted to the Department of Education.
- ✓ Ms. Kelly advised she is delighted to be working together with St. Senan's Education Office and St. Mary's Junior Boys' National School and transferring the patronage of the school to TETB. This is an exciting time for TETB.
- ✓ Ms. Kelly thanked Youth Officers, Ms. Lorraine Duane and Ms. Lisa Kavanagh for their very in-depth report from the Youthwork Department, which was included in her circulated report.

(d) Report from Director of FET

- ✓ Mr. Colin Cummins advised his report was circulated to all prior to the meeting for their review and was taken as read.
- ✓ Mr. Cummins expressed his gratitude to the Board members, the FET Committee members and TETB staff for their hard work and dedication throughout the year and wished them all a happy Christmas.

(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 progress that has been made in the capital and procurement section and highlighted the procurement plan for 2022.

Ms. Corcoran invited questions on her report. Discussions took place around the Scoil Ruáin capital project.

3.2 Financial Matters

(a) Financial YTD Report

i. 2021 TETB Financial Report to 31/10/2021

Ms. Columba Glavin, Finance APO, tabled the financial report for the period to 31st October 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. Ms. Glavin also advised the meeting that the bank balance as of the 31st of October was €16.1M with a balance of €4.1M in AIB and €12M invested with NTMA.

ii. 2021 TETB Service Plan 3 Projected Receipts & Expenditure to 31st December 2021

Ms. Glavin led members through the TETB Service Plan 3 report outlining our projected receipts and expenditure up to 31st December 2021. This detailed report outlined the comparison in figures from February 2021 to October 2021 and highlighted the reasons for the variances.

Mr. Liam McGrath advised this was presented to the TETB Finance Committee as it is part of their remit. Ms. Glavin invited members questions on this report and sought their approval.

The TETB Service Plan 3 – Projected Receipts & Expenditure was approved.

Proposed by: Cllr. Fiona Bonfield

Seconded by: Ms. Virginia O'Dowd

iii. 2021 TETB SOLAS Revised Forecast

Ms. Glavin also led members through the TETB SOLAS revised forecast and noted the reduction in amounts and explained the reason as to why. Ms. Glavin invited questions on this report and sought members approval.

The 2021 TETB SOLAS revised Forecast approved.

Proposed by: Cllr. Pat English

Seconded by: Ms. Josephine Cahill

(b) Audit Updates (C&AG & IAU)

Mr. Liam McGrath outlined the status of the current IAU Audits which are ongoing for TETB. There are four Internal Audits currently ongoing:

- A review of previous audits
- A Schools Programme audit
- A Protected Disclosure's audit
- A FET Utilisation audit

TETB are working with auditors to finalise outstanding issues and conclude the audits. In addition to the 4 IAU audits ongoing in TETB, we also have our annual C&AG audit taking place. We are working closely with the Auditors who are conducting this Audit remotely. It is expected to be finalised by 31st of December. It is expected we will have a report from the C&AG for our first meeting in 2022.

(c) Slieveardagh Sports Limited

Ms. Columba Glavin outlined the background leading up to how this company was involved with Scoil Ruáin in the development of a sporting/community pitch for the school. Ms. Glavin informed members that contact has been made with the company's solicitor Mr. Patrick

Leamy & Co. Solicitors to investigate the lease details and the company's current status. TETB have contacted the company's accountant with a view to setting up a meeting and are currently awaiting a response. Chairperson, Cllr. Roger Kennedy requested this item be kept on the agenda for all ETB meetings until the matter is resolved.

(d) Reassignment of Funds

Mr. Liam McGrath reminded members of a discussion that took place at a meeting back in 2018 relating to the development of an All-Weather Pitch in Clonmel. This process has since stalled due to the joint project not coming to fruition.

Mr. McGrath advised funding was allocated for this project at the time. TETB are now looking for approval to invest this funding back into TETB's upgrading of our Wifi systems.

Discussions took place around the use of this funding with Cllr. Pat English stating the existing pitch at Raheen College is in need of an upgrade and this funding would be of great benefit to this project. It was requested that TETB look into all potential avenues and bring a proposal to the next meeting.

Proposed by: Cllr. Pat English

Seconded by: Cllr. Anne Marie Ryan

3.3 TETB & TUS Proposal to Minister Harris DFHERIS

Members were advised a proposal has gone to the Minister and the Department of Education and TETB are awaiting confirmation of a date to meet with the Minister. It is hoped this will progress in the new year and more detail will be provided at the next meeting.

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 09.11.2021

The report from the Audit & Risk Committee meeting which was held on 09th November 2021 which was circulated to all prior to the meeting was noted.

4.3 Finance Committee Report 19.11.2021

The report from the Finance Committee meeting which was held on 19th November 2021 which was circulated to all prior to the meeting was noted.

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.

5.2 TETB Corporate Procurement Plan

The TETB Corporate Procurement Plan which was circulated to all prior to the meeting for their information was noted. Members were advised this document was approved by the TETB Finance Committee.

5.3 General Policies approved by SMT 25.11.2021

All general policies which were circulated to all prior to the meeting for their information were noted. All policies were ratified by the Executive and circulated.

6. Governance & Publications

6.1 New legislation and circulars

A list of new DE Circulars which was circulate to all prior to the meeting was noted.

6.2202 Code of Ethics Declarations

Ms. Shauna Nolan outlined the members obligations under the “Ethics in Public Office Act” and the “Code of Practice for the Governance of Education and Training Boards” to complete Declarations of Interest/Statements of Nil Interest in respect of the 2021 calendar year. Ms. Nolan advised the relevant forms will be posted to all members in the new year and members were requested to complete and return the forms before 31st January 2022.

7. Other Reserve Functions

7.1 Nominations

- (a) North Tipp Development Company (NTDC) seeking executive nomination to replace Geraldine O’Brien.

This agenda item was deferred until the next meeting as it is currently with the FET Senior Management Team for consideration.

- (b) Nomination of Ms. Lorraine Duane to Tipperary County Childcare Committee
This nomination was approved.

Proposed by: Ms. Virginia O’Dowd

Seconded by: Ms. Anna Tuohy Halligan

- (c) Nenagh Community National School Transition Committee

The following were nominated as TETB representatives to the Nenagh Community School transition committee.

- | | |
|---------------------|----------------------------------------|
| - TETB Nominee | Ms. Virginia O’Dowd, ETB Member |
| - Executive Nominee | Ms. Clodagh Kelly, Director of Schools |

Proposed by: Cllr. Anne Marie Ryan

Seconded by: Cllr. Fiona Bonfield

8. Members Business/questions; and

8.1 Schedule of proposed meetings for 2022

The schedule of proposed meeting dates for 2022 which was circulated to all prior to the meeting for their consideration was approved.

Proposed by: Cllr. Anne Marie Ryan

Seconded by: Ms. Anna Tuohy Halligan

8.2 Date & Location of next meeting – to be advised

Members were advised the next meeting is scheduled to take place on 01st February 2022. The location for the meeting will be decided closer to the time to ensure we continue to adhere to Covid-19 guidelines.

Members were directed to the Tipperary ETB website www.tipperaryetb.ie for information on Covid-19. Members were wished well and encouraged to stay safe in these challenging times.

That concluded the business of the meeting. Chairperson, Cllr. Roger Kennedy wished all a Happy Christmas and thanked the members for all help and co-operation during the year.

Signed: _____

Cllr. Roger Kennedy
Chairperson

Date: _____

1/2/2022.