

**Miontuairiscí and Chruinnithe den  
Bord Oideachais agus Oiliuna Thíobraid Árann  
TETB Training Centre, Archerstown, Thurles.  
21<sup>st</sup> October 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; Mr. Michael Power; Cllr. Anne Marie Ryan; Cllr. Declan Burgess; Cllr. Michael Anglim; Mr. Declan Kinsella & Cllr. Shane Lee

**Executive**

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

Chairperson, Cllr. Roger Kennedy welcomed all to the meeting and expressed his delight at being back to in person meetings after such a long time. Chairperson, Cllr. Kennedy welcomed two new Assistant Principal Officers to the organisation, Ms. Catherine Corcoran and Ms. Columba Glavin and introduced them to the meeting. Ms. Corcoran and Ms. Glavin were wished well in their new roles in TETB.

**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**

**Attendance**

The attendance was noted, and 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 Cllr. Mary Hanna Hourigan; Ms. Anna Tuohy Halligan; Cllr. Máirín McGrath; Cllr. Phyll Bugler; Cllr. Fiona Bonfield; Cllr. Mark Fitzgerald; Ms. Josephine Chamney & Cllr. Kieran Bourke.

**Votes of Sympathy.**

Mr. Damien Kennedy	Principal, Nenagh College on the death of his mother Mrs. Rita Kennedy, R.I.P
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Mr. Eddie Morrissey	TETB Board Member on the death of his aunt Ms. Ann Davern, R.I.P.
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**1.3 Minutes of Meeting of 07.09.2021**

The minutes of the TETB Meeting 07<sup>th</sup> September 2021 which were circulated to all prior to the meeting were adopted.

*Proposed by: Cllr. Shane Lee*

*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.

#### **2. Information & Communication**

##### **Schedule of Correspondence - Noted**

The correspondence schedule which was circulated to all members prior to the meeting and was taken as read.

#### **2.1 Letter to Minister Josepha Madigan 30.09.2021**

Chairperson, Cllr. Kennedy advised TETB issued a letter of invitation to Minister Josepha Madigan to visit Coláiste Shliabh na mBán to showcase the essential educational provision we are providing for vulnerable young people in South Tipperary and surrounding areas. A copy of this letter was circulated to all prior to the meeting for information. Chairperson, Cllr. Kennedy advised as of yet we have received no response from Minister Madigan.

#### **2.2 Letter to Mary Cregg**

A copy of the letter issued to Mary Cregg which was circulated to all prior to the meeting was noted.

#### **2.3 Letters of Congratulations to:**

##### **i. Mr. Vincent Cunnane – TUS President**

A copy of the letter issued to Mr. Vincent Cunnane congratulating him on his recent appointment of President of the new Technological University which was circulated to all prior to the meeting for information purposes was noted.

##### **ii. Ms. Josephine Feehilly – TUS Chairperson**

A copy of a letter issued to Ms. Josephine Feehilly congratulating her on her recent appointment as Chairperson of the new Technological University which was circulated to all prior to the meeting for information purposes was noted.

#### **2.4 Atheist Ireland**

A copy of a letter received from Atheist Ireland regarding the Multi-denominational ethos of CTI Clonmel and TETB which was circulated to all prior to the meeting for information purposes was noted. A reply has issued confirming the multi-denominational and inclusive nature of TETB schools.

#### **2.5 Department of Education – Main Features of Budget 2022 – Education**

The Department of Education document outlining the main features of Budget 2022 for the education sector which was circulated to all prior to the meeting was noted. Discussions took place around the budget and how it impacts the education sector.

Ms. Patricia Hagan Clarke raised a concern regarding the lack of special needs places in schools. How are TETB equipped to accommodate the needs of the local communities with regard to progression from ASD classes in primary school to ASD classes at post primary level. Ms. Clodagh Kelly advised TETB have a number of ASD classes across the county with a view to more opening in the future. TETB are currently progressing a number of capital projects in order to accommodate the growing need for ASD classes.

Ms. Clarke advised this is a very difficult situation for parents, there is currently a cohort of students in the special needs unit in Cloughjordan primary school who are now ready to move on to post-Primary and parents are struggling to secure places. Ms. Kelly

acknowledges Ms. Hagan Clarke's concerns and agreed this is a very challenging situation. Unfortunately, this is a national issue. The Department of Education and NCSE have overall responsibility, TETB works closely with our SENOs and each school individually tries to address the need.

Discussions took place around the situation.

CE, Ms. Bernadette Cullen advised TETB would present to the board at the next meeting outlining the current demand and our plans in terms of meeting this demand.

## **2.6 (a) Performance Delivery Agreement**

### **(b) Oversight Agreement**

A copy of the Performance Delivery Agreement and the Oversight Agreement between TETB and the Department of Education (DE) which were circulated to all prior to the meeting for their information were discussed. Director of OSD, Mr. Liam McGrath stated this is an annual agreement which sets out the goals and objectives for the ETB and a clear view of their roles and responsibilities. Ms. McGrath advised a meeting is scheduled with the DE to discuss the implementation of these agreements and TETB will report back to the board after the meeting in January 2022.

## **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**

Chief Executive, Ms. Bernadette Cullen advised September and early October has been a busy period. Schools and Centres continue to operate within the Covid-19 guidelines and are doing great work in a very challenging environment. Ms. Cullen complimented the staff in our schools and centres on their commitment to ensuring there is continuity of quality education services in these times.

Ms. Cullen invited questions on her report which was circulated to all prior to the meeting for their information. Members had no questions.

Ms. Cullen was thanked for her report.

#### **(b) Report from Director of OSD – Mr. Liam McGrath**

Mr. McGrath advised of the following:

- ✓ TETB are now beginning to embed the new organisational structure. A staff meeting will be held on 5<sup>th</sup> November 2021 to update all administrative staff on the new organisation structure. Training will also take place for our APOs in supporting the development of teams under the various new departments and sections. This is an exciting time for TETB and we will continue to develop a fit for purpose organisational structure.
- ✓ Newly appointed APO in Corporate, Capital and Procurement, Ms. Catherine Corcoran will begin working on our statement of strategy for 2023. There will be consultation with key stakeholders and the Strategy Statement will be developed in accordance with Section 27 of the ETB Act 2013.

Mr. McGrath invited questions on his report which was circulated to all prior to the meeting for their information. Members had no questions.

**(c) Report from Director of Schools – Ms. Clodagh Kelly**

**i. Presentation on TETB Schools**

Ms. Kelly led members through a very in-depth presentation outlining the enrolment numbers in our schools across the county.

- Enrolment numbers in each of our schools and our growth in the last 5 years
- Programmes on offer in our schools from Junior Cycle right up to PLC
- PLC Provision
- DEIS Programme
- Ms. Kelly's role as Director of Schools
- Potential areas of growth
  - ✓ "One School – One Town"
  - ✓ Community National Schools
  - ✓ Integration of PLCs and full-time FET programmes

Ms. Kelly invited questions on her presentation.

Cllr. Shane Lee raised some concerns around the decrease in enrolments in Coláiste Phobal Ros Cre. Ms. Kelly advised that enrolment trends will be looked at with each Principal. Research will need to be done on the most recent census to have a look at the overall projected enrolment.

Cllr. Lee also queried why Coláiste Phobal is not a DEIS school especially as a number of the feeder primary schools in the area would have DEIS status. CE, Ms. Bernadette Cullen advised that she along with the Principal and Alan Kelly TD met with the Department of Education to discuss this. The Department of Education have said they are to announce additional DEIS schools and TETB have yet to hear if Coláiste Phobal qualify as they certainly meet a lot of the requirements. Discussions took place around this.

Mr. Eddie Morrissey thanked Ms. Kelly for her very informative presentation and stated it is very positive to see the enrolments increasing in majority of our schools. Mr. Morrissey complimented Ms. Kelly and school staff for the very positive work being done in our schools.

Discussions took place around the prospect of "One Town – One School". CE, Ms. Bernadette Cullen advised that the concept of one town one school ensures all students benefit from state-of-the-art facilities, and quality inclusive education. It was acknowledged that this model may not apply to all towns due the size of the post-primary school population. Members were advised this is something that TETB is currently researching.

Ms. Virginia O'Dowd acknowledged the fantastic work being done in ETB schools and suggested inviting the media to meetings to communicate the message for us. Chairperson, Cllr. Roger Kennedy advised the media are invited to all meetings. The idea of preparing a report on the events of meetings for the media was discussed. This would help raise the interests in the good work being done in our schools and would help in addressing the gap in getting the information out to our communities.

Ms. Kelly was thanked for her report.

**(d) Report from Director of FET – Mr. Colin Cummins**

Mr. Cummins advised of the following:

- ✓ Mr. Cummins acknowledged that due to Covid 19 restrictions this is the first time he has met with the board face to face since his appointment to the role of Director of FET in April 2020. Mr. Cummins thanked the members for their commitment and support over the past 18 months.
- ✓ The enrolment landscape is proving quite challenging at the minute. This is a national issue, Further Education and Training are seeing challenges in both full time and part time education. This is due to Covid-19 restrictions, CAO choices and also the PUP payment. Discussions took place around different ways of building our cohort of learners and getting the awareness out there of what we have to offer.
- ✓ In positive news TETB are seeing growth in other areas such as apprenticeships and traineeships.
- ✓ Work is continuing on the concept of a FET college which will allow us to provide a seamless pathway through education right up to higher education. The board will be updated on this project as it progresses.

**i. Apprenticeship development in Carrick-on-Suir**

Mr. Colin Cummins advised TETB have been successful in their bid to SOLAS in terms of apprenticeship provision in Carrick-on-Suir. There will be 2 workshops opening in the FET Centre in the town. This is very positive for TETB as it will build our provision in Carrick-on-Suir and help raise the profile our apprenticeship programme across the county. This is at the very early stages but is very positive for TETB.

**ii. Emergency Apprenticeship Delivery – Additional Capacity**

The apprenticeship programme is facing huge challenges due to the Covid-19 pandemic with significant national waiting lists across a number of key apprenticeship programmes. As a result of this TETB have increased our apprenticeship output in Electrical and Plumbing to 150%. This is being achieved by changing how we operate our workshops and classrooms. TETB has been approved 3 additional apprenticeship instructors and has been approved for temporary additional administrative support by SOLAS. The approval of the board was sought to move forward with the appointment of the additional staff supports.

Members approved this proposal.

*Proposed by: Cllr. Pat English*

*Seconded by: Cllr. Shane Lee*

Mr. Cummins invited questions on his report which was circulated to all prior to the meeting for their information.

Mr. Cummins was thanked for his report.

**(e) Capital & Procurement Report**

Mr. David O'Donnell, APO updated members on current projects taking place in the organisation and any future projects that are planned.

Mr. O' Donnell updated members on procurement projects that are taking place in TETB.

Chairperson, Cllr. Roger Kennedy thanked Mr. O'Donnell for his report and complimented the number of projects taking place in capital and procurement.

### **3.2 Financial Matters**

#### **(a) Financial YTD Update**

Director of OSD, Mr. Liam McGrath tabled the financial report for the period to 30<sup>th</sup> September 2021 which was circulated to all members prior to this meeting for their information and consideration. This report outlined TETB's expenditure for the period to 30<sup>th</sup> September 2021 and the variance to budget, analysed by Post Primary provision, SOLAS, Self-financing/Other Agency and Youth Services. Mr. McGrath also advised the meeting that the bank balance was €4.4M and €13M was invested with NTMA at this point-in-time.

#### **(b) Update on transfer to SUN – Ms. Columba Glavin**

Ms. Columba Glavin, recently appointed Finance APO was welcomed to the meeting to provide an update on TETB's migration to a new Financial Management System (FMS) effective 1 January 2022.

Ms. Glavin outlined the systems, process and the timelines involved in TETB's migration to this new FMS. This new FMS system will allow TETB to provide up to date information, create efficiencies by becoming more automated, manage budgets more efficiently and significantly reduce the amount of manual paperwork.

Discussions took place around the implementation of this new FMS. Members welcomed the implementation of this new system and the Chairperson also welcomed this very positive news that the transition is now in the process.

Mr. Liam Mc Grath also outlined that the new system would address the risks that we have identified in both our Statements of Internal Control and in our Risk Register with regards to outdated not-fit for purpose financial systems.

Ms. Glavin was thanked for her in depth presentation.

### **3.3 Coláiste Shliabh na mBán**

#### **(a) Coláiste Shliabh na mBán Update**

TETB are preparing a proposal to take back to the Department of Education to ensure we retain Coláiste Shliabh na mBán as a TETB school. Further to the correspondence received from the Department of Education regarding the status of the school, Ms. Bernadette Cullen and Ms. Clodagh Kelly have held several meetings with our partners TUSLA, An Garda Síochana, School Management and TETB Board members. A draft proposal for the short-term and medium-term future of the school is being prepared. Coláiste Shliabh na mBán is the only alternative provider of education for students aged 12-15 and all partners have confirmed the need for such a service in Tipperary. In advance of submitting the proposal to the Department of Education, TETB will seek clarification from the person with overall responsibility for Social Inclusion.

Discussions took place around the current status of the school and the potential it has going forward.

#### **(b) Primary Schools Reconfiguration Update**

Ms. Clodagh Kelly advised TETB have been in discussions with St. Senan's Education Office, who cover the dioceses of Killaloe and Cashel & Emly, regarding the very positive news that the government want to reconfigure schools to have more multi denominational schools across the country. St. Senan's are willing to consider the option of reconfiguring the Junior Boys school in Nenagh to a community national school under the patronage of TETB. Members discussed the proposal.

TETB sought permission from the board to start discussions with the Board of Management in St Mary's Junior Boys school to see if there is interest in the first Tipperary ETB Community National School under TETB.

Members approved.

*Proposed by: Cllr. Pat English*

*Seconded by: Cllr. Michael Anglim*

#### **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 Finance Committee Report 01.10.2021**

The report from the Finance Committee meeting held on the 01<sup>st</sup> October 2021 which was circulated to all prior to the meeting was noted.

##### **4.3 Finance Committee Minutes 20.05.2021**

The minutes of the TETB Finance Committee meeting which was held on 20<sup>th</sup> May 2021 which were circulated to all prior to the meeting for their consideration were adopted.

*Proposed by: Cllr. Shane Lee*

*Seconded by: Ms. Virginia O'Dowd*

#### **5. Policies & 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. All BOM policies are ratified by the Executive and circulated to members for their information/comment.

##### **5.2 TETB CPD Policy**

The TETB CPD Policy which was circulated to all prior to the meeting for their information was noted.

#### **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 noted.

##### **6.2 Charities Code – Ms. Fiona Campbell**

Ms. Fiona Campbell led members through a very detailed presentation giving an overview of TETB's requirements under the Charities Governance Code. Ms. Campbell explained the code sets out the minimum standards that charity trustees should meet to effectively manage and control their charity. This code operates on a comply or explain basis. Ms. Campbell advised each ETB is required to submit an annual report to the Charities Regulator every October outlining the following:

- Information on Charity activities
- Beneficiaries of the charity's activities
- Information relating to employees and paid office holders
- Financial information
- Supporting documentation e.g. Annual Financial Statements
- Declaration in relation to the implementation of the Charities Governance Code

Mr. Liam McGrath, Director of OSD submits this report every year.

In addition to the annual report, charities are now required to report on their compliance with the code. This compliance report is not required to be published, however it is to be available by the Charities Regulator at any time. Ms. Campbell advised the Charities Regulator have developed a template document for organisations to record how they are meeting the requirements. TETB have gone through the code in detail and have reported that as an organisation we are partially compliant. This is due to not having guidelines or policy in place with regards to a volunteering Policy. The Human Resources Department are now working on developing said policy and TETB expect to be fully compliant in next year's compliance report.

Members approved the Compliance Record Form for submission to the Charities Regulator with the annual report.

*Proposed by: Mr. Declan Burgess*

*Seconded by: Ms. Josephine Cahill*

### **6.3 'Adult Literacy for Life' – a 10-year adult literacy strategy**

A copy of the 10-year adult literacy strategy "Adult Literacy for Life" which was circulated to all prior to the meeting for information purposes was noted. TETB will provide further detail on the strategy at a future meeting.

## **7. Other Reserve Functions (approval of leases/appointment of CE/disposal of land/nominations to boards etc.)**

### **Nominations**

The following nominations have been submitted for nomination to the Board of Management of Comeragh College:

- Ms. Anita Oakey      Community Representative
- Mr. Darren Foran      Staff Representative

Nominations were approved.

*Proposed by: Mr. Michael Power*

*Seconded by: Cllr. Shane Lee*

### **7.1 Leases or Licences for approval**

The following lease resolutions and licence agreements were laid before the members for approval:

- i.      Coláiste Eile, Thurles  
Agreement to enter into negotiations to renew the lease which expires on 28<sup>th</sup> February 2022.
- ii.     Archerstown Training Centre, Thurles  
Resolution to enter into a variation of the lease for the Archerstown centre to now include for the new storage shed and extend the term of the current lease to 10 years from 1<sup>st</sup> October 2020.
- iii.    Music Generation, Westgate, Thurles  
Resolution to enter into a new lease for Music Generation



- iv. 2 PLC Classrooms, Racecourse Rd, Thurles  
Resolution to renew the licence agreement for 12 months (Covid related requirement). The current licence expires on 18<sup>th</sup> October 2021.
- v. Ormonde Centre, Prior Park, Clonmel  
Agreement to negotiate a new lease. Current lease expires on 31<sup>st</sup> October 2021.
- vi. CDI Cahir Pitch  
Licence agreement with Tipperary Ladies Gaelic Football Club and Cahir GAA for the use of the playing pitches at Coláiste Dun Iascaigh for a period of 5 years.

Mr. David O'Donnell explained each proposal in detail to the members outlining the terms involved.

All lease resolutions and licence agreements were approved.

*Proposed by: Mr. Eddie Morrissey*

*Seconded by: Cllr. Anne Marie Ryan*

## **8. Any Other Business**

### **8.1 Date of next meeting**

Members were advised the next meeting is scheduled to take place on 14<sup>th</sup> December 2021.

Chairperson, Cllr. Roger Kennedy requested the presence of Mr. Matthew Ryan, Training Services Manager to provide an update on Apprenticeships.

### **8.2 Location of next meeting**

The location for the next meeting will be decided closer to the time in order to ensure we continue to adhere to Covid-19 guidelines.

Members were directed to the Tipperary ETB website [www.tipperaryetb.ie](http://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 thanked all for their attendance.*

Signed: \_\_\_\_\_

*Roger Kennedy*  
Chairperson, Cllr. Roger Kennedy

Date: \_\_\_\_\_

*14/12/2021*

