

**Kerry Education and Training Board**  
***Bord Oideachais agus Oiliúna Chiarraí***

**Minutes** of Kerry Education and Training Board (Kerry ETB) meeting held in the Boardroom at Kerry ETB Head Office, Tralee on Tuesday February 26<sup>th</sup> 2019.

***In Attendance:***

Cllr. Jim Finucane  
Cllr. Niall Kelleher  
Cllr. John Francis Flynn  
Cllr. Michael Cahill  
Cllr. Pa Daly  
Ms. Francisse Walshe  
Mr. Michael O'Mahony  
Mr. Joe Brennan

Cllr. Terry O'Brien  
Cllr. Jimmy Moloney  
Cllr. Norma Moriarty  
Cllr. Aoife Thornton  
Ms. Maryanne Slattery  
Ms. Maria O'Gorman  
Mr. Noel Keenan  
Ms. Brid McElligott

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Ms. Ann O'Dwyer, Director of Schools, Music and Youth, Mr. Tommy Conroy, Finance Officer, Mr. Edward O'Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs Officer, Ms. Marion O'Toole, Marketing and Communication Officer and Ms. Karen Griffin, Corporate Support were also in attendance.

**An Cathaoirleach Cllr. Jim Finucane presided for the meeting.**

**As per Paragraph 10, Section 3 of the Education and Training Board (ETB) Act 2013 and the Agenda notice, no conflicts of interest were declared at the commencement of the meeting. As per Section 1.18 Circular Letter 0002/2019, a new conflict of interest document was circulated to be signed prior to the meeting to the Members (a copy of which is attached to the minutes).**

02/2019/1	<b>APOLOGIES &amp; CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b>
<b>1.1</b>	<p><b>Apologies/Leithscéalta:</b> Apologies for their absence were received from:</p> <ul style="list-style-type: none"> <li>➤ Ms. Mary McGillicuddy</li> <li>➤ Cllr. Séamus Cosáí Fitzgerald</li> <li>➤ Mr. Eugene Moriarty</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón:</b> An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> <li>➤ To Mr. Dan O'Halloran, Kerry ETB Training Centre, on the death of his Mother, Ms. Catherine O'Halloran.</li> <li>➤ To Ms. Karen O'Sullivan, Head Office, on the death of her Uncle, Mr. Noel Kilcooley.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To Ms. Karen Fitzgerald, Kerry ETB Training Centre, on the death of her Brother-in-Law, Mr. Neil Fitzgerald.</li> </ul>
<b>02/2019/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas:</b></p> <ul style="list-style-type: none"> <li>➤ Congratulations to Causeway Comprehensive School who were shortlisted for the final of the biennial Shannon Foynes Port Company 'COMPASS' transition year competition.</li> <li>➤ Congratulations to the five students from Castleisland Community College who were honoured at the annual Garda Youth Achievement Awards.</li> <li>➤ Congratulations to Gaelcholáiste Chiarraí who are one of two schools in Tralee who are in the semi-finals of the Bank of Ireland Junk Kouture competition.</li> <li>➤ Congratulations to Scoil Phobail Sliabh Luachra who won the final of the Com Dhonncha Uí Nuanáin (U19B football championship).</li> <li>➤ Congratulations to Cllr. Niall Kelleher and his wife, Ms. Linda Gordon on the birth of their son, Conlaoch Michael Kelleher.</li> </ul>
<b>02/2019/3</b>	<b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINIÚ DEIREANACH BOIRD – LE GLACADH</b>
<b>3.1</b>	<p>The minutes of the Kerry ETB meeting held on January 22<sup>nd</sup> 2019 were adopted and signed.</p> <p style="text-align: center;"> <b>Proposed: Mr. Noel Keenan Seconded: Mr. Michael O'Mahony</b> </p>
<b>02/2019/4</b>	<b>MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>
<b>4.1</b>	<p><b>Gaelcholáiste Nua School Building Project Update</b></p> <p>The update was provided by the CEO and Acting Head of CS&amp;CD. As per the report circulated prior to the meeting, the update addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Stage 2A submission submitted to the Department of Education and Skills (DoES) September 11<sup>th</sup> 2018.</li> <li>➤ Site title transferred (accelerated) to Kerry ETB effective from February 13<sup>th</sup> 2019 – deed of transfer signed and sealed February 13<sup>th</sup> 2019 by Kerry ETB.</li> <li>➤ Stage 2A meeting with the DoES is scheduled for February 28<sup>th</sup> 2019.</li> <li>➤ Knotweed remediation works to commence February 19<sup>th</sup> 2019.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Site enabling works to commence March 11<sup>th</sup> 2019.</li> <li>➤ Planning application scheduled to be lodged with Kerry County Council (Kerry Co. Co.) in advance of March 11<sup>th</sup> 2019.</li> <li>➤ Contracts for wayleaves with ESB finalised and executed on February 14<sup>th</sup> 2019.</li> <li>➤ Communications ongoing with Kerry Co. Co. re schedule for the construction of the new access road for the school.</li> </ul> <p>Regarding the access road, Mr. Edward O’Neill referenced a map which was displayed for Members outlining the footprint of the new access road and the site for the new school building. Cllr. Pa Daly queried the cost as presented for the new access road, which will be constructed by Kerry Co. Co. In this regard, the CEO referenced previous correspondence received from Kerry Co. Co. with a cost estimate of circa €4.2 million.</p> <p>Members were advised that based on the current timelines, the new school building project is scheduled for completion by quarter two 2021. Earlier completion of the school building project may be achievable but is highly dependent on the duration of the Planning Permission process and granting of same.</p> <p>Following the meeting with the DoES on February 28<sup>th</sup> 2019, a further update will be provided for the Board. It was noted that a positive outcome from this meeting would be approval of Stage 2A and approval to proceed with the Planning Permission application.</p> <p>The Board noted the update as provided.</p>
4.2	<p><b>Listowel School Accommodation</b></p> <p>An update was provided by the Acting Head of CS&amp;CD and the Director of Schools, Youth and Music and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Additional School Accommodation Application is currently being drafted to submit to the DoES for Coláiste na Ríochta. The application is seeking approval for the following additional accommodation: <ul style="list-style-type: none"> <li>➤ Full ASD Unit</li> <li>➤ Refurbishment of the Metalwork room (from 12 to 24 students).</li> <li>➤ Additional General Classroom</li> <li>➤ Principal’s Office</li> <li>➤ School Office</li> </ul> </li> </ul> <p>The Members were advised that a meeting had taken place with the representatives of the Gael Scoil Lios Tuathail Board of Management (BOM) on February 18<sup>th</sup> 2019. The CEO, Director of Schools, Youth and Music and An Cathoirleach attended this meeting. At this meeting it was agreed that a letter would be issued to the BOM seeking their agreement or otherwise with the proposal for the construction of a new school to accommodate their needs on the current ETB site as per ongoing discussions.</p>

	<p>This letter issued on February 22<sup>nd</sup> 2019 and the BOM were requested to submit their reply by March 18<sup>th</sup> 2019. Copies of the letter were circulated at the meeting. It was noted that this letter was copied to the patron of Gael Scoil Lios Tuathail.</p> <p>The Board noted and welcomed this update.</p>
<p><b>4.3</b></p>	<p><b>Listellick National School Building Project Update</b>  An update was provided by the Acting Head of CS&amp;CD, Mr. Edward O'Neill and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Stage One Report submitted to DoES on January 28<sup>th</sup> 2019</li> <li>➤ DoES to issue a date for Stage 1 meeting</li> </ul> <p>We are currently awaiting confirmation from the DoES of the date for a meeting re Stage 1 submission. The Board welcomed this update.</p>
<p><b>4.4</b></p>	<p><b>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) - Youthreach Programme</b>  The CEO's report as circulated with the meeting notice provided an update. The Director of OS&amp;D in addressing same referenced the following:</p> <ul style="list-style-type: none"> <li>➤ Letter issued to KDYS on January 23<sup>rd</sup> 2019 addressing letter received from KDYS December 19<sup>th</sup> 2018. This letter addressed the transfer costs as submitted by KDYS and clearly set out that Kerry ETB has no liability to discharge these cost items as presented by KDYS. This letter also addresses the primary drivers for the move to direct delivery.</li> <li>➤ Kerry ETB letter to DoES re TUPE related costs - submitted by KDYS - was issued on January 28<sup>th</sup> 2019 by the Finance Officer.</li> <li>➤ Letter received from KDYS February 1<sup>st</sup> 2019 re costs of the transfer costs etc. This letter was also copied by KDYS to the DoES.</li> </ul> <p>The Board was advised that a letter issued to KDYS on February 18<sup>th</sup> 2019 advising them that the Finance Officer had submitted a letter on a without prejudice basis re the claims for transfer costs etc. as submitted by KDYS to the DoES. This letter also addressed the offer to enter in to mediation or binding arbitration re staff pay recoupment matter (as per letter December 11<sup>th</sup> 2018).</p> <p>Re the move to the direct delivery of the programme by Kerry ETB, it was noted that the Staff induction programme phase II was completed on January 31<sup>st</sup> 2019 and the Children First training was completed February 6<sup>th</sup> 2019.</p> <p>In the context of the finalisation of matters re the move to direct delivery of the Youthreach and Mentor Programmes and the introduction of the new Targeted Youth Funding Scheme (TYFS) by the DCYA, the Board was advised that a meeting will be scheduled with KDYS senior management and Board</p>

	<p>Members. The purpose of this meeting will be to address the role of the ETB as a Grantor of funding and its associated governance responsibilities.</p> <p>The Board was fully supportive of the need for this meeting with KDYS.</p> <p>A further update will be provided at the next meeting.</p>
4.5	<p><b>Ethics in Public Office Acts Annual Statements 2018</b></p> <p>The Corporate Affairs Officer, Ms. Gráinne Mulvihill thanked those who had submitted their documentation and noted that there are three still outstanding. The Corporate Affairs Officer will follow up with these Members re same.</p>
4.6	<p><b>Proposed Housing Development at Port Road, Killarney and pedestrian access to adjoining schools</b></p> <p>The Acting Head of CS&amp;CD, Mr. Edward O’Neill, referenced a map in relation to this proposed development. Based on the map presented, the developers were essentially seeking permission for access to the school site and the creation of a walkway. It was noted that Director of Schools, Youth and Music, Ms. Ann O’Dwyer and the Buildings’ Officer had met with the project developers on Monday February 25<sup>th</sup> 2019.</p> <p>There were some discussions re this matter. A Cathaoirleach advised that the needs of the school (current and future) are the primary concerns of the Board. The Director of Schools, Youth and Music stated that this matter has been referred to the BOM of Killarney Community College for review and consideration.</p> <p>The Acting Head of CS&amp;CD advised that as this matter relates to access to ETB land etc. a Board decision re this matter will be required as per Section 12(2)(n) ETB Act 2013. The CEO stated that any decision of the Board is subject to approval by the DoES.</p> <p>Regarding the proposal to develop a full-size Astroturf pitch at the rear of the school, Members were advised that an advert will be placed in the local media. Board Members from the Killarney area requested that a copy of the advert is circulated to the members. This was agreed.</p> <p>A further update will be provided at the next meeting.</p>
4.7	<p><b>Department of Children and Youth Affairs (DCYA) Targeted Youth Funding Scheme update</b></p> <p>The Kerry ETB Youth Officer, Ms. Miriam Galvin made a presentation to the Board addressing the key aspects of the new Targeted Youth Funding Scheme (TYFS). This report addressed the following:</p>

	<ul style="list-style-type: none"> <li>➤ Transfer of funding from CDETB to regional ETBs</li> <li>➤ Transfer of projects and Youth Information Centres (YIC)</li> <li>➤ Protocol Actions</li> <li>➤ Mid-Level Governance and Oversight</li> </ul> <p>Copies of the presentation will be circulated to the Board Members following the meeting. It was noted, as per the presentation that the funding for the YIC in 2018 was circa €115,000 and the Transition Year TYFS in 2018 circa €415,000.</p> <p>In addition, it was noted that the Local Youth Club Grant Scheme (LYCGS) funding for 2019 is circa €53,000.</p> <p>In the context of these discussions, the Board Members were advised that an SLA is to be signed between the Department of Children and Youth Affairs (DCYA) and Kerry ETB. Work is ongoing re the SLA between ETBI and the DCYA. The CEO advised that based on the current draft SLA there are significant risks attaching for the ETB. DCYA are providing a grant of circa €23,000 to the ETB as a technical support to assist with the new TYFS implementation. The Youth Officer outlined that at minimum a Grade VI full-time resource is required to assist her in meeting the requirements under the new TYFS Scheme and SLA.</p> <p>The Board considered this matter and advised that we communicate our concerns to ETBI and the DCYA re the resourcing of same. It was noted that the finalised SLA will be presented at the March Board Meeting for consideration by the Board.</p> <p>An Cathaoirleach thanked Miriam for her presentation.</p> <p>A further update will be provided at the next meeting.</p>
<b>02/2019/5</b>	<b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION</b> <b>ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b>
	<p>An overview of the new Kerry ETB Corporate Website was presented by Marketing and Communications Officer, Ms. Marion O'Toole.</p> <p>An Cathaoirleach thanked Marion for the presentation and congratulated her on the design of the new website.</p> <p>Ms. Francisce Walsh in welcoming the new website concurred with An Cathaoirleach re the new design.</p> <p>It was noted that the website is scheduled to be launched at the March Board Meeting.</p>

02/2019/6	<b>GOVERNANCE RIALACHAS</b>
6.1	<p><b>Risk Management</b> The Director of OS&amp;D provided an update on Risk Management, which addressed:</p> <ul style="list-style-type: none"> <li>➤ Existing Risk Management Policy together with the Risk Management Framework will have to be reviewed in light of Circular Letter 0002/2019, the new Code of Governance – see item <b>6.6</b></li> </ul>
6.2	<p><b>Minutes of School Board of Management (BOM) Meetings</b> The Board approved the Minutes of the following BOM Meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Killarney Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 19<sup>th</sup> September 2018</li> </ul> </li> <li>➤ <b>Castleisland Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 15<sup>th</sup> November 2018</li> </ul> </li> <li>➤ <b>Coláiste na Ríochta</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 10<sup>th</sup> December 2018</li> </ul> </li> <li>➤ <b>Coláiste Gleann Lí</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meetings on 6<sup>th</sup> December 2018, 7<sup>th</sup> February 2019 and 8<sup>th</sup> February 2019</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Terry O’Brien</b> <b>Seconded: Mr. Michael O’Mahony</b></p>
6.3	<p><b>Board of Management Appointments</b></p> <ul style="list-style-type: none"> <li>➤ <b>Killarney Community College</b> <ul style="list-style-type: none"> <li>➤ Parents’ Representative: Ms. Joanne O’Sullivan</li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Mr. Noel Keenan</b></p> </li> <li>➤ <b>Castleisland Community College</b> <ul style="list-style-type: none"> <li>➤ Parents’ Representative: Mr. Clifford Peskett</li> </ul> <p style="text-align: center;"><b>Proposed: Ms. Francisse Walsh</b> <b>Seconded: Ms. Maryanne Slattery</b></p> </li> </ul>
6.4	<p><b>Kerry ETB Policies for Approval</b> <b>Revised Lease Protocol</b> This protocol was circulated at the meeting. This protocol, as presented by the Director of OS&amp;D, was approved by the Board.</p>

6.5	<p style="text-align: center;"><b>Proposed: Cllr. John Francis Flynn</b> <b>Seconded: Cllr. Terry O'Brien</b></p> <p><b>Staff Health and Safety Roles and Responsibilities document</b> This document was circulated at the meeting. This policy, as presented by the Director of OS&amp;D, was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Cllr. Terry O'Brien</b></p> <p>Mr. Joe Brennan noted that while there had been very good constructive engagement between Kerry ETB and the Teachers' Union of Ireland (TUI) locally with regard to addressing these matters, it is his understanding that there are matters to be finalised between ETBI and the TUI. Mr. Brennan requested that a letter be issued to ETBI re same. The Director of OS&amp;D to issue the letter re same.</p>
6.6	<p><b>Circular Letter 0002/2019 - New Code of Governance for Education and Training Boards</b> The new Code of Governance was circulated to the Board with the meeting Agenda. An overall update was provided by the Director of OS&amp;D, Ms. Maria Brennan addressing the following:</p> <ul style="list-style-type: none"> <li>➤ The new code of Governance is effective from January 30<sup>th</sup> 2019.</li> <li>➤ The code replaces the previous code – Circular Letter 0018/2015.</li> <li>➤ Copies are being circulated in the February 2019 ETB Board meeting pack.</li> <li>➤ The update contains a number of significant changes from the previous code.</li> </ul> <p>The Board was advised to review the new Code in full. The Code will be presented for formal adoption at the March Board Meeting and any matters arising from the review of the Code by the Members will be addressed at the March 26<sup>th</sup> 2019 Board Meeting. Training in the new Code is being organised by ETBI and training will also be organised locally by Kerry ETB.</p> <p>The importance of all Members reviewing the Code in full was emphasised by the CEO.</p>
6.7	<p><b>Circular Letter 0003/2019 – Good Practice Guidelines in Relation to Contracts for the Provision of Goods and/or Services</b> This Circular Letter was circulated to the Board with the Agenda, an update on same was given by the Director of OS&amp;D, Ms. Maria Brennan addressing the contents of the Circular with particular reference to the requirement for Department approval before providing non-core services and for legal awards and settlements.</p>



	<p>Members were advised to review the Circular in full. All schools and centres have been circulated copies of this Circular and Members serving on BOM need to be fully aware of its contents.</p>
<b>6.8</b>	<p><b>Kerry ETB Annual Report 2017</b>  Members were advised that in accordance with Section 28 of the Education and Training Boards Act 2013 the Kerry ETB Annual Report 2017 was laid before each House of the Oireachtas on 25<sup>th</sup> February 2019.</p> <p>This was noted by the Board and An Cathaoirleach thanked everyone involved in its production.</p>
<b>6.9</b>	<p><b>ETBI Brief re Rehab Specialist Training Providers Grant Aid Compliance Update</b>  An update was provided by the Director of FET, Mr. Owen O'Donnell and addressing the historical context for the Specialist Training Provision (STP), current provision by the National Learning Network (NLN) under this arrangement and ETBI Brief 03/2019.</p> <p>It was noted, that clarification has been sought from ETBI regarding aspects of Brief 03/2019. The Director of OS&amp;D advised that currently the Internal Audit Unit is auditing this area of provision.</p> <p>This update was noted by the Board. The Director of FET's presentation will be circulated following the meeting.</p>
<b>6.10</b>	<p><b>New ETB Board Formation</b>  The update was provided by the Director of OS&amp;D, Ms. Maria Brennan and addressed the following:</p> <p><b>Composition of the Board</b></p> <ul style="list-style-type: none"> <li>➤ The ETB Act 2013 sets out that each ETB must have 21 board members (Section 30) and it sets out the process for appointment of members of the Board (Section 31)</li> </ul> <p><b>Proposed schedule for 2019:</b></p> <ol style="list-style-type: none"> <li>1. Circular letter re the Election of two staff members is to be issued by the DoES</li> <li>2. The first meeting of the Board after the local authority election on May 24<sup>th</sup> 2019 is provisionally scheduled for Friday July 26<sup>th</sup> 2019. The 12 local authority members (Section 30 (1)(a) ETB Act 2013) and the two new staff members (Section 30 (1)(b) ETB Act 2013) will attend this meeting.</li> </ol>

	<p>3. Two parent representatives (Section 30 (1)(c) ETB Act 2013) to be appointed at the July Board Meeting. No other business will be conducted at this meeting.</p> <p>4. Five members from bodies specified by the Minister in the ETB Board Act 2013 will be appointed at the September Board Meeting based on Section 30 (1)(d) of the ETB Act 2013.</p> <p>It was noted that the post-election meeting is provisionally scheduled for the July 26<sup>th</sup> 2019 at 11.00am.</p> <p>Members welcomed this update.</p>
6.11	<p><b>Annual Service Plan Approval</b></p> <p>As per Section 47 ETB Act 2013, the Service Plan 2019 was presented by the Finance Officer, Mr. Tommy Conroy. The following was noted:</p> <ul style="list-style-type: none"> <li>➤ Annual Service Plan to be submitted to the Minister of Education by 1<sup>st</sup> March, 2019.</li> <li>➤ The Annual Service Plan outlines the steps to be taken in 2019 in order to align to the Kerry ETB Strategy Statement 2018 – 2022.</li> <li>➤ The Annual Service Plan outlines Projected Income and Receipts for the 2019 Financial Year.</li> </ul> <p>The overall Service Plan 2019 including capital funding is estimated at €63.8 million. The Director of OS&amp;D advised that the Service Plan was reviewed and approved by the Finance Committee at its meeting on February 25<sup>th</sup> 2019.</p> <p>Copies of the Service Plan were circulated to Members.</p> <p>In accordance with the provisions of Section 47(3) ETB Act 2013 the Board unanimously approved the Service Plan as presented.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Mr. Michael O'Mahony</b></p> <p>At the request of An Cathaoirleach, the Service Plan 2019 will be published in hard copy and formally launched at the March 26<sup>th</sup> 2019 Board Meeting.</p> <p>An Cathaoirleach and the CEO thanked Tommy and all the team for the preparation of the 2019 Service Plan in accordance with Section 47 of the ETB Act 2013.</p>
6.12	<p><b>Comptroller and Auditor General (C&amp;AG) 2017 Accounts Management Letter</b></p> <p>The Board was advised that the Kerry ETB Financial Statements 2017 Management Letter from the C&amp;AG has been received. A copy of the letter</p>

	<p>was circulated to all Members present by the Finance Officer for their review. The confidential nature of this letter as per Paragraph 13, Schedule 3 of the ETB Act 2013 was noted.</p> <p>In addition, the Director of OS&amp;D advised that the audit of the 2018 Accounts is scheduled to begin on the week commencing 3<sup>rd</sup> June 2019.</p> <p>The Finance Officer stated that in advance of the preparation of the Financial Statements the Audit &amp; Risk Committee have carried out a Review of the Internal Controls in place for 2018 and have approved same.</p> <p>An Cathaoirleach thanked all the Management Team for their work in relation to the Audit of the 2017 Accounts.</p>
<b>6.13</b>	<p><b>Audit and Risk Committee Annual Report 2018</b></p> <p>This report was circulated by all Members present by the Corporate Affairs Officer, Ms. Gráinne Mulvihill. The report will be reviewed by the Chairperson of the Audit and Risk Committee when he attends the next meeting in March 2019.</p>
<b>6.14</b>	<p><b>2019 Annual Subscription to ETBI</b></p> <p>It was noted that the annual subscription to the ETBI for 2019 was €42,700.</p>
<b>6.15</b>	<p><b>ETBI Meeting with DoES re Child Protection</b></p> <p>An update was provided by the Director of Schools, Youth and Music, Ms. Ann O'Dwyer addressing the requirements as set out in Circular Letter 081/2017 re the implementation of the child protection procedures for Primary and Post-Primary Schools. She advised that following a meeting with DoES in January, ETBI committed to ensuring that all ETB schools are made aware of the requirements to fully comply with the Child Protection and Safeguarding Guidelines and oversight reporting in line with all schools across the education sector.</p> <p>The Director of Schools, Youth and Music made clear the distinction between the role of the BOM in the Voluntary Sector and the role of the BOM in the ETB Sector. The advice from the DoES is that in the event of an allegation of child abuse against a staff member, the member of staff is to be named in the Principals Child Protection and Oversight Report to the BOM. This advice appears to be contrary to the ETBs previous understanding. It was noted that ETBI are engaging with the DoES re this matter and ETBI will be advising ETBs on the outcome of these discussions.</p> <p>Cllr. Pa Daly requested that it be recorded that the Board supported the ETB's view that in the case of an allegation against a member of staff, it should be sufficient to notify same to the Head of Human Resources.</p>

	As this matter is under ongoing discussions between the ETBI and the DoES, a further update will be provided at the March meeting.
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02/2019/7	CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p><b>Finance Report:</b> This report was presented by the Finance Officer, Mr. Tommy Conroy and circulated at the meeting.</p> <p>In relation to Cappanalea Outdoor Education and Training Centre (OETC), a meeting will be scheduled with the Cappanalea OETC BOM to be attended by the CEO, Director of FET and the Finance Officer. At this meeting the current provision, financing etc. of the centre will be addressed.</p> <p><b>Buildings Report:</b> This report was circulated and presented by the Buildings Officer, Mr. Edward O'Neill and addressed the following:</p> <p><b>Coláiste na Ríochta/ Listowel Campus</b></p> <ul style="list-style-type: none"> <li>➤ As per Matters Arising</li> <li>➤ Sanction to Replace Water Tank - €29,000 including VAT and Fees</li> </ul> <p><b>Killarney Community College</b></p> <ul style="list-style-type: none"> <li>➤ Autism Spectrum Disorder (ASD) Unit</li> <li>➤ Kerry ETB await full costing for Design Team (due 29/02/2019) to submit to DoES</li> </ul> <p><b>Causeway Comprehensive School</b></p> <ul style="list-style-type: none"> <li>➤ Planning Reference 18/762 for approval of an Anaerobic Digestion Facility – being monitored</li> <li>➤ Kerry County Council have requested Further Information on the 4<sup>th</sup> of February 2019.</li> </ul> <p><b>Coláiste na Sceilge</b></p> <ul style="list-style-type: none"> <li>➤ Ventilation – Works Package to issue for tender and works to commence Summer 2019.</li> </ul> <p><b>Coláiste Gleann Lí / KCFE – Phase 2</b></p> <ul style="list-style-type: none"> <li>➤ Substantial Completion on the 28<sup>th</sup> of February 2019 for handover to school</li> </ul> <p><b>Gaelcholáiste Nua</b></p> <ul style="list-style-type: none"> <li>➤ Knotweed Remediation has Commenced on Site</li> <li>➤ Enabling Works Contract to Commence on 18<sup>th</sup> of March 2019</li> <li>➤ DES Stage 2A Meeting scheduled for 28<sup>th</sup> of February 2019 in DoES Offices</li> </ul>

**Listellick National School, Tralee - Roll No. 09260**

- Stage One Report submitted to Department of Education and Skills 28<sup>th</sup> of January 2018. DoES to issue a date for Stage 1 meeting as addressed under section 4.3 above.

**Youthreach**

- Killarney Youthreach building fit out ongoing, estimated Completion date 31<sup>st</sup> of March 2019

Following the presentation, the Director of OS&D, Ms. Maria Brennan recorded her thanks to Edward for all of the work that he has completed as Acting Head of CS&CD, prior to him moving to his new role as Procurement Officer. The CEO and An Cathaoirleach also thanked Edward. Board Member, Mr. Noel Keenan requested that Edward's work in progressing the Gaelcholáiste Chiarraí project be noted.

The Director of OS&D advised that two new Members of staff had been appointed. The new Head of Corporate Support and Capital Development (CS&CD), is Mr. Danny Kerins and Mr. Padraig O'Sullivan is the new Capital and Buildings Officer. Both will commence in their new roles shortly.

These appointments were noted by the Board.

**Land and Leases**➤ **Youthreach Leases Update**

- Killarney Youthreach, High Street, Killarney – the Board was advised by the Director of FET that we are currently awaiting the finalised lease from the legal agents.

➤ **Gaelcholáiste Chiarraí – Collis Sandes House – Lease extension for 12 months to July 31<sup>st</sup> 2020**

- Rent: €110,000pa
- Term 1 year extension until 31<sup>st</sup> July 2020

Deferred to March Meeting Agenda.

➤ **Kerry ETB Training Centre - Anseldo Building, Monavalley Advance Factory – Lease Renewal for 2 years from July 1<sup>st</sup> 2019 to June 30<sup>th</sup> 2021**

- Rent: €49,200pa
- Area: 10,000 square feet
- Duration: 2 years from July 1<sup>st</sup> 2019 until June 30<sup>th</sup> 2021

Deferred to March Meeting Agenda.

➤ **South Kerry VTOS/Youthreach, Killorglin – Killorglin Business Park**

- Area: 3,600 square feet – option of extra 1,200 square feet
- Duration: 10 year lease with 5 year break clause
- Rent: €27,000pa plus rates, sewerage and water charges

Deferred to March Meeting Agenda.

	<p>➤ <b>Scamps &amp; Scholars – Approval to Seek Planning for Extension and Additional Parking</b></p> <p>Deferred to March Meeting.</p>
7.2	<p><b>Report – Chief Executive Officer</b></p> <p>The CEO’s report was presented by Mr. Colm Mc Evoy, CEO, as circulated prior to the meeting and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ Gaelcholáiste Chiarraí School Building Project Update</li> <li>➤ Kerry ETB and KDYS Youthreach (100 places annually) Grantor/Grantee Agreement</li> <li>➤ Tralee Regional Sports and Leisure Company Limited by Guarantee</li> <li>➤ Listowel School Accommodation Update</li> <li>➤ Kerry ETB and Tralee IT South Campus Acquisition</li> <li>➤ New code of Governance for Education and Training Board Published</li> </ul> <p>An Cathaoirleach requested that a letter be issued to the Sports Centre Manager, Mr. Finbar Griffin recording the Board’s satisfaction re the ongoing development of the Centre.</p> <p>This report was noted by the Board.</p>
7.3	<p><b>Schools Report – Director of Schools, Youth and Music</b></p> <p>The Schools Report was tabled and presented by the Director of Schools, Youth and Music, Ms. Ann O’Dwyer and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ DSEL Update</li> <li>➤ Student Support Training (SST)</li> <li>➤ <i>EmPOWER Me</i> event</li> <li>➤ Kerry ETB Post-Primary Student Awards 2019</li> <li>➤ Schools’ Updates</li> <li>➤ ‘SheRuns’</li> </ul> <p>It was proposed that the programme, that was provided in the Kerry ETB Schools prior to the EmPOWER Me event, would be retained each year going forward, as this was an excellent initiative. This was agreed by the Board.</p> <p style="text-align: center;"><b>Proposed: Ms. Francisse Walsh</b> <b>Seconded: Mr. Noel Keenan</b></p>
7.4	<p><b>Further Education and Training Report – Director of FET</b></p> <p>The Further Education and Training Report was tabled and presented by the Director of FET, Mr. Owen O’Donnell and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ SOLAS Strategic Agreement Update</li> </ul>

	<ul style="list-style-type: none"> <li>➤ 2018 Draft Financial Outcomes/2019 Bid</li> <li>➤ 2019 SOLAS Initial Allocation and Kerry ETB 2019 Financial Bid</li> </ul> <p>This report was noted by the Board.</p>
7.5	<p><b>Organisation Support and Development Report</b></p> <p>The Organisation Support and Development Report was presented by the Director of OS&amp;D, Ms. Maria Brennan and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ Ethics in Public Office Annual Statements 2018</li> <li>➤ Kerry ETB Policy for approval</li> <li>➤ Health &amp; Safety Policy</li> <li>➤ Kerry ETB Annual Report 2017</li> <li>➤ Risk Management</li> <li>➤ Circular Letter 0002/2019 New Code of Governance for ETB's</li> <li>➤ Circular Letter 0003/2019 Good Practice Guidelines in Relation to Contracts for the Provision of Goods and/or Services</li> <li>➤ New ETB Board Formation</li> </ul> <p>This report was noted by the Board.</p>
7.6	<p><b>Members' Business (motions)</b></p> <p>Saint John of God Community Services - €100 sponsorship for musical 'Sister' on 26<sup>th</sup> and 27<sup>th</sup> March 2019 in Siamsa Tire for approval</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Ms. Francis Walsh</b></p> <p>Star Pupil Committee – Funding of €3,000 for 2018/2019, 2019/2020 and for the next three years – for approval</p> <p style="text-align: center;"><b>Proposed: Mr. Michael O'Mahony</b> <b>Seconded: Ms. Francis Walsh</b></p> <p>Motion proposed by An Cathaoirleach, Cllr. Jim Finucane: <i>'Initiate foundation of a County based Youth Orchestra in conjunction with Music Generation'</i></p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Ms. Francis Walsh</b></p>

02/2019/8	<b>CORRESPONDENCE COMHFHREAGRAS</b>
8.1	<p><b>DES Correspondence:</b> Noted as listed</p>
8.2	<p><b>DES Circular Letters:</b> Noted as listed</p>
8.3	<p><b>DES Press Releases:</b> Noted as listed</p>
8.4	<p><b>ETBI Correspondence:</b> Noted as listed</p>
8.5	<p><b>SOLAS Correspondence</b> Noted as listed</p>
8.6	<p><b>Other Correspondence:</b> Noted as listed.</p>
02/2019/9	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<p><b>Query re Marine Training Centre</b> Mr. Michael O'Mahony asked the Director of FET for an update in relation to the establishment of the Marine Training Centre. The Director of FET advised that the course, which is due to commence on September 8<sup>th</sup> 2019, has been advertised.</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Next Board Meeting date: Tuesday March 26<sup>th</sup> at 4.15pm Kerry ETB Boardroom</p> </div>

Signed/Sínithe: \_\_\_\_\_

Date/Dáta: \_\_\_\_\_