

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

**Minutes** of the Kerry Education and Training Board (Kerry ETB) Meeting held via Video Conference on Tuesday, October 27<sup>th</sup> 2020.

**In Attendance:**

Cllr. Jim Finucane  
Cllr. Deirdre Ferris  
Cllr. Norma Moriarty  
Cllr. Michael Cahill  
Cllr. Johnnie Wall  
Cllr. Maura Healy Rae  
Mr. Noel Keenan

Cllr. Terry O'Brien  
Cllr. Niall O'Callaghan  
Cllr. Marie Moloney  
Cllr. Cathal Foley  
Cllr. Fionnán Fitzgerald  
Cllr. Aoife Thornton  
Ms Maria O'Gorman

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Ann O'Dwyer, Director of Schools, Youth and Music (SYM), Ms. Maryanne Lowney, Mr. Tommy Conroy, Finance Officer, Ms. Aileen O'Connor, Head of Corporate, Capital and Technology (CCT) Department, Mr. Pdraig O'Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support and Ms. Karen Griffin, Executive Support were also in attendance.

**As per Section 1.18 of Circular Letter 0002/2019, the 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). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting – see Section 7.2.**

10/2020/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
<b>1.1</b>	<p><b>Apologies/Leithscéalta:</b> Apologies for their absence were received from:</p> <ul style="list-style-type: none"> <li>➤ Mr. Tim Daly</li> <li>➤ Ms. Joan McCrohan</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón:</b> An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>➤ To Kathryn Connelly, Head Office, on the death of her Brother, Mr. Gary Dineen.</li> <li>➤ To Ms. Mary Walsh, Health &amp; Safety Officer, Head Office, on the death of her Son, Stephen Mahony.</li> <li>➤ To Ms. Gráinne Mulvihill, Head Office and Mr. Donal Dowd, Capanalea NCOET, on the death of their Uncle, Mr. Philip O'Sullivan.</li> <li>➤ To Mr. John Adams, Killarney Youthreach, on the death of his Brother, Mr. Kevin Adams.</li> <li>➤ To Ms. Gemma Hilario, Youthreach Board of Management Member, on the death of her Mother, Ms. Mary Redpath Healy.</li> <li>➤ To Mr. Paul Fields, ETBI, on the death of his Father, Mr. Patrick Fields.</li> </ul>

<b>10/2020/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas:</b></p> <ul style="list-style-type: none"> <li>➤ To Killarney Community College Teacher, Lorraine Crowley and her 2019/20 TY Students who were on RTE's 'Today with Maura and Dáithí' re their prizewinning 'Be Dementia Aware' campaign.</li> <li>➤ To Micheál O'Shea on winning the Senior Individual Category at the 2020 Trócaire Game Changers Competition for his 'Climate Conquest' board game.</li> <li>➤ To Two Mile Community National School who earned a STEM plaque from Discovery Primary Science and Maths.</li> <li>➤ To the Kerry College Monavalley Campus Instructor, Mick Ryan and his Commis Chef team who prepared, cooked and delivered a four course meal to frontline ambulance staff at University Hospital Kerry on Tuesday 20<sup>th</sup> October 2020.</li> </ul>

<b>10/2020/3</b>	<b>MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH</b>
<b>3.1</b>	<p>The minutes of the Kerry ETB Board Meeting held on September 22<sup>nd</sup> 2020 were adopted.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan Seconded: Cllr. Johnnie Wall</b></p>

<b>10/2020/4</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 following update was provided by the Buildings Officer, Mr. Pdraig O'Sullivan:</p> <ul style="list-style-type: none"> <li>➤ As advised at the ETB Board meeting on September 22<sup>nd</sup> 2020, Kerry ETB on September 16<sup>th</sup> 2020 issued the tender for the appointment of a main contractor for the construction of Gaelcholáiste Chiarraí Nua. The tender list has been defined following the pre-qualification of main contractors following Stage 1 of the tender process. Kerry ETB have prequalified 5 No. Contractors to tender for this project.</li> <li>➤ The original date for receipt of tenders was set for October 28<sup>th</sup> 2020. Following a request from a tendering contractor, the deadline was extended, on the advice of the Design Team Lead, to 5.00pm November 11<sup>th</sup> 2020.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ As noted at the ETB Board meeting on September 22<sup>nd</sup> 2020, it is anticipated, following Department of Education (DoE) approval, that Kerry ETB will complete the formal appointments for the Main Contractor and the Mechanical and Electrical (M&amp;E) Specialist Sub-Contractors. Kerry ETB expect to commence on site towards the end of the first quarter in 2021.</li> </ul> <p>The Board welcomed this update.</p>
<p><b>4.2</b></p>	<p><b>Listowel School Accommodation</b></p> <p>The following update was provided by the Buildings Officer, Mr. Padraig O’Sullivan:</p> <ul style="list-style-type: none"> <li>➤ On October 7<sup>th</sup> 2020 in an email to the DoE, the Buildings Officer outlined Kerry ETB’s rationale for the scope of the extension and outlined in detail the requirement to achieve overall separation from FET and School within the campus.</li> <li>➤ Kerry ETB have sought a meeting with the DoE officials and SOLAS to address the accommodation needs of both the Kerry College and Post-Primary School.</li> <li>➤ On October 7<sup>th</sup> 2020, Kerry ETB received approval from the DoE to purchase two prefab units for the school, providing an all in grant of €184,965.</li> <li>➤ Kerry ETB on October 16<sup>th</sup> 2020 received full grant of planning permission for the installation of two prefabs at the school.</li> <li>➤ The successful tenderer has been confirmed and based on the current production schedule it is expected to have the units installed by end of December 2020. This delay is due to the significant demand for prefabricated classrooms for both the education and healthcare sector in recent months.</li> <li>➤ Kerry ETB Buildings Team are finalising an Emergency Works Application to upgrade the heating system within the school.</li> </ul> <p>The Board welcomed this update.</p>
<p><b>4.3</b></p>	<p><b>Listellick National School Building Project Update</b></p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB on October 21<sup>st</sup> 2020 received DoE approval to commence pre-qualification of main contractors for the building of the new school project at Listellick Tralee.</li> <li>➤ The School Principal has been notified of this approval.</li> <li>➤ Kerry ETB are currently liaising with the Design Team to finalise documentation prior to advertising the tender on E-Tenders (the governments tendering platform).</li> </ul> <p>The Board noted this update.</p>

4.4	<p><b>Killorglin Community College Sports Complex Proposal Update</b>  The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update re progress in addressing the 66 year lease approval with the DoE:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB are following up with the DoE following the “Property Oversight Group” meeting on September 23<sup>rd</sup> 2020.</li> <li>➤ Following approval by the DoE, Kerry ETB will be in a position to execute the lease with Killorglin Sports and Leisure Company Limited by Guarantee.</li> <li>➤ On October 19<sup>th</sup> 2020, Kerry ETB received the finalised leases from our legal agents (Murphy Ramsay Walsh Solicitors). The lease has been signed and sealed by Killorglin Sports and Leisure Company Limited by Guarantee. The Buildings Officer advised that an application had been submitted to the DoE in respect of the lease and that Kerry ETB would require approval before proceeding with the execution of these documents.</li> </ul> <p>The Board welcomed this update.</p>
4.5	<p><b>Anaerobic Digestion Facility – Planning Appeal Update</b>  The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB continue to monitor the planning file for this development (Planning Ref 20/673).</li> <li>➤ It was noted that on September 18<sup>th</sup> 2020, Kerry County Council issued the applicants with a request for further information (RFI), Kerry County Council will not be in a position to determine the outcome of the planning application until the RFI is addressed satisfactorily.</li> </ul> <p>The Board noted the update.</p>
4.6	<p><b>Correspondence with Kerry Diocesan Youth Services (KDYS)</b>  The following update was provided:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB attended the initial virtual meeting with the Mediator on October 2<sup>nd</sup> 2020.</li> <li>➤ In attendance for Kerry ETB were the CEO, Mr. Colm Mc Evoy, Director of OS&amp;D, Ms. Maria Brennan, Finance Officer, Mr. Tommy Conroy and a legal representative from Mason, Hayes &amp; Curran (MHC).</li> <li>➤ Email correspondence received October 13<sup>th</sup> 2020 from MHC proposing a further session next week with the Mediator, date for same TBC.</li> </ul> <p>The Board noted this update.</p>
4.7	<p><b>Head Office Rent Review</b>  The Finance Officer, Mr. Tommy Conroy provided the following update;</p> <ul style="list-style-type: none"> <li>➤ As advised at the September 14<sup>th</sup> 2020 meeting, Savills were arranging to visit Head Office to facilitate the rent review that they are completing on behalf of the Landlord.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Savills' representative inspected the premises on September 24<sup>th</sup> 2020.</li> <li>➤ Letter, as circulated with the Agenda, received from Savills on September 29<sup>th</sup> 2020.</li> <li>➤ As circulated with the Agenda, the letter of response from Finance Officer, Mr. Tommy Conroy issued on October 14<sup>th</sup> 2020.</li> </ul> <p>A further update will be provided at the next meeting.</p>
4.8	<p><b>Kerry County Development Plan Feedback</b></p> <p>The Director of OS&amp;D, Ms. Maria Brennan provided the following update:</p> <ul style="list-style-type: none"> <li>➤ Feedback for the Kerry County Development Plan 2022–2028, as circulated to the Board with the Agenda, was submitted to Kerry County Council on October 6<sup>th</sup> 2020.</li> <li>➤ The feedback, as agreed by the Senior Executive Management (SEM), addressed the following: <ul style="list-style-type: none"> <li>➤ Projected Population Growth</li> <li>➤ Economic Development and Activity</li> <li>➤ Childcare/Early Learning and Education Facilities</li> <li>➤ Youth</li> <li>➤ Marketing Kerry</li> </ul> </li> </ul> <p>The Board noted this update.</p> <p>Cllr. Marie Moloney requested a copy of the submission.</p>

10/2020/5	<p><b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION</b>  <b>ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b></p>
	<p>An update was provided by the Directors of SYM and FET on the COVID-19 Response Plan progress and their ongoing contingency planning in line with the overall ETB COVID-19 Response Framework.</p> <p><b>The Director of SYM, Ms. Ann O'Dwyer addressed the contents of her report as circulated with the Meeting Agenda.</b></p> <p>The Board thanked the Director of SYM for the comprehensive update.</p> <p><b>The Director of FET, Mr. Owen O'Donnell addressed the contents of his report as circulated with the Meeting Agenda. Particular emphasis was placed on the revised arrangements following the Government announcement on October 19<sup>th</sup> 2020 to move to Level 5 from midnight on October 21<sup>st</sup> 2020.</b></p> <p>The Board thanked the Director of FET for the comprehensive update.</p>

	An Cathaoirleach thanked all for the ongoing work across Schools, FET Centres and in Head Office in ensuring the continuity of services, deemed essential, as the pandemic evolves.
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<b>10/2020/6</b>	<b>GOVERNANCE RIALACHAS</b>
<b>6.1</b>	<p><b>Risk Management Update</b></p> <p>An update was provided by the Director of OS&amp;D, Ms. Maria Brennan, advising the following:</p> <ul style="list-style-type: none"> <li>➤ The Code of Practice for the Governance of Education and Training Boards (CL0002/2019, Section 7.2) sets out the following with respect to risk management; <ul style="list-style-type: none"> <li>➤ establishing an Audit and Risk Committee to give an independent view in relation to risks and risk management systems;</li> <li>➤ making risk management a standing item on the Board meeting agenda and monitor any changes in risk ratings at Board meetings;</li> <li>➤ the composition of ETB Boards is set by the Education and Training Boards Act. Accordingly, expert advice may be required from time to time;</li> <li>➤ appoint a <b>Chief Risk Officer</b> or empower a suitable management alternative, to identify, measure and manage risk and promote a risk management culture in the organisation;</li> <li>➤ approve the risk management policy, set the ETB’s risk appetite taking account of funding bodies’ requirements, and approve the risk management plan and risk register at least annually;</li> <li>➤ review management reporting on risk management and note/approve actions as appropriate;</li> <li>➤ require external review of effectiveness of risk management framework on a periodic basis; and</li> <li>➤ confirmation in the annual report that the Board has carried out an assessment of the ETB’s principal risks, including a description of these risks, where appropriate, and associated mitigation measures or strategies.</li> </ul> </li> </ul> <p>As per the above requirements of CL0002/2019, Section 7.2, the Board were asked to formally appoint Ms. Maria Brennan, Director of OS&amp;D as the suitable management alternative for a Chief Risk Officer.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Cllr. Jim Finucane</b></p> <p>It was noted that the ETB Board must approve:</p> <ul style="list-style-type: none"> <li>• The updated Risk Management Policy (previously approved May 26<sup>th</sup> 2020). The addition to policy includes the inclusion of the “Assurance Report” and “Composite Assurance Report” to be completed annually in</li> </ul>

	<p>December by Line Management and Directors respectively. These reports will provide written assurance to An Cathaoirleach that the risk management framework is in place and operating effectively.</p> <ul style="list-style-type: none"> <li>• The Risk Appetite Statement and Risk Appetite Framework/Plan. Both documents were reviewed and approved by the Audit and Risk Committee on October 9<sup>th</sup> 2020.</li> </ul> <p>The updated Policy, the Risk Appetite Statement and Risk Appetite Framework/Plan are being presented for approval under <b>section 6.7 below</b>.</p> <p>In addition the Board was advised of the transition to “new” risk registers is ongoing with the following matters being progressed:</p> <ul style="list-style-type: none"> <li>➤ Input delivered to School Principals on October 20<sup>th</sup> 2020</li> <li>➤ Email correspondence issued Kerry College management team on October 21<sup>st</sup> 2020.</li> </ul> <p>The Board welcomed this update.</p>
6.2	<p><b>Minutes of School Boards of Management (BOM) Meetings</b></p> <p>The Board approved the Minutes of the following BOM Meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Two Mile CNS</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on January 20<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on April 29<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on June 23<sup>rd</sup> 2020</li> </ul> </li> <li>➤ <b>Scoil an Ghleanna SNP</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on June 26<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on August 20<sup>th</sup> 2020</li> </ul> </li> <li>➤ <b>Castleisland Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on June 11<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on August 20<sup>th</sup> 2020</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Marie Moloney</b> <b>Seconded: Cllr. Fionnán Fitzgerald</b></p> <ul style="list-style-type: none"> <li>➤ <b>Causeway Comprehensive School</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on June 8<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on August 13<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on August 24<sup>th</sup> 2020</li> <li>➤ Board of Management Meeting on September 21<sup>st</sup> 2020</li> </ul> </li> <li>➤ <b>Coláiste Gleann Lí</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on December 18<sup>th</sup> 2019</li> <li>➤ Board of Management Meeting on May 26<sup>th</sup> 2020</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Aoife Thornton</b> <b>Seconded: Cllr. Marie Moloney</b></p>

6.3	<p><b>Minutes of FET Governance Boards and BOM Meetings</b>  The Board approved the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Kerry College</b> <ul style="list-style-type: none"> <li>➤ Governance Board Meeting on November 28<sup>th</sup> 2019</li> <li>➤ Governance Board Meeting on March 9<sup>th</sup> 2020</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Fionnán Fitzgerald</b>  <b>Seconded: Cllr. Niall O’Callaghan</b></p>
6.4	<p><b>Minutes of the Youth Work Committee</b>  There are no minutes for approval at this meeting.</p>
6.5	<p><b>Minutes of the Section 45 Committees</b>  The Board noted the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Finance Committee</b> <ul style="list-style-type: none"> <li>➤ Committee Meeting on February 25<sup>th</sup> 2019</li> </ul> </li> <li>➤ <b>Audit and Risk Committee</b> <ul style="list-style-type: none"> <li>➤ Committee Meeting on February 2<sup>nd</sup> 2019</li> <li>➤ Committee Meeting on February 19<sup>th</sup> 2019</li> <li>➤ Committee Meeting on February 26<sup>th</sup> 2019</li> </ul> </li> </ul> <p>The Director of OS&amp;D advised that these minutes are formally approved by their own respective committees.</p>
6.6	<p><b>Minutes of Partnership School BOM Meetings</b>  There are no minutes for noting at this meeting.</p>
6.7	<p><b>Kerry ETB Policies for Approval</b>  The following policies were circulated prior to the meeting and presented to the Board for approval by the Director of OS&amp;D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> <li>➤ Remote Working Policy and Procedure</li> <li>➤ Procedure for dealing with angry, aggressive or abusive phone call/email</li> <li>➤ Policy Development Framework</li> <li>➤ Guidelines on the use of Video Conferencing</li> <li>➤ Risk Appetite Statement</li> <li>➤ Risk Management Framework</li> <li>➤ Risk Management Policy – Revision</li> <li>➤ Conflict of Interest Policy - Revision</li> <li>➤ ICT Access Control Policy - Revision</li> </ul> <p>The Board approved the policies as presented by the Director of OS&amp;D.</p> <p style="text-align: center;"><b>Proposed: Cllr. Fionnán Fitzgerald</b></p>



	<b>Seconded: Mr. Noel Keenan</b>											
<b>6.8</b>	<p><b>Health and Safety Matters Update</b> The Head of CCT, Ms. Aileen O'Connor provided an update addressing the following;</p> <ul style="list-style-type: none"> <li>➤ Woodwork Teacher Machinery Training due to take place in October and November has now been postponed to early January due to COVID-19.</li> <li>➤ Meeting held on October 9<sup>th</sup> with Woodwork teachers and Building Officer regarding the potential upgrade of new Woodwork Machinery on the back of risk assessments completed by Egan Safety Solutions.</li> <li>➤ Safety Committee Meeting held on 24<sup>th</sup> September 2020.</li> <li>➤ Work ongoing re COVID-19 response.</li> </ul> <p>The Board was advised that Egan Safety Solutions plays a critical role in supporting the Directorate in addressing Health &amp; Safety matters in a planned and effective manner across the scheme.</p> <p>The Board noted this update.</p>											
<b>6.9</b>	<p><b>Kerry ETB Committees under Section 44 of the ETB Act 2013</b> The following Board of Management Appointments (BOM) were made by the Board:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td rowspan="2" style="text-align: center;"><b>Causeway Comprehensive School</b></td> <td style="text-align: center;"><b>Tadhg Flynn (replacing Tim Leahy)</b></td> <td style="text-align: center;"><b>Teacher Nominee</b></td> </tr> <tr> <td style="text-align: center;"><b>Robert Brennan (replacing Dan Mahony)</b></td> <td style="text-align: center;"><b>Parent Nominee</b></td> </tr> <tr> <td style="text-align: center;"><b>Gaelcholáiste Chiarraí</b></td> <td style="text-align: center;"><b>Robbie O'Connell</b></td> <td style="text-align: center;"><b>English Primary School Nominee</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Proposed: Cllr. Johnnie Wall Seconded: Cllr. Marie Moloney</b></p> <p><b>Further Education and Training Centres (FETC) Governance Board</b> The following Governance Board appointments were made by the Board:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;"><b>FETC Committee</b></td> <td style="text-align: center;"><b>Michael O'Mahony John O'Connor</b></td> <td style="text-align: center;"><b>Community Nominee</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Proposed: Cllr. Maura Healy Rae Seconded: Mr. Noel Keenan</b></p> <p><b>Youthreach BOM</b> The following BOM appointments were made by the Board:</p>	<b>Causeway Comprehensive School</b>	<b>Tadhg Flynn (replacing Tim Leahy)</b>	<b>Teacher Nominee</b>	<b>Robert Brennan (replacing Dan Mahony)</b>	<b>Parent Nominee</b>	<b>Gaelcholáiste Chiarraí</b>	<b>Robbie O'Connell</b>	<b>English Primary School Nominee</b>	<b>FETC Committee</b>	<b>Michael O'Mahony John O'Connor</b>	<b>Community Nominee</b>
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	<table border="1" data-bbox="587 271 1380 367"> <tr> <td data-bbox="587 271 850 367">Youthreach BOM</td> <td data-bbox="850 271 1129 367">Jacinta Roche</td> <td data-bbox="1129 271 1380 367">Parent Nominee</td> </tr> </table> <p data-bbox="743 412 1225 479" style="text-align: center;"><b>Proposed: Cllr. Maura Healy Rae</b> <b>Seconded: Mr. Noel Keenan</b></p> <p data-bbox="448 524 1522 779">The Board was advised that currently there is provision for three BOM/Agency nominees on the Youthreach BOM. It was agreed to amend the Youthreach BOM structure by reducing the nominees from the BOM/Agency to two. In terms of supporting progression opportunities for the Youthreach learners the position of the Board arising from this re-structure will be assigned to a FET Principal nominee (Kerry College). This re-structuring was approved by the Board.</p> <p data-bbox="751 824 1217 891" style="text-align: center;"><b>Proposed: Ms. Maria O’Gorman</b> <b>Seconded: Cllr. Michael Cahill</b></p> <p data-bbox="448 936 1489 969">The following appointment to the Youthreach BOM was made by the Board:</p> <table border="1" data-bbox="550 1010 1417 1106"> <tr> <td data-bbox="550 1010 813 1106">Youthreach BOM</td> <td data-bbox="813 1010 1093 1106">Stephen Goulding</td> <td data-bbox="1093 1010 1417 1106">FET Principal Nominee</td> </tr> </table> <p data-bbox="754 1151 1214 1218" style="text-align: center;"><b>Proposed: Cllr. Aoife Thornton</b> <b>Seconded: Cllr. Johnnie Wall</b></p>	Youthreach BOM	Jacinta Roche	Parent Nominee	Youthreach BOM	Stephen Goulding	FET Principal Nominee
Youthreach BOM	Jacinta Roche	Parent Nominee					
Youthreach BOM	Stephen Goulding	FET Principal Nominee					
6.10	<p data-bbox="448 1301 1522 1368"><b>ETB Board Self-Assessment 2020 as per Code of Practice for the Governance of ETBs (CL0002/2019) Update</b></p> <p data-bbox="448 1375 1522 1559">As advised at the September 22<sup>nd</sup> 2020 Meeting, CL0002/2019, Section 4, Board Effectiveness, sets out that the Board of Kerry ETB should ‘undertake a self-assessment annual evaluation of its own performance and that of its Board committees. The Director of OS&amp;D, Ms. Maria Brennan updated the Board on the process to date as follows;</p> <ul data-bbox="448 1565 1522 1821" style="list-style-type: none"> <li>➤ Significant progress has been made to date re the Board Self-Assessment Evaluation Questionnaires. The majority of Board members, Section 44 Committees have completed the process and returned questionnaires.</li> <li>➤ Finance Committee and Audit and Risk Committee both completed the process and returned questionnaires.</li> <li>➤ Final results will be presented for discussion at the December ETB Board meeting.</li> </ul> <p data-bbox="448 1865 1522 1933">The Director of OS&amp;D thanked the Board members for their support to date with this process.</p> <p data-bbox="448 1977 850 2011">The Board noted this update.</p>						

## 6.11

**Partnership Schools – Deeds of Trust and Articles of Management**

The CEO, Mr. Colm Mc Evoy provided the following update:

In September 2020, a review process commenced formalising the legal agreements in place with each school i.e. Deeds of Trust, Articles of Management. These legal agreements, to date, have not been signed, however the schools have been for many years operating in line with unsigned documents.

- Kerry ETB is a Joint Patron/Trustee to four schools in the county:
  - Pobalscoil Chorca Dhuibhne
  - Pobalscoil Inbhear Scéine
  - Scoil Phobail Sliabh Luachra
  - Tarbert Comprehensive School
- The Education Act 1998 sets out the duties and responsibilities that Patrons/Trustees have in this context, in particular the interface between the Trustee and the School BOM.
- Kerry ETB elects nominees to represent the organisation on each of the four Boards of Management.
- Correspondence issued to the secretaries of each School BOM the Week of October 12<sup>th</sup> 2020 to advise of the commencement of this review process etc.

The Board noted this update.

**Partnership Schools – BOM Membership**

Kerry ETB, Joint Patron, is approving the following compositions for Pobalscoil Chorca Dhuibhne (Dingle), Scoil Phobail Sliabh Luachra (Rathmore) and Pobalscoil Inbhear Scene (Kenmare):

<b>Pobalscoil Chorca Dhuibhne</b>	
Brid Ní Lúing	CEIST
Micheál Ó Cinnéide	CEIST
Séamus Ó Lúing	CEIST
Tomás Ó Beagloaich	Múinteoir
Fiona Uí Chiardubháin	Múinteoir
Teresa Uí Chonchúir	Tuismitheoir
Seán Ó Dufaigh	Tuismitheoir
Maryanne Slattery	BOO Chiarraí
Ruairí Ó Cinnéide	BOO Chiarraí

Cllr. Fionnán Fitzgerald	BOO Chiarraí
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### Scoil Phobail Sliabh Luachra

Margaret Mc Carthy	CEIST
Stella Loughnane	Kerry ETB
Cllr. Niall O'Callaghan	Kerry ETB
Cllr. Marie Moloney	Kerry ETB
Conni Vaughan	Staff
Bernie Walsh	Staff
Cllr. Niall Kelleher	CEIST
Diarmuid Mc Carthy	CEIST
Michael John O'Mahony	Parent
Therese Higgins	Parent

### Pobalscoil Inbhear Sceine

Margaret Godley	Kerry ETB
Maria O'Gorman	Kerry ETB
Cllr. Maura Healy Rae	Kerry ETB
Pat O'Sullivan	Sisters of Clare
Sean Kelleher	Sisters of Clare
Sr. Concepta Looney	Sisters of Clare
Oonagh Comerford	Teacher
Dianne Kelleher	Teacher
Angela O'Reilly	Parent
Anna Kallewaard	Parent

**Proposed: Cllr. Johnnie Wall**  
**Seconded: Cllr. Fionnán Fitzgerald**

6.12	<p><b>Notice of Board Membership Resignation as per Section 36 of the ETB Act 2013</b></p> <p>The Director of OS&amp;D, Ms. Maria Brennan provided the following update:</p> <ul style="list-style-type: none"> <li>➤ Ms. Catherine O’Sullivan, Parent Representative tendered her resignation from the Board on September 29<sup>th</sup> 2020.</li> <li>➤ Ms. Maryanne Lowney Slattery, Staff Representative, tendered her resignation from the Board on October 19<sup>th</sup> 2020.</li> </ul> <p>Cllr. Niall O’Callaghan requested that a letter of thanks be issued to the former Board members. This was unanimously agreed.</p> <p>The Board noted this update.</p>
6.13	<p><b>ETB Board Vacancies – Parent Representative and Staff Representative as per Section 37 of the ETB Act 2013</b></p> <p>The Director of OS&amp;D, Ms. Maria Brennan provided the following update;</p> <p><b>Parent Representative:</b></p> <ul style="list-style-type: none"> <li>➤ The vacancy for the Parent Representative will be addressed by Kerry ETB’s Parents Council at their next meeting.</li> </ul> <p><b>Staff Representative</b></p> <ul style="list-style-type: none"> <li>➤ Kerry ETB advised the DoE that a Staff Representative Vacancy had arisen on October 27<sup>th</sup> 2020</li> <li>➤ A Circular Letter must issue from the DoE providing Kerry ETB with the timeline for a Staff Representative Election</li> </ul> <p>This update was noted.</p>
6.14	<p><b>Office of the Comptroller and Auditor General (OCAG) – Audit Insights: Impact of COVID-19 on the control environment</b></p> <p>The Director of OS&amp;D, Ms. Maria Brennan, advised of the following:</p> <ul style="list-style-type: none"> <li>➤ An email was received from the C&amp;AG on October 9<sup>th</sup> 2020 re Audit Insights: Impact of COVID-19 on the control environment (document circulated to the Board with the Agenda). This document brings to light three potential risks addressing the impact of COVID-19 on the control environment of public bodies. <ol style="list-style-type: none"> <li>1. Concern re financial controls due to the change in the control environment i.e. increased risk of fraud, error etc.</li> <li>2. Failure to maintain an appropriate level of staff engagement due to prolonged periods of remote working</li> <li>3. Concern re the adequacy of the organisations systems, procedures and capacity to respond to another lockdown</li> </ol> </li> </ul> <p>On October 20<sup>th</sup> 2020 correspondence and copy of this document issued to all Line Management with request to review in the context of their functional area in particular reference to corporate governance requirements.</p>

	This was noted by the Board.
6.15	<p><b>Membership of the first Governing Body of Munster Technological University (MTU)</b></p> <p>The CEO provided the following update;</p> <ul style="list-style-type: none"> <li>➤ Letter received from the Department of Further and Higher Education, Research, Innovation and Science (Dept. FHERIS) on October 21<sup>st</sup> 2020 – as circulated with the Agenda.</li> <li>➤ The letter addressed the following: <ul style="list-style-type: none"> <li>A Ministerial Order is scheduled to be laid before the House of the Oireachtas proposing January 1<sup>st</sup> 2021 as the date for the establishment of Munster Technological University and the dissolution of IT Tralee and Cork IT.</li> </ul> </li> </ul> <p>Under Section 55 (2)(c) of the Technological Universities Act 2018:  <i>“one external member nominated in accordance with its or their own procedures by the education and training board or boards in whose education and training board area or areas the campuses of the technological university are situated”</i></p> <p>It is noted that in accordance with the provisions of Section 12 of the ETB Act 2013, the nomination of external members to the governing body of technological universities is not listed as a reserved function of the ETB. Therefore, in accordance with Section 13 of the ETB Act 2013, this is an executive function.</p> <p>The Board noted this update.</p> <p>The CEO advised that Cllr. Jim Finucane, An Cathaoirleach will be the Kerry ETB nominee.</p>

10/2020/7	<b>CEO’s REPORT &amp; QUESTIONS ON CEO’s REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH &amp; CEISTEANNA ORTHU</b>
7.1	<p><b>Finance Report</b></p> <p><b>Finance Report presented by Finance Officer, Mr. Tommy Conroy</b></p> <p>The Finance Report, as circulated with the Meeting Agenda, was presented by the Finance Officer, Mr. Tommy Conroy.</p> <p>The report as presented was noted by the Board.</p>
7.2	<p><b>Buildings Report</b></p> <p>The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following projects/works updates:</p>

- Devolved Project Request
- CAD Drawing Scheme
- Causeway Comprehensive School
- Killarney Community College
- St. Oliver's National School, Killarney
- Coláiste Gleann Lí
- Kerry College – Clash Campus
- Kerry College National Outdoor Education and Training Campus
- Tech Amergin

#### **Kerry ETB Seal Use**

As per Schedule 3, paragraph 1(2) of the ETB Act 2013 Kerry ETB has an approved witness register. The approved witness register includes:

- Betty Corkey – APO – Head of HR
- Tommy Conroy – APO – Finance Officer
- Danny Kerins – Data Protection Officer
- Edward O'Neill – Procurement Officer

The Board formally approved the following additions to the seal use witness register:

- Aileen O'Connor – APO – Head of Corporate, Capital and Technology
- Pdraig O'Sullivan – Capital and Buildings Officer

**Proposed: Cllr. Marie Moloney**  
**Seconded: Mr. Noel Keenan**

#### **Use of the Kerry ETB Seal**

The Board was advised by the Buildings Officer, Mr. Pdraig O'Sullivan that in accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the seal of Kerry Education & Training Board was used to execute the following leases/rental agreements at the ETB Board meeting on October 27<sup>th</sup> 2020:

1. Unit 1 & 4, Davcon House, Tralee
2. Ground Floor, 13/14 Denny Street, Tralee
3. O'Donoghue's Garage, Boherbee, Tralee

These leases were approved at August 25<sup>th</sup> 2020 Board Meeting and were formally sanctioned by the DoE in a letter dated October 1<sup>st</sup> 2020.

#### **Land and leases:**

##### **Lease Renewal for approval** **37 High Street, Killarney**

Board approval is being sought by the Director of FET for the renewal of a lease of a premises at 37 High Street, Killarney for the delivery of Adult Basic Education (ABE) on the following terms:

- Term: Two Years (1<sup>st</sup> December 2020 – 31<sup>st</sup> November 2022)
- Rental: €27,060 including VAT
- Area: c. 2,200 sq. ft.

	<p>➤ Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.</p> <p>The Board approved the lease as per the terms presented by the Director of FET.</p> <p style="text-align: center;"><b>Proposed: Cllr. Maura Healy Rae</b> <b>Seconded: Cllr. Marie Moloney</b></p> <p>It was noted that all Rental Agreements/Lease Agreements are subject to approval by the DoE as per Circular Letter 39/2011, DPER Circular Letter 17/2016 and Circular Letter 0002/2019 - Code of Practice for the Governance of ETBs.</p> <p><b>Ongoing Capital Projects</b> The Buildings Officer, Mr. Pdraig O’Sullivan, presented a comprehensive list of the ETB’s ongoing capital projects. The Board noted that the ETB has circa €33 million in ongoing and planned capital projects.</p> <p>An Cathaoirleach highlighted the positive level of investment in building projects across the scheme.</p>
7.3	<p><b>Chief Executive Officer’s Report</b> The CEO’s Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB Head Office Update</li> <li>➤ Kerry ETB COVID-19 Arrangements</li> <li>➤ Kerry ETB Partnership Schools</li> <li>➤ Kerry Diocesan Youth Service</li> <li>➤ Tralee Regional Sports and Leisure Company Limited by Guarantee</li> <li>➤ Kerry County Development Plan Feedback</li> <li>➤ Kerry College, National Outdoor Education and Training Campus</li> <li>➤ Kerry ETB and Tralee IT South Campus Acquisition</li> </ul>
7.4	<p><b>Schools Report - Director of Schools, Youth and Music</b> The Schools Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> <li>➤ COVID-19 Response in Schools - <b>See Section 5 above for Covid-19 update.</b></li> <li>➤ Updates from Schools</li> <li>➤ Digital Learning</li> <li>➤ DoE Inspections</li> <li>➤ Community National Schools</li> <li>➤ Kerry ETB School Open Days</li> <li>➤ Youth Development Office Update</li> <li>➤ Wellbeing Update</li> <li>➤ Music Generation Kerry Update</li> <li>➤ Kerry Local Creative Youth Partnership</li> </ul>



<b>7.5</b>	<p><b>Further Education and Training Report – Director of FET</b>  The FET Report, as circulated prior to the meeting, was noted by the Board.  The Report addressed:</p> <ul style="list-style-type: none"> <li>➤ Contingency Planning COVID-19 – <b>see Section 5 above for Covid-19 update</b></li> <li>➤ Blended Learning</li> <li>➤ Admissions Registration Progress</li> <li>➤ COVID-19 Incident Reports</li> <li>➤ Kerry College Marketing</li> <li>➤ Recruitment</li> <li>➤ Skills to Compete</li> </ul> <p>The Director of FET, Mr. Owen O’Donnell advised that effective from September 1<sup>st</sup> 2020 Cappanalea, the National Centre for Outdoor Education and Training had officially become the fifth Kerry College Campus – Kerry College National Outdoor Education and Training Campus. This development was welcomed by the Board.</p>
<b>7.6</b>	<p><b>Organisation Support and Development Report</b>  As per the <b>Governance Section 6.0</b> of the Minutes, noted by the Board.</p> <p>The Board noted this update.</p>
<b>7.7</b>	<p><b>Members’ Business (motions)</b></p> <p><b>Oireachtas Literary Competitions 2020/Comórtais Líteartha an Oireachtas 2020</b></p> <p>Sponsorship of €260 for the ‘Cnuasach Filíochta’ was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b>  <b>Seconded: Cllr. Fionnán Fitzgerald</b></p>

<b>10/2020/8</b>	<b>CORRESPONDENCE COMHFHREAGRAS</b>
<b>8.1</b>	<b>DoE Correspondence:</b> Noted as listed
<b>8.2</b>	<b>DoE Circular Letters:</b> Noted as listed

8.3	<b>DoE Press Releases:</b> Noted as listed
8.4	<b>Department of Further and Higher Education, Research, Innovation and Science Correspondence:</b> Noted as listed
8.5	<b>Department of Further and Higher Education, Research, Innovation and Science Press Releases</b> Noted as listed
8.6	<b>Department of Children and Youth Affairs Correspondence:</b> Noted as listed
8.7	<b>ETBI Correspondence:</b> Noted as listed
8.8	<b>SOLAS Correspondence</b> Noted as listed
8.9	<b>Other Correspondence:</b> Noted as listed.

10/2020/9	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<p>The CEO advised that the Ansaldo Building, Monavalley Industrial Estate, Monavalley, Tralee is for sale.</p> <p>The Director of FET confirmed that these premises have been leased formerly by FÁS and now the ETB since July 4<sup>th</sup> 1998. The building has been extensively fitted out over the years for a number of apprenticeships, i.e. carpentry and electrician courses.</p> <p>Following discussions regarding same, the CEO sought Board approval to engage with SOLAS in registering an interest in purchasing the premises.</p> <p>The Board unanimously supported this proposal.</p> <p style="text-align: center;"><b>Proposed: Ms. Marie O’Gorman</b> <b>Seconded: Cllr. Fionnán Fitzgerald</b></p> <p>A business proposal will be compiled and sent to SOLAS regarding same. A further update would be given at the next Board Meeting.</p>

	<p>Next Board Meeting Date: Tuesday December 8<sup>th</sup> 2020</p>
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Signed/Síithe: \_\_\_\_\_

Date/Dáta: \_\_\_\_\_