

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) meeting held in Kerry ETB Training Centre, Monavalley Industrial Estate, Tralee reconvened on Tuesday April 10th 2018, rescheduled from Monday March 26th 2018.

In Attendance:

Cllr. Jim Finucane
Cllr. Damien Quigg
Cllr. Jimmy Moloney
Cllr. Pa Daly
Cllr. Michael Cahill
Mr. Michael O'Mahony
Ms. Francis Walshe
Mr. Noel Keenan

Cllr. Terry O'Brien
Cllr. Aoife Thornton
Cllr. Norma Foley
Cllr. Norma Moriarty
Mr. Eugene Moriarty
Ms. Maria O'Gorman
Ms. Maryanne Slattery

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisational Support and Development (OS&D), Ms. Mary O'Sullivan, Acting Head of Finance Department, Mr. Edward O'Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs 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.

04/2018/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <p>Cllr. Séamus Cosáí Fitzgerald, Cllr. John Francis Flynn, Ms. Brid McElligott, Ms. Mary McGillyCuddy, Cllr. Niall Kelleher, Ms. Ann O'Dwyer, Director of Schools, Youth and Music</p>
1.2	<p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> ➤ To Ms. Marian Sugrue, Head Office and Ms. Mary O'Sullivan, Head Office, on the death of their Sister-in-Law/Aunt, Ms Elizabeth Sugrue. ➤ To Mr. Stephen Goulding, Principal, North Kerry College of Further Education and Coláiste na Ríochta, on the death of his Father, Mr. John Goulding.

	➤ To Ms. Myrna Egan, Teacher, Coláiste Gleann Lí, on the death of her Father, Mr. Maurice Egan.
04/2018/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	Congratulations/Comhghairdeas: ➤ These were addressed at the March 26 th Board Meeting.

04/2018/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
3.1	The minutes of the Kerry ETB meeting held on February 26 th 2018 were adopted and signed. Proposed: Cllr. Jimmy Moloney Seconded: Mr. Noel Keenan
04/2018/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	Gaelcholáiste Nua School Building Project Update An update was provided by the CEO at the March 26 th meeting, as per the CEO's Report which was circulated with the meeting agenda. The CEO confirmed that, in addition to the update he provided at the March 26 th Meeting, we have now received confirmation of the estimated cost of the "onsite" Japanese Knotweed treatment proposal from Invasive Plant Solutions. The estimated cost is circa €150,000 plus VAT etc. This has been communicated to the Department of Education and Skills (DoES). In addition, the CEO confirmed that a detailed letter in relation to this project was issued to the DoES on March 23 rd 2018. A further update will provided at the next meeting.
4.2	Listowel School Accommodation An update on this matter was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, at the March 26 th meeting. There was no further update to report.

4.3	<p>Listellick National School Building Project Update An update on this matter was provided by the Acting Head of CS&CD advising that the Tender had issued and the closing date for the receipt of the Tender April 24th 2018.</p> <p>The Board welcomed this progress and a further update will be given at the next meeting.</p>
4.4	<p>Kerry College of Further Education (KCFE) Accommodation Needs Update An update on this matter was provided by the Director of FET, Mr. Owen O'Donnell at the March 26th meeting.</p> <p>The Director of FET advised that, in addition to the update he provided at the March 26th meeting, he and the Principal of KCFE were meeting with the Engineers later today to finalise the specifications for the works, which would then be added to the Agreement to Lease for this property.</p> <p>When all matters are finalised and agreed between the law agents the agreement for lease will be signed, conditional upon planning permission etc.</p> <p>Progress with the matter was welcomed by the Board and a further update will be provided at the next Board Meeting.</p>
4.5	<p>Coláiste Gleann Lí – Phase 2 Building Project Update An update on this matter was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, at the March 26th meeting.</p> <p>A meeting is scheduled for 10th April 2018 in relation to this project and the Acting Head of CS&CD will confirm the commencement date of this project following this meeting.</p> <p>It was agreed that a 'Turning the Sod' event will be organised following the commencement of the works.</p> <p>In addition the CEO advised that we had received a letter from Kerry County Council on 22nd March 2018 in relation to the site clearance and car park resurfacing works carried out at the rear of KCFE. This letter from Kerry Co. Co. references the Construction of Unauthorised Car Parking Areas at KCFE and seeks clarification from the ETB. This matter has been referred to the Consultants who were engaged by Kerry ETB for this project. A reply will be submitted to Kerry County Council by the Acting Head of CS&CD on receipt of clarification from the Consultants.</p> <p>It was noted that a large section of the resurfaced area will be required for the Building Contractor compound for the Coláiste Gleann Lí building project works.</p>

4.6	<p>ETB Board Member Appointment as per Section 31(b) of the ETB Act 2013 (Male Staff Representative) An update on this matter was provided by the Director of OS&D, Ms. Maria Brennan, at the March 26th meeting.</p> <p>Mr. Noel Keenan asked if there was any further update on this matter since the March 26th meeting. The Director of OS&D advised that the DoES were waiting on one ETB to provide feedback to them in relation to this area and on confirmation of same it is our understanding that a new circular will issue from the DoES. The election process for the Male Staff Representative will commence on receipt of this circular from the DoES.</p> <p>A further update will be provided at the next Board Meeting.</p>
4.7	<p>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) Youthreach Programme An update was provided by the CEO at the March 26th meeting, as per the CEO's Report which was circulated with the meeting agenda.</p> <p>In addition, the CEO advised that a meeting had taken place with the DoES on the 27th March 2018 and he had issued a letter to KDYS today seeking a meeting with KDYS on the 24th April 2018 to discuss this matter. It was noted that two of the main areas addressed at the DoES meeting were:</p> <ul style="list-style-type: none"> ➤ The future model for the delivery of this programme, procurement requirements etc. ➤ The pension scheme for KDYS staff working on this programme <p>A further update will be provided at the next Board Meeting.</p>
04/2018/5	<p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>There was no Presentation given at this meeting.</p>
04/2018/6	<p>GOVERNANCE RIALACHAS</p>
6.1	<p>Risk Management An update was provided by the Director of OS&D, Ms. Maria Brennan and addressed the following:</p> <ul style="list-style-type: none"> ➤ Corporate Risk Register reviewed every two weeks by the CEO and Directors ➤ In addition, a new Risk Management Committee has been established.

	<ul style="list-style-type: none"> ➤ This Committee will review the following Risk Registers: <ul style="list-style-type: none"> ➤ Corporate ➤ Schools, Youth and Music ➤ Further Education d Training ➤ Organisational Support and Development ➤ All risks will be mapped with the nine organisation strategic goals as set out in the Kerry ETB Strategy Statement 2018-2022 ➤ Membership of the Risk Management Committee: CEO and Directors ➤ Meeting schedule: three times a year in March, June and October ➤ Remit of this committee: to ensure the compliance of Kerry ETB with the Risk Management requirements for the ETB as set out in Section 13 of the Code of Practice for the Governance of Educational and Training Boards (Circular Letter: 0018/2015, see relevant extract below from CL0018/2015). The provisions of the Code of Practice for ETBs and the Kerry ETB Risk Management Policy will inform the work of the committee. <p>This update was welcomed by the Board.</p>
6.2	<p>Minutes of School Board of Management Meetings</p> <p>The minutes of the following Board of Management meetings were noted and formally approved by the Board.</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on 4th December 2017 ➤ Two Mile Community National School <ul style="list-style-type: none"> ➤ Board of Management Meeting on 16th November 2017 ➤ Killarney Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on 6th December 2017 ➤ Killarney Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on 10th January 2018 ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on 6th February 2018 ➤ Killorglin Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on 8th February 2018 <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Michael O'Mahony</p>
6.3	<p>Board of Management Vacancies</p> <ul style="list-style-type: none"> ➤ Coláiste Gleann Lí – Board of Management Member to be ratified <ul style="list-style-type: none"> ➤ Mr. Gerard O'Carroll – Parent Representative <p>The Board appointed Mr. Gerard O'Carroll.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Norma Foley</p>

	<p>➤ Coláiste na Sceilge – Board of Management Member to be ratified</p> <ul style="list-style-type: none"> ➤ Mr. Shane O’Neill – Staff Representative <p>The Board appointed Mr. Shane O’Neill.</p> <p style="text-align: center;">Proposed: Cllr. Damian Quigg Seconded: Cllr. Norma Moriarty</p> <p>➤ Kerry College of Further Education – Board of Management Members to be ratified</p> <ul style="list-style-type: none"> ➤ Ms. Helen Corcoran – Student Representative ➤ Mr. Michael Shanahan – Student Representative <p>The Board appointed Ms. Helen Corcoran and Mr. Michael Shanahan</p> <p style="text-align: center;">Proposed: Cllr. Jimmy Moloney Seconded: Cllr. Norma Foley</p> <p>➤ Colaiste na Ríochta and North Kerry College of Further Education – Board of Management Members to be ratified</p> <ul style="list-style-type: none"> ➤ Ms. Maria O’Gorman was proposed for this vacancy <p>The Board appointed Ms. Maria O’Gorman</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Norma Foley</p>
6.4	<p>Kerry ETB Policies and Revisions for Approval</p> <p>Risk management Policy</p> <p>This policy was tabled at the Meeting. This policy as presented by the Director of OS&D was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Eugene Moriarty Seconded: Mr. Michael O’Mahony</p> <p>Updated Travel and Subsistence Policy</p> <p>This policy was tabled at the Meeting. This policy as presented by the Director of OS&D was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Terry O’Brien</p>
6.5	<p>Submission of the 2017 Accounts</p> <p>This item is minuted below under item 6.9.</p>
6.6	<p>Board of Management for FET Centres and FE Programmes</p> <p>This matter was dealt with at the March 26th meeting.</p>

	<p>It was noted that in terms of geographical areas of representation, the areas are North Kerry, South Kerry, West Kerry, East Kerry and Mid-Kerry.</p> <p>This Board member appointments to this BOM will be addressed at the April Board Meeting.</p>
6.7	<p>AONTAS National FET Learner Forum Nominee to attend the AONTAS National Further Education and Training (FET) Learner Forum Croke Park, Dublin Friday 13th April 2018</p> <p>Ms. Maria O’Gorman was proposed to attend. This was approved by the Board in accordance with Section 12(2)(h) ETB Act 2013.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Norma Foley</p>
6.8	<p>Finance Committee Report Finance Committee Report - as per Section 45(3) of the ETB Act 2013 was circulated to the Board Members and presented by the Chairperson of the Finance Committee, Mr. John O’Connor.</p> <p>The Chairperson of the Finance Committee went through the report in detail, covering all areas as per the written report</p> <p>It was noted that the written report, as circulated, should be retained by the Members and Members were advised on the confidentiality of this report as per schedule 3, Paragraph (13) of the ETB Act 2013.</p> <p>Cllr. Norma Foley thanked the Chairperson of the Finance Committee for all of his work and all that of the Committee for their very comprehensive report.</p> <p>The report was noted by the Board.</p> <p>In addition, the Director of OS&D and CEO thanked Mr. John O’Connor, for his work and the work of the Finance Committee.</p> <p>The Director of OS&D advised that a draft Corporate Procurement Plan is finalised and will be submitted to both the Audit and Finance Committees for consideration.</p>

6.9	<p>Draft Financial Statements and Chairman’s Statement 2017 In accordance with the provisions of Section 51 of the ETB Act 2013, the draft Financial Statements for 2017 were presented for Board approval by the Acting Head of Finance, Ms. Mary O’Sullivan.</p> <p>Ms. Mary O’Sullivan advised that they had been approved by the Finance Committee at their meeting on 28th March 2018.</p> <p>It was noted that the 2017 Accounts were submitted on the 29th March 2018 to the Comptroller and Auditor General as per section 51(2) ETB Act 2013, having previously approved by the Finance Committee.</p> <p>The Board welcomed the progress in relation to the timely submission of the accounts and An Cathaoirleach thanked all involved.</p> <p>The Board approved the draft Financial Statements for 2017.</p> <p>Chairperson’s Statement 2017 in accordance with Section 19.1 of the Code of Practice for the Governance of Education and Training Boards (CL 0018/2015).</p> <p>The Chairperson’s Statement was presented for approval by the Acting Head of Finance, Ms. Mary O’Sullivan</p> <p>The Board approved the Chairperson’s Statement. An Cathaoirleach, Cllr. Jim Finucane signed the statement as approved.</p> <p style="text-align: center;">Proposed: Cllr. Terry O’Brien Seconded: Mr. Noel Keenan</p>
6.10	<p>Audit Committee Name Change It was noted that in accordance with the Code of Practice for the Governance of State Bodies 2016, the Audit Committee’s name will change from Audit Committee to Audit and Risk Committee.</p> <p>This change of name for this committee was noted and agreed by the Board.</p>
04/2018/7	<p>CEO’s REPORT & QUESTIONS ON CEO’s REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU</p>
7.1	<p>Finance Report: Board members noted the Finance Report as presented by the Acting Head of Finance, Ms. Mary O’Sullivan.</p> <p>Some queries were raised in relation to the deficit being presented with regard to Cappanalea Outdoor Education and Training Centre (OETC). The</p>

	<p>deficit reported was €96,881. This matter will be reviewed and a further update will be provided at the next Board Meeting by the Director of FET. It was noted that the BOM Meeting for Cappanalea OETC has been scheduled for the 24th April 2018.</p> <p>Buildings Report: The Buildings Report, as circulated with the Meeting Notice, was presented by the Acting Head of CS&CD, Mr. Edward O’Neill, at the March 26th meeting.</p> <p>In relation to the Universal Access Works for Listowel the Acting Head of CS&CD confirmed that funding has been approved by the DoES and these works will be progressing in a timely manner.</p> <p>Land and Leases Unit 9, Block T, Monavalley Industrial Estate The terms of the revised lease, as previously approved by the Board on February 26th 2018 were as follows:</p> <ul style="list-style-type: none"> ➤ 10-year Term ➤ 5-year Break Clause ➤ 5-year Rent Review ➤ Rent of €56,000 per annum plus VAT ➤ Unit size – approximately 16,067 square feet ➤ Renunciation Agreement to be signed to take effect at the end of 10 years ➤ Date of execution: 1st December 2017 ➤ Date of termination: 30th November 2027 <p>It was noted that the approval letter from the DoES was received on the 26th March 2018 and the lease was formally signed and sealed by An Cathaoirleach, Cllr. Jim Finucane and witnessed by the Acting Head of CS&CD, Mr. Edward O’Neill on the 29th March 2018. The lease has now been returned to Murphy Ramsey Walsh Solicitors for countersigning by the Landlord.</p>
7.2	<p>Report – Chief Executive Officer The CEO’s report as circulated and presented at the March 26th meeting was noted.</p>
7.3	<p>Schools Report – Director of Schools, Youth and Music The Director of Schools, Youth and Music’s Report as circulated and presented at the March 26th meeting was noted.</p>
7.4	<p>Further Education and Training Report – Director of FET The Director of FET’s report as circulated and presented at the March 26th meeting was noted.</p>

7.5	<p>Organisational Support and Development Report – Director of OS&D The Director of OS&D’s updates were presented at the March 26th meeting and are minuted earlier in these meeting.</p>
7.6	<p>Kerry ETB Parent’s Association Feedback/Update Mr. Noel Keenan circulated a report from the National Parent’s Forum for consideration. Mr. Keenan advised that he would address any questions Members may have with regard to this report at the next Board Meeting.</p>
7.6	<p>Members’ Business (motions)</p> <p>ETB Board Meetings It was agreed to change the next scheduled Board Meeting on Monday 23rd April to Friday 27th April. This was to facilitate a meeting of ETB Chairpersons in ETBI on the 23rd April. The meeting was scheduled for 2.00pm at Killarney Community College.</p> <p>Kerry Further Education and Training (FET) Fair 2018 It was noted that the Kerry ETB FET Fair will take place on the 19th April 2018 in the Brandon Hotel from 11.00am to 6.00pm. An Cathaoirleach thanked everybody involved in the preparation and complimented the excellent promotional material and the Kerry ETB Course Directory 2018. Board Members were encouraged to attend the event, if possible.</p>
04/2018/8	<p>CORRESPONDENCE COMHFHREAGRAS</p>
8.1	<p>DES Correspondence: Noted as listed</p>
8.2	<p>DES Circular Letters: Noted as listed</p>
8.3	<p>DES Press Releases: Noted as listed</p>
8.4	<p>ETBI Correspondence: Noted as listed</p>
8.5	<p>SOLAS Correspondence Noted as listed</p>
8.6	<p>Other Correspondence: Noted as listed</p>

04/2018/9	<p style="text-align: center;">ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
9.1	<p>Reserve Members Forum An Cathoirleach indicated that the Reserve Members Forum, ETBI will be writing to the Minister to address difficulties being experienced by ETBs in getting Board Members to sit on interview boards, etc. Ms. Maria Gorman asked, in the context of the DoES Guidelines re Appointment of members to ETB Audit and Finance Committees who are not members of the ETB Board – March 2015.</p>
9.2	<p>ETBI Secretary General Appointment The appointment of Ms. Nessa Doyle as the new Secretary General of the ETBI with effect from 1st May 2018 was noted. The Board requested the CEO to write a letter to Ms. Nessa Doyle, wishing her well in her new role.</p>

**Next Board meeting date:
Friday April 27th 2018 in
Killarney Community College at 2.00pm**

Signed/Sínithe: _____

Date/Dáta: _____