

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 on Monday March 26th 2018.

In Attendance:

Cllr. Jim Finucane
Cllr. Damian Quigg
Mr. Noel Keenan
Ms. Maria O’Gorman
Mr. Eugene Moriarty

Cllr. Pa Daly
Cllr. Norma Moriarty
Ms. Francisse Walshe
Ms. Mary McGillicuddy
Mr. Michael O’Mahony

Mr. Colm McEvoy, Chief Executive Officer, Mr. Owen O’Donnell, Director of Further Education and Training (FET), Ms. Ann O’Dwyer, Director of Schools, Youth and Music, Ms. Maria Brennan, Director of Organisational Support and Development (OS&D), Mr. Edward O’Neill, Acting Head of Corporate Support and Capital Development (CS&CD), Ms. Mary O’Sullivan, Acting Head of Finance, Ms. Marion O’Toole, Marketing and Communications Officer and Ms. Karen Griffin, Corporate Support were also in attendance.

An Cathaoirleach Cllr. Jim Finucane presided for the meeting.

03/2018/1	APOLOGIES & CONDOLENCES / LEITHSCÉALTA AGUS COMHBHRÓN
	<p>Apologies: Apologies for their absence were received from</p> <ul style="list-style-type: none"> ➤ Cllr. Séamus Cosaí Fitzgerald ➤ Cllr. Aoife Thornton ➤ Cllr. Norma Foley ➤ Cllr. Niall Kelleher ➤ Cllr. Jimmy Moloney ➤ Cllr. John Francis Flynn ➤ Cllr. Michael Cahill ➤ Cllr. Terry O’Brien ➤ Ms. Maryanne Slattery ➤ Ms. Brid McElligott <p>Condolences/Comhbhrón:</p> <ul style="list-style-type: none"> ➤ To Mr. Denis Cournane, Member of the Board of Management, Coláiste na Sceilge, on the death of his Son, Mr. Donncha Cournane. ➤ To Mr. John Fitzgibbons, Director of Further Education and Training, ETBI, on the death of his Father, Mr. John Fitzgibbons. ➤ To Ms. Mary McMahan, Special Education Needs Organiser, National Council for Special Education based in Centrepoint, on the death of her Father, Mr. John Lyons. ➤ To Ms. Margaret Moriarty, Head Office, on the death of their Nephew, Mr. Luke Gleasure.

03/2018/2	Congratulations Comhghairdeas
	<ul style="list-style-type: none"> ➤ To BTEI and Community Education Horticulture Tutor, Ms. Kathleen Barrett on being chosen to participate in the Chelsea Garden Show. Kathleen will be showcasing in the Floral Art and Design Section of the Show.
03/2018/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
	<p>The requirement for a Board Meeting quorum is 12 members present as set out in the Education and Training Board Act 2013, Schedule 3, Paragraph 3(5)(1).</p> <p>As the number of members present at the meeting was 10, on the advice of An Cathaoirleach, it was decided to progress as follows:</p> <ul style="list-style-type: none"> ➤ The Minutes of the Meeting on 26th February 2018 will be presented for adoption at the rescheduled Board Meeting on 10th April 2018. ➤ The CEO would provide general updates on key matters as per the Agenda to the Members present. ➤ No decisions/resolutions will be made/adopted.
03/2018/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>An update was provided by the CEO, as per the CEO's Report which was circulated with the meeting agenda, and addressed the following:</p> <ul style="list-style-type: none"> ➤ Stage 1 submission (preliminary design) completed by the Design Team for submission to the Department of Education and Skills (DoES) on March 15th 2018 ➤ The Stage 1 plan cost schedule shows a reduction from circa €16.3 million to circa €14.2 million

	<ul style="list-style-type: none"> ➤ Main factors contributing to the reduced costs are: <ul style="list-style-type: none"> ➤ Alternative solution to addressing the Japanese Knotweed issues on the site ➤ Reductions in site preparation/clearance works costs ➤ Removal of enhanced finishes to the eastern elevation, parallel to the new road ➤ Official response received from Kerry County Council re progress in addressing the unofficial house on March 16th 2018. While positive progress is being made in addressing this matter, there is a recommendation to build separate boundary wall. This has been communicated to the Design Team ➤ Advice received from Kerry County Council March 16th 2018 re Japanese Knotweed advising on a without prejudice basis of an alternative “on site” treatment approach. This advice has been submitted to the Design team for consideration ➤ Key objective – to get approval to progress to Stage 2 (developed and detailed design) <p>The Board welcomed this progress. A further update will be provided on April 10th 2018.</p>
4.2	<p>Listowel School Accommodation Update</p> <p>An update was provided by the CEO, as per the CEO’s Report which was circulated with the meeting agenda, and addressed the following:</p> <ul style="list-style-type: none"> ➤ No official feedback received to date from the Department of Education and Skills following site visit February 9th 2018 <p>A further update will be provided by Edward O’Neill, Acting Head of Corporate Support and Capital Development Department (CD&CD) at the Board meeting on April 10th 2018.</p>
4.3	<p>Listellick National School Building Project Update</p> <p>An update was provided by the Acting Head of CS&CD, Mr. Edward O’Neill and addressed the following:</p> <ul style="list-style-type: none"> ➤ Kerry ETB is waiting for the DoES Technical Section to issue wording to include in the project Brief on the application of nZEB (Nearly Zero Energy Building Standard Part L) ➤ It is planned to issue Tenders on 29th March 2018 <p>A further update will be provided at the next Board Meeting.</p>

4.4	<p>Kerry College of Further Education (KCFE) Accommodation Needs Update</p> <p>An update was provided by the Director of FET, Mr. Owen O'Donnell and addressed the following:</p> <ul style="list-style-type: none"> ➤ Premises: 5, 6, 7 & 8 Denny Street, Landlord KELLCOL limited ➤ Copy of the Agreement to Lease has been received from Murphy Ramsey Walsh ➤ Copy of the finalised lease to be annexed to the Agreement to Lease ➤ The Agreement to Lease will be signed subject to planning approval etc. ➤ The Planning application was lodged for the premises on 14th March 2018 <p>A further update will be provided at the next Board Meeting.</p>
4.5	<p>Coláiste Gleann Lí – Phase 2 Building Project Update</p> <p>An update was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, as per the CEO's Report which was circulated with the meeting agenda, and addressed the following:</p> <ul style="list-style-type: none"> ➤ The preferred bidder has been identified ➤ A submission has been made to the Department of Education and Skills seeking additional funding to address increased buildings costs ➤ The funding was initially allocated in 2014 and there has been a circa 23% increase in building cost since 2014 – as confirmed by the Design Team Quantity Surveyors ➤ The letter of intent to the preferred bidder will issue when the additional funding is approved by the DoES ➤ Schedule for the completion of the works has to be reviewed. A meeting will be held with the Contractor, the School Principal and Deputy Principal re the works schedule on the award of the contract. As the work will involve some re-design of existing rooms it is essential that the works programme minimizes disruption for the school ➤ A "Turning of Sod" event to be scheduled following the commencement of the works <p>The Board welcomed this progress. A further update will be provided on April 10th 2018.</p>
4.6	<p>ETB Board Member Appointment as per Section 31(b) of the ETB Act 2013 (Male Staff Representative)</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan and she advised that Kerry ETB cannot proceed with this matter until we have received sanction from the DoES. The DoES are awaiting information from other ETBs before this sanction can be given. The DoES have to issue a new</p>

	<p>circular letter addressing this matter and when this is received Kerry ETB will proceed with the election process.</p> <p>The Director of OS&D is actively addressing this matter and 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</p> <p>An update was provided by the CEO, as per the CEO's Report which was circulated with the meeting agenda, and addressed the following:</p> <ul style="list-style-type: none"> ➤ Meeting with the Chief Executive of KDYS on Friday February 23rd 2018 ➤ Meeting with the Department of Education and Skills scheduled for March 27th 2018 to address the future model for the delivery of the Kerry ETB Youthreach programme <p>A further update will be provided following the meeting with the Department of Education and Skills (DoES).</p>

03/2018/5	<p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>Presentation by Ms. Nora O'Callaghan</p> <p>This presentation entitled "Marine Training Facility at Fenit" addressed the following:</p> <ul style="list-style-type: none"> ➤ Industry Research ➤ Business Service Areas <ul style="list-style-type: none"> • Marine Engine Servicing • Boat Building/ Repair • Marine Electronics • Marine Electrical • Marine Engineering ➤ National Traineeship Model (SOLAS) ➤ Course Content ➤ Course Development <p>The Board welcomed this development. An Cathaoirleach thanked Nora for the presentation and wished her and all the staff in the training centre continued success in their work. The Director of FET advised that he will keep the Board updated on progress with this development.</p>

03/2018/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management This was deferred to the rescheduled Board Meeting.</p>
6.2	<p>Minutes of School Board of Management (BOM) Meetings This was deferred to the rescheduled Board Meeting.</p>
6.3	<p>Board of Management Appointments This was deferred to the rescheduled Board Meeting.</p>
6.4	<p>Kerry ETB Policies and Revisions for Approval This was deferred to the rescheduled Board Meeting.</p>
6.5	<p>Submission of the 2017 Accounts to the Comptroller and Auditor General as per Section 51(2) ETB Act 2013 It was noted that work is progressing to schedule re this matter. A further update will be provided at the April 10th meeting.</p>
6.6	<p>Board of Management for FET Centres and FE Programmes as per Section 44 of the ETB Act 2013 The Director of Further Education and Training (FET) outlined the proposal re this matter, addressing the following:</p> <ul style="list-style-type: none"> ➤ The background and rationale for the establishment of this BOM ➤ Proposed Board of Management Structure and Role ➤ Provision areas covered by this Board of Management <ul style="list-style-type: none"> ➤ All FET centres (5) ➤ The VTOS programme ➤ The BTEI programme ➤ The ABE programme ➤ Community Education Programme ➤ The Kerry ETB YR programme. This does not include the element of the programme delivered by KDYS ➤ This Board will meet 3 to 4 times per year. ➤ Essentially this BOM will consider reports on planned and actual activity across the county from the centres and programmes, budgeting, finance

	<p>etc. As per all other BOMs, staffing issues would not be addressed as this is an Executive function.</p> <ul style="list-style-type: none"> ➤ Proposed Board composition is as follows: <ul style="list-style-type: none"> ➤ 5 Kerry ETB Board reps (regionally based) ➤ 2 staff reps ➤ 2 learner reps ➤ 3 reps between community, employer, agency <p>The members present noted and welcomed this proposal.</p> <p>The appointment of Board members to this BOM will be addressed at the April Board meeting.</p>
6.7	<p>Nominee to attend the AONTAS National Further Education and Training (FET) Learner Forum Croke Park, Dublin Friday 13th April 2018</p> <p>This was deferred to the rescheduled Board Meeting.</p>
6.8	<p>Finance Committee Report – as per Section 45 (3) of the Education and Training Board Act 2013</p> <p>This was deferred to the rescheduled Board Meeting.</p>

03/2018/7	<p>CEO's REPORTS & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU</p>
7.1	<p>Finance Report: This was deferred to the rescheduled Board Meeting.</p> <p>Buildings Report: The Buildings Report, as circulated with the Meeting Notice, was presented by Mr. Edward O'Neill, Acting Head of CS&CD. The report addressed the following:</p> <p>Coláiste na Ríochta</p> <ul style="list-style-type: none"> • Universal Access Works – Emergency Works Application was successful and funding was granted. Project to progress to procurement of a Consultant. • Boiler Replacement – Project to be completed during summer break. <p>Causeway Comprehensive School</p> <ul style="list-style-type: none"> • Electrical Works (Summer Works Scheme 2016) – Works Completed.

	<ul style="list-style-type: none"> • Additional Accommodation Needs – Work in progress. • Metalwork Room – Funding Granted - Procurement of Equipment has commenced. <p>Castleisland Community College</p> <ul style="list-style-type: none"> • Science Room refurbishment – Contractors are on site and Project to be completed for Easter 2018 <p>Killarney Community College</p> <ul style="list-style-type: none"> • Emergency Works – Roof Repair – Project has reached snagging stage • Autistic Spectrum Disorders Unit – Planning of unit and accommodation in Killarney has commenced • Provision of All-Weather Pitch at rear of College options have been developed for consideration <p>Coláiste na Sceilge</p> <ul style="list-style-type: none"> • Ventilation – Application for funding with DoES. <p>Gaelcholáiste Chiarraí</p> <ul style="list-style-type: none"> • As per CEO's Report. <p>Kerry College of Further Education</p> <ul style="list-style-type: none"> • Site Clearance and Car Park works at the rear of the College in preparation for the planned building works at Coláiste Gleann Lí has been completed • Science Room Refurbishment completed <p>Coláiste Gleann Lí – Phase 2</p> <ul style="list-style-type: none"> • As addressed above, matters arising 4.5 <p>Listellick National School, Tralee - Roll No. 09260</p> <ul style="list-style-type: none"> • As addressed above , matters arising 4.3 <p>There were no queries/discussions in relation to the Buildings Report.</p> <p>Land and Leases This was deferred to the rescheduled Board Meeting.</p>
7.2	<p>Report – Chief Executive Officer</p> <p>The CEO report as circulated with the meeting notice addressed the following:</p> <ul style="list-style-type: none"> ➤ Red Weather snow alert March 1st and 2nd 2018

	<ul style="list-style-type: none"> ➤ Gaelcholáiste Chiarraí School Building Project Update ➤ Kerry ETB 5 Year Strategy Statement (as per Section 27 ETB Act 2013) Update ➤ Kerry ETB and KDYS Youthreach (100 places annually) Grantor/Grantee Agreement ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Listowel School Accommodation Update ➤ Coláiste Gleann Lí Building Project <p>The CEO's report was noted by the members present.</p>
7.3	<p>Schools Report – Director of Schools Noted as circulated.</p>
7.4	<p>Further Education and Training Report – Director of FET The Director of FET's report was circulated at the meeting and presented by Director of FET, Mr. Owen O'Donnell. The report addressed:</p> <ul style="list-style-type: none"> ➤ KCFE – Denny St progress update ➤ Kenmare Kitchens - Update ➤ NKCFE – New Entrance ➤ Training Centre - Commis Chef Kerry Start ➤ Training Centre – Marine Engineering Course ➤ FET Child Protection – Update ➤ FET Centres & FE Programmes New Board of Management <p>The Director of FET report was noted by the members present.</p>
7.5	<p>Organisational Support and Development Report – Director of OS&D As per matters arising.</p>
7.6	<p>Kerry ETB Parent's Association Feedback/Update This was deferred to the rescheduled Board Meeting.</p>
7.7	<p>Members Business This was deferred to the rescheduled Board Meeting.</p>

03/2018/8	CORRESPONDENCE COMHFHREAGRAS
8.1	DES Correspondence: Deferred to rescheduled Board Meeting.
8.2	DES Circular Letters: Deferred to rescheduled Board Meeting.
8.3	DES Press Releases: Deferred to rescheduled Board Meeting.
8.4	ETBI Correspondence: Deferred to rescheduled Board Meeting.
8.5	SOLAS Correspondence Deferred to rescheduled Board Meeting.
8.6	Other Correspondence: Deferred to rescheduled Board Meeting.

03/2018/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
9.1	<p data-bbox="459 1384 1465 1485">Next ETB Meeting: Confirmation of the date for the April Board meeting was deferred to the rescheduled Board Meeting.</p> <div data-bbox="459 1529 1497 1736" style="background-color: black; color: white; padding: 10px; text-align: center;"> <p data-bbox="627 1570 1329 1641">Meeting Rescheduled to April 10th 2018 at 4:15 pm Kerry ETB Training Centre</p> </div>

Signed/Sínithe: _____

Date/Dáta: _____

March 26th 2018