

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

**Minutes** of Kerry Education and Training Board (Kerry ETB) meeting held in the new Boardroom at Kerry ETB Head Office, Tralee on Monday May 28<sup>th</sup> 2018.

***In Attendance:***

Cllr. Jim Finucane  
Cllr. Niall Kelleher  
Cllr. Jimmy Moloney  
Ms. Brid McElligott  
Mr. Michael O'Mahony  
Ms. Maryanne Slattery

Cllr. Terry O'Brien  
Cllr. Pa Daly  
Cllr. Norma Foley  
Mr. Eugene Moriarty  
Ms. Francisse Walshe  
Mr. Noel Keenan

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Ann O'Dwyer, Director of Schools, Youth and Music, Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisational Support and Development (OS&D), Mr. Edward O'Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Niamh O'Keefe, Corporate Support 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.**

At the start of the meeting, An Cathaoirleach expressed the sympathies of the Board to the Creagh family on the recent death of former Board member Mr. Eugie Creagh. An Cathaoirleach, in accordance with Section 18 of the Kerry Education and Training Board (Kerry ETB) Standing Orders, adjourned the meeting, as a mark of respect for the former Board member Mr. Eugie Creagh.

05/2018/1	<b>APOLOGIES &amp; CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b>
<b>1.1</b>	<p><b>Apologies/Leithscéalta:</b></p> <p>Apologies for their absence were received from:</p> <p>Cllr. Séamus Cosáí Fitzgerald, Cllr. Damien Quigg, Cllr. Norma Moriarty, Ms. Maria O'Gorman, Ms. Mary McGillicuddy, Cllr. Aoife Thornton, Cllr. John Francis Flynn, Cllr. Michael Cahill</p>
<b>1.2</b>	<p><b>Condolences/Comhbhrón:</b></p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <p>➤ To Ms. Eithne Boland, Centre Manager, Dingle Further Education and Training Centre, on the death of her nephew, Mr. Harry Boland.</p>

	<ul style="list-style-type: none"> <li>➤ To Ms. Evelyn Long, Administrator, Dingle Further Education and Training Centre, on the death of her Father, Mr. Pádraig Ó Lúing, retired teacher in Gaelcholáiste Chiarraí.</li> <li>➤ To Ms Ann McEllistrim, former KES Committee Member and Mr. Tom McEllistrim, Board Member, Tralee Regional Sports &amp; Leisure Centre, on the death of their Mother, Ms. Marie McEllistrim.</li> <li>➤ To Ms. Gráinne Mulvihill, Head Office and Mr. Donal Dowd, Centre Manager, Cappanalea OETC, on the death of their Uncle, Mr. Gearóid O’Sullivan.</li> <li>➤ To Ms. Rachael Brassil, Teacher, Coláiste na Ríochta, on the death of her Sister, Ms. Martha Brassil.</li> <li>➤ To Ms. Christina Boland, Access Officer, IT Tralee, on the death of her Brother, Mr. Thomas O’Brien.</li> <li>➤ To Ms. Deirdre Keogh, Assistant General Secretary, ETBI, on the death of her Father, Mr. Andy Keogh.</li> <li>➤ To Ms. Caroline O’Dowd, Teacher, Causeway Comprehensive School, on the death of her Father, Mr. John O’Dowd.</li> <li>➤ To the Broderick family, on the death of Ms. Margaret Broderick, Member of the Section 29 Committee and former Kerry Education Service Committee Member.</li> <li>➤ To Mr. John Creagh, Teacher, Coláiste Gleann Lí, on the death of his Father, Mr. Eugie Creagh.</li> <li>➤ To Ms. Nora Knapp, Centre Manager, An Tóchar, on the death of her Sister-in-Law, Ms. Kathleen McEnery.</li> </ul>
<b>05/2018/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas:</b></p> <ul style="list-style-type: none"> <li>➤ Congratulations to Donal O’Reilly, Deputy Principal, Killorglin Community College on being asked to lead a Future Classroom Lab workshop in Brussels by European School Net in September 2018.</li> <li>➤ Congratulations to Mr. Donal Corcoran and his trainees from Kerry ETB Training Centre, on the construction of the stone-walled flower bed, at the bottom of Rock Street, Tralee recently.</li> <li>➤ Congratulations to the evening art class students and staff in Coláiste Gleann Lí on their Annual Art Exhibition held on 3<sup>rd</sup> May 2018.</li> <li>➤ Congratulations to the Glen Art Group and their facilitator, Ms. Anja Gnauck, on their beautiful art work, some of which is currently being displayed in the Reception area of Kerry ETB Head Office.</li> <li>➤ Congratulations to Killorglin Community College for winning the U16.5 Munster Football Final in Mallow on 10<sup>th</sup> May 2018.</li> <li>➤ Congratulations to Coláiste Gleann Lí students for their achievements in the EA Robotics National Competition. They were the only DEIS school in Ireland represented in the competition.</li> </ul>

	<p>➤ Congratulations to Kerry ETB Training Centre, who obtained 2<sup>nd</sup> place in the Generation Apprenticeship Competition held in Dublin at the end of April.</p>
<b>05/2018/3</b>	<p><b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION</b>  <b>MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH</b></p>
<b>3.1</b>	<p>The minutes of the Kerry ETB meeting held on March 26<sup>th</sup> 2018 were adopted and signed.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b>  <b>Seconded: Mr. Michael O’Mahony</b></p>
<b>3.2</b>	<p>The minutes of the Kerry ETB meeting held on April 10<sup>th</sup> 2018 were adopted and signed.</p> <p style="text-align: center;"><b>Proposed: Cllr. Terry O’Brien</b>  <b>Seconded: Cllr. Jimmy Moloney</b></p>
<b>05/2018/4</b>	<p><b>MATTERS ARISING FROM MINUTES</b>  <b>AG ÉIRÍ AS NA MIONTUAIRISCÍ</b></p>
<b>4.1</b>	<p><b>Gaelcholáiste Nua School Building Project Update</b></p> <p>An update was provided by the CEO, as per the CEO’s Report which was circulated with the meeting agenda. The CEO addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Stage 1 submission (preliminary design) completed by the Design Team for submission to the Department of Education and Skills (DoES) – March 15<sup>th</sup> 2018</li> <li>➤ The Stage 1 plan cost schedule showed a reduction in the projected costs to circa €14.2 million</li> <li>➤ Email was received from Invasive Plant Solutions March 27<sup>th</sup> 2018 re cost of onsite solution.</li> <li>➤ Email from Invasive Plant Solutions April 11<sup>th</sup> 2018 indicating a cost reduction of circa 5% – 7% of the bund for the treatment of the knotweed</li> <li>➤ Meeting with representatives of the schools Parents Association April 18<sup>th</sup> 2018</li> <li>➤ Letter of approval to proceed to stage 2a received from the Department on May 8<sup>th</sup> 2018</li> <li>➤ Revised project schedule has been completed by the Design Team as referenced in the CEO’s meeting report.</li> <li>➤ Local Community meeting scheduled for June 12<sup>th</sup> 2018</li> <li>➤ Meeting with Kerry County Council and the Design Team July 19<sup>th</sup> 2018</li> <li>➤ Stage 2 report current being progressed by the Design Team</li> </ul>

	<p>It was noted a further submission will be made to the DoES as part of the Stage 2 process re seeking approval for an enabling works contract, which would allow for the early clearance of the site. The update was welcomed by the Board and a further update will provided at the next meeting.</p> <p>Mr. Noel Keenan thanked the CEO and Mr. Edward O'Neill for meeting with the Parent Representatives on April 18<sup>th</sup> 2018.</p>
<p><b>4.2</b></p>	<p><b>Listowel School Accommodation</b></p> <p>An update was provided by the CEO, as per the CEO's Report which was circulated with the meeting agenda. The CEO addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Following a site visit February 9<sup>th</sup> 2018 verbal feedback received from the Department stating that this matter is with the technical section for consideration – i.e. Kerry ETB 'On Site' proposal.</li> <li>➤ Email issued May 18<sup>th</sup> 2018 to the DoES seeking formal feedback re the Kerry ETB 'On Site' proposal</li> <li>➤ Requirement for additional accommodation for ASD special class for September 2018 was referenced</li> </ul> <p>It was noted that a letter has been received from a sub-committee of the Parent's Association regarding the need for additional ASD accommodation for September 2018. Given the ongoing discussions with the Department with regard to the possible Kerry ETB 'On Site' solution, it was agreed that there needs to be clarification from the Department on the viability of the proposed 'On Site' solution, as this will directly impact on all accommodation needs. It was agreed that the Director of Schools, Youth and Music would liaise with the Principal of the school re the ASD accommodation options for September 2018. Consideration may have to be given to the reallocation of existing space to meet the needs presenting.</p> <p>A further update will be provided at the next meeting.</p>
<p><b>4.3</b></p>	<p><b>Listellick National School Building Project Update</b></p> <p>An update was provided by Mr. Edward O'Neill, Acting Head of CS&amp;CD, as per the report which was circulated with the agenda. The following was addressed:</p> <ul style="list-style-type: none"> <li>➤ Tenders have been received</li> <li>➤ Tender review date scheduled for June 8<sup>th</sup> 2018</li> <li>➤ Following this the appointment process can proceed</li> </ul> <p>The Board welcomed this progress and a further update will be given at the next meeting.</p>

4.4	<p><b>Kerry College of Further Education (KCFE) Accommodation Needs Update</b></p> <p>An update was provided by Mr. Owen O'Donnell, Director of FET.</p> <p>He advised that the Agreement to Lease was ready for execution at the meeting. A copy of the actual Lease was presented and this will be held in escrow as agreed previously. Documents presented were signed and seal affixed by An Cathaoirleach and the CEO, authenticated by Mr. Edward O'Neill (Mr. Edward O'Neill is the authorised witness for the use of the seal as approved by the Board on October 23<sup>rd</sup> 2017).</p> <p>Cllr. Terry O'Brien raised a query in relation to the parking for students attending the college on Denny Street. The Director of FET indicated that he would follow-up with Mr. Michael Scanlon in Kerry County Council with a view to exploring the possible use of space in the Brandon Car Park. A further update will be provided at the June meeting.</p> <p>The Board welcomed this development.</p>
4.5	<p><b>ETB Board Member Appointment as per Section 31(b) of the ETB Act 2013 (Male Staff Representative)</b></p> <p>An update on this matter was provided by Ms. Maria Brennan, Director of OS&amp;D. The following was addressed:</p> <ul style="list-style-type: none"> <li>➤ New Department Circular 0031/2018 has issued addressing same</li> <li>➤ Election process has commenced as there are two nominees</li> <li>➤ Postal Ballot papers issued to staff by May 29<sup>th</sup> 2018 and must be returned by close of business on June 12<sup>th</sup> 2018</li> <li>➤ Election Count scheduled for Wednesday June 13<sup>th</sup> 2018</li> </ul> <p>It was noted that this is a postal ballot and the count will take place on Wednesday June 13<sup>th</sup> 2018.</p> <p>The Board welcomed this update.</p>
4.6	<p><b>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) Youthreach Programme</b></p> <p>An update was provided by the CEO, as per the CEO's Report which was circulated with the meeting agenda. The CEO addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Meeting with the Chief Executive of KDYS on April 24<sup>th</sup> 2018</li> <li>➤ Email from the DoES April 3<sup>rd</sup> 2018 seeking additional information re number of staff employed on the programme, pension scheme etc.</li> <li>➤ A review of the current staffing profile and KDYS pension scheme for staff employed on the Youthreach Programme, as requested by the</li> </ul>

	<p>Department of Education and Skills, is ongoing. This is being completed by an independent third party.</p> <ul style="list-style-type: none"> <li>➤ Engagement of Mason Hayes and Curran Solicitors to complete assessment of pension scheme. This will include an actuarial assessment of same.</li> <li>➤ Kerry ETB have to provide the Department with an update on completion of the pension scheme review together with the Kerry ETB view on the optimal way forward for the delivery of the Youthreach Programme</li> </ul> <p>A further update will be provided at the next meeting.</p>
<b>05/2018/5</b>	<b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b>
	<p>Mr. Edward O’Neil, Acting Head of CS&amp;CD, made a presentation regarding the building projects and the proposed pitch development at Killarney Community College.</p> <p>He referenced the construction of the ASD Unit and progress that has been made in relation to same, as per his report that was circulated prior to the meeting.</p> <p>Secondly, he addressed the need for the development of an Astro turf pitch at the rear of the college and the possible layouts for same. It was noted that the School management is actively engaged in seeking partners in the Killarney area for the preparation and submission of a Sports Capital Grant application later in the year. The Board were fully supportive of this proposal and welcomed same.</p> <p>The CEO referenced a letter which was received on the 28<sup>th</sup> May 2018 from the Secretary of the Diocesan Property Committee regarding a previous request for the transfer of a portion of land at the rear of Killarney Community College to the Monastery National School. The Acting Head of CS&amp;CD highlighted the area for the Members on the map of the school grounds. The Board considered the request as presented and agreed that this request cannot be granted as the development of the Astro turf pitch at the rear of the school will require all of the available land. The CEO will issue a letter to the Secretary of the Diocesan Property Committee confirming this decision.</p> <p>An Cathaoirleach thanked Edward for his presentation on behalf of the Board.</p>

05/2018/6	<b>GOVERNANCE RIALACHAS</b>
6.1	<p><b>Risk Management</b> An update was provided by Ms. Maria Brennan, Director of OS&amp;D and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB Corporate Risk Committee meeting took place on Thursday May 3<sup>rd</sup> 2018</li> <li>➤ Next Corporate Risk Committee meeting scheduled for Wednesday June 6<sup>th</sup> 2018</li> <li>➤ Each Director addresses the separate Risk Registers for their area regularly, i.e. <ul style="list-style-type: none"> <li>➤ Further Education and Training</li> <li>➤ Schools, Youth and Music</li> <li>➤ Organisational Support and Development</li> </ul> </li> </ul> <p>This update was welcomed by the Board.</p>
6.2	<p><b>Minutes of School Board of Management Meetings</b> The minutes of the following Board of Management meetings were noted and formally approved by the Board.</p> <ul style="list-style-type: none"> <li>➤ <b>Killarney Community College</b> Board of Management Meeting on 28<sup>th</sup> February 2018</li> <li>➤ <b>Castleisland Community College</b> Board of Management Meeting on 5<sup>th</sup> October 2017</li> <li>➤ <b>Gaelcholáiste Chiarraí</b> Board of Management Meeting on 21<sup>st</sup> March 2018</li> <li>➤ <b>Killorglin Community College</b> Board of Management Meeting on 8<sup>th</sup> March 2018</li> <li>➤ <b>Coláiste Gleann Lí</b> Board of Management Meeting on 14<sup>th</sup> November 2017</li> <li>➤ <b>Coláiste Gleann Lí</b> Board of Management Meeting on 17<sup>th</sup> January 2018</li> <li>➤ <b>Coláiste Gleann Lí</b> Board of Management Meeting on 8<sup>th</sup> February 2018</li> </ul> <p style="text-align: center;"><b>Proposed: Ms. Brid McElligott Seconded: Mr. Eugene Moriarty</b></p>
6.3	<p><b>Board of Management Vacancies</b></p> <ul style="list-style-type: none"> <li>➤ <b>Cappanalea Outdoor Education &amp; Training Centre</b> <ul style="list-style-type: none"> <li>➤ To replace: Mr. Leonard O'Donnell, RIP</li> </ul> </li> </ul>

	<p>On the proposal of Mr. Noel Keenan it was agreed to defer this appointment until the new Male Staff Representative joins the Board. This was unanimously agreed by the Board.</p>
6.4	<p>➤ <b>Youth Work Committee</b></p> <ul style="list-style-type: none"> <li>➤ To replace: Ms. Dianne Nolan</li> <li>➤ Nominee: Cllr. Jimmy Moloney</li> </ul> <p>The Board appointed Cllr. Jimmy Moloney.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Foley</b> <b>Seconded: Cllr. Niall Kelleher</b></p>
6.5	<p><b>Kerry ETB Policies and Revisions for Approval</b> <b>CCTV Policy (Head Office) - As circulated with the Agenda</b></p> <p>This policy was circulated with the agenda. This policy as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Cllr. Terry O'Brien</b></p> <p><b>Lease Management Procedure</b></p> <p>This procedure was tabled at the meeting. This procedure as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Mr. Michael O'Mahony</b></p> <p><b>Corporate Procurement Plan – April, 2018 to December, 2019</b></p> <p>This plan was tabled at the meeting. This plan as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Ms. Francisse Walshe</b> <b>Seconded: Cllr. Niall Kelleher</b></p>
6.6	<p><b>Board of Management for FET Centres and FE Programmes</b></p> <ul style="list-style-type: none"> <li>➤ Board Nominees: <ul style="list-style-type: none"> <li>➤ East Kerry: Cllr. Niall Kelleher</li> <li>➤ West Kerry: Cllr. Seamus Cosá Fitzgerald</li> <li>➤ South Kerry: Cllr. Norma Moriarty</li> <li>➤ North Kerry: Mr. Noel Keenan</li> <li>➤ Mid Kerry: Ms. Francisse Walshe</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Cllr. Terry O'Brien</b></p>

	<p>It was noted that the Director of FET will now proceed with the establishment of this BOM and Members will be notified of the first meeting date.</p>
<p>6.7</p>	<p><b>General Data Protection Regulation (GDPR)</b>  An update was provided by Ms. Maria Brennan, Director of OS&amp;D and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ GDPR came into effect on 25th May 2018.</li> <li>➤ Many of main concepts and principles of GDPR are similar to those in the current Data Protection Acts 1998 &amp; 2003.</li> </ul> <p>It was noted that the GDPR regulations includes the accountability principle and new rights for individuals regarding their data.</p> <p>In addition, the Director advised that an audit is ongoing regarding GDPR requirements and compliance.</p> <p>The CEO referenced the need for all public bodies to have a Data Protection Officer (DPO) in place and stated that he is writing to the DoES in respect of this need. In the absence of a dedicated DPO, there is a shared approach between the CEO and the Directors in addressing this area.</p> <p>A document compiled by Millett &amp; Matthews Solicitors and circulated by ETBI was circulated to all Board Members at the meeting. The importance of reading this document was noted as it provides a very comprehensive overview of GDPR for ETBs. Ms. Francis Walshe asked that a PDF version of this Millett &amp; Matthews document be emailed to all members of BOMs in Schools. Ms. Ann O'Dwyer, Director of Schools, Youth and Music indicated that this would take place as part of the training process for BOMs.</p> <p>In addition, the Board noted that work is ongoing by the ETBI Working Group on the following:</p> <ul style="list-style-type: none"> <li>➤ Template Data Protection Policy</li> <li>➤ Template Data Breach Procedures</li> <li>➤ Template CCTV Privacy Notice</li> </ul> <p>ETBI (Legal Services Support Unit) have been requested to make a presentation to the Board at a future date regarding GDPR.</p>
<p>6.8</p>	<p><b>School/Centre Health and Safety Audits</b>  An update was provided by Ms. Maria Brennan, Director of OS&amp;D and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Egan Safety Solutions (ESS) had completed all centre and school audits by Monday, the 16<sup>th</sup> April</li> <li>➤ Work is progressing in compiling a summary report of the main findings. A detailed implementation plan will be finalised.</li> </ul>

	<p>➤ A meeting with IPB is scheduled for May 29<sup>th</sup> 2018 to review progress in Kerry ETB addressing H&amp;S.</p> <p>It was noted that the feedback from the schools and centres in relation to the audit process has been very positive.</p> <p>This progress was welcomed by the Board.</p>
6.9	<p><b>Education Shared Business Services Payroll Shared Services Project – Wave Migration Strategy</b></p> <p>An update was provided by Ms. Maria Brennan, Director of OS&amp;D and addressed the following:</p> <p>The Director advised that Kerry ETB will be participating in the Shared Business Services Payroll on the third roll out. The Kerry ETB payroll is scheduled to move to the Shared Services core solution from the end of 2020 or early 2021.</p> <p>The Board noted this update.</p>
6.10	<p><b>Financial Statement for Year ended 31<sup>st</sup> December 2016</b></p> <p>The CEO advised that the Management Letter has been received from the Comptroller and Auditor General (C&amp;AG) for the 2016 accounts. This letter has been referred to the Chairperson of the Audit and Risk Committee for consideration. A copy of the C&amp;AG Management Letter will be distributed to the Board Members at the meeting on June 11<sup>th</sup> 2018.</p>
6.11	<p><b>ETB Board Meeting Attendance</b></p> <p>There was a discussion regarding the recent difficulties with regard to obtaining the necessary quorum for the conducting of the business of the Board.</p> <p>In addressing same, the following suggestions were made by Members:</p> <ol style="list-style-type: none"> <li>1. There should be no BOM meetings on the week of the ETB Board Meeting.</li> <li>2. Consideration should be given to moving the meeting from a Monday to a Tuesday.</li> <li>3. That there should be an overall Kerry ETB Calendar put in place to ensure that there is no clash between Board Meetings, BOM meetings, Interview Boards, etc.</li> <li>4. All ETB Board Meetings should take place in the new Boardroom, Head Office, Tralee.</li> <li>5. Board Members are surveyed regarding meeting dates, times, etc.</li> <li>6. An amendment be made to the Standing Orders to address non-attendance at meetings.</li> </ol>

	<p>Following discussions it was agreed to explore each of these options with a commitment given to carrying out the survey.</p> <p>A further update will be provided at the June meeting.</p>
05/2018/7	<b>CEO's REPORT &amp; QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH &amp; CEISTEANNA ORTHU</b>
7.1	<p><b>Finance Report:</b> The Finance Report was circulated and presented by Ms. Maria Brennan, Director of OS&amp;D. The Board noted the report as presented.</p> <p><b>Buildings Report:</b> The Buildings Report, as circulated with the agenda, was presented by the Acting Head of CS&amp;CD, Mr. Edward O'Neill. It addressed the following:</p> <p><b>Listowel – Coláiste na Ríochta</b></p> <ul style="list-style-type: none"> <li>➤ Universal Access Works, submission for Consultancy Services Received and Consultant to be appointed the week of the 21<sup>st</sup> of May 2018, Construction Works to be completed during summer break.</li> <li>➤ Boiler Replacement –Project to be completed during summer break.</li> </ul> <p><b>Causeway Comprehensive School</b></p> <ul style="list-style-type: none"> <li>➤ Metalwork Room – Funding has been granted and the procurement of Equipment to be Completed week of June 4<sup>th</sup> 2018, equipment to be installed during summer break.</li> </ul> <p><b>Castleisland Community College</b></p> <ul style="list-style-type: none"> <li>➤ Astroturf Pitch, Request from Castleisland AFC for change in licence terms – see Land and Leases.</li> <li>➤ Astroturf Pitch Construction schedule to proceed in Summer Period.</li> </ul> <p><b>Killarney Community College</b></p> <ul style="list-style-type: none"> <li>➤ Emergency Works – Roof Repair – Complete, some minor leaks to be investigated outside of contract.</li> <li>➤ ASD Unit - Planning of unit and accommodation in Killarney commenced as per presentation referenced above in Section 5.</li> <li>➤ Provision of All-weather Pitch at rear of College as addressed in Section 5 above.</li> </ul> <p><b>Coláiste na Sceilge</b></p> <ul style="list-style-type: none"> <li>➤ Ventilation – Application for funding with Department of Education &amp; Skills.</li> <li>➤ Application for funding to convert Technology room to Wood Technology room with Department.</li> </ul>

**Kerry College of Further Education**

- Site clearance works completed at the rear of the College.
- Science Room Refurbishment completed.
- Installation of lift scheduled for summer period.

**Coláiste Gleann Lí – Phase 2**

- Contractor on site and works progressing
- Turning of the Sod by Minister Brendan Griffin took place on May 14<sup>th</sup> 2018 @ 10:00a.m.
- Works to internal areas to begin on 4<sup>th</sup> of June 2018

An Cathaoirleach congratulated Mr. Edward O’Neill and all the staff involved with the opening of Block 102 in Centrepoint.

**Land and Leases**

**KCFE Accommodation Needs - Agreement to Lease for Denny Street to be signed and sealed**

As previously minuted in Matters Arising Section 4.4, the Agreement to Lease and the actual Lease for the Denny Street premises were executed and seal affixed. This had been approved by the Board on January 22<sup>nd</sup> 2018 and also by the Department on February 13<sup>th</sup> 2018.

**Castleisland Community College – AstroTurf Pitch Development with Castleisland AFC – Licence Agreement 20 years**

The Board was advised that a letter was received dated March 26<sup>th</sup> 2018 from Castleisland AFC requesting a change to Section 3 of the License Agreement, financial provisions. Essentially, Castleisland AFC are requesting that Kerry ETB would extend the commitment to paying €5,000 per annum towards the cost of maintaining the AstroTurf pitch from 5 years to 10 years. The CEO stated that the current provision in the License Agreement is to pay €5,000 for 5 years from the commencement of the License Agreement or until the completion of the installation of floodlights, whichever date is earlier. The Board approved the extension of the terms from 5 to 10 years on the grounds that the provision relating to the installation of the floodlights is retained i.e. payment of €5,000 for 10 years or the date of the completion of the installation of the floodlights, whichever date is earlier.

**Proposed: Cllr. Terry O’Brien**  
**Seconded: Ms. Maryanne Lowney**

This amendment as agreed will be communicated to the relevant parties.

Separately, the Acting Head of CS&CD referenced the receipt of a Sports Capital Programme Declaration where Deed of Covenant and Charge does not apply in respect of the Sports Capital Grant of €59,000 for the development of the AstroTurf pitch which was received from the Department of Transport, Tourism and Sport. Essentially, this declaration requires the ETB to commit to the following:

*Should the grant-aided facility cease to be used for the purposes advanced in our organisation's grant application/proposals before the expiration of a period of 15 years (for capital allocations of more than €25,000) from the date of this declaration, the Department of Transport Tourism and Sport shall be entitled to, and have provide to it by Kerry ETB or its successor, a refund in respect of the expired value of the grant paid; the amount of the refund to be at the discretion of the Department of Transport, Tourism and Sport.*

The Board agreed to the execution of this declaration as presented.

**Proposed: Mr. Noel Keenan**  
**Seconded: Ms. Francisse Walshe**

The CEO advised that this declaration requirement will have to be communicated to the Department, as the letter received from the DoES approving the License Agreement dated January 20<sup>th</sup> 2017, contained a clause (Clause (d)) specifying that there is to be no charge put in place over the ETB property.

#### **Block E South Campus Lease by Kerry ETB Proposal**

Prior to commencing the discussions on this item, in accordance with the provisions of Paragraph (10), Schedule 3 of the Education and Training Boards (ETB) Act 2013, Ms. Brid McElligott, declared that as a member of staff at the Institute of Technology Tralee (IT Tralee) she had a conflict of interest with regard to Block E, South Campus, IT Tralee and she left the meeting for the duration of the discussions.

Mr. Owen O'Donnell, Director of FET and Mr. Edward O'Neill, Acting Head of Corporate Support and Capital Development presented the terms as being proposed:

- Total Area: 770m<sup>2</sup> is 8,288.21 sq. ft.
- Cost proposed by Tralee IT - €7 plus VAT per sq. foot
- Total Annual rental cost - €58,017.47 plus VAT p.a. (circa €71,361.48 incl. VAT @ 23%)
- Term: 5 years from January 1<sup>st</sup> 2019
- Option to renew included in the lease
- Condition to be included in the lease that the lease liability terminates on an earlier date should Kerry ETB purchase the South Campus
- Block E will initially be used by Kerry College of Further Education for the relocation of sports related courses

The Board welcomed this development and given the ETB's plans for the purchase of the South Campus, they felt that this was a strategically important decision.

The terms of the proposed Lease as presented were approved by the Board.

**Proposed: Mr. Noel Keenan**  
**Seconded: Cllr. Terry O'Brien**

	<p>The Board was advised that DoES approval is required. A further update will be provided at the next meeting.</p> <p>Following the conclusion of these discussions, Ms. Brid McElligott rejoined the meeting.</p> <p><b>Tralee Regional Sports and Leisure Company Limited By Guarantee Lease</b></p> <p>Mr. Edward O'Neill, Acting Head of CS&amp;CD advised that the Lease that is in place for Tralee Regional Sports and Leisure Company Limited by Guarantee is currently a 21 year Lease. The Property Registration Authority (PRA) requires that there be at least 30 years outstanding on a lease for the purposes of a Sports Capital Grant, this would require extending the existing lease from 21 years to 30 years. The Board unanimously approved this proposal to extend the current lease from 21 to 30 years. It was agreed that the Lease would be amended to reflect this change.</p> <p style="text-align: center;"><b>Proposed: Cllr. Terry O'Brien</b> <b>Seconded: Cllr. Jim Finucane</b></p> <p>It was noted that this matter will be addressed by Kerry County Council at the June Council meeting. The CEO was asked to issue a letter to Kerry County Council confirming the ETB Board's approval of the extension of the lease term to 30 years.</p> <p>Separately, the CEO advised that an application had been made to the DoES seeking the approval of €27,000 towards the cost of upgrading the floor in the sports hall. The ETB has been advised that the total of the works proposed is €168,000. In addition to the €27,000 being sought from the DoES, it is proposed that the ETB makes a contribution of €15,000.</p> <p>The Board welcomed this development. Cllr. Pa Daly queried if the Company is in a financial position to make a contribution to the overall cost of the works proposed. This will be addressed at the next Company meeting.</p>
7.2	<p><b>Report – Chief Executive Officer</b></p> <p>The CEO addressed his report as per the presentation circulated with the agenda. The report addressed the following:</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>➤ Coláiste Gleann Lí Building Project</li> <li>➤ Kerry ETB and Tralee IT South Campus Acquisition</li> <li>➤ Irish Public Bodies distribution of Capital Release</li> </ul>

	<p><b>Acquisition of the South Campus by Kerry ETB</b></p> <p>The CEO advised that he had a meeting with Casey Stephenson with regard to the joint business case being developed between IT Tralee and Kerry ETB re the proposed purchase of the South Campus and development of the North Campus. The Board welcomed this development.</p> <p>A further update will be provided at the next meeting.</p>
7.3	<p><b>Schools Report – Director of Schools, Youth and Music</b></p> <p>The Director of Schools, Youth and Music’s report as circulated was taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Child Protection Update</li> <li>➤ Post of Responsibility Update</li> <li>➤ Schools Day of Learning</li> <li>➤ PR Update</li> <li>➤ DSEL Planning 2018/2019</li> <li>➤ Two Mile Community National School</li> <li>➤ School Developments</li> <li>➤ Youth Work Update</li> <li>➤ Music Education</li> <li>➤ Irish Language Update</li> </ul>
7.4	<p><b>Further Education and Training Report – Director of FET</b></p> <p>The Director of FET’s report as tabled at the meeting was taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>➤ New Appointments - FE Standards Officer &amp; Training Standards Officer</li> <li>➤ QA &amp; Curriculum Development Unit / Quality Council</li> <li>➤ Management Meeting Structures – Financial Monitoring</li> <li>➤ 2017 Final Financial Spend FARR 4</li> <li>➤ FET Fair</li> <li>➤ Generation Apprentice Competition</li> <li>➤ Training Centre – Hairdressing Launch/ Opening</li> <li>➤ Strategic Planning 3 Year 2018-2020</li> </ul>
7.5	<p><b>Organisational Support and Development Report – Director of OS&amp;D</b></p> <p>The Director of OS&amp;D’s as tabled at the meeting was taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Risk Management Update</li> <li>➤ Board of Management Vacancy</li> <li>➤ Kerry ETB Policies and Revisions for Approval</li> <li>➤ ETB Board Member Appointment (Male Staff Representative)</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Schools Reconfiguration for Diversity Update</li> <li>➤ ESBS ETB Payroll Shared Services Project – Wave Migration Strategy</li> </ul>
7.7	<p><b>Members' Business (motions)</b></p> <p>An Cathaoirleach asked that we would write to the ETBI requesting that consideration is given to the inclusion of a section in the current CAO forms where learners could indicate their interest in apprenticeships. The Director of FET will follow-up on this proposal.</p> <p>Cllr. Pa Daly proposed that we provide a skills-based course for learners where English is not the first language.</p> <p>In addition, Cllr. Pa Daly did query the start time for the Training Centre Programmes and indicated that for some learners travelling in on buses, a start time of 8.30am can be difficult. The Director of FET stated that the Centre usually makes provision for such learners and he will follow-up on this matter with the Centre Manager.</p> <p>The Kerry ETB Parents Association feedback which had been circulated at the previous meeting was taken as read.</p>
05/2018/8	<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> The CEO advised that the Principal post in Coláiste na Sceilge has been advertised.</p>

05/2018/9	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<b>Next Board Meeting date: Monday June 11th Boardroom in Kerry ETB Head Office at 4.15pm</b>

**Signed/Síithe:** \_\_\_\_\_

**Date/Dáta:** \_\_\_\_\_