

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) meeting held in the Boardroom at Kerry ETB Head Office, Tralee on Monday July 10th 2018.

In Attendance:

Cllr. Jim Finucane
Cllr. Pa Daly
Cllr. Norma Moriarty
Mr. Eugene Moriarty
Ms. Francisse Walshe
Ms. Maria O’Gorman

Cllr. Terry O’Brien
Cllr. Norma Foley
Cllr. Michael Cahill
Mr. Michael O’Mahony
Mr. Noel Keenan
Mr. Joe Brennan

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), Mr. Tommy Conroy, Finance Officer, Mr. Edward O’Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Betty Corkey, Acting Head of Human Resources (HR), Ms. Niamh O’Keeffe, 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 welcomed Mr. Joe Brennan as a new member of the ETB Board, male staff representative. An Cathaoirleach also welcomed Mr. Tommy Conroy, the newly appointed Finance Officer to the meeting and wished him well in his role.

07/2018/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta:</p> <p>Apologies for their absence were received from: Ms. Ann O’Dwyer, Director of Schools, Youth and Music, Cllr. Jimmy Moloney, Cllr. Séamus Cosaí Fitzgerald, Cllr. Damien Quigg, Ms. Mary McGillicuddy, Cllr. John Francis Flynn, Ms. Brid McElligott, Ms. Maryanne Slattery.</p>
1.2	<p>Condolences/Comhbhrón:</p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> ➤ To the Langford family on the death of Mr. Eamon Langford, former Manager of the O’Connell Centre, Caherciveen

	➤ To Ms. Mallory Higgins, Head Office, on the death of her Grandmother, Ms. Ellen Higgins
07/2018/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ Congratulations to Mr. Noel Keenan on his appointment as President of the ETBs' National Parents Association ➤ Congratulations to Cllr. Norma Foley on her appointment as Cathaoirleach of Kerry County Council ➤ Congratulations to Cllr. Aoife Thornton on her appointment as Cathaoirleach of the Listowel Municipal District ➤ Congratulations to Cllr. Norma Moriarty on her appointment as Cathaoirleach of the South/West Municipal District

07/2018/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD - LE GLACADH
3.1	<p>The minutes of the Kerry ETB meeting held on June 11th 2018 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Cllr. Norma Moriarty</p>
07/2018/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update The CEO and the Acting Head of CS&CD provided the update in relation to Gaelcholáiste Nua project.</p> <ul style="list-style-type: none"> ➤ A meeting with the Design Team lead was held on June 12th 2018 at 1:30pm ➤ A Local Community meeting was held on June 12th 2018 at 7:30pm ➤ A meeting with Kerry County Council and the Design Team is scheduled for July 19th 2018 ➤ The Design Team had a Stage 2 meeting on June 21st 2018. The Stage 2A report is currently being addressed by the Design Team in preparation for formal submission to the Department in late July/early August 2018. ➤ A further Design Team meeting is scheduled for July 17th 2018

	<p>The CEO advised that a letter issued to the Department of Education and Skills (DoES) re site enabling works contract on June 12th 2018. This matter had been addressed at the June Board meeting. A positive reply was received from the DoES by email on June 14th 2018 indicating that:</p> <p><i>'The Department has no objections to your proposal to carry out a site enabling works contract in advance of the main building contract for the reasons you outlined.</i></p> <p><i>Please request your design team to prepare a scope of works and a cost estimate for the enabling works and submit same to the Department for approval prior to tenders being invited.'</i></p> <p>The Design Team are currently addressing same. The Board welcomed this development.</p> <p>The Board was advised, that in light of the impending enabling works contract, discussions are ongoing between Kerry ETB, Kerry County Council and the DoES with regard to the acceleration of the transfer of the title of the property.</p> <p>The contract for the sale of the property contained the following clause:</p> <p>Clause 8(c): <i>'The closing date shall be the date that is 4 weeks after the final grant of planning permission pursuant of subparagraph (a) of this special condition or such later date as might be agreed between the parties to this agreement.'</i></p> <p>Following discussion in relation to this matter, the Board authorised Kerry ETB to accelerate the passing of the title of the property to Kerry ETB notwithstanding that Special Condition 7 of the Contract (relating to actions required to be taken by Kerry County Council to provide an access roadway) and Special Condition 8 (requiring Kerry ETB to secure planning permission) have not yet been fully complied with.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Michael O'Mahony</p> <p>The CEO advised that DoES approval will be required prior to the acceleration of the passing of the property title to Kerry ETB.</p>
4.2	<p>Listowel School Accommodation</p> <p>An update was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, the report addressed the following:</p>

	<ul style="list-style-type: none"> ➤ The June 5th 2018 meeting in Listowel with the DoES was attended by the Director of Schools, Youth and Music, Acting Head of CS&CD Department and the School Principal. ➤ No formal feedback received from the DoES to date in respect of this meeting. A letter issued to DoES in respect of same dated July 4th 2018. ➤ A meeting is scheduled for July 11th 2018 with Mr. John Whelan re possible building availability in Listowel. Mr. Whelan contacted the ETB directly requesting a meeting. <p>The Acting Head of CS&CD outlined that work is ongoing in assessing the possible availability for purchase of an adjoining property to the school site. This was discussed at the meeting with the DoES on June 5th 2018 and this property, if acquired, would provide for separate improved access to the school site. The Acting Head of CS&CD referenced the property on a map for the Board.</p> <p>An Cathaoirleach, Cllr. Jim Finucane requested that it be noted that he has knowledge of the owner of the property, but he has no direct interest in the property.</p> <p>A further update will be provided at the next meeting.</p>										
4.3	<p>Listellick National School Building Project Update</p> <p>The Acting Head of CS&CD indicated that the new Design Team has been finalised. The Design Team includes the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Architect/Design Team Leader</td> <td style="width: 50%;">Oppermann Associates</td> </tr> <tr> <td>Quantity Surveyor</td> <td>Kane Crowe Kavanagh</td> </tr> <tr> <td>Building Services Engineer</td> <td>Matt O'Mahony & Associates Ltd</td> </tr> <tr> <td>Project Supervisor – Design Stage</td> <td>Waterman Moylan</td> </tr> <tr> <td>Civil/Structural Engineer</td> <td>O'Connor Sutton Cronin & Associates Ltd</td> </tr> </table> <p>The Board welcomed this progress.</p>	Architect/Design Team Leader	Oppermann Associates	Quantity Surveyor	Kane Crowe Kavanagh	Building Services Engineer	Matt O'Mahony & Associates Ltd	Project Supervisor – Design Stage	Waterman Moylan	Civil/Structural Engineer	O'Connor Sutton Cronin & Associates Ltd
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4.4	<p>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) Youthreach Programme</p> <p>An update on this matter was provided by the CEO, the Director of OS&D and the Director of FET. The update addressed the following:</p> <ul style="list-style-type: none"> ➤ A review of the current staffing profile and KDYS pension scheme for staff employed on the Youthreach Programme, as requested by the Department of Education and Skills, is ongoing ➤ Engagement of Mason Hayes and Curran Solicitors to complete an assessment of the pension scheme is ongoing. 										

- The current Grantor/Grantee Agreement for the provision of 100 Youthreach places between Kerry ETB and KDYS expires on December 31st 2018. Letter issued to KDYS on June 11th 2018 re option of agreement extension by 12 months to December 31st 2019.
- Letter received from KDYS dated May 30th 2018 which had legal advice attached to it in relation to a staff overpayment issue that is ongoing.
- Letter received from Chairperson KDYS to ETB Board Chairperson dated June 27th 2018.

The Board was advised that the letter received from the Chairman of KDYS Fr. Gearoid Godley on June 27th 2018 addressed the following:

1. Letter from KDYS May 30th 2018
2. The request from Kerry ETB as per the CEO's letter dated June 11th 2018 to consider the 12 month contract extension option (from December 31st 2018 to December 31st 2019)
3. Current Grantor/Grantee Agreement and funding – staff overpayment funds recoupment by Kerry ETB. KDYS are of the view that Kerry ETB, in recouping this funding from KDYS, acted in a unilateral manner without regard to the consequences for KDYS and this is completely unacceptable to KDYS.

With regard to the 12 month extension option contained in the current Grantor/Grantee Agreement, as addressed in the letter from the CEO of Kerry ETB dated June 11th 2018, the Chairman of KDYS in his letter of June 27th 2018 set out;

“That before KDYS can begin to consider your request, I must insist that Kerry ETB honours the agreement by immediately paying over the funding withheld improperly”.

In addition, in the June 27th 2018 letter, the Chairman of KDYS referenced that he had not received a reply from the CEO of Kerry ETB to his letter of May 30th 2018.

In addressing the contents of the June 27th 2018 letter, the CEO stated that as the letter received from KDYS on May 30th 2018 had legal advice attached and this letter had been referred to the ETBs legal advisors for review. It was an administrative oversight that a letter of acknowledgement had not been issued and this has subsequently been clarified to the Chairman of KDYS by letter issued on July 4th 2018.

The Director of OS&D briefed the Board on the staff overpayment issue, as referenced in the letter from the KDYS Chairman dated May 30th 2018. She stated that it is the view of Kerry ETB that there was a staff overpayment of circa €73,000 by KDYS. This related to a point on the scale on which KDYS had placed a member of staff appointed in January 2014. The Director of OS&D stated that this matter had been addressed in correspondence

between Kerry ETB and KDYS and the ETB has proceeded to recoup the full value of the overpayment, circa €73,000 from KDYS.

The Director of OS&D outlined that while KDYS are currently disputing the validity of this recoupment in the context of the Grantor/Grantee Agreement (KDYS letter May 30th 2018 and the legal advice attached), the ETB had no alternative but to recoup these funds. A letter issued to KDYS on July 9th 2018 by the Director of OS&D addressing this matter.

In the context of this overall discussion, the CEO referenced the email received from the DoES on April 3rd 2018, requesting the ETB to review the staffing profile of the staff employed by KDYS on the Youthreach Programme, the pension scheme, etc. and to outline Kerry ETB's view on what we see as the optimal way forward for the delivery of the Youthreach Programme.

The Board was advised by the Acting Head of the Human Resources (HR) Department that the draft staffing profile report is to be completed this week and the work by Mason Hayes & Curran re the pension matter is to be finalised within the next two weeks.

It was noted that this arrangement for the provision of Youthreach with KDYS has been in operation since 1995, when the initial contract was signed, but it has never been publically procured. The Director of FET stated that as this service has not been publically procured it was not included in the recent European Social Fund (ESF) returns and this contract's current value is circa €1.7 million annually.

The Board was also advised that 11 KDYS employees are members of the KDYS 'defined benefit' pension scheme. The cost of paying the employer contributions to this KDYS pension scheme are met from the Youthreach pay allocation from the DoES. For the period 2007-2017, the cost of these employer pension contributions was circa €750,000. KDYS has previously requested Kerry ETB to give permission to extend this pension scheme to all staff employed by KDYS on the Youthreach Programme. The Teachers' Union of Ireland (TUI) have also raised this matter. Kerry ETB has advised KDYS that it has no authority to extend the membership of this pension scheme and referred the matter to the DoES.

Following further discussion re these matters the Director of FET set out the Executives' recommendation to the Board on the future model for the delivery of the Youthreach Programme.

In the absence of a derogation from the Department of Education and Skills negating the need to publically procure this service, the Youthreach Programme will become direct provision by Kerry ETB from January 1st 2020, if KDYS agrees to extend the current Grantor/Grantee Agreement by twelve months to December 31st 2019. Alternatively, if KDYS do not agree to an extension of the current Agreement to December 31st 2019, direct provision by

Kerry ETB will commence for the Youthreach Programme from January 1st 2019.

Ms. Maria O’Gorman asked if there was any danger with regard to the continuity of the Programme for the learners involved. The CEO advised that ideally, the current Grantor/Grantee Agreement with KDYS would be extended by twelve months to December 31st 2019. Matters that required careful consideration are, the availability of suitable buildings for the delivery of the Programme, the staffing of the Programme, pension entitlements etc. However, from a risk management point of view, Kerry ETB is currently contingency planning for direct delivery from January 2019. While January 2019 would present significant challenges to the ETB in terms of the continuity of the Youthreach Programme, this may be necessary if agreement is not reached with KDYS to extend the current Grantor/Grantee Agreement by 12 months to December 31st 2019.

Cllr. Norma Foley stated that her main concern related to the staff that are currently employed by KDYS on the Programme. She felt that it was very important that there is clear communication with the staff regarding the future model for delivery of the Programme. The Director of OS&D advised that we are fully cognisant of the needs of the staff currently attached to the Programme. Mr. Joe Brennan stated that the needs of the staff are important.

The CEO advised that a meeting will be scheduled with KDYS to address all of these matters. In addition, a report will be submitted to the DoES later this month addressing their requests of April 3rd 2018. Should the Youthreach Programme move to direct provision by Kerry ETB consideration will be given by the ETB to continuing to rent premises from KDYS for the delivery of the Programme for a further three years, i.e. 1st January 2019 to 31st December 2021. It was noted that currently the ETB is paying KDYS circa €189,000 per annum in rent.

The Board unanimously passed the following resolution:

As recommended by the Executive, in the absence of a derogation from the Department of Education and Skills negating the need to publically procure this service, the Youthreach Programme will become direct provision by Kerry ETB from January 1st 2020, if KDYS agrees to extend the current Grantor/Grantee Agreement by twelve months to December 31st 2019. Alternatively, if KDYS do not agree to an extension of the current Agreement to December 31st 2019, direct provision by Kerry ETB will commence for the Youthreach Programme from January 1st 2019.

Proposed: Ms. Maria O’Gorman
Seconded: Mr. Michael O’Mahony

A further update will be provided at the September Board meeting.

	<p>Separately, the Director of FET referenced the Mentor Programme. This programme costs circa €88,000 per annum, with funding provided to KDYS for the provision of same. The Mentor Programme supports students on the Youthreach and the Community Training Centre (CTC) Programmes and the current contract expires on December 31st 2018. The Director of FET stated that this service has never been publically procured and a letter has been issued to KDYS on March 26th 2018 re same. In this letter KDYS were advised that Kerry ETB will be ceasing the current arrangement from January 1st 2019, bringing this service in line with government procurement policy. However, following a detailed review of this matter it has now been decided that Kerry ETB will take on direct delivery of this service from January 1st 2019. KDYS and the DoES/SOLAS will be advised of same.</p> <p>The Board noted this development and were supportive of same.</p> <p>That concluded the discussion in relation to the KDYS funded Programmes.</p>
<p>4.5</p>	<p>School Reconfiguration for Diversity Process Update</p> <p>An update was provided by Ms. Maria Brennan, Director of OS&D, as follows:</p> <ul style="list-style-type: none"> ➤ Survey's circulated and validated by Kerry County Childcare Committee (KCCC) ➤ Letter issuing to the Bishop of Kerry on July 10th 2018 with report ➤ Report to issue to DoES ➤ The key finding to be addressed in the report is the circa 31% interest in greater diversity in national school provision in the Kenmare/Sneem area. <p>It was noted that based on the documentation provided to date in relation to this process this marks the end of the identification phase and the commencement of the implementation phase. The report will also be issuing to the DoES on July 11th 2018.</p> <p>The Board welcomed this development and a further update will be provided at the next meeting.</p> <p>The Director of OS&D thanked Kerry County Childcare Committee (KCCC) for their assistance with the surveys etc.</p>
<p>4.6</p>	<p>Kerry College of Further Education (KCFE), Denny Street students parking update</p> <p>The Director of FET indicated that he had written a letter to the Director of Services in Kerry County Council, Mr. Michael Scannell in relation to this matter and he has had some initial discussions in relation to same.</p> <p>Cllr. Terry O'Brien (Chairperson of the KCFE Board of Management) stated that there may be a possibility of securing parking in the Parkway</p>

	<p>Apartments underground car park, which are situated in the vicinity of Denny Street. The Director of FET and Cllr. Terry O'Brien, in consultation with the KCFE Principal, Ms. Mary Lucey, will explore this possibility with Parkway.</p> <p>The Board welcomed this developed.</p> <p>It was noted, in relation to the buildings in Denny Street, that the project is on schedule and should be ready for handover by September 2018.</p> <p>Separately, it was noted that a letter of approval was received on June 20th 2018 from the DoES regarding the rental of Block E, South Campus by Kerry ETB. The Board welcomed same.</p>
4.7	<p>Student Nominees to the Governing Body of Institute of Technology (IT) Tralee</p> <p>It was noted that the letter of appointment was received from the Minister of Education and Skills on June 29th 2018.</p>
07/2018/5	<p style="text-align: center;">EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>There was no presentation at this meeting.</p>
07/2018/6	<p style="text-align: center;">GOVERNANCE RIALACHAS</p>
6.1	<p>Risk Management</p> <p>An update was provided by Ms. Maria Brennan, Director of OS&D and addressed the following:</p> <ul style="list-style-type: none"> ➤ Risk register reviews are ongoing. <p>In addition, it was noted that the Annual Audit by the Comptroller and Auditor General (C&AG) is commencing on July 23rd 2018 and the audit file has been prepared.</p> <p>Kerry ETB Policies for Approval</p> <p>Motor Vehicle Usage 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. Michael O'Mahony Seconded: Cllr. Norma Moriarty</p> <p>Customer Charter This charter was tabled at the meeting. This charter, 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. Michael Cahill</p>
6.2	<p>Kerry ETB Overdraft Approval The Director of OS&D indicated that in accordance with the provisions of Circular Letter 0066/2014 and Section 49(1) of the Education and Training Boards Act 2013, Board approval is being sought for the provision of an overdraft of €1,000,000 from August 1st 2018 to January 31st 2019.</p> <p>It was noted that as per the provisions of Circular Letter 0066/2014, two meetings are generally required for the approval of an overdraft:</p> <p><i>'Two meetings of the Board will be necessary; one to first consider the proposal and, if it is decided in principle that the proposal should be accepted, a second to accept the proposal, having obtained the consent of the Minister.'</i></p> <p>Regarding the requirement for a second meeting, the Director of OS&D referenced communications between the Deputy Head of Finance and the DoES in relation to that requirement (email on July 9th 2018) in which the DoES confirmed that the approval of the overdraft can be dealt with at one meeting and there was not a requirement for a second meeting.</p> <p>The Board in accordance with CL 0066/2014 accepted in principle the proposal for the establishment of an overdraft facility of €1,000,000 from August 1st 2018 to January 31st 2019 as presented.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Jim Finucane</p> <p>An Cathaoirleach and the CEO signed the proposal, as accepted in principle by the Board, for submission to the DoES seeking the consent of the Minister of Education and Skills. The signed proposal was then submitted to the DoES for consideration.</p> <p>Prior to the conclusion of the meeting, the Director of OS&D advised that a letter setting out Ministerial consent for the establishment by Kerry ETB of an overdraft of €1,000,000 from August 1st 2018 to January 31st 2019 had been received. The consent attaches the following conditions:</p> <ol style="list-style-type: none"> 1. The facilities, including interest, are operated within your Committee's overall financial allocation.

	<p>2. They are not to be used for capital expenditure.</p> <p>3. The interest payable, if any, is that normally payable by local authorities on such overdrafts.</p> <p>4. This sanction will not be used in any way to extend the Committee's expenditure and commitments, over and above the amounts authorised by this Department.</p> <p>The Board noted the receipt of the Ministerial Letter of Consent, as circulated at the meeting and the Board recorded its acceptance of the Executive's proposal for the establishment by Kerry ETB of an overdraft of €1,000,000 from August 1st 2018 to January 31st 2019.</p> <p>The Finance Officer, to proceed with the establishment of the overdraft facility.</p>		
6.3	<p>Kerry ETB 2016 Annual Report</p> <p>In accordance with Section 28 of the ETB Act 2013 the draft Kerry ETB Annual Report for 2016 was presented by the Director of OS&D for approval.</p> <p>The Board approved the draft report as presented.</p> <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Cllr. Norma Moriarty</p> <p>It was noted that circa 30 copies of the report will be printed in hard copy, with a copy to be submitted to the Minister for Education and Skills as per the legislative requirement.</p> <p>The Board welcomed the publication of the 2016 Annual Report. It was noted that work is progressing with the 2017 Annual Report.</p>		
6.4	<p>ETB Nationally Agreed Complaints Procedure for adoption</p> <p>These procedures were presented by the Director of OS&D and approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Eugene Moriarty</p>		
6.5	<p>Proposed Meeting Schedule 2018/2019</p> <p>An update was provided by the Director of OS&D. It was noted that following the survey of the Board Members, there are mixed views in relation to the most suitable day for the meeting of the Board. It was agreed to move the meetings from the fourth Monday of the month to the fourth Tuesday of the month. The following schedule was agreed for 2018/19 Board meetings:</p> <table border="1" data-bbox="528 1966 1426 2033"> <tr> <td data-bbox="528 1966 987 2033">Tuesday September 25th 2018</td> <td data-bbox="987 1966 1426 2033">Tuesday October 23rd 2018</td> </tr> </table>	Tuesday September 25 th 2018	Tuesday October 23 rd 2018
Tuesday September 25 th 2018	Tuesday October 23 rd 2018		

	Tuesday November 27 th 2018	Tuesday December 18 th 2018
	Tuesday January 22 nd 2019	Tuesday February 26 th 2019
	Tuesday March 26 th 2019	Tuesday April 23 rd 2019
	Tuesday May 28 th 2019	Tuesday June 25 th 2019

A copy of the schedule will be circulated to all Board Members. Meetings will be scheduled for 4.15pm in the Kerry ETB Boardroom.

07/2018/7	CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance Report: The Finance Report was presented by Ms. Maria Brennan, Director of OS&D and circulated.</p> <p>It was noted that the commercial dividend of €39,000 has been received from IPB Insurance.</p> <p>The Director of OS&D advised that the mid-year financial review would be taking place on July 18th 2018.</p> <p>The Board noted the report as presented.</p> <p>Buildings Report: The Buildings Report, as circulated with the agenda, was presented by the Acting Head of CS&CD, Mr. Edward O'Neill. It addressed the following:</p> <p>Listowel – Coláiste na Ríochta</p> <ul style="list-style-type: none"> ➤ Universal Access Works <ul style="list-style-type: none"> ➤ Project to be completed during the summer break ➤ Boiler Replacement – Project to be completed during summer break. <p>Causeway Comprehensive School</p> <ul style="list-style-type: none"> ➤ Metalwork Room – Funding of €84,522.32 – Project to be completed during the summer break. <p>Killarney Community College</p> <ul style="list-style-type: none"> ➤ Autism Spectrum Disorder (ASD) Unit <ul style="list-style-type: none"> ➤ Approval of additional space and funding by DoES of €42,930 (Project approved total €642,930) ➤ Layout being finalised by O'Keeffe O'Connell Architects ➤ Provision of All-weather Pitch at rear of College – ongoing research by the school

Coláiste na Sceilge

- Ventilation – Application for funding is with the DoES
- Convert Technology room to Wood Technology room – DoES have requested costings on the supply of the equipment - work in progress.

Gaelcholáiste Chiarraí

- As per matters arising, Section 4.1.
- Roof at Moyderwell site – Approval of €275,500 funding received from DoES for roof replacement.

Coláiste Gleann Lí – Phase 2

- Contractor on site and works progressing to schedule.

Listellick National School Tralee

- As addressed above, Section 4.3

Two Mile Community National School

- Funding approved for Refurbishment Phase 2 circa €227,000
- Project progressing to procurement

Land and Leases**Castleisland AFC – Licence Agreement**

The following update was provided by the Acting Head of CS&CD:

- Meeting between Castleisland AFC, Acting Head of CS&CD and Director of OS&D took place on June 19th 2018
- At this meeting Castleisland AFC set out the finances underpinning the project
- At this meeting the provisions of the 20 year License Agreement as executed on February 24th 2017 were reviewed and the finance underpinning this project.
- Kerry ETB are seeking confirmation of the funding, which involves Sports Capital Funding, Leader Funding, Clan Credo, fundraising, FAI Funding, etc.

Following the meeting, advice was sought from Murphy Ramsey Walsh Solicitors re amending the License Agreement for the new financial provision as agreed at the June 12th 2018 Board meeting.

Murphy Ramsey Walsh Solicitors advised on June 14th 2018 that the License Agreement dated February 24th 2017 be rescinded and replaced by a new License Agreement as the Agreement of February 24th 2017 did not have details of the Trustees of Castleisland AFC and there is now a requirement to amend the Financial Provision, Section 3.

The Acting Head of CS&CD advised that Murphy Ramsey Walsh has prepared the new Licence Agreement for approval by the Board, rescinding the License Agreement dated February 24th 2017 as approved by the Board.

	<p>The Board approved the signing and sealing of the new 20-year License Agreement with Castleisland AFC as presented.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Terry O'Brien</p> <p>The Board were advised that prior to the commencement of these works, a letter will be issued to Castleisland AFC seeking confirmation of compliance with all the conditions of the License Agreement i.e. Planning, Insurance, Child Protection, etc. The letter will also set out that no works are to commence until Kerry ETB are satisfied that all the conditions of the License Agreement have been fully complied with.</p> <p>In the License Agreement it was also noted that there is a provision for the establishment of a Management Committee. The Management Committee will consist of seven members, four nominees of Kerry ETB and three nominees of Castleisland AFC, the Licensee. The following Kerry ETB nominees were approved by the Board:</p> <ul style="list-style-type: none"> ➤ Director of Schools, Youth and Music, Kerry ETB ➤ Head of Finance, Kerry ETB ➤ Principal of Castleisland Community College ➤ Chairperson of the Board of Management for Castleisland Community College <p>A letter will issue to the relevant parties in relation to same.</p>
7.2	<p>Report – Chief Executive Officer</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"> ➤ Gaelcholáiste Chiarraí School Building Project 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 ➤ Kerry ETB and Tralee IT South Campus Acquisition <p>In relation to Tralee Regional Sports and Leisure Company Limited by Guarantee, it was noted there was a meeting of the Board of Directors on July 9th 2018. The Centre Manager has confirmed that the proposed works to the Centre, which will involve the installation of a timber floor over the current floor in the main sports hall, will be completed in September 2018. Works on the seating, exit doors, etc. will be completed towards the end of 2018 or early in 2019.</p> <p>The Board welcomed this development and An Cathaoirleach complimented the Centre Manager on the progressive manner in which the Centre is being advanced.</p>

	<p>The Acting Head of CS&CD confirmed that the maps attached to the Lease with Tralee Regional Sports and Leisure Company Limited by Guarantee were amended to make provision for the proposed skate park.</p> <p>In relation to the IT Tralee South Campus, it was noted that discussions are ongoing with Casey Stephenson, Kerry ETB and IT Tralee regarding finalising the Business Case to be presented to the DoES in relation to same.</p>
7.3	<p>Schools Report – Director of Schools, Youth and Music It was noted there was nothing additional to report this month.</p>
7.4	<p>Further Education and Training Report – Director of FET It was noted there was nothing additional to report this month.</p>
7.5	<p>Organisational Support and Development Report – Director of OS&D As per the Governance section of the minutes.</p>
7.6	<p>Members’ Business (motions)</p> <p>Cllr. Pa Daly raised a query from a resident living adjacent to the Kerry College of Further Education and Coláiste Gleann Lí in Clash, Tralee. It was in relation to noise on Saturday mornings emanating from the building works. The Acting Head of CS&CD indicated that he would liaise with the Design Team with a view to addressing same and with a recommendation that there should be no heavy machinery in use prior to 9.00am on Saturday morning.</p> <p>This was welcomed by Cllr. Daly.</p>
07/2018/8	<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	ETBI Correspondence: Noted as listed
8.5	SOLAS Correspondence Noted as listed
8.6	Other Correspondence: Noted as listed.
07/2018/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	Next Board Meeting date: Tuesday September 25th 2018 at 4.15pm Kerry ETB Boardroom

Signed/Sínithe: _____ Date/Dáta: _____