

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

**Minutes** of Kerry Education and Training Board (Kerry ETB) meeting held at the Ballyroe Heights Hotel, Tralee on Tuesday December 4<sup>th</sup> 2018.

***In Attendance:***

Cllr. Jim Finucane  
Cllr. Niall Kelleher  
Cllr. John Francis Flynn  
Cllr. Michael Cahill  
Ms. Maryanne Slattery  
Ms. Francisse Walshe  
Mr. Noel Keenan  
Mr. Joe Brennan

Cllr. Pa Daly  
Cllr. Jimmy Moloney  
Cllr. Norma Moriarty  
Cllr. Aoife Thornton  
Ms. Mary McGillicuddy  
Mr. Michael O'Mahony  
Ms. Maria O'Gorman  
Mr. Eugene Moriarty

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

12/2018/1	<b>APOLOGIES &amp; CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b>
<b>1.1</b>	<p><b>Apologies/Leithscéalta:</b> Apologies for their absence were received from: Cllr. Séamus Cosáí Fitzgerald, Cllr. Terry O'Brien and Cllr. Norma Foley.</p>
<b>1.2</b>	<p><b>Condolences/Comhbhrón:</b> An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> <li>➤ To Ms. Maryanne Slattery, Teacher in Coláiste Gleann Lí and Kerry ETB Board Member, on the death of her Aunt, Ms. Catherine Lowney</li> <li>➤ To Ms. Margaret Godley, Head Office, on the death of her Aunt, Sr. Raphael Stritch D.C.</li> <li>➤ To Ms. Karen O'Connor, Head of ICT, Head Office, on the death of her Mother-in-Law, Ms. Bridie Mulqueen.</li> <li>➤ To Ms. Margaret Kenny, Coláiste Gleann Lí, on the death of her Brother, Mr. Nicky Fitzgerald.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To the O'Shea family, on the death of their Father, Mr. Seán O'Shea, founder of O'Shea's of Kerry Coach Company.</li> <li>➤ To Mr. Stephen Goulding, Principal, North Kerry College of Further Education and Coláiste na Ríochta, on the death of his Mother, Mrs. Mary Goulding.</li> <li>➤ To Ms. Breda Daly, Teacher in Causeway Comprehensive School, on the death of her Father, Mr. Michael Daly.</li> <li>➤ To Ms. Mary O'Connor, Co-ordinator in Killarney VTOS, on the death of her Mother, Mrs. Breda O'Connor.</li> <li>➤ To the Fogarty family, on the death of Mr. Aloysius 'Weeshie' Fogarty, Radio Kerry Sports Commentator and Broadcaster.</li> <li>➤ To the Griffin family, on the death of Mr. Con Griffin, Member of the Fitzgerald Stadium Committee, Killarney.</li> </ul>
<b>12/2018/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas:</b></p> <ul style="list-style-type: none"> <li>➤ Congratulations to Mr. Martin Clohessy on his appointment as the ETBI Director of Organisation Support and Development.</li> <li>➤ Congratulations to Mr. Michael Broderick and all staff involved in the official opening of the Kenmare Culinary Skills Centre by Minister Brendan Griffin, T.D. on November 23<sup>rd</sup> 2018.</li> </ul>
<b>12/2018/3</b>	<b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD - LE GLACADH</b>
<b>3.1</b>	<p>The minutes of the Kerry ETB meeting held on October 24<sup>th</sup> 2018 were adopted and signed.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney Seconded: Mr. Michael O'Mahony</b></p>
<b>12/2018/4</b>	<b>MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>
<b>4.1</b>	<p><b>Gaelcholáiste Nua School Building Project Update</b></p> <p>The CEO provided an update which addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Stage 2A submission submitted to the Department of Education and Skills (DoES) by the Design Team on September 11<sup>th</sup> 2018. Following Stage 2A approval the formal planning permission application can be lodged with Kerry County Council (Kerry Co. Co.)</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Meeting with Kerry Co. Co. on November 9th 2018. Items addressed were: <ul style="list-style-type: none"> <li>➤ progress re accelerated transfer of site title to Kerry ETB</li> <li>➤ cost re Japanese Knotweed remediation</li> </ul> </li> <li>➤ Kerry Co. Co. have confirmed that work on vacating the site is ongoing. When the site is fully vacated the accelerated transfer of the site title to Kerry ETB can proceed, subject to DoES approval.</li> <li>➤ Letter re site for new Gaelcholáiste and contribution to the costs for the Japanese Knotweed remediation was received from Kerry Co. Co. on November 15<sup>th</sup> 2018. Kerry Co. Co. confirmed a contribution of 25% subject to a maximum of €50,000. The Council may review this position when funding for the road is secured.</li> <li>➤ Tender report for the Japanese Knotweed Remediation submitted for approval to the DoES on November 20<sup>th</sup> 2018. This report included the cost for the remediation of the knotweed on the new school site (Kerry ETB) and on the footprint of the new access road (Kerry Co. Co.)</li> <li>➤ The Tender report for the Site Enabling Works for submission to the DoES is being finalised.</li> <li>➤ An email was received from the DoES on November 27<sup>th</sup> 2018 seeking further clarification from the design team re the proportionality of costs between the two land banks for the knotweed remediation i.e. remediation of the knotweed on the school site and the new access road footprint.</li> </ul> <p>The acting Head of CS&amp;CD stated that following further discussion with Kerry Co. Co. and the Design Team matters re cost will be clarified for the DoES.</p> <p>Cllr. John Francis Flynn referenced the planned opening of a new site for the disposal of Japanese Knotweed. Mr. Edward O'Neill, Acting Head of CS&amp;CD advised that he had explored this matter and although the Contractor was based in Kerry, it was his understanding that this site will be located in County Mayo and would not be in place until later in 2019.</p> <p>In addition, the Acting Head of CS&amp;CD advised the Board members that there is currently an area of land for sale adjacent to the Gaelcholáiste site with an asking price of circa €400,000. This update was noted.</p> <p>The Board welcomed the update re this project and a further update will be provided at the next meeting.</p>
4.2	<p><b>Listowel School Accommodation</b></p> <p>An update was provided by the Acting Head of CS&amp;CD, Mr. Edward O'Neill and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Letter received from the DoES on November 20<sup>th</sup> 2018 requesting that consideration be given by Kerry ETB to the following: <ul style="list-style-type: none"> <li>➤ Agreement for the construction of a permanent building to accommodate Gaelscoil Lios Tuathail on the current site.</li> </ul> </li> </ul>

	<p>➤ Agreement for Kerry ETB to deliver the project on a devolved funding model basis.</p> <p>In addition, it was noted that the DoES in their letter of November 20<sup>th</sup> 2018 set out that the School's Patron, St. Brendan's Trust (Bishop of Kerry) had confirmed that they are not in a position to provide a site to facilitate the school moving to a green field site.</p> <p>The Board Members were advised that a draft letter has been prepared for consideration by the Board in response to the DoES letter of November 20<sup>th</sup> 2018. Essentially the draft letter addresses the following:</p> <p>➤ Previous proposal submitted to the DoES on October 23<sup>rd</sup> 2017 addressing the accommodation needs of:</p> <ul style="list-style-type: none"> <li>➤ Coláiste Na Ríochta</li> <li>➤ Gaelscoil Lios Tuathail</li> <li>➤ North Kerry College of Further Education</li> </ul> <p>➤ Confirmation that Kerry ETB is agreeable to the construction of a permanent building to accommodate Gaelscoil Lios Tuathail on the current site provided the building remains in the ownership of Kerry ETB.</p> <p>➤ Confirmation that Kerry ETB is agreeable to deliver the project on a devolved funding model basis.</p> <p>In addition, the draft letter clearly sets out that in agreeing to same, it is on the understanding that the post primary school (Coláiste Na Ríochta) accommodation needs are fully addressed at part of any building project and the buildings constructed remain in the ownership of Kerry ETB.</p> <p>The Board, following detailed discussion confirmed agreement with the draft letter to the DoES.</p> <p>It was proposed that an update is provided to the Board of Management of Gaelscoil Lios Tuathail re the DoES's letter and the ETB's response to same.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Ms. Maria O'Gorman</b></p> <p>The CEO agreed to provide the update as requested.</p> <p>A further update will be provided at the next meeting.</p>
4.3	<p><b>Listellick National School Building Project Update</b></p> <p>An update was provided by the Acting Head of CS&amp;CD, Mr. Edward O'Neill. Edward advised that the Pre Stage 1 meeting request has been submitted to the DoES and the project is progressing to schedule.</p>

4.4	<p><b>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) Youthreach Programme</b></p> <p>The CEO, Director of OS&amp;D and the Director of FET provided an update:</p> <p>The CEO advised that work is progressing in the following areas re the direct delivery of the Youthreach Programme:</p> <ul style="list-style-type: none"> <li>➤ Staffing – Transfer of Undertakings (TUPE).</li> <li>➤ Buildings – Tralee, Killarney and Listowel.</li> </ul> <p>Ms. Maria Brennan, Director of OS&amp;D provided an update in relation to staffing and the TUPE process as per report circulated with meeting Agenda, which addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Staffing – TUPE <ul style="list-style-type: none"> <li>➤ Due diligence process.</li> <li>➤ Meeting with the DoES November 22<sup>nd</sup> 2018.</li> <li>➤ Letters re staff transfer issued to KDYS transition team November 26<sup>th</sup> 2018.</li> <li>➤ Letters to individual staff members scheduled to issue November 28<sup>th</sup> 2018.</li> <li>➤ Phase 1, Staff Induction Programme scheduled for December 12<sup>th</sup> 2018.</li> </ul> </li> </ul> <p>In addition, the Director of FET, Mr. Owen O’Donnell provided an update regarding the building projects and addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Decision re future accommodation for the direct delivery of the Youthreach programme communicated to KDYS on Thursday October 24<sup>th</sup> 2018</li> <li>➤ Approval for the lease of new premises as agreed at the October 23<sup>rd</sup> Board meeting was sought from the DoES on October 24<sup>th</sup> 2018.</li> <li>➤ Letter of approval was received from the DoES on October 25<sup>th</sup> 2018.</li> <li>➤ Works progressing on the finalisation of leases for execution and seal by the ETB.</li> <li>➤ Works on the “fit out” of the Killarney premises are being progressed.</li> </ul> <p>In relation to the Eden Court Building, Tralee the Director of FET advised that the estate agent acting for the Landlord had subsequently sought a lease term extension to 15 years from the 5 year term agreed at the October 23<sup>rd</sup> Board meeting. This request was submitted by email to Kerry ETB on October 31<sup>st</sup> 2018 and the estate agent was advised that the ETB were not in agreement to same.</p> <p>Following some additional local market research Tralee Community Development (CDP) Project building, Rock Street Tralee was identified and following consultation with An Cathaoirleach the following terms were agreed at a meeting on November 15<sup>th</sup> 2018:</p> <ul style="list-style-type: none"> <li>➤ <b>Building Name:</b> Tralee Community Development Project (CDP)</li> <li>➤ <b>Building Area:</b> 3,200 sq. ft.</li> <li>➤ <b>Term:</b> 3 years</li> <li>➤ <b>Rent:</b> €43,000 per annum (No VAT)</li> </ul>
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	<p>An email seeking approval for the Tralee CDP lease was submitted to the DoES November 16<sup>th</sup> 2018 and a letter of approval for the Tralee CDP lease was received from the DoES on November 22<sup>nd</sup> 2018.</p> <p>The lease of the Tralee CDP Building as per the terms set out above was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Mr. Noel Keenan</b></p> <p>In addition, the CEO advised that KDYS had been formally offered a new 12 month contract for the Mentor Programme (1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019). This offer was made following a meeting with Fr. Godley on November 21<sup>st</sup> 2018.</p> <p>The Director of OS&amp;D advised that a meeting has been organised by KDYS with the staff involved in delivery of the Youthreach Programme at 5.00pm on Wednesday December 5<sup>th</sup> 2018. The Director of OS&amp;D and the Head of HR will attend this meeting.</p> <p>The Director of FET set out the need for contingency planning in respect of the Killarney building. Due to the timeframe available and the nature of the fit out, the building will not be ready for occupation on January 7<sup>th</sup> 2019. This is currently being addressed by the Director of FET.</p> <p>The Board welcomed the update in relation to this matter and An Cathaoirleach thanked the CEO, Directors and all involved in progressing the project to this stage and looked forward to integrating the direct delivery of the Youthreach Programme into the suite of further education and training services provided by Kerry ETB. Mr. Joe Brennan thanked the ETB executive for the time given to this process and the direct engagement with the staff involved. He stated that the staff were very appreciative of same.</p> <p>A further update will be provided at the January meeting.</p>
4.5	<p><b>Killorglin Sports Complex Update</b> It was noted that there was no further update in relation to this matter.</p>
4.6	<p><b>Marine Training Centre Update</b> The Director of FET provided the following update, which addressed:</p> <ul style="list-style-type: none"> <li>➤ Course start date – September 2019, to allow for planning, building and fit out time in advance.</li> <li>➤ Design agreed and submitted to Matt O Mahoney Engineers for planning application.</li> <li>➤ Equipment list in process of being developed.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Plan to launch the programme at the skipper expo in Galway in March 2019</li> </ul> <p>The Board welcomed this development.</p>
<b>12/2018/5</b>	<b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b>
	<p>There was no presentation at this month's meeting other than the Finance and Audit and Risk Committee Reports - see <b>6.6</b> and <b>6.7</b> below.</p>

<b>12/2018/6</b>	<b>GOVERNANCE RIALACHAS</b>
<b>6.1</b>	<p><b>Risk Management</b> The Director of OS&amp;D provided an update on Risk Management, which addressed:</p> <ul style="list-style-type: none"> <li>➤ Risk Management Committee meeting scheduled for December 7<sup>th</sup> 2018.</li> <li>➤ The overall Kerry ETB Corporate Risk Register will be reviewed at this meeting</li> <li>➤ The individual Risk Registers for FET, OS&amp;D and Schools are kept under review by the relevant Director</li> </ul>
<b>6.2</b>	<p><b>Minutes of School Board of Management (BOM) Meetings</b> The Board approved the Minutes of the following BOM Meetings:</p> <ul style="list-style-type: none"> <li>➤ <b>Castleisland Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 30<sup>th</sup> November 2017</li> <li>➤ Board of Management Meeting on 19<sup>th</sup> April 2018</li> <li>➤ Board of Management meeting on 29<sup>th</sup> May 2018</li> </ul> </li> <li>➤ <b>Causeway Comprehensive School</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 20<sup>th</sup> September 2018</li> </ul> </li> <li>➤ <b>Coláiste Gleann Lí</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 26<sup>th</sup> April 2018</li> </ul> </li> <li>➤ <b>Coláiste na Ríochta</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 23<sup>rd</sup> May 2018</li> </ul> </li> <li>➤ <b>Killarney Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 21<sup>st</sup> March 2018</li> </ul> </li> </ul>

6.3	<p>➤ Board of Management Meeting on 30<sup>th</sup> May 2018</p> <p style="text-align: center;"><b>Proposed: Mr. Michael O'Mahony</b> <b>Seconded: Mr. Noel Keenan</b></p> <p><b>Board of Management (BOM) Vacancies</b> The following Board of Management nominees were ratified:</p> <p>➤ <b>Coláiste Gleann Lí</b></p> <p>➤ Parents' Representative: Ms. Suzanne McCluskey</p> <p style="text-align: center;"><b>Proposed: Ms. Maryanne Slattery</b> <b>Seconded: Ms. Francisse Walshe</b></p> <p>➤ <b>Coláiste na Ríochta</b></p> <p>➤ Parents' Representative: Ms. Joan Barry Beasley</p> <p>➤ Parents' Representative: Mr. Gerard O'Connor</p> <p>➤ Community Representative: Ms. Marilyn Barrett</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall Kelleher</b> <b>Seconded: Cllr. Jimmy Moloney</b></p> <p>➤ <b>Kerry College of Further Education</b></p> <p>➤ Learner Representative: Mr. Shaqaib Mahmood</p> <p>➤ Learner Representative: Ms. Helen Corcoran</p> <p style="text-align: center;"><b>Proposed: Ms. Mary McGillicuddy</b> <b>Seconded: Mr. Michael O'Mahony</b></p> <p>➤ <b>FET Centres and FE Programmes BOM</b></p> <p>➤ Business Representative: Mr. Aidan Kelly</p> <p>➤ Agency Representative: Mr. Ger Curtin</p> <p>➤ Community Representative: Mr. Bill Morrell</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Cllr. Niall Kelleher</b></p> <p>➤ <b>Pobalscoil Chorca Dhuibhne</b></p> <p>➤ CEO Nominee: Ms. Mary Anne Slattery</p> <p style="text-align: center;"><b>Proposed: Mr. Michael O'Mahony</b> <b>Seconded: Cllr. Norma Moriarty</b></p>
6.4	<p><b>Finance Committee Vacancy</b> Finance Committee Vacancy as per Section 45 of the ETB Act 2013</p> <p>➤ Nominee: Cllr. Norma Moriarty</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Cllr. Jim Finucane</b></p>

6.5	<p><b>Kerry ETB Policies for Approval</b></p> <p><b>Circular Letter 0050/2018 - Procedures for Suspension and Dismissal of Principals of Community National Schools</b>  This policy was circulated with the meeting 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: Cllr. Aoife Thornton</b>  <b>Seconded: Mr. Michael O'Mahony</b></p> <p><b>Kerry ETB CCTV Privacy Statement</b>  This policy was circulated with the meeting 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: Cllr. John Francis Flynn</b>  <b>Seconded: Cllr. Jimmy Moloney</b></p> <p><b>Kerry ETB CCTV Template Policy for Schools/Centres</b>  This policy was circulated with the meeting 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: Cllr. Niall Kelleher</b>  <b>Seconded: Cllr. Michael Cahill</b></p> <p><b>Kerry ETB Data Protection Policy</b>  This policy was circulated with the meeting 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. Jimmy Moloney</b></p> <p><b>Kerry ETB Data Breach Protocol</b>  This policy was circulated with the meeting 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: Cllr. Aoife Thornton</b>  <b>Seconded: Mr. Michael O'Mahony</b></p> <p><b>Kerry ETB Parents Forum Terms of Reference</b>  This policy was circulated with the meeting Agenda. This policy, as presented by the Director of Schools, Youth and Music, was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b>  <b>Seconded: Ms. Francisse Walshe</b></p>
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<p><b>6.6</b></p>	<p><b>Audit and Risk Committee Reports</b> The Chairperson of the Audit and Risk Committee, Mr. Donal Fitzgibbon, joined the meeting.</p> <p>As noted at the September 25<sup>th</sup> 2018 Board Meeting, the Report from the Audit and Risk Committee meetings on January 15<sup>th</sup> 2018 and March 29<sup>th</sup> 2018 had been circulated and retained by Members.</p> <p>Copies of the two reports were re-circulated to the Members present, in addition to the report from the meeting on September 6<sup>th</sup> 2018. Copies of the reports retained by the Members.</p> <p>The Chairperson of the Audit and Risk Committee provided an overview of the contents of the reports for all the Members who were present in accordance with Section 45(3) of the ETB Act 2013.</p> <p>In the report the Chairperson of the Audit and Risk Committee noted the following;</p> <ul style="list-style-type: none"> <li>➤ there has been significant progress in relation to addressing health and safety matters across the scheme following the engagement of Egan Safety Solutions (ESS).</li> <li>➤ In relation to procurement, it is a complex issue and that there is a need for detailed expenditure analysis. The option of a possible centralised procurement function in the Kerry ETB Head Office was suggested.</li> <li>➤ In the view of the Audit and Risk Committee, the staff in Kerry ETB were working, in both Finance and HR, with a number of different systems without any real access to a dedicated, modern integrated ICT, HR or Finance systems.</li> </ul> <p>The CEO thanked Donal and the Committee Members for their diligent work during 2018 in relation to the Audit and Risk Committee.</p> <p>Board Members noted the confidential nature of the reports as per Schedule 3, Para (13) ETB Act 2013.</p> <p>There were no further queries from those present and Mr. Donal Fitzgibbon then left the meeting.</p>
<p><b>6.7</b></p>	<p><b>Finance Committee Report</b> The Chairperson of the Finance Committee, Mr. John O'Connor, joined the meeting.</p> <p>Copies of three Reports were circulated to all Members present for retention. The Reports addressed the minutes of the meetings on February 23<sup>rd</sup> 2018, October 9<sup>th</sup> 2018 and December 3<sup>rd</sup> 2018.</p>

	<p>The Chairperson of the Finance Committee gave a comprehensive overview of the items addressed in the reports for all the Members who were present in accordance with Section 45(3) of the ETB Act 2013.</p> <p>Board Members noted the confidential nature of the reports as per Schedule 3, Para (13) ETB Act 2013.</p> <p>Following the report the negative interest rate currently being applied to the ETB and the impact of same on the finances of the ETB was discussed. The option of running a competition to procure banking services was suggested. In response to same, the Head of Finance, Mr. Tommy Conroy indicated that the ETBI were currently preparing a procurement document for banking services, which should address same.</p> <p>It was also noted following the most recent review, that expenditure and income projections for the ETB appear to be on target.</p> <p>On completion of the presentation the CEO thanked John O'Connor and the Members of the Finance Committee for their diligent work for 2018 and for providing the reports for the Board as per Section 45(3) of the ETBI Act 2013.</p>
6.8	<p><b>Internal Audit Unit (IAU) Report – Kerry ETB ICT Audit</b></p> <p>The Director of OS&amp;D provided an update in relation to the ICT Audit (Review of the effectiveness of IT system and network availability controls) carried out on behalf of the IAU by the KOSI Corporation. This audit was conducted in accordance with IS Audit and Assurance Standards and IS Audit and Assurance Guidelines issued by ISACA and generally accepted industry practices. The Board was advised that a copy of the Kerry ETB ICT IAU report was received from the Director of Internal Audit on September 25<sup>th</sup> 2018. The report included the audit report and the audit opinion report. The Board was advised that the IAU report addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Business Continuity/Disaster Recovery</li> <li>➤ Network Design</li> <li>➤ Outsources IT Services Disaster Recovery Arrangements</li> <li>➤ IT System Backup and Restore</li> <li>➤ Network Gateway Security Controls</li> </ul> <p>The Director of OS&amp;D referenced the following extract as per email dated September 25<sup>th</sup> 2018:</p> <p><i><u>“Under the terms of reference of the IAU – ETBs a reporting requirement is in place whereby the Opinion Report is provided by the Chief Executive to the DES. Please note that the opinion expressed in this report gives rise to a requirement whereby the Chief Executive provides additional information to the Department of Education &amp; Skills as outlined in Section 4 of the Reporting Procedures of the terms of reference of the IAU – ETBs.</u>”</i></p>

	<p><i>In line with this requirement I would be obliged if the attached Opinion Report (document titled “Final KETB ICT Audit Opinion Report 240918”) is forwarded by you within three weeks to Jill Fannin, ETB Financial &amp; Administrative Personnel Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath. (Email address: <a href="mailto:jill.fannin@education.gov.ie">jill.fannin@education.gov.ie</a>). I would be obliged if you can confirm when this has been progressed.”</i></p> <p>In response to same a submission was made to the DoES October 10<sup>th</sup> 2018, which addressed the following:</p> <ul style="list-style-type: none"> <li>➤ No formal recognition of the need for a dedicated IT department as part of our current organisation structure. The traditional organisational structure for Kerry ETB is based on the Rochford Report recommendation which made no provision for a specialist IT department in the organisation. We hope that the current Organisational Design Stage II process will positively address same.</li> <li>➤ Traditionally, there has been no dedicated funding stream for ICT infrastructure and the development of industry standard IT systems expenditure. To address many of the items raised in the report significant dedicated funding will be required.</li> <li>➤ The planned move to “shared services” approach nationally has influenced IT policy matters over the past 10 years at the local ETB level and nationally.</li> <li>➤ Kerry ETB is committed to addressing the matters outlined in this report, however, this will require significant investment in terms of funding and IT infrastructure. In this regard, Kerry ETB has submitted a Request for Specific Approval of a Proposal (under DPER Circular 02/16) to the Digital Governance Oversight Unit seeking approval to go to tender to develop and implement a Disaster Recovery and Business Continuity Plan, estimated cost circa €90,000.</li> </ul> <p>The Board noted the receipt of this report and the response to the DoES in respect of same.</p> <p>The Director of OS&amp;D advised that an FOI request had been received re all internal audit reports since 2015. It was noted that the ETB will respond fully to same, however, in relation to the IAU ICT Audit, this is deemed confidential information which could if released, have an adverse impact on the performance of Kerry ETB and therefore will not be released. This was noted by the Board.</p>
6.9	<p><b>Kerry ETB 2017 Accounts in accordance with Section 51(2) of the ETB Act 2013</b></p> <p>The Head of Finance advised the Board that the letter from the Comptroller and Auditor General regarding the audit of the 2017 accounts was received on November 29<sup>th</sup> 2018 and that we had also received correspondence from the DoES requiring a response by December 6<sup>th</sup> 2018.</p>

	<p>The letter from the DoES addressed three areas, as per the Statement of Internal Control, in relation to:</p> <ol style="list-style-type: none"> <li>1. Procurement</li> <li>2. ICT Systems</li> <li>3. Pensions</li> </ol> <p>The Head of Finance advised the Board Members that currently a response in relation to same is being prepared and will be submitted to the DoES. Based on the letter received from the DoES, the ETB response will be reviewed prior to the presentation of the reports to the Houses of the Oireachtas.</p> <p>The CEO also advised that he was meeting with the Audit &amp; Risk Committee this Friday, where he would also address the items as per the Statement of Internal Control and the response prepared by Kerry ETB for the Secretary General of the DoES.</p> <p>This update was noted by the Board.</p>
6.10	<p><b>Draft Kerry ETB 2017 Annual Report</b></p> <p>The Kerry EB 2017 Annual Report as per Section 28 of the ETB Act 2013 as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. John Francis Flynn</b> <b>Seconded: Mr. Michael O'Mahony</b></p>

12/2018/7	<p><b>CEO's REPORT &amp; QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH &amp; CEISTEANNA ORTHU</b></p>
7.1	<p><b>Finance Report:</b></p> <p>This report was presented by the Head of Finance, Mr. Tommy Conroy and circulated at the meeting.</p> <p>In the report the capital deficit of €941,467.00 was noted. The Head of Finance advised that there is a time lag between the drawdown of funding and the payment of contractors for building projects. Consequently, this balance would reduce significantly once further funds were recouped from the DoES.</p> <p>In relation to Cappanalea OETC, it was noted there is currently a deficit of €95,000. There is €81,000 outstanding in terms of creditors and €25,000 in relation to Tralee Institute of Technology, which will bring the Centre to a break even position as of the end of October 2018.</p>

In addition, the Head of Finance indicated that the initial letter of allocation for 2019 had been received from SOLAS and the initial budget was for €26,770,000 and the capital allocation is for €250,000.

**Buildings Report:**

This report was presented by the Acting Head of CS&CD, Mr. Edward O'Neill and addressed the following:

**Listowel – Coláiste na Ríochta**

- Campus – as per Matters Arising

**Killarney Community College**

- ASD Unit – a plan of the final layout was displayed to the Board.

**Causeway Comprehensive School**

- Metalwork Room – Work ongoing
- Planning Reference 18/762 – No decision made by Kerry County Council

**Coláiste na Sceilge**

- Ventilation – Consultant Appointed and preparation of project scope and tender Documents commenced

**Gaelcholáiste Nua**

➤ **Tenders**

- Knotweed: Tender Report Received and issued to DoES for approval to proceed.
- Enabling Works: Kerry ETB await Tender report from Design Team.

➤ **Status**

- Awaiting DES sanction to Progress to Stage 2A

It was also noted that lands adjoining the site are currently for Sale

**Coláiste Gleann Lí/KCFE – Phase 2**

- Contractor on site and works progressing
- Acoustics Issues
  - Investigations to quantify the issues is ongoing.
  - Internal finishes to new extension are being reviewed to address the issue.

**Listellick National School, Tralee - Roll No. 09260**

- Pre Stage 1 meeting request issued to DoES in advance of Pre Stage 1 submission

Following the Buildings Report, a query was raised by Cllr. Niall Kelleher in relation to the proposal to develop a new Astro turf pitch at the rear of Killarney Community College. He queried if a decision had been made as to which club the school was going to partner with in relation to same and if this facility would be available to the general public.

It was clarified that the school had been in discussions with Dr Crokes GAA Club in relation to same, this has been discussed by the School Management and at a Board of Management Meeting. Mr. Edward O'Neill, Acting Head of CS&CD indicated that we had attended meetings with Dr Crokes GAA Club in relation to same, however these are only at the exploratory stage.

The CEO clarified, in relation to the proposed development of the Astro turf pitch, significant funding would be required and in the absence of direct DoES funding for same, the school would have to partner with a local club(s) to make the project a reality. Essentially, the ETB and the School would be providing the site but currently does not have any funding for the construction of the proposed Astro turf pitch. In addition any proposed development would require approval from the DoES in advance.

It was suggested that there should be an invitation issued for proposals from clubs and interested parties in the Killarney area who may be interested in financially supporting this development. It was agreed to progress on this basis.

In addition, Cllr. Niall Kelleher stated that it is his understanding that there is a proposal for the development of houses on a site at the rear of the school and there may be a request for the ETB to give consideration to direct access from this proposed development to the school site. This was noted. The Acting Head of CS&CD advised that any such request would have to be formally submitted for consideration by the Board.

#### **Castleisland AFC Pitch Naming Proposal**

The Board was advised that the Astro turf Pitch Management Committee at its meeting on October 15<sup>th</sup> 2018 agreed to the naming of the pitch by Castleisland AFC as the George (Georgie) O'Callaghan Park. This was agreed by the Board.

**Proposed: Cllr. Niall Kelleher**  
**Seconded: Mr. Michael O'Mahony**

#### **Land and Leases**

##### **Tralee Regional Sports and Leisure Company Limited by Guarantee**

- Deed of Variation giving effect to extension of lease term from 21 years to 30 years as approved at the Board Meeting May 28<sup>th</sup> 2018. It was executed and sealed on October 8<sup>th</sup> 2018.

##### **Premises for direct delivery of Youthreach**

- As per the earlier update provided by the Director of FET, **Section 4.4.**

In relation to the leases for the premises for the direct delivery of the Youthreach, it was noted that these are being progressed by the respective Legal Agents and it is expected to have them available for signing and sealing at the January 2019 Board Meeting.

7.2	<p><b>Report – Chief Executive Officer</b></p> <p>The CEO's report was presented by Mr. Colm Mc Evoy, CEO, as circulated prior to the meeting and addressed the following items:</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>➤ Castleisland Astro Turf Pitch Development</li> <li>➤ Kerry ETB and Tralee IT South Campus Acquisition</li> </ul>
7.3	<p><b>Schools Report – Director of Schools, Youth and Music</b></p> <p>The Schools Report was presented by the Director of Schools, Youth and Music, Ms. Ann O'Dwyer, as circulated prior to the meeting and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ DSEL Update</li> <li>➤ Student Forum</li> <li>➤ Kerry Life Skills</li> <li>➤ Parents Forum</li> <li>➤ Music Generation</li> <li>➤ Special Classes Interagency Working Group</li> <li>➤ Workshop Themes in Schools</li> <li>➤ New Post for Iveragh</li> <li>➤ <i>EmPOWER Me</i> event</li> </ul> <p>In addition, Ms. Francis Walshe thanked both the Director of Schools, Ms. Ann O'Dwyer and Head of Finance, Mr. Tommy Conroy for the input given to the Parent's Forum in relation to school bank accounts and finances, etc, they found it very informative and useful.</p> <p>In addition, Mr. Joe Brennan congratulated Killorglin Community College on the excellent progress they are making with access to the Erasmus Projects, etc and the very valuable impact it is having on the students in the school, who are afforded the opportunity to engage in the Erasmus Projects. He found this to be a very positive development for the school.</p> <p>Ms. Ann O'Dwyer referenced the <i>EmPOWER Me</i> event taking place on December 13<sup>th</sup> 2018 in the Rose Hotel and invited Members to attend.</p>
7.4	<p><b>Further Education and Training Report – Director of FET</b></p> <p>The Further Education and Training Report was presented by the Director of FET, Mr. Owen O'Donnell, as circulated prior to the meeting and addressed the following items:</p> <ul style="list-style-type: none"> <li>➤ Marine Traineeship Update</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Meeting with Ambassador of State of Palestine</li> <li>➤ Launch of the Training Kitchen in Kenmare FET Centre</li> <li>➤ Advanced Certificate Craft Awards – 9<sup>th</sup> October 2018</li> </ul>
7.5	<p><b>Organisational Support and Development Report</b>  The Organisational Support and Development Report was presented by the Director of OS&amp;D, Ms. Maria Brennan and addressed the following items:</p> <p>Report re Section 40 ETB Act 2013</p> <ul style="list-style-type: none"> <li>➤ Letter received from the DoES dated October 1<sup>st</sup> 2018 addressing the following:</li> <li>➤ “While the investigation and Report focussed on specific matters in an individual ETB the DoES considers it important that all ETBs would review the Report as well at the Minister’s proposed direction to the ETB concerned and: <ul style="list-style-type: none"> <li>➤ Examine the practices in place in the ETB in relation to the matters covered in the Report</li> <li>➤ Identify if any similar issues arise in respect of the ETB</li> <li>➤ Consider the actions included in the proposed Ministerial Direction</li> <li>➤ Identify any steps which the ETB should take arising from the above to ensure that the appropriate procedures and practices are in place in the ETB</li> </ul> </li> <li>➤ The Report and proposed Ministerial direction was reviewed by the Finance Officer and Senior Management Team <ul style="list-style-type: none"> <li>➤ Report was presented to the Audit Committee on November 6<sup>th</sup> 2018.</li> <li>➤ Letter issued to the DoES on November 12<sup>th</sup> 2018 confirming that the requested review had been undertaken.</li> <li>➤ Letter of acknowledgment from the DoES received on November 23<sup>rd</sup> 2018.</li> </ul> </li> </ul> <p>The Board noted this update as provided by the Director of OS&amp;D.</p> <p><b>School Reconfiguration and Diversity Report</b>  The Director of OS&amp;D addressed the report on the Kenmare/Sneem area as part of the Schools Reconfiguration and Diversity Process. The Board formally approved the Report which has been submitted to the DoES. A copy of the Report was circulated to all those present.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jim Finucane</b>  <b>Seconded: Cllr. Norma Moriarty</b></p>
7.6	<p><b>Members’ Business (motions)</b></p> <p>At the end of the meeting An Cathaoirleach thanked the CEO, Directors and all the staff for their dedication and commitment during 2018 and wished everyone a happy and peaceful festive season and new year.</p>

12/2018/8	<b>CORRESPONDENCE COMHFHREAGRAS</b>
8.1	<b>DES Correspondence:</b> Noted as listed
8.2	<b>DES Circular Letters:</b> Noted as listed
8.3	<b>DES Press Releases:</b> Noted as listed
8.4	<b>ETBI Correspondence:</b> Noted as listed
8.5	<b>SOLAS Correspondence</b> Noted as listed
8.6	<b>Other Correspondence:</b> Noted as listed.
12/2018/9	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<b>Next Board Meeting date: Tuesday January 22<sup>nd</sup> at 4.15pm Kerry ETB Boardroom</b>

Signed/Sínte: \_\_\_\_\_

Date/Dáta: \_\_\_\_\_