

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 Tuesday March 26th 2019.

In Attendance:

Cllr. Jim Finucane
Cllr. Norma Foley
Cllr. John Francis Flynn
Cllr. Michael Cahill
Ms. Francis Walshe
Mr. Michael O'Mahony
Mr. Joe Brennan

Cllr. Terry O'Brien
Cllr. Jimmy Moloney
Cllr. Norma Moriarty
Ms. Maryanne Slattery
Ms. Maria O'Gorman
Mr. Noel Keenan
Ms. Mary McGillicuddy

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Tommy Conroy, Finance Officer, Mr. Danny Kerins, Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs 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. As per Section 1.18 Circular Letter 0002/2019, the conflict of interest document was circulated to be signed prior to the meeting to the Members (a copy of which is attached to the minutes).

03/2019/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Ms. Ann O'Dwyer, Director of Schools, Youth and Music ➤ Cllr. Séamus Cosáí Fitzgerald ➤ Mr. Eugene Moriarty ➤ Cllr. Pa Daly ➤ Ms. Brid McElligott
1.2	<p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> ➤ Ms. Karen O'Sullivan, Head Office, on the death of her Aunt, Ms. Maureen O'Brien. ➤ Ms. Aoife McCormack, Head Office, on the death of her Aunt, Ms. Josephine McCormack. ➤ Ms. Bernie Walsh, Head Office, on the death of her Mother-in-Law, Ms. Mary Dillane. ➤ Ms. Geraldine O'Sullivan, Kerry ETB Parents' Forum, on the death of her Father, Mr. Joseph Roddy.

	<ul style="list-style-type: none"> ➤ Ms. Breda Foran, Enable Ireland, on the death of her Mother, Ms. Helen Foran. ➤ Mr. Brian O’Flaherty, Cappanalea Outdoor Education Centre, on the death of his mother, Ms. Carmel O’ Flaherty. ➤ Ms. Aisling O’Leary, Head Office, on the death of her Mother, Ms. Geraldine Lynch O’Leary.
03/2019/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ The students from Castleisland Community College, Coláiste Gleann Lí and Gaelcholáiste Chiarraí who represented Ireland and Kerry ETB at the ‘She Runs’ event in Paris. ➤ The fifth year students from Coláiste na Ríochta, Listowel on winning the Kerry Schools VEX Robotics Competition and to the students from Castleisland Community College, Tralee who were runners-up. ➤ Kerry College of Further Education (KCFE), Tralee and North Kerry College of Further Education (NKCFE), Listowel on their successful open days. ➤ Mr. Donal O’Reilly, Principal, Killorglin Community College and student, Timothy McGrath on their visit to Uganda as part of Self-Help Africa Education. ➤ Killorglin Community College hosted teachers and students from Belgium, Croatia, Italy, Estonia, Portugal and Ireland as part of the EU Erasmus+ project entitled ‘Motivation in school through ICT and innovative methods’. ➤ Scoil Phobail Sliabh Liuchra on qualifying for the Post-Primary Schools Paddy Drummond Cup (Senior B Football) Final to be played in Croke Park on April 6th 2019. ➤ Traditional musicians and former VEC tutors, Nicky and Anne McAuliffe on their recent TG4 Gradam Ceoil Lifetime Achievement Award
03/2019/3	MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD - LE GLACADH
3.1	<p>The minutes of the Kerry ETB meeting held on February 26th 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Michael O’Mahony</p>
03/2019/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ

<p>4.1</p>	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The update was provided by the CEO and the Head of CS&CD. As per the report circulated prior to the meeting, the update addressed the following:</p> <ul style="list-style-type: none"> ➤ The meeting in the Department of Education and Skills (DoES) on February 28th 2019 was a very positive meeting. ➤ Approval for the Stage 2A submission as submitted by the Design Team. Some minor matters to be addressed between the Design Team and the DoES. ➤ Approval for Kerry ETB to proceed with lodging the planning application for the new college building with Kerry County Council (Kerry Co. Co.). ➤ DoES have requested the ETB to seek confirmation from Kerry Co. Co. that the new access road will be constructed in time for the opening of the new school building. Letter issued to the Chief Executive of Kerry Co. Co. re same on March 4th 2019. ➤ Knotweed Remediation works completed March 15th 2019, contractors Ned O'Shea & Sons Construction Ltd. ➤ Enabling works contract due to commence week of April 10th 2019, contractors Moriarty Civil Engineering. ➤ Works ongoing with Kerry Co. Co. and Lee Stand re the temporary access road to the site. Meeting with Kerry Co. Co. on Friday March 15th re this matter. <p>The Board was advised that the Design Team lodged the planning application on Wednesday March 20th 2019 with Kerry Co. Co. In addition, it was noted that the Minister for Education and Skills, Mr. Joe McHugh, TD has been invited to visit Kerry ETB in April 2019. Part of the planned itinerary for the Minister's visit will be 'turning the sod' on the site enabling works for the new Gaelcholáiste school building.</p> <p>The Board welcomed this update and the progress as reported with this project.</p>
<p>4.2</p>	<p>Listowel School Accommodation</p> <p>An update was provided by the Head of CS&CD and addressed the following:</p> <ul style="list-style-type: none"> ➤ The draft Additional School Accommodation (ASA) Application for Coláiste na Ríochta was submitted to the (DoES) for review on February 18th 2019. ➤ The application is seeking approval for the following additional accommodation including, a full ASD Unit, refurbishment of the Metalwork room (from 12 to 24 students), additional General Classroom, Principal's Office, School Office etc. ➤ Letter issued to the Secretary of the BOM (Gael Scoil Lios Tuathail) on February 22nd 2019 following the meeting on February 18th 2019. This letter was copied to the Patron of the School. ➤ This letter (February 22nd 2019) was seeking the decision of the BOM of Gael Scoil Lios Tuathail re the proposed construction of a new school

	<p>building on a devolved funding basis on the current ETB site. The decision of the BOM (Gael Scoil Lios Tuathail) was requested for March 18th 2019.</p> <p>On March 25th 2019 a letter was received from the Secretary of the BOM for Gael Scoil Lios Tuathail advising that this matter was currently under consideration by the BOM and a decision is expected within two weeks.</p> <p>The Board noted and welcomed this update.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update An update was provided by the Head of CS&CD and addressed the following:</p> <ul style="list-style-type: none"> ➤ Stage 1 Report submitted to DoES on January 28th 2019 <p>An email was received from DoES March 13th 2019 indicating that a Stage 1 meeting is not necessary and a letter giving approval to proceed to Stage 2A will issue shortly.</p> <p>The Board welcomed this update.</p>
<p>4.4</p>	<p>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) - Youthreach Programme An update was provided by the Director of OS&D and Director of FET and addressed the following:</p> <ul style="list-style-type: none"> ➤ Kerry ETB's letter to the DoES re TUPE related costs – as submitted by KDYS - was issued on January 28th 2019 by the Finance Officer. No formal feedback to date from the DoES re same. ➤ Work on “fit out” of the Killarney Youthreach Centre is ongoing. Based on the current schedule the building will be ready by the end of March 2019. ➤ Lease for the Killarney Youthreach Centre finalised and ready for signing and sealing. ➤ Letter issued to KDYS February 18th 2019 re the staff over payment/recoupment matter as referenced in previous correspondence and discussions. Kerry ETB had offered mediation or binding arbitration to address same. ➤ Email from KDYS acknowledging receipt of same etc. March 7th 2019 ➤ Follow up letter issued to KDYS March 26th re this matter, which remains outstanding. <p>The Board was advised that a meeting took place with Senior Management and Board members of KDYS on March 21st 2019 re new Targeted Youth Funding Scheme (TYFS). Representatives from the Department of Children and Youth Affairs (DCYA) attended.</p> <p>The Board welcomed this update.</p>

<p>4.5</p>	<p>Department of Children and Youth Affairs (DCYA) Targeted Youth Funding Scheme (TYFS) Update</p> <p>An update was provided by the Youth Officer, Ms. Miriam Galvin and addressed the following:</p> <ul style="list-style-type: none"> ➤ Meeting with DCYA Friday March 8th 2019. ➤ Meeting with DCYA, Kerry ETB and representatives from KDYS in Kerry ETB Head Office March 21st 2019. The purpose of the meeting was to provide clarification on the new TYFS. ➤ SLA between Kerry ETB and DCYA signed March 22nd 2019 and letter issued to DCYA with two copies of the signed SLA. ➤ Individual SLA's to be signed between Kerry ETB and KDYS for different programmes under the TYFS. ➤ The mid-governance role of the ETB for the TYFS. <p>The Youth Officer referenced a letter sent by the CEO to the DCYA on March 22nd 2019. It was noted that this letter addressed the following:</p> <ul style="list-style-type: none"> ➤ The need for the SLA wording to reflect the corporate management structures of the ETB. ➤ The audit function for the TYFS. ➤ The insufficient nature of the technical assistance allocation of €23,500 to assist with the TYFS roll-out by Kerry ETB. ➤ The need to clarify the role of the Youth Committee in the context of TYFS. <p>In addition, it was noted that the implementation of the SLA (TYFS) will involve a mid-governance role for the ETB. This presents significant risk for the ETB and accordingly has been included on the ETB Corporate Risk Register. The need for a minimum of a Grade VI for the technical assistance role as referenced at the February 26th 2019 Board Meeting was reemphasised.</p> <p>The Board noted this update.</p>
<p>4.6</p>	<p>Proposed Housing Development at Port Road, Killarney and pedestrian access to adjoining school</p> <p>The Head of CS&CD provided an update on this matter, addressing the following:</p> <ul style="list-style-type: none"> ➤ As agreed at the February 26th 2019 Board Meeting this matter was referred to the BOM of Killarney Community College for consideration ➤ Reply received by email from the Secretary of the School BOM March 26th 2019 ➤ Killarney Community College BOM meeting February 27th 2019 and considered this matter. Extract from email and letter dated March 26th 2019 confirms the following:

	<ul style="list-style-type: none"> ➤ The board discussed the plans, child protection implications, health and safety concerns and the possibility of anti-social behaviour in the proposed laneway through our land out onto the New Road. ➤ The board was not in favour of any agreement with the developer and recommended that Killarney Community College watch for planning notice and put in an objection in due course if necessary. ➤ A discussion also took place regarding the absolute need for the developer to fence the border between the proposed houses and the school property for reason of child protection, health and safety and access rights. This is a separate matter to the seeking of right of way through the school site. <p>Ms. Mary McGillicuddy, Chairperson of the BOM advised that the school's Board were "horrified" at the proposal that there would be access made through the school site.</p> <p>Following further consideration of this matter, it was agreed that the needs of the School are the primary concern of the Board and as per Section 12(2)(n) of the ETB Act 2013, the ETB Board decision was not to grant permission for access to the school site for the creation of a walkway (pedestrian access) as requested by Griffin Projects Management Limited (Letters dated December 4th 2018 and February 7th 2019). A letter will issue to Griffin Projects Management Limited confirming the decision of the Board.</p> <p>This decision was unanimously agreed by the Board.</p>
03/2019/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAI R OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>Presentation by Ms. Shivaun Shanahan, Adult Education Officer re the Establishment of the Youthreach Board of Management, which addressed the following:</p> <ul style="list-style-type: none"> ➤ Youthreach Programme Structure ➤ Youthreach BOM Operating Guidelines ➤ Youthreach BOM Mission Statement ➤ Youthreach BOM Specific Responsibilities and Functions ➤ BOM Composition ➤ BOM Meeting Structure <p>It was noted that the appointment of the Board Members for the Youthreach BOM is listed under Section 6.3 of the Agenda. An Cathaoirleach thanked Shivaun for her presentation. The Director of FET to finalise matters for the establishment of the new BOM with the AEO (Shivaun Shanahan).</p>

	<p>Presentation by the Kerry ETB Irish Officer, Ms. Aoife Ní Chonchúir re the Implementation of the current Scéim Teanga 2016-2019 and the priorities for the future. The priorities included:</p> <ul style="list-style-type: none"> ➤ Irish language training for staff ➤ Establishment of tutor pool for the delivery of courses in Irish ➤ Support for the delivery of courses in the Gaeltacht area ➤ Roll-out of Parents Plus course as Gaeilge ➤ Continuing to work in co-operation with Oidhreacht Chorca Dhuibhne, Comhchoiste Uíbh Ráthaigh and the Language Planning Offices, etc. <p>The Board noted the priorities as presented and approved same.</p> <p>An Cathaoirleach thanked Aoife for her presentation.</p> <p>The Board Members were advised that both presentations will be issued by email to Members.</p>
03/2019/6	GOVERNANCE RIALACHAS
<p>6.1</p>	<p>Risk Management The Director of OS&D provided an update on Risk Management, which addressed:</p> <ul style="list-style-type: none"> ➤ Existing Risk Management Policy and the Risk Management Framework are now under review in light of the new Code of Governance ➤ Both Corporate and Directorate Area Risk Registers continue to be reviewed and updated on a regular basis ➤ Risk Register under review at the Risk Management Committee meetings and the fortnightly Directorate meetings ➤ Individual Directors review Risk Registers for their respective areas with management teams regularly. <p>The Board noted this update.</p>
<p>6.2</p>	<p>Minutes of School Board of Management (BOM) Meetings Deferred to the next Board Meeting.</p>
<p>6.3</p>	<p>Board of Management Appointments Deferred to the next Board Meeting.</p>
<p>6.4</p>	<p>Kerry ETB Policies for Approval Communications Policy Revised Travel and Subsistence Policy Deferred to the next Board Meeting</p>

6.5	<p>Health and Safety Update</p> <p>The Health and Safety update was presented by Head of CS&CD and addressed the following:</p> <ul style="list-style-type: none"> ➤ Central policies and procedures are being reviewed and revised. ➤ Risk assessment program for centres and schools is underway, with a number completed. ➤ Relevant training progressing for Principals, Safety Officers, Centre Managers, Deputy Principals, Caretakers, Home Economics Teachers, Metalwork Teachers and Woodwork Teachers. <p>This update was noted by the Board.</p>
6.6	<p>Circular Letter 0002/2019 - New Code of Governance for Education and Training Boards</p> <p>The new Code of Practice for the Governance of Education and Training Boards (Circular Letter 0002/2019), circulated at the February 2019 Board Meeting, was unanimously adopted by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Jim Finucane</p> <p>The Board Members were advised by the Director of OS&D that formal training in the new Code will be rolled out by ETBI nationally and Kerry ETB locally. If any Member of the Board has a query in relation to any aspect of the Code, they were advised to contact the Director of OS&D re same.</p>
6.7	<p>Audit and Risk Committee Annual Report</p> <p>The Chairperson of the Audit and Risk Committee, Mr. Donal Fitzgibbon, joined the meeting. The report, as circulated at the February 26th Board Meeting was reviewed by the Chairperson of the Audit and Risk Committee. Copies of the report were circulated again at this meeting.</p> <p>The main areas addressed were procurement, safety management, ICT assistance, fraud policy, FET course provision standardisation etc.</p> <p>This report was tabled in accordance with Section 45(3) of the ETB Act 2013.</p> <p>An Cathaoirleach thanked the Chairperson of the Audit and Risk Committee for the report and the ongoing work of the Committee.</p> <p>As per Schedule 3, Paragraph 13 of the ETB Act 2013, the Board Members retained copies of the report as circulated.</p>
6.8	<p>Youthreach Board of Management Appointments</p>

	<p>Addressed by Ms. Shivaun Shanahan, AEO, Section 5 of the Agenda under Education and Training Topics:</p> <p>The proposed structure of the Youthreach BOM is:</p> <ul style="list-style-type: none"> ➤ Three ETB Board Members ➤ Two Youthreach Staff Members ➤ One School Principal ➤ One Training Centre Representative ➤ Two Parent/Guardians ➤ Three Community/Agency (two of these members from KDYS) <p>In terms of the ETB Board Members the following was noted:</p> <ul style="list-style-type: none"> ➤ Three ETB Board Members to be appointed ➤ BOM Chairperson to be appointed from the three Board Members <p>The following Board Members were appointed to the Youthreach BOM:</p> <ul style="list-style-type: none"> ➤ Ms. Francis Walsh ➤ Mr. Michael O'Mahony ➤ Mr. Noel Keenan <p>Mr. Noel Keenan was appointed as Chairperson of the Youthreach BOM.</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. John Francis Flynn</p> <p>The Director of FET with the AEO (Ms. Shivaun Shanahan) to proceed with finalisation of preparations for the first Youthreach BOM Meeting.</p>
6.9	<p>ETBI Presentation for Chairpersons of ETB Boards and Audit and Risk Committees on ETB Code of Practice for Governance of ETBs</p> <p>The Board was advised that ETBI has organised a presentation for the Chairperson of ETB Boards and the Chairperson of Audit and Risk Committees addressing the new Code of Practice for the Governance of ETBs on April 2nd 2019.</p> <p>An Cathaoirleach of Kerry ETB Board, Cllr. Jim Finucane and the Chairperson of Kerry ETB Audit & Risk Committee, Mr. Donal Fitzgibbon are scheduled to attend this presentation.</p> <p>This was noted by the Board.</p>
6.10	<p>Music Generation Partnership (MEP) Agreement</p> <p>Letter of January 2nd 2019 confirming the national expansion of the MEP to five new areas in 2019, including County Kerry was referenced.</p> <p>The Board was advised that a meeting to discuss same took place on March 15th 2019 with Music Generation. Kerry ETB has been invited to a Music</p>

	<p>Generation national networking and information sharing event on April 10th 2019. Preparations are ongoing pending a national announcement re the expansion of the MEP Project and in this context the ETB will be signing a Music Generation Funding Agreement for 2019 as the lead agency.</p> <p>Members were advised that the formal announcement re this matter is <u>media embargoed</u> by Music Generation.</p> <p>Board Members welcomed this development and recorded their full support for the roll-out of a Music Generation Partnership with Kerry ETB as the lead agency for County Kerry.</p>
6.11	<p>NALA/AONTAS Meeting of ETB Representatives As per Section 12(2)(h) ETB Act 2013 the Board approved the attendance of Ms. Maria O’Gorman at the meeting of the NALA/AONTAS ETB representatives on 25th March 2019 in Dublin.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Mr. Noel Keenan</p>
6.12	<p>Draft Financial Statements 2018 as per Section 51 of the ETB Act 2013 An update was provided by the Finance Officer, Mr. Tommy Conroy and addressed the following:</p> <ul style="list-style-type: none"> ➤ As per Section 51, ETB Act 2013 the ETB Accounts for the preceding year (2018) must be submitted by 1st April 2019 to the Comptroller and Auditor General for Audit ➤ The 2018 Accounts are being presented to the Finance Committee for review and approval on Friday March 29th 2019. <p>As per Section 51, ETB Act 2013, the 2018 Accounts will be presented for Board approval at an ETB Board Meeting on March 29th 2019.</p>
6.13	<p>Kerry ETB Overdraft Approval The Finance Officer 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 April 1st 2019 to March 31st 2020.</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>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 April 1st 2019 to March 31st 2020 as presented, and seeks the consent of the Minister for Education and Skills.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Norma Moriarty</p> <p>The Finance Officer will liaise with the DoES re same, seeking the consent of the Minister of Education and Skills as per CL 0066/2014.</p>
6.14	<p>Statement of Internal Controls (SIC)</p> <p>The Finance Officer and Director of OS&D advised that following the Annual Review of the Internal Controls completed at the Audit and Risk Committee Meeting on February 26th 2019, the SIC will form part of the Draft Financial Statements to be submitted to the Board for approval at the March 29th 2019 Board Meeting.</p> <p>This was noted by the Board.</p>

03/2019/7	<p>CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU</p>
7.1	<p>Finance Report:</p> <p>This report was presented by the Finance Officer, Mr. Tommy Conroy and circulated at the meeting.</p> <p>The Finance report was noted as circulated.</p> <p>Buildings Report:</p> <p>In relation to a proposal for the development at Killorglin Community College an outline of this proposal was provided by the Head of CS&CD and addressed the following:</p> <ul style="list-style-type: none"> ➤ Redevelop current land assets and facilities to include:- <ul style="list-style-type: none"> ➤ Quality full length all-purpose pitch. ➤ Additional all weather pitch ➤ New internal roadway to provide traffic management solution for Killorglin Community Childcare (Scamps & Scholars) ➤ Pathway around the full perimeter ➤ Seek funding through public / private partnership arrangement <p>Suggested Methodology</p>

- Collaborative approach between stakeholders (Scamps & Scholars/ Killorglin CS/Sports Centre, FEXCO) to seek funding through the “Rural Regeneration Scheme”.
- Engage consultant to develop initial detailed drawings and assessment of likely budgetary requirements.
- Seek clarification/approval from DoES for such a project.

The Board were fully supportive of this proposal as presented.

Proposed: Cllr. Michael Cahill
Seconded: Cllr. John Francis Flynn

The Board were advised they would be kept fully updated with regards to developments. It was noted that this proposal is currently at the “exploratory stage”. Should this proposal be progressed it will involve consultation with the management of Scamps & Scholars, FEXCO and the Board of Killorglin Sports Centre. The Board was advised that approval by the DoES will be required if it is decided to progress this proposal.

The Buildings Report, as circulated with the Agenda was noted by the Board, as follows:

Coláiste na Ríochta/ Listowel Campus

- As per Matters Arising
- Sanction to Replace Water Tank – circa €29,000 including VAT and Fees
- Procured for Consultant on March 11th 2019, deadline for submission March 25th 2019
- Consultant contract awarded March 26th 2019

Killarney Community College

- Autism Spectrum Disorder (ASD) Unit
- Stage 2a Report received from Design Team March 7th 2019, was reviewed by Kerry ETB and submitted to DoES
- Additional funding requested.

Causeway Comprehensive School

- Planning Reference 18/762 for approval of an Anaerobic Digestion Facility
- The developer submitted further information on 24th February 2019 and the Council are reviewing same.

Coláiste na Sceilge

- Ventilation – Works Package to issue for tender and works to commence Summer 2019.

Coláiste Gleann Lí / KCFE – Phase 2

- Completed/Snagging
- Furniture Fit-out of the new extension is progressing

Gaelcholáiste Nua

- As addressed in Matters Arising 4.1 above.

Listellick National School, Tralee - Roll No. 09260

- As addressed in Matters Arising 4.3 above.

Two Mile Community National School, Killarney - Roll No. 17365L

- Resurfacing of Play area complete
- Tender report for refurbishment received from Malachy Walsh and Partners – necessary to revert back to the DoES for additional funding as additional works were requested by the school and remedial works were identified by the Consultant.

Youthreach

- Killarney Youthreach building fit out ongoing, estimated completion date 31st March 2019.

The Buildings Report as presented by the Head of CS&CD was noted by the Board.

Land and Leases

Killarney Youthreach, 50 High Street, Killarney

The finalised lease presented by the Director of FET for signing and sealing. This lease was approved at the Board Meeting on October 23rd 2018 with the following terms:

- Rent: €68,880 per annum including VAT
- Area: 5,600 square feet @ €10 per square foot
- Term: 10 years from 1st April 2019
- Rent Review: every 5 years
- Break Clause: 5 years

The Board noted that the lease was to be signed and sealed at the Meeting on Friday 29th March 2019.

Gaelcholáiste Chiarraí – Collis Sandes House

The Board was advised by the Head of CS&CD that approval is being sought to activate the provision in the current lease to extend same for 12 months to July 31st 2020. It was noted that the current annual rent is €110,000pa.

The Board approved the lease extension as presented.

Proposed: Mr. Noel Keenan
Seconded: Mr. Michael O'Mahony

Kerry ETB Training Centre - Anseldo Building (Advance Factory), Monavalley Industrial Estate, Tralee

The Director of FET advised the Board that approval is being sought for the renewal of the current lease for the Anseldo Building on the following terms:

- Lease Renewal for 2 years
- Rent: €49,200pa
- Area: 10,000 square feet
- Term: 2 years from July 1st 2019 to June 30th 2021

The Board approved the lease terms as presented by the Director of FET.

Proposed: Cllr. Terry O'Brien
Seconded: Mr. Michael O'Mahony

Kerry ETB Training Centre – Units 7 and 8, Monavalley Industrial Estate, Tralee

The Director of FET advised the Board that approval is being sought for the renewal of the current lease for Unit 7 and 8 on the following terms:

- Lease renewal for three years, same term
- Rent: €34,440pa including VAT
- Area: **Two adjoining units**
- Term: 3 years from April 1st 2019 to March 31st 2022

The Board approved the lease terms as presented by the Director of FET.

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

Kerry ETB FET Course Recruitment and Enrolment Office – 7 Denny Street, Tralee.

The Director of FET advised that the lease would be presented for signing and sealing at Board Meeting on Friday 29th March 2019

South Kerry VTOS/Youthreach, Killorglin

The Director of FET advised the Board that approval is being sought for a new building lease to accommodate the relocation of the Killorglin VTOS programme. The Director set out that the programme is currently located in The Lodge, Market Street, Killorglin, the terms are as follows:

- Currently leasing The Lodge, Market Street, Killorglin:
 - **Rent:** €26,000pa
 - **Area:** Premises known as The Lodge
 - **Term:** From 1st September 2009 to 31st August 2013 whereupon it became a month to month 'rolling lease'

The proposed new building lease terms are as follows:

- Proposed premises: Killorglin Business Park, Killorglin
 - **Rent:** €27,000pa plus rates, sewerage and water charges
 - **Area:** 3,600 square feet – option of extra 1,200 square feet
 - **Term:** 10 year lease with a five year break

The Board approved the lease terms as presented.

**Proposed: Cllr. John Francis Flynn
Seconded: Cllr. Michael Cahill**

The Director of OS&D advised the Board as per DoES CL 0039/2011 and DPER CL 0017/2016, DoES approval will be required for the leases referred to above.

Scamps & Scholars – Approval to Seek Planning for Extension and Additional Parking

The Head of CS&CD referenced a request received from Scamps and Scholars seeking approval from Kerry ETB to apply for planning permission on land leased from Kerry ETB.

	<p>Scamps and Scholars have indicated that they intend to seek planning for an extension of their facility and car park on the lands covered by the lease. This request was received from Scamps and Scholars by email dated February 8th 2019.</p> <p>The request to seek planning was approved by the Board as presented by the Head of CS&CD.</p> <p style="text-align: center;">Proposed: Cllr. Michael Cahill Seconded: Cllr. John Francis Flynn</p>
7.2	<p>Report – Chief Executive Officer</p> <p>It was noted the CEO’s report was read as circulated and referenced during the meeting and addressed the following items:</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
7.3	<p>Schools Report – Director of Schools, Youth and Music</p> <p>The Schools Report as tabled at the meeting and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Music Generation (May 2019) ➤ Local Creative Youth Partnership (May 2019) ➤ SheRuns Update ➤ DSEL In-Service ➤ CSL Initiative ➤ School Achievements <p>Brief 04/2019 (received by email March 13th 2019) from the ETBI re Child Protection Procedures was circulated for retention to the Board Members at the meeting. The contents of the Brief were addressed by the CEO and he advised that the contents of this Brief should be reviewed by all Board Members, particularly those serving on Boards of Management.</p> <p>It was noted that at the February 26th 2019 Board Meeting, this matter had been addressed in the context of CL0081/2017 re the Implementation of the Child Protection Procedures for Primary and Post-Primary Schools 2017, specifically Sections 9.5-9.8 (allegations of abuse against a school personnel).</p> <p>The requirement for ETB School Principals to disclose the name of an employee against whom an allegation of child abuse has been made on all relevant documentation to be put before the BOM as part of the Principal’s</p>

	<p>Child Protection Oversight Report (CPOR) is set out in CL0081/2017 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.</p> <p>The Brief from ETBI references a recent email from the DoES to ETBI (March 5th 2019) seeking clarification that ETBs are fully compliant in applying the child protection procedures (2017). Extract from ETBI Brief 04/2019:</p> <p><i>‘...Both items set out the instruction of the Department that boards of managements of ETB schools are required to be provided with the specified records which include the name(s) of any employees against whom an allegation of child abuse has been made as part of their governance role in ensuring oversight of compliance with the child protection reporting requirements and not in relation to any employment aspect of the allegation. The employment element is to be dealt with separately by the Executive, as is set out in the Procedures...’</i></p> <p>The Board was advised that while there are some concerns as addressed at the February 26th Board Meeting, in the context of the role of the BOM in the ETB sector when compared to the role of the BOM in the voluntary sector i.e. in the ETB sector, the ETB is the employer, while in the voluntary sector the BOM is the employer, Kerry ETB will apply these procedures in full (Child Protection Procedures for Primary and Post-Primary 2017) as per the advice of the DoES.</p> <p>The Board will be kept fully updated re any further clarifications or advice from ETBI and/or the DoES re this matter.</p>
7.4	<p>Further Education and Training Report – Director of FET</p> <p>The Further Education and Training Report was tabled and presented by the Director of FET, Mr. Owen O’Donnell and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Creation of new FET entity - branding ➤ New FET Course Recruitment Unit ➤ FET Staff Day ➤ Ireland Skills Competition ➤ Kerry ETB Youthreach Board of Management ➤ Launch of SOLAS/Kerry ETB FET Strategic Agreement <p>The Director of FET advised Board Members that following extensive consultation with staff, unions, SOLAS, etc. Kerry ETB is establishing a new collective local identity for Kerry College of Further Education (Roll Number 76494H), North Kerry College of Further Education (Roll Number 70500P) and Kerry ETB Training Centre called Kerry College of Further Education and Training. In establishing this new local identity, courses will be organised under the following headings:</p> <ul style="list-style-type: none"> ➤ Courses for progression to higher/further education (traditionally but not exclusively, PLC Courses) ➤ Courses for employment (traditionally but not exclusively Traineeships)

	<p>➤ Apprenticeships (traditional Apprenticeships and post-2016 Apprenticeships)</p> <p>Under this proposal, each of the three Centres/Colleges will retain their management structure, however, it will involve the management working and planning very closely together with a view to the establishment of a clear, recognisable further education and training brand for the students, learners, etc. In addition, as set out previously, a centralised course/recruitment centre is being established for the new entity, to be located at 7 Denny Street, Tralee. While work is ongoing with this initiative, the new entity is scheduled to be in place for the commencement of the 2019/2020 academic year.</p> <p>The Board was unanimous in its support of this development and An Cathaoirleach expressed the view that this initiative was timely and gives real affect to the establishment of the ETB and the integration of further education and training.</p> <p>Further updates will be provided to the Board.</p>
7.5	<p>Organisation Support and Development Report</p> <p>The Organisation Support and Development Report was noted and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Risk Management ➤ Communications Policy and Procedure ➤ Revised Travel and Subsistence Policy and Procedure
7.6	Members' Business (motions)
03/2019/8	CORRESPONDENCE COMHFHREAGRAS
8.1	DES Correspondence: Noted as listed
8.2	DES Circular Letters: Noted as listed
8.3	DES Press Releases: Noted as listed
8.4	ETBI Correspondence: Noted as listed
8.5	SOLAS Correspondence

8.6	Noted as listed Other Correspondence: Noted as listed.
03/2019/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	Next Board Meeting date: Friday March 29th 2019 Time and venue to be confirmed

Signed/Sínithe: _____ **Date/Dáta:** _____