

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 September 10th 2019.

In Attendance:

Cllr. Michael Cahill
Cllr. Toiréasa Ferris
Cllr. Fionnán Fitzgerald
Cllr. Maura Healy-Rae
Cllr. Norma Moriarty
Cllr. Aoife Thornton
Mr. Noel Keenan
Ms Maria O’Gorman
Mr. John O’Roarke
Mr. Tim Daly

Cllr. Pa Daly
Cllr. Jim Finucane
Cllr. Norma Foley
Cllr. Marie Moloney
Cllr. Niall O’Callaghan
Ms. Maryanne Slattery
Ms. Catherine O’Sullivan
Mr. Zaid Kassoob
Ms. Joan McCrohan

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Owen O’Donnell, Director of Further Education and Training (FET), Ms. Ann O’Dwyer, Director of Schools, Youth and Music, Mr. Tommy Conroy, Finance Officer, Mr. Danny Kerins, Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs Officer, Ms. Patricia Tierney, Corporate Support and Ms. Karen Griffin, Corporate Support were also in attendance.

The CEO welcomed everyone to the first meeting of the new ETB Board and referenced the Information Pack/Folder for Board Members. This Folder contains individual Members’ appointment letters and other documentation as per Section 3.6 of Circular Letter 0002/2019.

As per Schedule 3, Paragraph 10, Section 3 of the (ETB) Act 2013 and the Agenda Notice, no conflicts of interest were declared at the commencement of the meeting. As per Section 1.18 of 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).

APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON CATHAOIRLEACH AGUS LEASCHATHAOIRLEACH LE CEAPADH	
	<p>Appointment of Chairperson in accordance with Section 3(1), Schedule 3 of the ETB Act 2013</p> <p>The Board unanimously approved the appointment of Cllr. Jim Finucane as Chairperson (An Cathaoirleach) for the full term of the Board in accordance with Section 3(1), Schedule 3 of the ETB Act 2013.</p> <p style="text-align: center;">Proposed: Cllr. Norma Foley Seconded: Mr. Noel Keenan</p> <p>Following his appointment, Cllr. Jim Finucane presided for the meeting.</p>

	<p>Appointment of Deputy Chairperson in accordance with Section 4(1), Schedule 3 of the ETB Act 2013</p> <p>The Board unanimously approved the appointment of Cllr. Terry O'Brien as Deputy Chairperson (Leas Cathaoirleach) for the full term of the Board in accordance with Section 4(1), Schedule 3 of the ETB Act 2013.</p> <p style="text-align: center;">Proposed: Ms. Maria O'Gorman Seconded: Ms. Norma Foley</p>
CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS	
	<p>Conflict of Interest/Disclosure of Interests</p> <p>The Director of OS&D, Ms. Maria Brennan gave a brief overview on the obligations of Board Members regarding conflict of interest and disclosure of interests, addressing the following:</p> <ul style="list-style-type: none"> ➤ Conflict of Interest <ul style="list-style-type: none"> ➤ A conflict of interest arises when a member holds a personal interest, whether direct or indirect, which in the opinion of a reasonably-informed person is sufficient to call into question the board members independence, impartiality and objectivity. Board members have a duty, to the ETB in the first instance, to act in good faith and in the best interest of the ETB. ➤ Procedures to follow should an actual or perceived conflict of interest be present: <ul style="list-style-type: none"> ➤ At the beginning of each Board meeting, the Members attending must sign a conflict of interest declaration to confirm that they <u>do not have a conflict</u> of interest regarding any item on the agenda. ➤ Any member of the Board who perceives that he/she might <u>have a conflict of interest</u> for an Agenda item should advise the prior to the commencement of the meeting (the interest and its nature). ➤ Should issues of conflict of interest <u>arise during the meeting</u>, a member should withdraw from the meeting while the matter is being discussed (take no part in any deliberation of the board relating to the matter, and not vote on a decision relating to the matter) ➤ Additional Disclosure of Interests by Board Members <ul style="list-style-type: none"> ➤ All Board Members are required to comply with paragraph 5.10 of the 2019 Code in relation to disclosure of interests. If a Board Member has a doubt as to whether an interest should be disclosed, he/she should consult with the An Cathaoirleach and/or the Chief Executive of the Kerry ETB.

09/2019/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Cllr. Terry O'Brien ➤ Mr. Joe Brennan
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"> ➤ To Ms. Vera Kerrisk, Principal, Killorglin Community College, on the death of her Uncle, Mr. Maurice Murphy. ➤ To Ms. Patricia George, Coláiste na Sceilge, on the death of her Father, Mr. Adrian Mackey. ➤ To Ms. Catherine Barry, Principal, Two Mile Community National School, on the death of her Aunt, Ms. Eibhlín Devane. ➤ To the Tully family, on the death of Oliver Tully, Member of the ETBI Reserve Members Forum and ETBI Board. ➤ To Ms. Mary Enright, Coláiste na Sceilge, on the death of her Husband, Mr. Gerald Enright. ➤ To Ms. Marian O'Connor, Coláiste na Sceilge, on the death of her Husband, Mr. John O'Connor. ➤ To Ms. Sheila Scanlon, Teacher, Causeway Comprehensive School, on the death of her Mother, Ms. Philomena Fitzpatrick.
09/2019/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ Congratulations to Patrick Twomey (Metal Fabrication Apprentice) from Cork, who completed his Phase 2 in Kerry College of Further Education and Training, Monavalley Campus, on winning a medallion at the WorldSkills 2019 in Russia. ➤ Congratulations to Allannah O' Sullivan (Beauty Therapy) on her success at WorldSkills 2019 in Russia. ➤ Congratulations to the Kerry ETB Leaving Certificate classes of 2018/19 on their Leaving Cert results. ➤ Congratulations to former Causeway Comprehensive School student Sally-Ann Leahy who represented Kerry at the Rose of Tralee Festival. ➤ Congratulations to Mr. Andrew Brownlee on his appointment as the new CEO of SOLAS. ➤ Congratulations to Cappanalea, the National Centre for Outdoor Education and Training (NCOET) on the signing of a Memorandum of Understanding (MOU) with University College Cork (UCC).

09/2019/3	MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
3.1	<p>The minutes of the Kerry ETB Board Meeting held on June 5th 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Secoded: Cllr. Michael Cahill</p> <p>The minutes of the Kerry ETB Board Meeting held on August 30th 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Secoded: Cllr. Michael Cahill</p>

09/2019/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The update was provided by the CEO and Head of CS&CD addressing the following:</p> <ul style="list-style-type: none"> ➤ Letter received from Kerry County Council re request for additional funding for the Clash to Ballymullen Road June 19th 2019. ➤ Letter issued to the Department of Education and Skills (DoES) re same July 4th 2019. Response received July 16th 2019. Reply from DoES set out that no additional funding is available save was provided for in the contract for sale of the site to Kerry ETB. ➤ Letter issued to Kerry County Council addressing letter received from DoES August 14th 2019. ➤ Stage 2B Tender Documents due for submission November 8th 2019. ➤ Site enabling works almost complete, works currently being finalised. ➤ Boundary issue which arose re boundary at north of the site has been resolved. ➤ Letter issued to DoES addressing all points raised in Stage 2B approval letter on August 29th 2019. <p>A query was raised by Cllr. Pa Daly regarding the estimated completion time for the project and the Head of CS&CD, Mr. Danny Kerins advised that the current projection was August 2021.</p> <p>A further update will be provided at the next meeting.</p>

<p>4.2</p>	<p>Listowel School Accommodation</p> <p>An update was provided by the CEO and the Director of Schools, Youth and Music, the update addressed the following:</p> <ul style="list-style-type: none"> ➤ Letter was issued to the DoES on May 30th 2019 confirming the Board of Management (BOM) of Gael Scoil Tuathail decision to co locate on the Kerry ETB site and requesting a meeting with the DoES to discuss progressing this project. ➤ July 7th 2019 - DoES approved Kerry ETB to obtain independent valuation on the property on Library Road adjacent to the school. ➤ Kerry ETB obtained an independent valuation of the property in question adjacent to Coláiste na Ríochta, Listowel, Co. Kerry on July 26th 2019. ➤ This house and lands are included and registered within Folios KY65963F and KY22244 and have been valued. Valuation submitted to the DoES for consideration. ➤ August 20th 2019 - DoES Architect requested additional information re maps and schedule of accommodation. <p>The DoES is currently addressing the Additional School Accommodation (ASA) request.</p> <p>A query was raised re the independent valuation of the property adjacent to Coláiste na Ríochta and the valuation amount was confirmed for the members in accordance with the provisions of Schedule 3, Paragraph 13 of the ETB Act 2013.</p> <p>The Board Members welcomed this update.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update</p> <p>An update was provided by the Head of CS&CD, Mr. Danny Kerins and addressed the following:</p> <ul style="list-style-type: none"> ➤ May 10th 2019: Letter received from DoES with approval to proceed to Stage 2a application. ➤ The letter noted some conditions to be taken on board by Design Team. The Design Team Lead is Michelle Sweeney of Oppermann Associates. ➤ Stage 2A report submitted to DoES on August 25th (Detailed Design to go to Planning) ➤ Awaiting date for scheduled Stage 2A meeting with DoES (Est: October/November 2019). ➤ Oppermann Associates provided a draft program of work schedule, with target completion of March 2022. ➤ May 27th 2019: Meeting held with Principal and BOM representatives. Draft program of work reviewed and outstanding matters discussed. ➤ Regular 2-monthly update and meetings with Principal and BOM representatives – next is scheduled for September 11th 2019. ➤ ETB team focussed on progressing with next stages with DoES and Oppermann Associates.

	<p>It was also noted that Kerry ETB is in discussion with the DoES with regard to entering into a similar arrangement for a major extension for St. Oliver's National School, Killarney. The Board noted same and advised that additional specialist staffing resources should be sought from the DoES to help support the delivery of these major capital projects.</p> <p>The Board welcomed this update.</p>
<p>4.4</p>	<p>Killorglin Community College Proposal Update The Head of CS&CD, Mr. Danny Kerins provided an update on this matter, addressing the following:</p> <ul style="list-style-type: none"> ➤ April 23rd 2019: Consultant Engineer (Mr. Frank Coffey), provided Drawing, estimates and relevant quotations for the proposed redevelopment of Killorglin Community College. ➤ The documentation provided details and pricing for Civil Works and provision of a sand-based pitch and an all-weather pitch. ➤ Estimated cost for proposed redevelopment is circa €893,022. ➤ Kerry ETB's proposed contribution is the land adjacent to the school, under licence/lease subject to DoES approval. ➤ Kerry ETB completed expression of interest form to apply for funding for overall project under Urban Regeneration and Development Fund. ➤ May 17th 2019: Expression of Interest application lodged with Kerry County Council. ➤ September 2019: Notice received that the Expression of Interest application was unsuccessful, and not one of the projects submitted to Dept. of Rural and Community Development. <p>The Board was advised that currently matters are being progressed with Murphy Ramsey Walsh Solicitors in regard to the legal relationship with Killorglin Sports Complex and Kerry ETB.</p> <p>The Board noted the update.</p>
<p>4.5</p>	<p>Anaerobic Digestion Facility – Leave to Appeal Update The Head of CS&CD, Mr. Danny Kerins provided an update on this matter, addressing the following:</p> <ul style="list-style-type: none"> ➤ May 20th 2019: Appeal submitted to An Bord Pleanála (APB). Kerry ETB also requested oral hearing. ➤ May 27th 2019: An Bord Pleanála acknowledged receipt of Kerry ETB appeal. ➤ August 8th 2019 Kerry Education and Training Board received a letter from An Bord Pleanála stating the following: <ul style="list-style-type: none"> ➤ <i>Kerry ETB's request for an Oral Hearing has been refused and ABP will proceed to determine appeal without an oral hearing.</i>

	<ul style="list-style-type: none"> ■ <i>ABP given the particular circumstances of the appeal afforded Kerry ETB to make a submission to ABP in relation to the applicants submissions dated 7th May 2019 and 13th June 2019 on Kerry ETB Planning Appeal. Kerry ETB were given until August 28th to make a submission to ABP on same.</i> ➤ Kerry ETB engaged Coakley O'Neill Planners (Cork), Atkins Global and AWN Consulting Engineers, to review and develop submission to ABP, based on planning issues raised in the applicants submission for Kerry ETB. This submission was submitted to ABP prior to the deadline of August 28th. ➤ In a letter dated August 23rd 2019 addressed to Kerry ETB, ABP have requested the applicant to undertake a number of reviews and detailed assessments before ABP can decide the outcome of the planning application. ➤ The applicant has until November 12th 2019 to complete same. The planning case will not be decided until after this date. <p>The Board welcomed the update.</p>
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09/2019/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>Overview of Kerry ETB's Organisational Structure and Provision</p> <p>An update was provided by the CEO regarding Kerry ETB's structure and provision. This presentation had been circulated in advance to the Board Members and the update addressed the following:</p> <ul style="list-style-type: none"> ➤ General Overview of the ETB provision etc. ➤ Board Membership ➤ Organisational Structure ➤ Our Stakeholders ➤ Strategic Goals <p>The Board members welcome this update and a copy of the presentation was included in the information pack and folder circulated to the Board Members at the meeting.</p> <p>It was noted that presentations will be made at the next meeting by the individual Directors as part of the ongoing induction process.</p>

09/2019/6	GOVERNANCE RIALACHAS
6.1	<p>At the commencement of the Governance section, reference was made to an Information Pack/Folder which was circulated to Board Members. This Information Pack/Folder was provide in accordance with the provisions of Circular Letter 0002/2019, Section 3.6, page 17 – Briefing of New Board Members.</p> <p>Each Board Member present was given an Information Pack/Folder and the list of items contained in same were as follows:</p> <ul style="list-style-type: none"> ➤ Briefing Letter – Checklist attached ➤ Individual Member Appointment Letters to the ETB Board ➤ Education and Training Board Act 2013 ➤ Code of Practice for the Governance of Education and Training Boards ➤ ETBI – Code of Practice Training Material ➤ Kerry ETB Strategy Statement ➤ Kerry ETB Board Schedule of Meetings 2019/2020 ➤ Kerry ETB Conflict of Interest Forms ➤ Kerry ETB Board Standing Orders ➤ Kerry ETB Code of Conduct ➤ Reserve Functions ➤ Kerry ETB Overview – CEO Presentation ➤ List of Kerry ETB Property/Buildings ➤ Audit 2015 reference and Presentation slides <p>Board Members were asked to sign and return a document confirming the receipt of the Information Pack/Folder.</p> <p>The Board Members were advised that training has been provisionally scheduled for Saturday November 9th 2019, 9:30 - 1:00 pm in Tralee. Circular Letter 0002/2019, The Code of Practice for the Governance of Education and Training Boards will provide the focus for this training. This date was agreed by the Board.</p> <p>It was noted that the Information Pack will be provided to Members not present.</p> <p>Draft Kerry ETB Standing Orders The Director of OS&D advised that a draft of the Kerry ETB Standing Orders, which have been revised under the new Code of Practice for Governance of ETBs (CL0002/2019), was included in the Information Pack.</p> <p>Board Members were requested to review same as these draft Standing Orders will be tabled for adoption at the October 1st 2019 Board Meeting as per Schedule 3, Paragraph 5(5) of the ETB Act 2013.</p>

6.2	<p>Schedule and timing of ETB meetings for 2019/20</p> <p>The draft schedule of meetings was circulated and agreed by the Board. The schedule as presented was fully compliant with the requirements of Schedule 3, Paragraph 2 of the ETB Act 2013. The dates agreed were as follows:</p> <ul style="list-style-type: none"> ➤ Tuesday October 1st 2019 ➤ Tuesday October 22nd 2019 ➤ Tuesday December 3rd 2019 ➤ Tuesday January 28th 2020 ➤ Tuesday February 25th 2020 ➤ Tuesday March 24th 2020 ➤ Tuesday April 28th 2020 ➤ Tuesday May 26th 2020 ➤ Tuesday June 9th 2020 <p>Mr. Noel Keenan referenced the quorum (12 Members) requirement for meetings and stated it was very important that we have a meeting time that everyone is agreeable on so a quorum can be achieved. Following discussion the schedule circulated in the Information Pack to the Board Members was agreed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maria O’Gorman</p>
6.3	<p>Board Members’ Training</p> <p>As referenced in 6.1 above, it was noted that training has been scheduled for Saturday November 9th 2019. This will be a half-day session.</p>
6.4	<p>Finance Committee and Audit & Risk Committee</p> <p>Finance Committee</p> <p>The structure of the Finance Committee (Section 45 of the ETB Act 2013) was agreed, as per the presentation, with seven Members in total, four ETB Board Members and three external Members.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p> <p>The placing of adverts in the local newspapers for external Committee Members was approved by the Board.</p> <p>Audit and Risk Committee</p> <p>The structure of the Audit & Risk Committee (Section 45 ETB Act 2013) was agreed, as per the presentation, with seven Members in total, three ETB Board Members and four external Members.</p> <p style="text-align: center;">Proposed: Ms. Joan McCrohan</p>

	<p style="text-align: center;">Seconded: Ms. Maria O’Gorman</p> <p>The placing of adverts in the local newspapers for external Committee Members was approved by the Board.</p>																																																																																																																				
6.5	<p>Schools and Centres of Education and Training Boards of Management in accordance with Section 44(11) ETB Act 2013</p> <p>The proposed structure of the Post-Primary School Boards of Management (BOMs) was agreed by the Board as follows:</p> <table border="1" data-bbox="464 680 1514 1093"> <thead> <tr> <th>Post Primary</th> <th colspan="6">Representatives of:</th> </tr> <tr> <th>School</th> <th>ETB</th> <th>Staff</th> <th>Parents</th> <th>Presentation Sisters</th> <th>Primary Gaelscoileanna</th> <th>Community/ Other</th> </tr> </thead> <tbody> <tr> <td>Causeway</td> <td>3</td> <td>2</td> <td>2</td> <td>3</td> <td>n/a</td> <td rowspan="8">Max of 12 needed for BOM. Community reps nominated should not bring total over 12</td> </tr> <tr> <td>Castleisland</td> <td>3</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Gleann Lí</td> <td>3</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Na Ríochta</td> <td>3</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Na Sceilge</td> <td>3</td> <td>2</td> <td>2</td> <td>3</td> <td>n/a</td> </tr> <tr> <td>Gaelcholáiste</td> <td>2</td> <td>2</td> <td>2</td> <td>n/a</td> <td>4</td> </tr> <tr> <td>Killarney</td> <td>3</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Killorglin</td> <td>3</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p> <p>The proposed structure of the Community National School BOMs, (Section 44 (11)(a) ETB Act 2013), was agreed by the Board as follows:</p> <table border="1" data-bbox="464 1352 1514 1550"> <thead> <tr> <th>Primary</th> <th colspan="6">Representatives of:</th> </tr> <tr> <th>School</th> <th>ETB</th> <th>Staff</th> <th>Parents</th> <th>Presentation Sisters</th> <th>Primary Gaelscoileanna</th> <th>Community/ Other</th> </tr> </thead> <tbody> <tr> <td>Two Mile</td> <td>2</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> <td>2</td> </tr> <tr> <td>Tahilla</td> <td>2</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> <td>2</td> </tr> <tr> <td>An Ghleanna</td> <td>2</td> <td>2</td> <td>2</td> <td>n/a</td> <td>n/a</td> <td>2</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Toiréasa Ferris Seconded: Ms. Maria O’Gorman</p> <p>The proposed structure of the Kerry College of Further Education (KCFET) Board (Section 44 (11)(b)(ii) ETB Act 2013), was agreed by the Board as follows:</p> <table border="1" data-bbox="464 1850 1514 2011"> <thead> <tr> <th>FET</th> <th colspan="5">Representatives of:</th> </tr> <tr> <th>Centre</th> <th>ETB</th> <th>Staff</th> <th>Learner</th> <th>Business & Industry</th> <th>Govt Agency /Dept</th> </tr> </thead> <tbody> <tr> <td>Kerry College of Further Education</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	Post Primary	Representatives of:						School	ETB	Staff	Parents	Presentation Sisters	Primary Gaelscoileanna	Community/ Other	Causeway	3	2	2	3	n/a	Max of 12 needed for BOM. Community reps nominated should not bring total over 12	Castleisland	3	2	2	n/a	n/a	Gleann Lí	3	2	2	n/a	n/a	Na Ríochta	3	2	2	n/a	n/a	Na Sceilge	3	2	2	3	n/a	Gaelcholáiste	2	2	2	n/a	4	Killarney	3	2	2	n/a	n/a	Killorglin	3	2	2	n/a	n/a	Primary	Representatives of:						School	ETB	Staff	Parents	Presentation Sisters	Primary Gaelscoileanna	Community/ Other	Two Mile	2	2	2	n/a	n/a	2	Tahilla	2	2	2	n/a	n/a	2	An Ghleanna	2	2	2	n/a	n/a	2	FET	Representatives of:					Centre	ETB	Staff	Learner	Business & Industry	Govt Agency /Dept	Kerry College of Further Education	3	3	2	2	2
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	<p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Toiréasa Ferris</p> <p>The proposed structure of Cappanalea, The National Centre for Outdoor Education and Training (NCOET) Board (Section 44 (11)(b)(ii) ETB Act 2013), was agreed by the Board as follows:</p> <table border="1" data-bbox="464 456 1505 618"> <thead> <tr> <th data-bbox="464 456 632 488">FET</th> <th colspan="7" data-bbox="632 456 1505 488">Representatives of:</th> </tr> <tr> <th data-bbox="464 488 632 584">Centre</th> <th data-bbox="632 488 711 584">ETB</th> <th data-bbox="711 488 791 584">Staff</th> <th data-bbox="791 488 919 584">Learner</th> <th data-bbox="919 488 1046 584">PE/ Sports Courses</th> <th data-bbox="1046 488 1222 584">Killorglin Community Council</th> <th data-bbox="1222 488 1358 584">Business & Industry</th> <th data-bbox="1358 488 1505 584">Govt Agency / Dept</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 584 632 618">Cappanalea,</td> <td data-bbox="632 584 711 618">3</td> <td data-bbox="711 584 791 618">2</td> <td data-bbox="791 584 919 618">1</td> <td data-bbox="919 584 1046 618">1</td> <td data-bbox="1046 584 1222 618">2</td> <td data-bbox="1222 584 1358 618">2</td> <td data-bbox="1358 584 1505 618">1 (UCC)</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Toiréasa Ferris</p> <p>The Board members were advised that the process for the establishment of the new BOM's and Training must be completed by November 30th 2019. The new BOM terms will commence on December 1st 2019.</p> <p>In relation to the ETB representatives for the Partnership Schools, it was noted a further update would be provided at the October 1st 2019 Board Meeting.</p> <p>The ETB representatives for the Governing Body of IT Tralee and Tralee Regional Sports and Leisure Centre Board of Directors will also be addressed at the October 1st 2019.</p>	FET	Representatives of:							Centre	ETB	Staff	Learner	PE/ Sports Courses	Killorglin Community Council	Business & Industry	Govt Agency / Dept	Cappanalea,	3	2	1	1	2	2	1 (UCC)
FET	Representatives of:																								
Centre	ETB	Staff	Learner	PE/ Sports Courses	Killorglin Community Council	Business & Industry	Govt Agency / Dept																		
Cappanalea,	3	2	1	1	2	2	1 (UCC)																		
6.6	<p>Risk Management Update</p> <p>Risk Management Update was presented by Ms. Maria Brennan, Director of OS&D as follows:</p> <p>The process of monitoring and review:</p> <ul style="list-style-type: none"> ➤ Monitoring undertaken as part of the day to day supervision of staff to ensure compliance with Kerry ETB policies and procedures. ➤ Corporate Risk Register Senior Executive Management Meetings ➤ Department Heads, Principals Meetings and FET Management Meetings, ➤ School/Centre Registers are also reviewed at Board of Management, Board Meetings & Staff Meetings. ➤ The Audit & Risk Committee on an annual basis seek to review the Corporate Risk Register or any other Register to assess the effectiveness of management controls. ➤ Registers are also available to Internal Auditors for audit to provide evidence of compliance with legislation, codes of practice, standards, guidance and Department Circulars. ➤ Comptroller and Auditor General shall be facilitated to undertake audit of the risk management system. 																								
6.7	<p>Minutes of School Board of Management (BOM) Meetings</p> <ul style="list-style-type: none"> ➤ Killarney Community College 																								

	<ul style="list-style-type: none"> ➤ Board of Management Meeting on February 27th 2019 ➤ Coláiste Gleann Lí <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 28th 2019 ➤ Board of Management Meeting on July 3rd 2019 <p>The minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Ms. Maria O’Gorman</p> <p>Minutes of Partnership School BOM Meeting</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on March 4th 2019 <p>The minutes of this meeting were noted by the Board.</p>
6.8	<p>Board of Management/FET Centre Board Appointments Kerry ETB Training Centre</p> <ul style="list-style-type: none"> ➤ Nominee: Mr. Eddie Lacey ➤ Replacing: Ms. Ann Jensen <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Pa Daly</p> <p>It was noted as per 6.5 above that all the current BOM’s will remain in place until November 30th 2019.</p>
6.9	<p>Local Community Development Committee Appointment</p> <p>Kerry ETB representative for the Local Community Development Committee</p> <ul style="list-style-type: none"> ➤ Nominee: Ms. Sharon Browne, Kerry ETB Adult Education Officer ➤ Replacing: Ms. Ann O’Dwyer, Director of Schools, Youth and Music <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maryanne Slattery</p>
6.10	<p>Kerry ETB Policies for Approval</p> <p>The CEO gave an outline on how the policy approval process operates and this was re-emphasised by the Director of OS&D.</p> <p>The Code of Conduct for Members of the ETB Board, as circulated with the Agenda and presented by the Director of OS&D, were approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Mr. Noel Keenan</p>

	<p>The Code of Conduct for ETB Staff, as circulated with the Agenda and presented by the Director of OS&D, were approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Ms. Maria O’Gorman</p> <p>The Disposal of Fixed Assets Policy and Procedures, as circulated with the Agenda and presented by the Director of OS&D, were approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Noel Keenan</p>
6.11	<p>Health and Safety Matters 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 issues progress - PAT testing policy drafted for review, Lone working policy drafted for review. ➤ Corporate Safety Statement - Corporate Safety Statement signed by CEO and issued. ➤ Risk Assessment Program - Risk assessment program continuing, 1 day inspections being carried out. DoES funding received for Coláiste Gleann Lí, Castleisland Community College and Scoil an Ghleanna. ➤ Training program - Training plan issued for school year 2019-2020 <p>A Health and Safety Seminar for the ETB Management is scheduled for Friday October 4th 2019. This seminar is being provided by Egan Safety Solutions (ESS) and Kerry ETB.</p> <p>This update was welcomed by the Board.</p>
6.12	<p>ETBI Congress 2019 Nominees as per Section 12(2)(h) of the ETB Act 2013</p> <p>The 2019 ETBI Conference is taking place at the Sheraton Athlone Hotel, Gleeson Street, Athlone, Co. Westmeath on September 25th and 26th 2019.</p> <p>Kerry ETB Board Nominees approved to attend the conference in accordance with Section 12(2)(h) ETB Act 2013, are as follows:</p> <ol style="list-style-type: none"> 1. Ms. Maria O’Gorman 2. Cllr. Michael Cahill 3. Cllr. Niall O’Callaghan 4. Ms. Joan McCrohan 5. Ms. Maryanne Slattery <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Jim Finucane</p>

	It was also noted that the CEO and Directorate in their executive roles will be attending the conference.
6.13	<p>Irish Public Bodies (IPB) Insurance – Members Representative Nomination</p> <p>The Board approved the appointment of Cllr. Jim Finucane as the Members Representative nominee to IPB Insurance for the next five years.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Noel Keenan</p>
6.14	<p>Nomination to the ETBI Reserve Members Forum as per Section 10 of the ETBI Constitution and Standing Orders</p> <p>The Board approved the appointment, for the term of three years, of Cllr. Jim Finucane as the nominee to the ETBI Reserve Members Forum.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Noel Keenan</p>

09/2019/7	CEO’s REPORT & QUESTIONS ON CEO’s REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance & Buildings Report</p> <p>Finance Report presented by Finance Officer, Mr. Tommy Conroy The Finance Report as presented by the Finance Officer addressed the following:</p> <ul style="list-style-type: none"> ➤ Board Report as at 31st July 2019 ➤ The format and structure of the Board Report ➤ Travel & Subsistence Claims Process for Board Members (circulated) <p>Buildings Report – presented by Head of CS&CD, Mr. Danny Kerins The Buildings Report presented by the Head of CS&CD as addressed above in Matters Arising 4.1, 4.2, 4.3, 4.4 and 4.5 and in addition as follows:</p> <p>Overview of Buildings and Capital Projects</p> <ul style="list-style-type: none"> ➤ Proactive management of projects portfolio ➤ Over 40 active project work streams (Live & Planned) including - <ul style="list-style-type: none"> • 2 New Builds • 10 Summer Works schemes 2020 • 30 refurbishment work streams • 7 Additional accommodation ➤ Management of over €25M Capital Expenditure

- Review of Property portfolio / Lease Management
- Estate management being brought fully up to date
- Request by DoES to support other devolved projects

Project Updates:

Castleisland Community College

- Summer 2020 Works Scheme Application – Electrical Upgrade (Subject to DoES Approval)
- Emergency Works Application - External Water Leaks. In train Consultants appointed.

Causeway Comprehensive School

- Summer 2020 Works Scheme Application – Window replacement (Subject to DoES Approval)
- Emergency Works Application – Replacement of Dust Extraction system in train.

Coláiste na Sceilge

- Summer 2020 Works Scheme Application – Roof Works (Subject to DoES approval)
- Emergency Works Application – Upgrade to Ventilation System. COMPLETED

Gaelcholáiste Chiarraí Moyderwell

- Summer Works Scheme Application – Windows Repair (Subject to DoES approval)
- Emergency Works Application – Roof Replacement work ongoing. Delay due to weather but target by end Sept.
- New Build for Gaelcholáiste at Greenfield site. Design Team currently preparing tender documentation.

Killarney Community College

- Summer 2020 Works Scheme Application – Life Safety Systems (Subject to DoES approval)
- Additional Accommodation – Extension of an ASD Unit
- Submitted to KCC for Planning Permission

Killorglin Community College

- Summer 2020 Works Scheme Application – Science Lab Refurbishment (Subject to Does approval)

Coláiste na Ríochta

- Summer Works 2020 Scheme Application – Refurb. of Engineering Room (Subject to DoES approval)
- Additional Accommodation – Prefab Installed
- Emergency works : Water Tank replacement – COMPLETED

Coláiste Gleann Lí

- Summer Works Scheme 2020 Application – Refurbishment of Science Labs x 2 (subject to DoES) approved.
- Extension of ASD Unit / Separation CGL / KCFE – COMPLETED awaiting final snag list matters resolved.
- Emergency Request to replace Metalwork Equipment
- Funding for Applied Technology equipment sanctioned – Tender issued for equipment.

Two Mile Community National School

- Refurb of school, Electrical & Mechanical. COMPLETED
- Summer Works Scheme 2020 Application –Mechanical works (subject to DoES approval)

Pobalscoil An Ghleanna

- Emergency Works Application for Life Safety Systems approved to proceed

Block E South Campus

- Fit-out of new Beauty Therapy Facility ongoing to plan.

FET Recruitment Office, 7 Denny Street

- Fit-out of new Information Hub and FET Recruitment Office

Killorglin Youthreach

- Fit out of new Youthreach Centre

Cappanalea NCOET

- Potential Boathouse redevelopment currently being assessed

Killarney Youthreach

- Full fit–out of new Youthreach Centre - COMPLETED

Kerry College – Clash Campus

- Lift Installation planned

Land and Leases

➤ **Kerry ETB Company Seal**

In accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the Board Members were advised the seal of Kerry ETB was used to execute the following leases and documents on July 4th 2019:

1. Ansaldo Building (Monavalley) Tralee
2. Block E South Campus Tralee IT
3. Deed of Rectification of Title South Campus IT Tralee and subdivision of part of Folio KY20608 (reserved function of the ETB Act 2013 Section 12(2)(n) (Section 18 of the Regional Technical Colleges Act 1992 provided that any land which before 1 January 1993 stood vested in a VEC for the purposes of a college would thenceforth automatically stand vested in the college. All property and rights held in connection with that property which up until 1 January 1993 was

	<p>vested in a VEC for the purpose of a college would from 1 January 1993 automatically vest in the relevant RTC without any need for a deed of transfer or assignment). It was noted that the DoES confirmed approval by email on July 4th 2019.</p> <p>The Board welcomed the progress with the various projects and noted the use of the seal.</p>
7.2	<p>Report – Chief Executive Officer</p> <p>The CEO’s report, as tabled at the meeting, addressed the following items:</p> <ul style="list-style-type: none"> ➤ New ETB Board formation ➤ Transfer of Patronage for Community National Schools ➤ Gaelcholáiste Chiarraí School Building Project update ➤ Listowel School accommodation update ➤ Youth Funding projects and Internal Audit Unit proposed Audit ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Kerry ETB and Tralee IT South Campus Acquisition <p>There was a discussion regarding the letters circulated with the meeting notice in relation to the matter of the proposed internal audit, by the ETB’s Internal Audit Unit (IAU), of the Targeted Youth Funding Scheme projects as transferred from City of Dublin ETB i.e. the following projects:</p> <ul style="list-style-type: none"> ➤ Kerry YWI ➤ Killarney Youth Work Project ➤ Listowel/North Kerry Project ➤ Sliabh Luachra/Castleisland Youth Project, Co Kerry ➤ YIC ➤ Killarney/Tralee YIC <p>It was noted that correspondence has issued from the Department of Children and Youth Affairs (DCYA) to KDYS advising them to engage in the Audit. To date KDYS has not agreed to same.</p> <p>It was agreed that a meeting should be scheduled with the Board of KDYS to be attended by the CEO, An Cathaoirleach of the ETB Board and members of Senior management to address this matter. The Board Members were unanimous in their view that Kerry ETB required the full cooperation of KDYS with the proposed internal audit in line with the requirements of sections 8.37 and 8.38 Circular Letter 0002/2019.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Jim Finucane</p> <p>The Director of Schools, Youth and Music referenced the need for Kerry ETB to be fully compliant with the Service Level Agreement (SLA) which has been signed in relation to the DCYA.</p>

	Report was noted by the Board.
7.3	<p>Schools Report – Director of Schools, Youth and Music The Schools report was presented by Director of Schools, Youth and Music and addressed priorities under the pillar as follows:</p> <p>School Priorities:</p> <ul style="list-style-type: none"> ➤ New Teacher Induction ➤ Boards of Management Training ➤ Leadership Training for Principals and Deputy Principals -Reflective Practice ➤ Middle Leadership Training ➤ Special Educational Needs (SEN) Training - Universal Design for Learning ➤ Teaching and Learning Teams ➤ Communities of Practice/ Subject Dept. Planning ➤ School Self Evaluation and Planning (SSE) ➤ DEIS Planning, HSCL Planning ➤ Student Support Team Training ➤ Wellbeing Programme ➤ Digital Skills ➤ Gaeilge and Modern Foreign Languages ➤ Health and Safety Training ➤ Child Protection Training ➤ Restorative Practice ➤ Student Forum ➤ Parent Forum <p>Youth and Music Priorities:</p> <ul style="list-style-type: none"> ➤ Youth Work Function as per ETB Act 2013 ➤ Administration of DCYA Youth Work Funding ➤ Local Creative Youth Partnership ➤ Music Generation <p>Report was noted by the Board.</p>
7.4	<p>Further Education and Training Report – Director of FET The FET report was presented by Director of FET and addressed priorities under the pillar as follows:</p> <ul style="list-style-type: none"> ➤ Design and implement new Quality Assurance Templates with Standardised Course Layouts for all of FET provision, to be completed in 2019. Ensure consistency of modular structure, content and delivery across FET. ➤ Establishment of the new Kerry College of Further Education & Training a single entity. ➤ Creation of single Course Admissions and Promotion Unit for entirety of FET Provision in Denny Street. ➤ Develop New FET Centre in Killarney for VTOS, Adult Literacy, BTEI, Community Education and Level 5 & 6 Courses

	<ul style="list-style-type: none"> ➤ Develop and validate new National Apprenticeship for Wind Turbine Maintenance Technicians ➤ Develop Kerry College of Beauty ➤ New Facility for South Kerry VTOS, Youthreach & Adult Literacy in Killorglin <p>A question was raised by Mr. Zaid Kassoob in relation to the eligibility of members of the emigrant community to the VTOS Programmes which in his view would provide a clear pathway for progression with their education in Ireland. This matter will be addressed directly with Zaid by the Director of FET, Mr. Owen O'Donnell.</p> <p>In addition, a query was raised in relation to the future of art classes (night classes) which had previously been run in Coláiste Gleann Lí. The Director of FET advised that he was attending a meeting that was taking place on Thursday 12th September 2019 in Liber House, Monavalley Industrial Estate, Tralee where this matter would finally be addressed. A Cathaoirleach asked that there be clear communications issued re this matter.</p> <p>In relation to the Wind Turbine Apprenticeship, Cllr. Toiréasa Ferris indicated that consideration should be given to providing a training course for the dismantling of wind turbine stations as they become obsolete, etc.</p> <p>The Director of FET noted and welcomed this suggestion.</p> <p>Report was noted by the Board.</p>
7.5	<p>Organisation Support and Development Report</p> <p>The OS&D Report was presented by the Director of OS&D and addressed priorities under the pillar as follows:</p> <ul style="list-style-type: none"> ➤ Payroll Shared Services/ESBS ➤ Expenditure Analysis and Mapping ➤ Development of Corporate Procurement Plan 2020 ➤ On-going Policy & Procedure Development ➤ Review of Internal Controls ➤ Training on the Code Practice for the Governance of ETBs CL 0002/2019 ➤ Response to Management Letter from C&AG ➤ Annual Report 2019 ➤ Service Plan 2020 <p>Report was noted by the Board.</p>
7.6	<p>Members' Business (motions)</p> <ul style="list-style-type: none"> ➤ Oireachtas Literary Competitions 2020/Comórtais Liteartha an Oireachtas 2020 Sponsorship of €260 for the 'Cnuasach Filíochta'

	<p style="text-align: center;">Proposed: Ms. Marie Moloney Seconded: Cllr. Fionnán Fitzgerald</p> <p>➤ 'Programme for Wellbeing' Kerry ETB will fully explore a proposal for a regular Programme for Wellbeing broadcast with Radio Kerry</p> <p style="text-align: center;">Proposed: Ms. Joan McCrohan Seconded: Ms. Maryanne Slattery</p>
09/2019/8	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 Noted as listed
8.6	Other Correspondence: Noted as listed.
09/2019/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>Cllr. Toiréasa Ferris indicated that Kerry ETB needs to give some consideration to how they will celebrate the achievement of Board Member, Ms. Maryanne Slattery, Teacher in Coláiste Gleann Lí, on her PhD and publication of same.</p> <p>At the end of the meeting An Cathaoirleach thanked Cllr. Toiréasa Ferris, who is stepping down from her membership of Kerry County Council. Consequently her membership of the Kerry ETB Board will cease as per Section 33(1)(a) of the ETB Act 2013.</p>

An Cathaoirleach thanked Cllr. Ferris for her very valuable contribution to the Kerry ETB Board over the years and indicated that she would be a loss to the Board. The CEO fully concurred with the sentiments of An Cathaoirleach and also thanked Toiréasa for her contribution and wished her well in all future endeavours.

This concluded the business of the meeting.

Next Board Meeting date:
Tuesday 1st October 2019
Kerry ETB Boardroom

Signed/Sínithe: _____

Date/Dáta: _____