

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) Meeting held in the Conference Room at Kerry College of Further Education and Training, Monavalley Campus, Tralee on Tuesday October 22nd 2019.

In Attendance:

Cllr. Michael Cahill
Cllr. Jim Finucane
Cllr. Norma Foley
Cllr. Norma Moriarty
Cllr. Aoife Thornton
Ms. Catherine O’Sullivan
Mr. Zaid Kassoob

Cllr. Pa Daly
Cllr. Fionnán Fitzgerald
Cllr. Maura Healy Rae
Cllr. Niall O’Callaghan
Mr. Noel Keenan
Ms Maria O’Gorman
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. Pdraig O’Sullivan, Capital & Buildings Officer, Ms. Patricia Tierney, Corporate Support and Ms. Karen Griffin, Corporate Support were also in attendance.

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).

10/2019/1	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. Marie Moloney ➤ Mr. Joe Brennan ➤ Ms. Maryanne Slattery ➤ Mr. John O’Roarke ➤ Mr. Tim Daly
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. Catherine Barry, Principal, Two Mile Community National School, on the death of her Uncle, Dónal Ó Muircheartaigh ➤ To Ms. Karen Griffin, Head Office, on the death of her Aunt-in-Law, Ms. Bridie O’Sullivan ➤ To Mr. Owen O’Donnell, Director of Further Education and Training, on the death of his Uncle, Mr. Sean O’Donnell.
10/2019/2	CONGRATULATIONS

	COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ The Kerry ETB Youthreach learners who received their QQI Level 4 Major Awards at the ceremony in Listowel on October 8th 2019. ➤ The Radio Kerry and Kerry College, Monavalley Campus students who won the Gold Award for ‘Cluas Chiarraí’ at the IMRO Ireland Awards on October 4th 2019. ➤ The Director of Capanalea, the National Centre for Outdoor Education and Training (NCOET), Mr. Donal Dowd on being awarded the Michael Darmody Lifetime Achievement Award by the Physical Education Association of Ireland for his contribution to physical education in Ireland. ➤ All students attending Kerry ETB Schools on their Junior Certificate Results. ➤ Ms. Tara O’Halloran, Instructor in Kerry College, Monavalley Campus, on winning the CIBTAC and BABTAC International Tutor of the Year at the Iconic Beauty Awards.
10/2019/3	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 October 1st 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maria O’Gorman</p>
10/2019/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The Capital and Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ The Design Team are currently preparing tender documents for the project which are due for submission to the Department of Education and Skills (DoES) on November 8th 2019. ➤ To avoid potential delays while waiting for the approval to go to tender it is anticipated Kerry ETB will request approval to commence prequalification of prospective tenderers for Main Contractor and also M&E Specialist sub-contractor to run parallel with this approval stage on November 8th 2019 once the documents are lodged with the DoES. ➤ The Enabling Works Contract is currently being completed by the contractor (Denis Moriarty The Kerries Ltd.), and is due for completion

	<p>by end of October. Issues currently being addressed around Eircom Cable diversion and termination within University Hospital Kerry. Kerry ETB have been advised that this will involve about two day's work with an outage to facilitate the changeover.</p> <p>The Board noted this update.</p>
<p>4.2</p>	<p>Listowel School Accommodation The Capital and Buildings Officer, Mr. Pdraig O'Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ DoES currently accessing Kerry ETB Additional School Accommodation (ASA) application. ➤ DoES senior architect to liaise with Kerry ETB to schedule a meeting with Kerry County Council Planning Department to discuss the possible impact on future planning decisions if Kerry ETB were to acquire the property adjacent to the school grounds. ➤ Student numbers scheduled to increase in the coming academic year 2020/2021 for Coláiste na Ríochta. Kerry ETB are to apply to the DoES for temporary accommodation to meet the growing needs of the school. <p>Ms. Maria O'Gorman congratulated the current Principal of Coláiste na Ríochta, Mr. Stephen Goulding, on the increased enrolments.</p> <p>The Board welcomed this update.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update The Capital and Buildings Officer, Mr. Pdraig O'Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Stage 2A Report lodged to the DoES on August 23rd 2019. ➤ Kerry ETB are awaiting a date for Stage 2A meeting with the DoES in Tullamore. ➤ It is anticipated, following this meeting and approval to proceed, the Design Team will lodge the planning application with Kerry County Council. ➤ Completion of construction based on current timelines is projected as February 2022. <p>This update was noted by the Board.</p>
<p>4.4</p>	<p>Killorglin Community College Proposal Update The Capital and Buildings Officer, Mr. Pdraig O'Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Meeting held on September 27th 2019 with Killorglin Sport Complex Management Committee. ➤ At this meeting there was general agreement that matters pertaining to the current lease, which commenced on March 15th 1983 for a 99 year

	<p>term, must be formalised given the current management structure of Killorglin Sports Complex and how matters have evolved since the original lease was put in place.</p> <ul style="list-style-type: none"> ➤ Kerry ETB's legal agents are currently progressing matters. The current lease may have to be surrendered with a new lease for the remaining term on the existing lease being granted by the Board of the ETB to the Killorglin Sports and Leisure Centre Company Limited by Guarantee. ➤ As part of this process Kerry ETB would be seeking positions for two Directors on the Board of the company. ➤ Further meeting scheduled for November 8th 2019 to progress matters. <p>The Board, following consideration of this matter, recorded their support for the manner in which matters are being progressed. A further detailed update will be provided at the next Board Meeting.</p>
<p>4.5</p>	<p>Anaerobic Digestion Facility – Leave to Appeal Update</p> <p>The Capital and Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ The applicant has until November 12th 2019 to address points and assessments raised in An Bord Pleanála (ABP) letter of August 29th. ABP will not be in a position to determine the outcome of the planning application until the relevant information has been forwarded to them for consideration. ➤ Kerry ETB are monitoring the planning file and are awaiting any further updates from ABP. <p>The Board noted this update.</p>
<p>4.6</p>	<p>Targeted Youth Funding Scheme</p> <p>An update was provided by the CEO addressing the following:</p> <ul style="list-style-type: none"> ➤ Email received from Kerry Diocesan Youth Service (KDYS) on September 23rd 2019 re letter issued to KDYS on September 19th 2019. ➤ Letter issued to KDYS on September 25th 2019 responding to questions set out by KDYS in correspondence dated September 16th 2019 and September 23rd 2019 and seeking confirmation of a meeting date with KDYS. ➤ Follow up letters issued to KDYS on October 3rd, 10th and 18th 2019 seeking confirmation of a date for meeting. Copies of all correspondence issued to Department of Children and Youth Affairs (DCYA) ➤ Currently, no meeting date has been confirmed by KDYS. ➤ Advice has been sought from Kerry ETB legal agents, Mason, Hayes and Curran Solicitors re the appropriateness of Kerry ETB continuing to fund a third party organisation should they not agree to the proposed audit by the ETB's Internal Audit Unit, in respect of the TYFS funded projects. ➤ Proposed audit required in order for Kerry ETB to comply with Sections 8.37 and 8.38 of the Code of Practice for the Governance of Education and Training Boards (Circular Letter 0002/2019).

	<p>➤ Copy of correspondence sent to DCYA by KDYS was received by the ETB from KDYS today, October 22nd 2019.</p> <p>The copy of the letter received today from KDYS, which they had issued to the DCYA set out the following:</p> <p><i>'I refer to the correspondence from Kerry ETB to Kerry Diocesan Youth Service, dated the 18th October 2019, which was copied to you. Please note that Kerry Diocesan Youth Service is taking legal advice on the matter.'</i></p> <p style="text-align: right;">Extracted from letter dated 22nd October 2019</p> <p>It was noted that the letters from Kerry ETB to KDYS dated September 25th 2019, October 3rd 2019, October 10th 2019 and October 18th 2019 were seeking confirmation of a date for representatives of the Board of KDYS to meet with the Chairperson and Senior Management of Kerry ETB to address the following matters:</p> <p>1. Internal Audit Unit – Audit of 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/Tralelee YIC <p>2. SLA's between Kerry ETB and KDYS for the above listed projects</p> <p>It was noted that the initial letter to KDYS seeking agreement with the proposed IAU Audit issued on July 17th 2019.</p> <p>Following discussion by the Board Members in relation to this matter and it was agreed that a further letter should be issued to KDYS seeking confirmation of a meeting date to address these matters within fourteen days. Consideration may have to be given to the suspension of all funding should KDYS not confirm agreement to the proposed audit by the ETB's IAU.</p> <p>A further update will be provided at the December 3rd 2019 Board Meeting.</p>
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	<p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>A presentation was given on the Kerry Film Development Office by Ms. Siobhan O'Sullivan, Film Officer.</p> <p>The presentation <i>'Building the Screen Sector in Kerry (Film, TV & Animation)'</i> was very comprehensive and addressed the following:</p> <ul style="list-style-type: none"> ➤ Screen Industries

	<ul style="list-style-type: none"> ➤ Opportunities for Kerry – USP ➤ Kerry Film Development Office ➤ Obstacles/Challenges ➤ Addressing Obstacles ➤ Future Plan <p>An Cathaoirleach thanked Siobhan for her presentation and this was seconded by Cllr. Michael Cahill, who commended Siobhan for an excellent presentation. The Board wished Siobhan well in her role.</p>
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10/2019/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update An update was provided by the Director of OS&D, Ms. Maria Brennan, advising the following:</p> <ul style="list-style-type: none"> ➤ Corporate Risk Register is reviewed and updated at the Senior Executive Management Meetings. These meetings are scheduled every three weeks. ➤ Templates for Corporate and Pillar Risk Registers currently under review <p>The Board noted this update.</p>
6.2	<p>Minutes of School Boards of Management (BOM) Meetings – for approval</p> <ul style="list-style-type: none"> ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 20th 2019 ➤ Castleisland Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 23rd 2019 ➤ Two Mile Community National School <ul style="list-style-type: none"> ➤ Board of Management Meeting on June 24th 2019 <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Noel Keenan</p>
6.3	<p>Minutes of Partnership School BOM Meetings - for Noting There were no minutes for noting at this meeting.</p>
6.4	<p>Kerry ETB Policies for Approval There were no policies for approval by the Board.</p>

<p>6.5</p>	<p>Health and Safety Matters Update The Capital and Buildings Officer provided the following update:</p> <ul style="list-style-type: none"> ➤ Central issues progress; <ul style="list-style-type: none"> ➤ Lone working policy developed ➤ Outreach inspection template developed ➤ Health & Safety Seminar for Kerry ETB Management – 8th November 2019. ➤ Risk Assessment Program - risk assessment program continuing, one day inspections being carried out. <p>The Board noted the update.</p>
<p>6.6</p>	<p>ETB Board Vacancy - Local Authority – Section 37 of the ETB Act 2013 The Director of OS&D, Ms. Maria Brennan provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry County Council Meeting took place on Monday October 21st 2019 ➤ To date we have received no formal update from Kerry County Council regarding this vacancy <p>It is expected that correspondence will be received in relation to same later this week.</p> <p>The Board noted this update.</p>
<p>6.7</p>	<p>Finance Committee and Audit & Risk Committees A document was circulated to all Members present summarising the submissions received in response to the adverts placed in the local newspapers the week ending October 4th 2019 seeking expressions of interest for the Audit and Risk Committee and the Finance Committee. The Board Members reviewed this document.</p> <p>Audit & Risk Committee in accordance with Section 45 of the ETB Act 2013 As approved at the September 10th 2019 Board Meeting, four External Members are to be nominated to the Audit and Risk Committee in accordance with Section 45 of the ETB Act 2013. The Board Members reviewed the expressions of interest received and the following appointments to the Audit and Risk Committee were approved:</p> <ol style="list-style-type: none"> 1. Pádraig Ó Donnabhain 2. John Naughton 3. Gerard O'Donoghue 4. John O'Connor <p style="text-align: right;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p>

	<p>The Board appointed John O'Connor as the Chairperson of the Audit and Risk Committee for the full term.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Norma Moriarty</p> <p>Mr. Noel Keenan, who was appointed to the Audit and Risk Committee at the October 1st 2019 Meeting has confirmed that he is not in a position to take up this appointment. The Board appointed Ms. Maria O'Gorman (Board Member) to replace Mr. Noel Keenan on the Audit and Risk Committee:</p> <ul style="list-style-type: none"> ➤ Original nominee: Mr. Noel Keenan ➤ Replacement: Ms. Maria O'Gorman <p style="text-align: center;">Proposed: Cllr. Pa Daly Seconded: Mr. Zaid Kassoob</p> <p>Finance Committee in accordance with Section 45 of the ETB Act 2013 As approved at the September 10th 2019 Board Meeting, three External Members are to be nominated to the Finance Committee in accordance with Section 45 of the ETB Act 2013. The Board Members reviewed the expressions of interest received and the following appointments to the Finance Committee were approved:</p> <ol style="list-style-type: none"> 1. Brendan Daly 2. Brendan Tuohy 3. Karol Kissane <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p> <p>The Board appointed Brendan Tuohy as the Chairperson of the Finance Committee for the full term.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Norma Moriarty</p>
6.8	<p>School Boards of Management (BOMs) for Post Primary in accordance with Section 44 ETB Act 2013</p> <p>The following was noted in relation to the existing BOMs:</p> <ul style="list-style-type: none"> ➤ Notification received from the DoES on July 3rd 2019 advising that the terms of office for any committees of the ETB established under Section 44 and 45 could be extended to November 30th 2019, to facilitate the transition of newly formed ETB Boards and any committees of that Board. ➤ Letter sent to BOM Secretaries confirming this extension to November 30th 2019 at the latest. <p>Given the progress made in confirming appointments to the new BOMs it was agreed that the term of the existing BOMs will cease Friday November 22nd</p>

2019. This earlier date will provide time to convene the new BOMs in advance of the December 3rd 2019 ETB Board Meeting at which it should be possible to confirm the new BOM/Community appointments to the new BOMs.

Consequently, November 22nd 2019 is the date of cessation for all existing Section 44 Committees (including School BOMs) save for the Youth Committee. The term of the current Youth Committee will cease on the 31st October 2019.

Proposed: Cllr. Norma Foley
Seconded: Mr. Noel Keenan

The following Teacher and Parent Nominees to the Post Primary BOMs were appointed by the Board:

Post-Primary Schools	Teachers' Nominees (2)	Parents' Nominees (2)
Causeway Comprehensive School	Gillian Dowling Timothy Leahy	Nora Diggins Dan Mahoney
Castleisland Community College	Donncha Hickie Juanita Lovett	Angela Ring O'Donoghue Clifford Peskett
Coláiste Gleann Lí	Myrna Egan Michael O'Sullivan	Suzanne McCluskey Graeme Butcher
Coláiste na Ríochta	Elaine O Connor Pat O'Sullivan	Gordan Sheehy Jean Beasley
Coláiste na Sceilge	- -	Michael O'Shea Brid Moran
Gaelcholáiste Chiarraí	Donal Breathnach Lisa de Roiste	Lorraine O'Sullivan Colm Ó Súilleabháin
Killarney Community College	Brian Hehir Maire Keane	Diana Ascenso Ted Healy
Killorglin Community College	Marieke O'Connor -	Catherine McGrath -

Proposed: Ms. Joan McCrohan
Seconded: Cllr. Fionnán Fitzgerald

Cllr. Norma Foley who was appointed to the BOM of Gaelcholáiste Chiarraí at the October 1st 2019 meeting has confirmed that she is not in a position to take up this appointment. The Board appointed Mr. Noel Keenan (Board Member) to replace Cllr. Norma Foley on the BOM of Gaelcholáiste Chiarraí.

Proposed: Cllr. Pa Daly
Seconded: Mr. Zaid Kassoob

The following Board Members were appointed as Chairpersons to the Post-Primary BOMs:

Post-Primary Schools	Board Members on BOM	Agreed Chairperson
Causeway Comprehensive School	Cllr. Aoife Thornton Mr. Noel Keenan Ms. Maria O’Gorman	Cllr. Aoife Thornton
Castleisland Community College	Cllr. Fionnán Fitzgerald Ms. Maryanne Slattery Mr. Tim Daly	Ms. Maryanne Slattery
Coláiste Gleann Lí	Cllr. Terry O’Brien Mr. Joe Brennan Ms. Joan McCrohan	Cllr. Terry O’Brien
Coláiste na Ríochta	Mr. Noel Keenan Ms. Catherine O’Sullivan Ms. Maria O’Gorman	Mr. Noel Keenan
Coláiste na Sceilge	Cllr. Norma Moriarty Mr. John O’Roarke Ms. Joan McCrohan	Cllr. Norma Moriarty
Gaelcholáiste Chiarraí	Cllr. Pa Daly Mr. Noel Keenan Ms. Maryanne Slattery	Ms. Maryanne Slattery
Killarney Community College	Cllr. Marie Moloney Ms. Joan McCrohan Mr. Zaid Kassoob	Cllr. Marie Moloney
Killorglin Community College	Cllr. Michael Cahill Cllr. Fionnán Fitzgerald Mr. John O’Roarke	Cllr. Fionnán Fitzgerald

Proposed: Ms. Joan McCrohan
Seconded: Cllr. Michael Cahill

6.9

School Board of Management (BOM) for Primary in accordance with Section 44 of the ETB Act 2013

Pursuant to the Governance Manual for Primary Schools 2019-2023, the following Parent Nominees were appointed by the Board to the BOM of Two Mile Community National School:

Two Mile Community National School
Mr. David Laing
Ms. Lisa Casey

	<p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Catherine O'Sullivan</p> <p>The Board appointed Pádraig Ó Donnabháin as Chairperson of the BOM for Two Mile Community National School.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Norma Moriarty</p> <p>It was noted that Pádraig Ó Donnabháin has been appointed as the single manager for Tahilla CNS and Scoil an Ghleanna PSN. The BOMs will be established in February 2020.</p>
6.10	<p>Youthreach Board of Management in accordance with Section 44 of the ETB Act 2013 - Board Nominations</p> <p>Cllr. Norma Foley, who was appointed to the BOM of Youthreach at the October 1st 2019 meeting, has confirmed that she is not in a position to take up this appointment.</p> <p>This vacancy on the BOM will be addressed at the December 3rd 2019 Board Meeting.</p>
6.11	<p>Kerry College of Further Education and Training</p> <p>The Board agreed that the remaining appointments to the Governance Board of Kerry College of Further Education and Training, in accordance with Section 44 of the ETB Act 2013, will be addressed at the December 3rd 2019 Board Meeting.</p>
6.12	<p>Cappanalea, the National Centre for Outdoor Education and Training (NCOET) in accordance with Section 44 of the ETB Act 2013</p> <p>The Board agreed that the remaining appointments to the Governance Board of Cappanalea, NCOET, in accordance with Section 44 of the ETB Act 2013, will be addressed at the December 3rd 2019 Board Meeting.</p>
6.13	<p>Youthwork Committee as per Section 44 of the ETB Act 2013 Committee Structure:</p> <p>The Board agreed that the remaining appointments to the Youthwork Committee, in accordance with Section 44 of the ETB Act 2013, will be addressed at the December 3rd 2019 Board Meeting.</p>
6.14	<p>Nomination to the Board of Directors of Scamps & Scholars Childcare Centre, Killorglin</p>

	<p>A letter was received from Killorglin Community Childcare Centre (Scamps & Scholars) dated October 2nd 2019 seeking the Kerry ETB nominee to replace Mr. Con Moynihan on the Board of Directors for Scamps & Scholars Childcare as per the License Agreement between Kerry ETB and Scamps & Scholars.</p> <p>The Board appointed Ms. Vera Kerrisk, Acting Principal, Killorglin Community College to replace Mr. Con Moynihan.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Michael Cahill</p>
6.15	<p>Nomination to the Governing Body of the Institute of Technology Tralee (IT Tralee) in accordance with Section 6(4)(f) of the Regional Technical Colleges Act 1992 Revised</p> <p>The Board was advised that correspondence was received from IT Tralee on September 9th 2019 advising that Ms. Suzanne Griffin had resigned from the Governing Body of IT Tralee. As Ms. Griffin was the Member representing the Irish Congress of Trade Unions (ICTU), two nominees had been requested and received by IT Tralee from ICTU. As per Section 6(6)(a) of the Regional Technical Colleges Act 1992 Revised;</p> <p><i>‘this vacancy so caused shall be filled by the appointment to the governing body by the Minister of a person recommended by the education and training board nominated in the same manner as the person occasioning the vacancy.’</i></p> <p>The following nominees have been put forward by the Irish Congress of Trade Unions (ICTU), as per Section 6(4)(f) of the Regional Technical Colleges Act 1992 Revised;</p> <ul style="list-style-type: none"> ➤ Mr. Donal O’Connor ➤ Ms. Mary Harty <p>Following discussions Mr. Donal O’Connor was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Cllr. Jim Finucane</p> <p>A letter will be sent to the Minister for Education and Skills this week confirming the ETB’s recommendation.</p> <p>A further update will be given at the next meeting.</p>
6.16	<p>Brexit Information Update from DoES</p> <p>Notification from the DoES on October 11th 2019 giving information about the impact of Brexit on the education system – circulated with the Meeting Agenda.</p>

	<p>Areas covered:</p> <ul style="list-style-type: none"> ➤ Common Travel Area ➤ Vocational Education and Training, including Apprenticeships ➤ Teacher Staff and Qualifications ➤ Erasmus ➤ Data Protection and GDPR ➤ Conclusion <p>Board Members were advised that updates are available at: https://www.education.ie/en/The-Department/Brexit/education-getting-ireland-brexit-ready.html</p>
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10/2019/7	CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance Report Finance Report presented by Finance Officer, Mr. Tommy Conroy The Finance Report was circulated by the Finance Officer and was noted by the Board.</p> <p>A presentation was then given by the Finance Officer addressing the financing of Cappanalea, the NCOET. It was noted that, based on projections, the financial position of the Centre is positive and looks to be in a 'break even' position for 2019.</p> <p>The Finance Officer gave an overview of the business case, being finalised, for the acquisition of the IT Tralee South Campus. Specifically, he advised, that an option of relocating the ETB Head Office to the South Campus buildings is being considered as part of this proposal. The lease on the current ETB Head Office building expires in 2027 with a break clause option for 2025. Board Members noted this inclusion in the business case and while a possible permanent location for the ETB Head Office was welcome, the accessibility for the public and proximity of the current ETB Head Office to the town centre, train and bus station were highlighted and noted.</p> <p>The Board recorded its support for the business case for the acquisition of the IT Tralee South Campus as presented by the Finance Officer.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Jim Finucane</p> <p>Letter of Representation 2018 Financial Statements The Finance Officer addressed the contents of the Letter of Representation to accompany the 2018 Financial Statements noting the following:</p>

	<ul style="list-style-type: none"> ➤ The Letter of Representation to accompany the 2018 Financial Statements is in the format prescribed under Section 19 “Additional Reporting Requirements” of Code of Practice for the Governance of Education and Training Boards (Circular Letter 0018/2015). ➤ The Letter of Representation is issued to the Comptroller & Auditor General (C&AG) and is signed by the Chairman and the Chief Executive Officer of the ETB. The Letter of Representation accompanies four signed copies of the 2018 Financial Statements which are submitted to the C&AG following confirmation by the C&AG that the audit of the Financial Statements has been finalized. ➤ The Letter of Representation acknowledges the responsibility of Kerry ETB: <ul style="list-style-type: none"> - to produce annual Financial Statements - to operate a System of Internal Control to prevent and detect fraud - to comply with the Code of Governance for Education and Training Boards - to confirm key items within the Annual Financial Statements ➤ The Letter of Representation makes over 25 representations around the Governance, Compliance and Financial Oversight within the ETB. <p>The Letter of Representation as prescribed under (CL 0018/2015) and as presented by the Finance Officer was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p> <p>Following approval the Letter of Representation was signed by the CEO and An Cathaoirleach.</p> <p>An Cathaoirleach thanked the Director of OS&D, Ms. Maria Brennan, the Finance Officer and to all the Heads of Department in relation to the recent audit of the 2018 accounts by the Comptroller and Auditor General. He acknowledged the level of work and commitment by staff on a daily basis to ensure that the ETB is compliant with the requirements and asked that the thanks of the entire Board be conveyed to all members of staff involved.</p>
7.2	<p>Buildings Report</p> <p>The Buildings Report, as circulated with the meeting Agenda was noted by the Board.</p> <p>The Capital and Buildings Officer, Mr. Pdraig O’Sullivan addressed correspondence received on July 31st 2017 re rectification of the Land Registry for the Raheen Old Technical School, Killarney and an article taken from The Kerryman in 1951 regarding the donation of land to Kerry VEC to build the Raheen Technical School. Pdraig then referenced a Kerry VEC receipt re Raheen Technical School dated and signed by the then Financial</p>

	<p>Controller, Mr. Liam Moriarty. It is believed that this nominal amount is for the full sale of the site. Reference was also made to correspondence with Murphy Ramsey Walsh Solicitors re this matter. Board approval is required to formally rectify this title thus disposing of Kerry ETB's interest in this land in accordance with Section 12(2)(n) of the ETB Act 2013 (<i>'the acquisition, holding and disposal of land, or any interest in land'</i>).</p> <p>The Board formally agreed to the rectification of the title in respect of this matter, as presented by the Capital and Buildings Officer.</p> <p style="text-align: center;">Proposed: Cllr. Maura Healy Rae Seconded: Ms. Joan McCrohan</p> <p>Land & Leases The following leases, approved by the Board at the October 1st 2019 Meeting, have been sanctioned by the DoES, as per Circular 39/2011 Good Practice Guidelines in relation to Contracts for the Provision of Goods and/or Services, DPER Circular 17/2016 Policy for Property Acquisition and for Disposal of Surplus Property and the Code of Practice for the Governance of State Bodies 2016;</p> <ul style="list-style-type: none"> ➤ Kerry College, Monavalley Campus - Units 7 and 8, Monavalley Industrial Estate, Tralee ➤ Liber House, Monavalley Industrial Estate, Tralee ➤ Arás An Phobail, Croilár an Mistéalach, Tralee ➤ Castleisland Community Centre <p>The Board welcomed this update.</p>
7.3	<p>Report - Chief Executive Officer The CEO's report, as circulated prior to the meeting, was taken as read.</p> <p>No additional matters arising.</p>
7.4	<p>Schools Report - Director of Schools, Youth and Music The Schools' Report, as circulated prior to the meeting, was taken as read.</p> <p>Section 29 Appeal Panel The Board Members were advised that the current Members of the Section 29 Appeal Panel are:</p> <ul style="list-style-type: none"> ➤ Cllr. Norma Moriarty ➤ Cllr. Terry O'Brien ➤ Ms. Margaret Culloty ➤ Mr. John O'Regan ➤ Mr. Noel Keenan <p>The Director of Schools, Youth and Music advised that additional appointments to this panel were necessary.</p>

	<p>The Board made the following appointments to the Section 29 Panel:</p> <ul style="list-style-type: none"> ➤ Cllr. Marie Moloney ➤ Ms. Joan McCrohan <p style="text-align: center;">Proposed: Cllr. Niall O'Callaghan Seconded: Cllr. Jim Finucane</p>
7.5	<p>Further Education and Training Report – Director of FET The FET Report was noted by the Board.</p> <p>No additional matters arising.</p>
7.6	<p>Organisation Support and Development Report As per Governance Section of the Minutes, noted by the Board.</p> <p>No additional matters arising.</p> <p>The Director of OS&D reminded Board Members of the training in respect of CL 0002/2019 – Code of Practice for the Governance of Education and Training Boards scheduled for Saturday November 9th 2019.</p> <p>The CEO reemphasised the importance of all Members attending this Governance training.</p>
7.7	<p>Members' Business (motions)</p> <p>As mentioned in Section 2.1 of the Agenda, the Director of Cappanalea, the NCOET, Mr. Donal Dowd has been awarded the Michael Darmody Lifetime Achievement Award by the Physical Education Association of Ireland for his contribution to physical education in Ireland.</p> <p>A presentation was made to Donal on behalf of the ETB by An Cathaoirleach in recognition of achieving this award, of which Kerry ETB was very proud. An Cathaoirleach congratulated Donal and his comments were endorsed by the CEO with all Board Members wishing Donal well in his continued management of the Centre.</p>
10/2019/8	<p>CORRESPONDENCE COMHFHREAGRAS</p>

8.1	<p>DES Correspondence: Noted as listed</p>
8.2	<p>DES Circular Letters: Noted as listed</p>
8.3	<p>DES Press Releases: Noted as listed</p>
8.4	<p>ETBI Correspondence: Noted as listed</p>
8.5	<p>SOLAS Correspondence Noted as listed</p>
8.6	<p>Other Correspondence: Noted as listed.</p>
10/2019/9	<p style="text-align: center;">ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
	<p>The next Kerry ETB Board Meeting is scheduled to take place on Tuesday December 3rd 2019 at 4.15pm in the Manor West Hotel, followed by the annual Staff Retirement Function.</p> <p>In addition, it was agreed to schedule a meeting to finalise Section 44 Committee appointments for 9.30am on Saturday November 9th 2019, prior to the commencement of the Code of Governance training.</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Next Board Meeting date: Saturday November 9th 2019 The Rose Hotel, Tralee</p> </div>

Signed/Sínithe: _____

Date/Dáta: _____