

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) Meeting held in the Boardroom at Kerry ETB Head Office, Tralee on Monday January 27th 2020.

In Attendance:

Cllr. Michael Cahill
Cllr. Jim Finucane
Ms. Maryanne Slattery
Ms Maria O’Gorman
Ms. Joan McCrohan

Cllr. Pa Daly
Cllr. Terry O’Brien
Mr. Noel Keenan
Mr. John O’Roarke
Mr. Zaid Kassoob

The following Board Members joined the meeting via conference call:

- Cllr. Norma Moriarty
- Cllr. Aoife Thornton
- Cllr. Fionnán Fitzgerald

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), 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 (CS&CS), Mr. Pdraig O’Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support and Ms. Karen Griffin, Executive Support were also in attendance.

As per Schedule 3, Paragraph 10(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).

01/2020/1	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. Catherine O’Sullivan ➤ Cllr. Maura Healy Rae ➤ Mr. Tim Daly ➤ Cllr. Marie Moloney ➤ Mr. Joe Brennan ➤ Cllr. Niall O’Callaghan
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. Niamh O’Connor, Coláiste Gleann Lí, on the death of her Father, Mr. Patrick O’Connor.

	<ul style="list-style-type: none"> ➤ To Mr. Sean Maunsell, Coláiste na Sceilge, on the death of his Aunt, Ms. Janne Hussey. ➤ To Ms. Mary Galvin, Tralee VTOS, on the death of her Mother, Ms. Maureen Hickey. ➤ To Mr. Mark Deely, Tralee Youthreach, on the death of his Father, Mr. Seán Deely. ➤ To Ms. Mary McSweeney, Literacy Tutor, on the death of her Son, Mr. Dan-Joe McSweeney. ➤ To Ms. Kim Cusik, South Kerry VTOS, on the death of her Aunt, Ms. Mary Cremin. ➤ To Ms. Sinead O'Sullivan, Head Office, on the death of her Grandmother, Ms. Alice Daly. ➤ To Mr. Brian O'Shea, Kerry College, Clash Campus and Mr. Joe O'Shea, Kerry College, Monavalley Campus, on the death of their Father, Mr. Tim O'Shea. ➤ To Ms. Brigid Fitzmaurice, Head of FETs Department, Head Office, on the death of her Sister-in-Law, Ms. Julette Murphy. ➤ To Ms. Vera Kerrisk, Principal, Killorglin Community College, on the death of her Aunt, Ms. Mary Courtney. ➤ To Donal O Runnaidh, Gaelcholáiste Chiarraí, on the death of his Uncle, Mr. Liam Reidy. ➤ To Mr. Brian O'Flaherty, Cappanalea, the National Centre for Outdoor Education and Training, on the death of his Father, Mr. Tony O'Flaherty. ➤ To the Whyte family, on the death of Mr. Gerald Whyte, former Teacher in Causeway Comprehensive School. ➤ To Cllr. Terry O'Brien, Board Member, on the death of his Mother-in-Law, Ms. Bridget O'Sullivan.
01/2020/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ Congratulations to all the Kerry College- Monavalley Campus learners who received their awards on December 12th 2019. ➤ Congratulations to all the Kerry ETB students who took part in the Christmas card competition. ➤ Congratulations to students from Castleisland Community College and Killorglin Community College who took part in the BT Young Scientist exhibition. ➤ Congratulations to all the award recipients at the annual Kerry ETB Student Awards Ceremony, which was held on the January 17th 2020.

01/2020/3	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 December 3rd 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Cllr. Pa Daly Seconded: Mr. Noel Keenan</p>

01/2020/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update The following update was provided by Mr. Padraig O’Sullivan, Buildings Officer:</p> <ul style="list-style-type: none"> ➤ Meeting held with Department of Education and Skills (DoES) to discuss Kerry ETB Building Projects on December 10th 2019. At this meeting the DoES approved Kerry ETB to commence prequalification of prospective tenderers for Main Contractor and also M&E Specialist sub-contractor to run concurrently with this approval of Stage 2B. ➤ On January 15th 2020, Kerry ETB commenced advertising, with the assistance of the Design Team, on eTenders and The Official Journal of the European Union (OJEU) to prequalify for Main Contractors concurrently with prequalifying for Mechanical and Electrical Specialist Sub-contractors. ➤ Prospective contractors are to return a prescribed Suitability Assessment Questionnaire for assessment by the Design Team on or before 24th February 2020. ➤ This selection/assessment process will shortlist 8 candidates in each category, which will be invited to Tender for the project. ➤ We will then seek DoES approval to commence tendering for the project, on approval, the successful candidates will then enter into a competitive tender process. ➤ The anticipated contract award date is late May 2020 and construction is projected to commence on site in August/September 2020. ➤ Meeting held with insurers, IPB Insurance on January 15th 2020. A key item on agenda was to ensure Kerry ETB are insured against all risks pertaining to progressing the Gaelcholáiste Nua development, with specific consideration for the bid/tendering award process and the continuity to completion of development once under way fully. The DoES Service Level Agreement (SLA) shared with IPB Insurance on January 17th 2020 for review and feedback.

	<p>It was noted in addition, that funding has been announced of circa €1 million towards the Ballymullen/Clash Road.</p> <p>The deadlines in relation to the tenders for the construction of the new school for the prequalifications, etc. were noted. The minimum turnover requirement of an average of €20 million per year over three years (total turnover for 3 yrs divided by 3 must equal or exceed the minimum turnover requirement) for the main construction work contract was outlined to the Board by the Buildings Officer, Mr. Pádraig O’Sullivan.</p> <p>The Board welcomed this update and looked forward to the project progressing.</p>
<p>4.2</p>	<p>Listowel School Accommodation</p> <p>The Buildings Officer, Mr. Pádraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ School visit undertaken on January 9th 2020 by Gavin Doyle from the Schools Capital Appraisal Section regarding the Educational and Accommodation needs of Coláiste na Ríochta in Listowel. This meeting was attended by the Director of Schools, Youth and Music, the Buildings Officer and the School Principal. ➤ Kerry ETB awaiting DoES feedback regarding status of Additional School Accommodation form on submission of report from Gavin Doyle. <p>The Board welcomed this update.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update</p> <p>The Buildings Officer, Mr. Pádraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Meeting held with DoES to discuss Kerry ETB Building Projects on December 10th 2019. At this meeting the DoES approved Kerry ETB to proceed to Stage 2B (Detailed Design, Planning & Tender Action). ➤ Kerry ETB have also obtained approval to commence preparation of Tender Documents to run concurrently with Planning Permission Application. ➤ Listellick Planning Permission Application lodged with Kerry County Council on January 14th 2020. The notice was in the Kerry’s Eye on January 9th 2020. ➤ Decision re Planning application expected week 1 April 2020 (subject to no Request for Further Information (RFI) or observations). <p>The Board welcomed this update.</p>
<p>4.4</p>	<p>Killorglin Community College Proposal Update</p> <p>The Buildings Officer, Mr. Pádraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB are addressing with Killorglin Sports and Leisure Company Limited by Guarantee the following matters:

	<ol style="list-style-type: none"> 1. Surrender Agreement (99-year lease) signed by original trustees. We have been advised that this is being progressed and we are awaiting signed copies of the Surrender Agreement. 2. Requirements for maps of the land leased to Killorglin Sports and Leisure Company limited by Guarantee must be addressed by both Kerry ETB and Killorglin Sports and Leisure Company limited by Guarantee (Killorglin Sports and Leisure Company Limited by Guarantee will be ultimately be registered as a leasehold interest on Kerry ETB folio in the land registry). <p>On receipt of maps Kerry ETB will be requesting approval for the new lease (66-years) from the Department of Education & Skills in accordance with the Education & Training Boards Act 2013, relevant circular letter, etc.</p> <p>The Board welcomed this development.</p>
<p>4.5</p>	<p>Anaerobic Digestion Facility – Planning Appeal Update The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Letter received from An Bord Pleanála (ABP) on January 9th 2020 in relation to the Technical Assessment's required to be undertaken by the Applicant, as detailed in the letter from ABP on August 23rd 2019. ➤ Kerry ETB have been asked to review the assessments as provided by the applicant and make a submission or observations on the findings of the reports. ➤ Kerry ETB have requested Atkins Engineering, AWN Consulting and Coakley O Neill Planning to undertake a review of these assessments and prepare a submission on behalf of Kerry ETB ahead of the deadline of January 29th 2019. <p>The Board thanked Pdraig for the update.</p>
<p>4.6</p>	<p>Targeted Youth Funding Scheme An update was provided by the CEO addressing the following:</p> <ul style="list-style-type: none"> ➤ Letter received from Dr. Fergal Lynch, Secretary General, Department of Children and Youth Affairs (DCYA) on December 3rd 2019 seeking to arrange a meeting between KDYS and Kerry ETB. ➤ A letter issued to Dr. Fergal Lynch on December 5th 2019 confirming the attendance of Kerry ETB at the meeting. ➤ December 11th 2019, DCYA chaired a meeting with KDYS and Kerry ETB in the Great Southern Hotel, Killarney. Representing Kerry ETB at this meeting were An Cathaoirleach, CEO, Director of OS&D, Director of Schools, Youth and Music and the Finance Officer. At this meeting, agreement was obtained for the proposed Internal Audit Unit (IAU) Audit to commence.

	<ul style="list-style-type: none"> ➤ Letter of Engagement of Audit received and signed by the Chief Executive Officer, December 16th 2019. ➤ Audit of KDYS programmes commenced and the Audit scope is concerned with funding allocated in Q2 and Q3 2019. ➤ Quarter 4 2019 funding for the TYFS was administered by Kerry ETB to KDYS on December 20th 2019. ➤ A further update to be provided at the next Board meeting, January 27th 2020. <p>In addition, the Finance Office, Mr. Tommy Conroy, indicated that a letter had been sent to the DoES dated December 9th 2019 reaffirming the decision of the ETB Board Meeting on December 3rd 2019, that Kerry ETB will not be contributing towards the costs (as presented by KDYS) in relation to the transfer of the Youthreach service to direct delivery.</p> <p>This was noted by the Board.</p>
4.7	<p>Formation of the New Governing Body of Institute of Technology Tralee (IT Tralee)</p> <p>The CEO provided the following update;</p> <p>A letter issued to the DoES on January 14th 2020 re the process in terms of the formation of the new Governing Body of IT Tralee. To date the ETB has received no formal response from the DoES in relation to same.</p> <p>The Board noted this update.</p>

01/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	There was no presentation at this meeting.

01/2020/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan, advising the following:</p> <ul style="list-style-type: none"> ➤ The ETB has engaged with the Institute of Public Administration (IPA) to support the ETB in meeting the requirements of CL0002/2019 Code of Practice re Risk Management.

	<ul style="list-style-type: none"> ➤ It is proposed that IPA would facilitate a half-day workshop with the Senior Executive Management in February 2020. ➤ This process will support the development of a Risk Management Framework for the organisation. <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 Gleann Lí <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 28th 2019 ➤ Board of Management Meeting on November 20th 2019 ➤ Killarney Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on September 18th 2019 ➤ Killorglin Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 28th 2019 <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Maria O'Gorman</p> <ul style="list-style-type: none"> ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 25th 2019 ➤ Causeway Comprehensive School <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 27th 2019 ➤ Board of Management Meeting on September 9th 2019 ➤ Coláiste na Sceilge <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 20th 2019 ➤ Board of Management Meeting on December 2nd 2019 <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Cllr. Terry O'Brien</p>
6.3	<p>Minutes of Partnership School BOM Meetings - for Noting</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on September 23rd 2019 <p>The Minutes of this meeting were noted by the Board.</p>
6.4	<p>Kerry ETB Policies for Approval</p> <p>The following policies, circulated with the Agenda, were presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p>

	<p>➤ Revised Travel and Subsistence Policy This policy, as presented, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Cllr. Pa Daly</p> <p>➤ Foreign Travel and Subsistence Policy This policy, as presented, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Fionnán Fitzgerald</p> <p>➤ Access Control Policy This policy, as presented, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Ms. Maria O’ Gorman</p> <p>➤ Continuous Professional Development Policy and Procedure This policy, as presented, was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Terry O’Brien Seconded: Ms. Joan McCrohan</p>
6.5	<p>Health and Safety Matters Update The Head of CS&SD, Mr Danny Kerins provided the following update:</p> <p>➤ Priorities for 2020</p> <ul style="list-style-type: none"> ➤ Completion of risk assessments and development of a safety management system for each school and centre. ➤ Progress on central safety policies including; <ul style="list-style-type: none"> • Lone working policy • PAT testing policy • Electrical Installations policy • Emergency lighting inspections • Managing Chronic Medical Conditions at School Guidelines ➤ Carry out safety training identified in the training plan. <p>➤ Risk Assessment Program</p> <ul style="list-style-type: none"> ➤ Risk assessment program ongoing, with one day inspections being carried out <p>➤ Safety Committee</p> <ul style="list-style-type: none"> ➤ Safety Committee meeting set for March 11th 2020 <p>➤ Training program</p> <ul style="list-style-type: none"> ➤ Ongoing series of training undertaken for H&S representatives across Kerry ETB

	The Board welcomed and noted this update.																																		
6.6	<p>Kerry ETB Committees under Section 44 of the ETB Act 2013 The following Nominees were appointed by the Board:</p> <table border="1"> <tr> <td>Two Mile CNS</td> <td>2 BOM Nominees</td> <td>Sheila O' Donoghue Michael O' Donovan</td> </tr> <tr> <td>Gaelcholáiste Chiarraí</td> <td>1 Primary Gaelscoileanna</td> <td>Máiréad Ní Chatháin Uí Chonchúir</td> </tr> <tr> <td>Kerry College</td> <td>1 Learner Nominee Listowel Campus</td> <td>Kerry McCarthy</td> </tr> </table> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Cllr. Pa Daly</p> <p>It was reaffirmed that Cllr. Norma Moriarty was appointed as Chairperson of the Youth Work Committee at the Board meeting on November 9th 2020.</p> <p>The Board was advised of the following outstanding vacancies in relation to Section 44 committees:</p> <table border="1"> <thead> <tr> <th colspan="3" style="text-align: center;">Outstanding Vacancies to the Section 44 Committees</th> </tr> </thead> <tbody> <tr> <td>Tahilla CNS</td> <td>BOM to be established</td> <td></td> </tr> <tr> <td>Scoil an Ghleanna</td> <td>BOM to be established</td> <td></td> </tr> <tr> <td>Causeway Comprehensive School</td> <td>2 BOM Nominees</td> <td></td> </tr> <tr> <td>Coláiste Gleann Lí</td> <td>1 BOM Nominee</td> <td></td> </tr> <tr> <td>Coláiste na Sceilge</td> <td>1 BOM Nominee</td> <td>1 Ceist/Presentation Sister Nominee</td> </tr> <tr> <td>Gaelcholáiste Chiarraí</td> <td>1 Primary Gaelscoileanna</td> <td></td> </tr> <tr> <td>Youth Work Committee</td> <td>1 Voluntary Section Nominee</td> <td>2 Young Person from Comhairle na nOg</td> </tr> </tbody> </table>		Two Mile CNS	2 BOM Nominees	Sheila O' Donoghue Michael O' Donovan	Gaelcholáiste Chiarraí	1 Primary Gaelscoileanna	Máiréad Ní Chatháin Uí Chonchúir	Kerry College	1 Learner Nominee Listowel Campus	Kerry McCarthy	Outstanding Vacancies to the Section 44 Committees			Tahilla CNS	BOM to be established		Scoil an Ghleanna	BOM to be established		Causeway Comprehensive School	2 BOM Nominees		Coláiste Gleann Lí	1 BOM Nominee		Coláiste na Sceilge	1 BOM Nominee	1 Ceist/Presentation Sister Nominee	Gaelcholáiste Chiarraí	1 Primary Gaelscoileanna		Youth Work Committee	1 Voluntary Section Nominee	2 Young Person from Comhairle na nOg
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6.7	<p>The outstanding Section 44 committee vacancies to be addressed by the Director of School, Youth and Music and the Director of FET and appointments to be finalised at the next Board Meeting.</p> <p>It was noted that a day's training is proposed for Saturday March 28th 2020 for all members of the Section 44 Committees, to take place in Killarney.</p> <p>This update was noted.</p> <p>Kerry ETB Nominee to the Board of North, East and West Kerry Development (NEWKD) A letter was received from NEWKD on January 10th 2020 re Membership of the Board of NEWKD, which advised that the term of the current Board has ended. NEWKD were seeking a Kerry ETB nomination to the new Board.</p> <p>Mr. Kevin Fay, Adult Education Officer (AEO), was nominated to the Board of NEWKD.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Jim Finucane</p> <p>This was agreed unanimously by the Board.</p>		
6.8	<p>Kerry ETB Nominees to the Board of Directors for Killorglin Sports and Leisure Company Limited by Guarantee Under the terms of the revised Lease Agreement, as discussed at December 3rd 2019 Board Meeting, Kerry ETB will have two representatives on the Board of Directors for Killorglin Sports and Leisure Company Limited by Guarantee. It was proposed that the Principal and the Head Office representative (Buildings Officer) be nominated to this Board.</p> <p style="text-align: center;">Proposed: Cllr. Michael Cahill Seconded: Cllr. Fionnán Fitzgerald</p>		
6.9	<p>Ethics in Public Office The SIPO Statements have been circulated to all Board Members. The final date for return of same is January 28th 2020. Where there is not a declaration to be made by a Member then a 'NIL' declaration should be returned. This matter is being administered by Ms. Patricia Tierney, Executive Support Team, with all replies to be sent to Patricia as per the letter issued to Board Members.</p>		

01/2020/7	<p style="text-align: center;">CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU</p>
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>Buildings Report The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following updates:</p> <ul style="list-style-type: none"> ➤ Killarney Community College ➤ Coláiste Gleann Lí ➤ St. Oliver's National School, Killarney ➤ Kerry College – Clash Campus ➤ Kerry College – Denny Street Recruitment Centre/Information Hub ➤ Cappanalea, the National Centre for Outdoor Education and Training ➤ Killorglin Business Park <p>An Cathaoirleach asked if there was any questions in relation to same, no questions were raised and the report was noted by the Board.</p> <p>Kerry ETB Seal Use As per Schedule 3, (1)(2) of the ETB Act 2013, the ETB has a witness register for the use of the ETB seal. The current witnesses are;</p> <ul style="list-style-type: none"> ➤ Ms. Betty Corkery – APO – Head of HR ➤ Ms. Brigid Fitzmaurice – APO – Head of FETs Department ➤ Mr. Tommy Conroy – APO – Finance Officer <p>The Board, as per Schedule 3(1)(2) of the ETB Act 2013 approved the addition of the following name to the witness (authenticate) register for the use of the ETB seal:</p> <ul style="list-style-type: none"> ➤ Mr. Danny Kerins, Head of CS&CD was added to the list. <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Mr. Noel Keenan</p> <p>Land & Leases The Buildings Officer presented the following terms for the renewal of the lease for Collis Sandes House Tralee for 1 year from 31st July 2020 to 30th July 2021</p> <ul style="list-style-type: none"> ➤ Rental: €110,000 per annum ➤ Term: 1 year

- Dates: July 31st 2020 to July 30th 2021 – provision to extend for further 6 months

The lease was approved by the Board as per the terms presented.

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

It was noted that this lease may require extending beyond July 2021 as the provisional date for the completion of Gaelcholáiste Nua is December 2021.

DoES approval to renew this lease will be sought in the normal manner.

Lease for Premises at Killorglin Business Park for signing and sealing

- Premises for delivery of FET courses, namely VTOS & ABE in Killorglin
 - ETB Board approval received April 26th 2019.
 - DoES approval received May 2019.

This lease was formally signed and sealed by An Cathaoirleach, with the seal witnessed by the Finance Officer, Mr. Tommy Conroy.

Office Accommodation Needs

Prior to commencing the discussions on this item, in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, An Cathaoirleach Cllr. Jim Finucane declared a conflict of interest and advised the Board that the landlord for Unit 106 was his client in terms of his estate agency business and left the meeting for the discussion.

Cllr. Finucane absented himself from the meeting for the full duration of the discussion relating to the office accommodation needs and did not partake in any deliberation in relation to this matter.

In accordance with Paragraph 5(2) (b), Schedule 3 ETB Act 2013, the Leas Chathaoirleach, Cllr. Terry O'Brien presided for all of the deliberations and discussions in relation to this matter.

The Finance Officer reported the following terms proposed by the landlord for the addition of Unit 106 for the ETB:

- Area: 4,834 square feet
- Rent: €95,133 (€14 per sq ft plus €2 service charge per sq ft – VAT)
- Term: 5 years
- Parking: 15 parking spaces

The additional accommodation needs arising relates to:

1. The addition of staff in the further education section
2. Accommodating Music Generation Partnership staff
3. Accommodating Creative Youth Project staff
4. Additional staffing across departments

5. Meeting, interview and training room requirements
6. Storage space
7. Requests from external agencies for office accommodation in the ETB Head Office, for example, Internal Audit Unit, Tusla/EWO, etc.

The Board Members were advised by the Finance Officer that Kerry ETB expenditure for rental of rooms for meetings, interviews, training, etc. is increasing i.e circa €20,000 per annum.

The Board were also advised that the Kerry ETB Head Office currently provides accommodation for the four AEOs, FET Programme Co-ordinators, the FET Quality Assurance and Curriculum Development Unit and supporting staff. In addition, the Kerry Adult Guidance and Information Service (KAGIS) is located in Head Office.

In addition, projects such as Music Generation, Local Creative Youth Partnership, etc have all given rise to further office accommodation needs.

The current total Head Office rental is circa €252,000 per annum, i.e. Unit 103, 104, Unit 7 and Unit 102.

Recognising the additional accommodation needs as presented and the increasing costs for renting rooms etc, following discussion, the Board Members agreed that the ETB will prepare and present a business case to the DoES to explore the acquisition of Unit 106.

Proposed: Ms. Maria O’Gorman

Seconded: Ms. Joan McCrohan

The outcome of the discussion with the DoES will be presented to the Board for further consideration.

Cllr. Pa Daly queried the ETB’s longer term options in relation to the future accommodation needs for the ETB. The CEO advised that preference, as set out before, is to obtain a permanent solution for the Head Office accommodation needs. The options currently under consideration are:

1. The acquisition of the South Campus from IT Tralee and the relocation of the Head Office to this building.
2. The construction of a circa 25,000 sq ft office building on the Island of Geese site by Kerry County Council that the ETB may lease to purchase over a number of years. There have been preliminary discussions with the Council re this option. Any proposed solution needs to address car parking needs.

Either of these options would require DoES approval.

If it is not possible to acquire a permanent solution prior to 2027 i.e. the end of the current lease term, the other options currently presenting are for the

	<p>ETB to seek to renewal of the current lease or seek alternative rental accommodation.</p> <p>Some Members referenced the need for public accessibility to the ETB Head Office to be considered when evaluating a permanent solution. The ETB is a primary provider of education and training in the county and a town centre location offers advantages in terms of public accessibility.</p> <p>Following conclusion of discussions, An Cathaoirleach re-joined the meeting and presided for the remainder of the meeting.</p>
7.2	<p>- Chief Executive Officer The CEO's report, as circulated prior to the meeting, was noted by the Board.</p> <p>Additional matters arising, Board Members were advised of the following;</p> <ul style="list-style-type: none"> ➤ ETBI Brief 02/2020 re proposed TUI strike action on February 4th 2020 - circulated ➤ A court case referenced at the December 3rd 2019 Board Meeting was settled on January 21st 2020. <p>The Board noted these updates</p>
7.3	<p>Schools Report – Director of Schools, Youth and Music The Schools' Report, as circulated prior to the meeting, was noted by the Board.</p> <p>No additional matters arising.</p>
7.4	<p>Further Education and Training Report – Director of FET The FET Report, as circulated prior to the meeting, was noted by the Board.</p> <p>No additional matters arising.</p>
7.5	<p>Organisation Support and Development Report As per the Governance Section 6 of the Minutes, noted by the Board.</p> <p>No additional matters arising.</p>
7.6	<p>Members' Business (motions)</p> <ul style="list-style-type: none"> ➤ Comórtais Liteartha an Oireachtas 2019 - Oireachtas Literacy Competition 2019 financial contribution of €260 for 2019 – for approval <p style="text-align: center;">Proposed: Cllr. Pa Daly</p>

	Seconded: Ms. Joan McCrohan
	<p>➤ Query re Fees for Further Education and Training and Schools – as raised by Board Member.</p> <p>It was noted that the Director of Schools, Youth and Music would follow up in relation to same and the CEO advised that a response would be prepared in response to the further education and training.</p>

01/2020/8	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.

01/2020/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>It was noted that the next Board Meeting would take place on February 25th 2020 in the Head Office Boardroom at 4.15pm.</p> <p>This concluded the business of the meeting.</p>

	<p>Next Board Meeting date: Tuesday February 25th 2020 Kerry ETB Head Office Boardroom</p>
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Signed/Sínithe: _____

Date/Dáta: _____