

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 Thursday February 27th 2020.

In Attendance:

Cllr. Aoife Thornton
Cllr. Deirdre Ferris
Cllr. Jim Finucane
Cllr. Niall O'Callaghan
Ms Maria O'Gorman
Ms. Maryanne Slattery

Cllr. Cathal Foley
Cllr. Fionnán Fitzgerald
Cllr. Michael Cahill
Cllr. Norma Moriarty
Mr. Noel Keenan
Mr. Catherine O'Sullivan

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

The CEO welcomed Cllr. Deirdre Ferris and Mr. Stephen Goulding, Acting Director of FET to their first meeting. It was noted that apologies had been received from the other new Member of the Board, Cllr. Johnnie Wall.

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).

| 02/2020/1 | APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN |
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| 1.1 | <p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Cllr. Johnnie Wall ➤ Cllr. Maura Healy Rae ➤ Mr. Tim Daly ➤ Cllr. Marie Moloney ➤ Mr. Joe Brennan ➤ Mr. John O'Roarke ➤ Cllr. Terry O'Brien ➤ Ms. Joan McCrohan ➤ Mr. Zaid Kassoob |
| 1.2 | <p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> |

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| | <ul style="list-style-type: none"> ➤ To Cilian O Liongsigh, Scoil an Ghleanna, on the death of his Father, Mr. Joseph Lynch. ➤ To Mr. Kevin Lewis, Chief Executive of Waterford and Wexford ETB, on the death of his Father, Mr. Gerard Lewis. ➤ To Ms. Regina Casey, Coláiste Gleann Lí, on the death of her Grandmother, Ms. Margaret Roche. ➤ To Ms. Josephine McGrath, Castleisland Community College, on the death of her Father, Mr. William McGrath. ➤ To Ms. Susan Curran, Coláiste na Sceilge, on the death of her Father, Mr. Jack Chatten. ➤ To Mr. Joe Brennan, South Kerry VTOS and ETB Board Member, on the death of his Uncle, Mr. Pat Brennan. ➤ To Ms. Mary O'Connor, Killarney VTOS, on the death of her Mother-in-Law, Ms. Nora O'Brien. ➤ To Ms. Imelda O'Connor, Coláiste na Ríochta, on the death of her Uncle, Mr. John Martin O'Carroll. ➤ To Ms. Mary Kelly Devane, Coláiste na Sceilge, on the death of her Aunt, Ms. Bridget Clifford. ➤ To Ms. Michelle Quinlan, Head Office, on the death of her Grandfather, Mr. John Hill. ➤ To Ms. Helen Slattery, Killorglin Community College, on the death of her Aunt, Ms. Michelle Dunne. ➤ To Ms. Aileen O'Connor, Head Office, on the death of her Uncle, Mr. Dan Ahern. ➤ To Mr. Rico Stein, KAGIS, Head Office, on the death of his Father, Colonel (Retired) Henry J. Stein Jr. |
| 02/2020/2 | CONGRATULATIONS COMHGHAIRDEAS |
| 2.1 | <p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ To Gaelcholáiste Chiarraí teachers, Richie Barrett and Donal Rooney who were members of the Management Team for Na Gael Gaelic Football team who won the All Ireland Junior Final in Croke Park on January 25th 2020. ➤ To Coláiste na Sceilge student, Sophie Daly Wilson on winning the overall Garda Youth Achievement Award on January 15th 2020. ➤ Congratulations to Cllr. Pa Daly and Cllr. Norma Foley on their recent election to Dáil Éireann. ➤ |
| 02/2020/3 | MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH |
| 3.1 | The minutes of the Kerry ETB Board Meeting held on January 27 th 2020 were adopted and signed. |

Proposed: Mr. Noel Keenan
Seconded: Ms. Maryanne Slattery

| 02/2020/4 | MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ | | | | | | | | | | | | |
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| 4.1 | <p>Gaelcholáiste Nua School Building Project Update The following update was provided by Mr. Pádraig O’Sullivan, Buildings Officer:</p> <ul style="list-style-type: none"> ➤ On January 15th Kerry ETB commenced advertising 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 were to return a prescribed Suitability Assessment Questionnaire for assessment by the Design Team on or before 5pm 24th February 2020. ➤ The Design Team will commence assessment of submissions which will identify candidates in each category, which will be invited to tender for the project. ➤ Kerry ETB received the following number of submissions in relation to each tender: <table border="1" data-bbox="464 1227 1474 1541"> <thead> <tr> <th>Tender Description</th> <th>E Tenders Ref</th> <th>Number of Submissions</th> </tr> </thead> <tbody> <tr> <td>Main Contract Construction</td> <td>RFT 163669</td> <td>5</td> </tr> <tr> <td>Electrical Sub-Contractor</td> <td>RFT 163786</td> <td>2</td> </tr> <tr> <td>Mechanical Sub Contractor</td> <td>RFT 163792</td> <td>4</td> </tr> </tbody> </table> <p>Approval will now be sought from the Department of Education and Skills (DoES) to proceed with the prequalifying process for the five suppliers for the main contract construction.</p> <p>The Board noted this update.</p> | Tender Description | E Tenders Ref | Number of Submissions | Main Contract Construction | RFT 163669 | 5 | Electrical Sub-Contractor | RFT 163786 | 2 | Mechanical Sub Contractor | RFT 163792 | 4 |
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| Mechanical Sub Contractor | RFT 163792 | 4 | | | | | | | | | | | |
| 4.2 | <p>Listowel School Accommodation The following update was provided by the Buildings Officer, Mr. Pádraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ The DoES have reverted to Kerry ETB following Department Official, Mr. Gavin Doyle’s visit to the school on January 8th 2020, advising Kerry ETB to submit a revised and updated Additional Schools Accommodation (ASA) | | | | | | | | | | | | |

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| | <p>Application, as the needs of the school had changed since the draft Application was issued to the DoES in February 2019.</p> <ul style="list-style-type: none"> ➤ The Buildings Officer visited the school on January 31st 2020 to collect data to support the completion of the revised ASA Application. ➤ The CS&CD Department, in conjunction with Coláiste na Ríochta Senior Management are currently finalising the ASA Application. This revised application is scheduled to be submitted prior to March 6th 2020. <p>The Board noted this update.</p> |
| 4.3 | <p>Listellick National School Building Project Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Listellick Planning Permission Application lodged with Kerry County Council on January 14th 2020. ➤ Grant of Planning expected Week 1 April 2020 (subject to no RFI or observations). ➤ Design Team progressing Stage 2B at present given the approval from the DoES to commence work in parallel with the Grant of Planning process. <p>The Board welcomed this update.</p> |
| 4.4 | <p>Killorglin Community College Proposal Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ As advised previously Kerry ETB is engaged with Killorglin Sports and Leisure Company Limited by Guarantee regarding the lease granted in 1983 to Killorglin Community Council. ➤ Kerry ETB has received the surrender documents of the original lease dated March 15th 1983, (99 year lease), between County Kerry Vocational Education Committee & the Trustees of the Killorglin Community Council. ➤ Kerry ETB are currently negotiating a draft lease with Killorglin Sports and Leisure Company Limited by Guarantee, for a term of 63 years from December 1st 2019 (the remaining term of the original 99 year lease, dated March 1st 1983). ➤ As per Clause 6.9.1 of the proposed Lease between Kerry ETB and Killorglin Sports and Leisure Company Limited by Guarantee, the lease provides that Kerry Education and Training Board shall at all times be entitled to appoint two persons to be Directors of the Tenant. Notice has been issued to Killorglin Sports and Leisure Company Limited by Guarantee to make the necessary arrangements to complete the appointments. ➤ Kerry ETB await receipt of land registry maps of the leased property from our appointed engineer, following which Kerry ETB will be requesting approval from the Department of Education & Skills for the creation of the new lease between Kerry ETB and Killorglin Sports and Leisure Company Limited by Guarantee in accordance with the Education & Training Boards Act 2013. As set out above the new lease will be for a 66-year period, i.e. the term remaining on the original lease. |

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| | <p>➤ Once DoES approval has been received, the finalised lease can be executed by Kerry ETB.</p> <p>The Board welcomed this development.</p> |
| <p>4.5</p> | <p>Anaerobic Digestion Facility – Planning Appeal Update</p> <p>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 Assessments 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 made an observation based on the finding of the report. The observation was compiled by Atkins Engineering, Awn Consulting and Coakley O Neill Planning. ➤ Kerry ETB made this submission ahead of the deadline of January 29th 2019. ➤ The applicant has been requested by ABP to erect a site notice relating to the significant further information which was submitted to the Board, the applicant had to re-advertise the fact this information was supplied, and afforded members of public the ability to make a submission based on the information received. <p>The Board noted the update.</p> |

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| <p>02/2020/5</p> | <p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p> |
| | <p>A presentation was made by An Cathaoirleach to Timothy McGrath, Killorglin Community College on his success at winning the SciFest competition. Timothy was accompanied by his teacher, Ms. Marieke O’Connor and his father, Mr. John McGrath.</p> <p>An Cathaoirleach congratulated Timothy on his excellent success and the Director of Schools, Youth and Music gave a detailed outline of the innovative projects that Timothy had been involved with over the years. The CEO congratulated Timothy and wished him every success in the future.</p> |

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| <p>02/2020/6</p> | <p>GOVERNANCE RIALACHAS</p> |
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| <p>6.1</p> | <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"> ➤ Institute of Public Administration (IPA) are facilitating a workshop for the Senior Executive Team on Friday 13th March 2020 ➤ The Workshop will support the development of a Risk Management Framework in line with the requirements of Circular Letter: 0002/2019. <p>The Board welcomed this update.</p> |
| <p>6.2</p> | <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 January 6th 2020 ➤ Killarney Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 27th 2019 ➤ Killorglin Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on September 24th 2019 ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on December 9th 2019 <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Fionnán Fitzgerald</p> <ul style="list-style-type: none"> ➤ Causeway Comprehensive School <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 25th 2019 ➤ Castleisland Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 26th 2019 ➤ Two Mile Community National School <ul style="list-style-type: none"> ➤ Board of Management Meeting on September 9th 2019 ➤ Board of Management Meeting on November 5th 2019 <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Jim Finucane</p> |
| <p>6.3</p> | <p>Minutes of FET Governance Boards and BOM Meetings - for Approval</p> <ul style="list-style-type: none"> ➤ Youthreach <ul style="list-style-type: none"> ➤ Board of Management Meeting on October 24th 2019 ➤ Board of Management Meeting on December 5th 2019 ➤ Board of Management Meeting on January 14th 2020 ➤ Cappanalea, the National Centre for Outdoor Education and Training <ul style="list-style-type: none"> ➤ Governance and Development Board Meeting on October 10th 2019 |

| | <p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Niall O'Callaghan</p> | | | | | | | | | | |
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| 6.4 | <p>Minutes of the Youth Work Committee - for Approval There were no minutes presented for approval this month.</p> | | | | | | | | | | |
| 6.5 | <p>Minutes of Partnership School BOM Meetings - for Noting There were no minutes presented for noting this month.</p> | | | | | | | | | | |
| 6.6 | <p>Kerry ETB Policies for Approval The following document was presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> ➤ Kerry ETB Compliance Unit Terms of Reference These terms of reference, as presented, was approved by the Board. <p style="text-align: center;">Proposed: Cllr. Niall O'Callaghan Seconded: Mr. Noel Keenan</p> | | | | | | | | | | |
| 6.7 | <p>Health and Safety Matters Update The Head of CS&CD provided the following update:</p> <table border="1" data-bbox="464 1301 1493 1731"> <thead> <tr> <th>Activity</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>Central Safety Policies</td> <td>Draft policies completed – Lone Working and PAT Policy</td> </tr> <tr> <td>Risk Assessment Program</td> <td>Risk Assessment program ongoing</td> </tr> <tr> <td>Safety Committee</td> <td>Next meeting 11th March 2020</td> </tr> <tr> <td>Training Programme</td> <td>Manual Handling training completed for ALOs and Kerry College Clash & Denny Street Campuses in February</td> </tr> </tbody> </table> <p>In addition, the CEO advised that the communications between Kerry ETB and its schools and centres in relation to the Coronavirus COVID-19 is ongoing. An advice note has issued all schools and centres and as this is an evolving situation, the matter is being kept under constant review. The advice issued was in accordance with the guidance from the DoES and the HSE.</p> <p>The Board noted same.</p> | Activity | Update | Central Safety Policies | Draft policies completed – Lone Working and PAT Policy | Risk Assessment Program | Risk Assessment program ongoing | Safety Committee | Next meeting 11 th March 2020 | Training Programme | Manual Handling training completed for ALOs and Kerry College Clash & Denny Street Campuses in February |
| Activity | Update | | | | | | | | | | |
| Central Safety Policies | Draft policies completed – Lone Working and PAT Policy | | | | | | | | | | |
| Risk Assessment Program | Risk Assessment program ongoing | | | | | | | | | | |
| Safety Committee | Next meeting 11 th March 2020 | | | | | | | | | | |
| Training Programme | Manual Handling training completed for ALOs and Kerry College Clash & Denny Street Campuses in February | | | | | | | | | | |

| 6.8 | <p>ETB Board Casual Vacancies as per Section 34(1)(a) and Section 37 of the ETB Act 2013</p> <p>As addressed at the start of the meeting correspondence was received from Kerry County Council on February 26th 2020 confirming that Mr. Pa Daly TD and Ms. Norma Foley TD are being replaced as Board members by Cllr. Deirdre Ferris and Cllr. Johnnie Wall.</p> | | | | | | | | | | | | | | | |
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| 6.9 | <p>Kerry ETB Finance Committee Vacancy</p> <p>Further to Mr. Pa Daly, TD's election to the Houses of Oireachtas there is a Board Member vacancy on the Kerry ETB Finance Committee.</p> <p>The Board appointed Cllr. Deirdre Ferris to the Kerry ETB Finance Committee:</p> <p style="text-align: center;">Proposed: Cllr. Cathal Foley Seconded: Cllr. Fionnán Fitzgerald</p> | | | | | | | | | | | | | | | |
| 6.10 | <p>Kerry ETB Committees under Section 44 of the ETB Act 2013</p> <p>The following Board of Management Appointments (BOM) were made by the Board:</p> <table border="1" data-bbox="464 1093 1497 1272"> <thead> <tr> <th>School</th> <th>Source</th> <th>Nominee</th> </tr> </thead> <tbody> <tr> <td>Coláiste na Sceilge</td> <td>Ceist/Pres. Sister Nominee</td> <td>Fr Larry Kelly</td> </tr> <tr> <td>Gaelcholáiste Chiarraí</td> <td>ETB Board Nominee</td> <td>Cllr. Deirdre Ferris</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Cathal Foley Seconded: Cllr. Jim Finucane</p> | School | Source | Nominee | Coláiste na Sceilge | Ceist/Pres. Sister Nominee | Fr Larry Kelly | Gaelcholáiste Chiarraí | ETB Board Nominee | Cllr. Deirdre Ferris | | | | | | |
| School | Source | Nominee | | | | | | | | | | | | | | |
| Coláiste na Sceilge | Ceist/Pres. Sister Nominee | Fr Larry Kelly | | | | | | | | | | | | | | |
| Gaelcholáiste Chiarraí | ETB Board Nominee | Cllr. Deirdre Ferris | | | | | | | | | | | | | | |
| 6.11 | <p>Kerry ETB Committees under Section 44 of the ETB Act 2013</p> <p>It was noted that the following vacancies were still outstanding in relation to Section 44 committees.</p> <table border="1" data-bbox="464 1615 1497 2024"> <thead> <tr> <th colspan="3">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 and 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> </tbody> </table> | Outstanding Vacancies to the Section 44 Committees | | | Tahilla CNS | BOM to be established | | Scoil and Ghleanna | BOM to be established | | Causeway Comprehensive School | 2 BOM Nominees | | Coláiste Gleann Lí | 1 BOM Nominee | |
| Outstanding Vacancies to the Section 44 Committees | | | | | | | | | | | | | | | | |
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| Coláiste Gleann Lí | 1 BOM Nominee | | | | | | | | | | | | | | | |

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| | Coláiste na Sceilge | 1 BOM Nominee | |
| | Gaelcholáiste Chiarraí | 1 Primary Gaelscoileanna | |
| | Youth Work Committee | 1 Voluntary Section Nominee | 2 Young Person from Comhairle na nOg |
| | Youthreach BOM | 2 BOM Nominees | 2 Parent/Guardian Nominees |
| | <p>These vacancies are to be addressed by the Director of Schools, Youth and Music and the Director of FET by the next Board Meeting on March 24th 2020.</p> | | |
| 6.12 | <p>Annual Service Plan 2020 As per Section 47(3) of the ETB Act 2013 the Annual Service Plan 2020 was presented by the Director of OS&D, Ms. Maria Brennan for approval by the Board.</p> <p>The Board was advised of the following:</p> <ul style="list-style-type: none"> ➤ The Service Plan outlines the services to be provided by the ETB for 2020 as per Section 47(3) of the ETB Act 2013. The Finance Officer provided an update in relation to the finances. The Finance Officer referenced that the Service Plan as presented is showing a deficit for the year and this is because the finances are based on the initial allocation figures from SOLAS and not the final allocation. It is expected, based on past financial years that the final approved SOLAS allocation will be higher. In addressing this matter the Finance Officer assured the Board that in accordance with Section 46 of the ETB Act 2013 the ETB cannot exceed the expenditure provided by the DoES and SOLAS in a financial year. ➤ The 2020 Service Plan has been reviewed by the Finance Committee at their meetings on Thursday February 20th 2020 and Wednesday February 26th 2020. The Finance Committee in approving the service plan as presented made some recommendations. <p>Cllr. Deirdre Ferris asked if there was any contingency plan in place in regard to this deficit. The Finance Officer advised that there would be a mid-year review by the ETB and SOLAS at which the expenditure and budgeting would be reassessed.</p> <p>The Board noted the report and recommendations from the Finance Committee in relation to the Service Plan and confirmed agreement with same. The Board formally adopted the Service Plan 2020 as presented.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Niall O'Callaghan</p> | | |

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| | <p>The Director of OS&D thanked all involved with particular thanks to Ms. Patricia Tierney for her role in co-ordinating the development and compiling of the Service Plan for 2020.</p> |
| <p>6.13</p> | <p>Appointment of Staff Representatives to the Governing Body of IT Tralee as per Section 4(1)(c) and (d) of the Regional Technical Colleges (Amendment) Act 1994.</p> <p>The following Staff Representatives were approved for appointment to the Governing Body of IT Tralee under Section 4(1)(c) and (d) of the Regional Technical Colleges (Amendment) Act 1994:</p> <ul style="list-style-type: none"> ➤ Ms. Edel Randles ➤ Mr. John Jones ➤ Ms. Siobhan O’Callaghan <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. Aoife Thornton</p> <p>A letter will issue to the Minister for Education and Skills re these appointments as per Section 4(1)(c) and of the Institute of Technology’s Act 2006.</p> |
| <p>6.14</p> | <p>Establishment of a Section 44 Committee for Kerry ETB Further Education and Training Centres</p> <p>A proposal for the establishment of a single Section 44 Committee for the five Kerry ETB Further Education and Training Centres (FET) Centres was presented by Acting Director of FET, Mr. Stephen Goulding for consideration by the Board.</p> <p>The Acting Director of FET advised that the five FET centres locations are as follows:</p> <ul style="list-style-type: none"> ➤ An Tóchar Further Education and Training Centre, Causeway ➤ Dingle Further Education and Training Centre ➤ Kenmare Further Education and Training Centre ➤ O’Connell Further Education and Training Centre, Caherciveen ➤ Tech Amergin Further Education and Training Centre, Waterville <p>The proposed structure of the Section 44 Committee is as follows:</p> <ul style="list-style-type: none"> ➤ 3 ETB Board Members ➤ 1 Community Rep from each of the five areas (5 representatives in total) ➤ 2 Learner Reps ➤ 2 Partnership Boards – NEWKD and SKDP |

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| | <p>The Adult Education Officer with responsibility for the FET centres to act as secretary to the Board.</p> <p>The Board formally approved the Section 44 Committee structure as presented:</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Mr. Noel Keenan</p> <p>The Board Members for this Committee will be appointed at the March 24th Board Meeting.</p> |
| 6.15 | <p>Specialist Training Provision (STP) Internal Audit Unit (IAU) Reports</p> <p>The CEO provided an update as follows:</p> <ul style="list-style-type: none"> ➤ Kerry ETB Specialist Training Provision Audit report has been received from the ETB's Internal Audit Unit (IAU). Specialist Training Provision is under the responsibility of the Director of FET. ➤ Specialist Training Provision is provided by the National Learning Network (NLN) under agreement with the Kerry College Monavalley Campus (formerly the Kerry ETB Training Centre). ➤ The Overall Report Finding is that of an inadequate system of internal controls. The definition for inadequate system of internal controls is where the system of internal control does not operate effectively, major control issues were identified that pose a risk of significant financial loss/operational disruption/reputational damage. ➤ The report has issued to the Chairperson of the Audit and Risk Committee, the Audit & Risk Committee. The Audit & Risk Committee have advised that they will review the findings at the earliest opportunity. ➤ Copies of the report have been sent to the DoES and SOLAS as per the opinion report requirements. ➤ Sectoral Report published by the IAU and received by email from the Director of the IAU February 13th 2020. ➤ Following receipt and review of the sectoral composite report for STP, additional clarification was sought from the IAU re Health and Safety findings and Procurement findings. <p>The CEO stated that the ETB had been in consultation with the Director of the IAU in relation to same. The finding in relation to Health and Safety for the Kenmare FET centre was referenced in the context of supervision of learners. The Board expressed the view that the Kerry ETB FET centre is very much a community-based facilities and there should be equal access opportunities to facilities in the centres for all learners in line with the relevant health and safety requirements etc.</p> |
| 6.16 | ETBI Governance Training |

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| | <p>The Director of OS&D advised that ETBI governance training for all Board Members is planned on Tuesday April 27th 2020. The content of training to be determined by ETB Board Members</p> <p>The Board noted that they had previously received Governance Training from Institute of Public Administration (IPA), as provided by Kerry ETB, on November 9th 2019.</p> <p>It was noted that Training and induction for the new Board Members is being organised.</p> |
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| 02/2020/7 | 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>Reference was made to a letter from the BOM of Castleisland Community College in relation to payment of sports coaches. It was noted that traditionally the school paid a sports coach, however, the schools have been advised by the ETB that this practice, as currently organised, cannot continue all future payments must be made through the Kerry ETB payroll system.</p> <p>In addressing this matter it was recommended that where the engagement of an external sports coach is deemed necessary by the School Management an advert should be placed in the local media seeking expressions of interest. The advert should address the engagement and payment process i.e. payments will be made via payroll. In addition, engagement with the relevant sporting governing bodies was suggested as another possible approach to addressing this matter.</p> <p>Separately, the Director of OS&D, Ms Maria Brennan outlined that going forward apprentice payments will be subject to taxation by the Revenue, in line with normal PAYE taxation. In 2019, SOLAS made a single payment to the Revenue in relation to returns for 2019. With effect from 20th March, 2020 PAYE taxation will be deducted directly from apprentice payments. Apprentices will be paid centrally on a fortnightly basis by Education Shared Business Services (ESBS).</p> <p>This update was noted by the Board.</p> |

7.2

Buildings Report

The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following projects/works updates:

- Killarney Community College
- St. Oliver's National School, Killarney
- Coláiste Gleann Lí
- Kerry College – Clash Campus – Block E
- Kerry College – Admissions Office – Denny Street
- Kerry College – Clash Campus Car Park
- Kerry College – Lift Installation
- Cappanalea, the National Centre for Outdoor Education and Training – Boathouse – Sports Capital Grant
- Killorglin Business Park

Other building related matters were addressed under Matters Arising Section 4.1, 4.2, 4.3, 4.4 and 4.5 above.

Kerry ETB Seal Use

As per Schedule 3, paragraph 1(2) of the ETB Act 2013, the witness register for the use of the ETB seal was updated. Recently retired staff member Ms. Brigid Fitzmaurice, Head of FET's Department's name was removed from the register of approved witnesses for the use of the ETB seal.

Proposed: Ms. Maryanne Slattery
Seconded: Cllr. Aoife Thornton

Land & Leases

The Buildings Officer presented the following update on the Waterville Men's Shed. A request has been received by Kerry ETB's Legal Agents (Murphy Ramsey Walsh Solicitors) seeking the Board's consent for the Waterville Men's Shed to proceed with a planning application.

This request seeking approval to proceed with a planning application was received on February 20th 2020 from Harrison O'Dwyer Solicitors on behalf of the Waterville Men's Shed.

The Building Officer advised that at the Board Meeting on 23rd October 2018 the Board approved Waterville Men's Shed to make use of an old bike/timber store in the grounds of Tech Amergin for sole use of Men's Shed at no cost to the ETB. The Lease terms are currently being addressed

The Board was advised that Consent for planning application would not confer an interest in the ETB property i.e. Kerry ETB would not be bound to any lease until such time as the negotiated lease and approved lease is executed.

The Board formally approved permission for Waterville Men's Shed to proceed with planning application for this facility on the basis that should

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| | <p>the planning permission be granted and the lease executed, it is clearly on the basis that the property remain in the ownership of Kerry ETB.</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Ms. Maryanne Slattery</p> <p>It was noted that lease approval will be required from the DoES and the Department of Transport, Tourism and Sport prior to execution of any lease re this matter.</p> |
| 7.2 | <p>Chief Executive Officer's Report The CEO's report, as circulated prior to the meeting, was noted by the Board.</p> <p>Additional matters arising; The Board Members were advised that Kerry ETB issued a letter of support dated February 25th 2020 to Kerry County Council in support of Kerry County Council's application for the Rural Regeneration and Development Fund (RRDF) application for the Blennerville Regeneration Project. The CEO issued this letter at the request of An Cathaoirleach.</p> <p>The Board noted this update.</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>Additional Matters arising: The official opening of the Kerry College Admissions Office will take place on Tuesday March 3rd 2020 at 11.00am and will be officiated by An Cathaoirleach, Cllr. Jim Finucane.</p> <p>The Board welcomed this update.</p> |
| 7.5 | <p>Organisation Support and Development Report As per the Governance Section 6 of the Minutes, noted by the Board.</p> <p>Additional Matters arising:</p> |

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| | <p>A Head Office Staff Day is being held at the Kenmare Further Education and Training Centre. Head Office Reception will be open to the public and phones will be fully operational.</p> <p>The Board noted this update.</p> |
| 7.6 | <p>Members' Business (motions)</p> <ul style="list-style-type: none"> ➤ Governance Training for Chairpersons of ETB Boards - for noting The Board noted that an email had been received from the ETBI on February 17th 2020 re Governance Training for ETB Board Chairpersons, to take place on Saturday February 29th 2020. ➤ ETBI Nomination to Seanad Cultural and Educational Panel update It was noted the ETBI Board Members at the February 18th 2020 selected Mr. Michael Maher as the ETBI representative to go forward and contest the election to this panel. |

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| 02/2020/8 | 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. |

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| 02/2020/9 | ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH |
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An Cathaoirleach asked that Kerry ETB co-ordinate a meeting between the ETB, IT Tralee and other relevant statutory agencies dealing with learners with disabilities, with a view to compiling an overview of the services being provided, opportunities for progression, access to employment, etc.

The CEO agreed to liaise with the Directors in relation to same.

Board Member, Ms. Maryanne Slattery expressed her thanks and gratitude from the Teachers' Union of Ireland (TUI) for the non-adversarial manner in which the recent strike was dealt with by Kerry ETB.

Cllr. Niall O'Callaghan raised a query with regard to the KDYS request for additional costs in relation to the move by Kerry ETB to direct delivery of the Youthreach Programme. The Finance Officer stated that the DoES had been advised of the ETB Board's decision at the December 2019 Board Meeting that the ETB would not be making any payments in this regard without DoES approval.

In relation to an update on the transfer of funding under the TYFS Programme, the CEO advised that Kerry ETB has processed the 2019 Q4 funding following the commencement of the Audit by the Internal Audit Unit in December.

Cllr Deirdre Ferris queried if funding was being forwarded in relation to youth projects or was there a risk in relation to youth project provision? The CEO advised that all funding that is received by Kerry ETB in relation to youth projects under the TYFS has been processed as required. The CEO asked that a meeting of the Youth Work Committee be scheduled within the next fortnight and a full update re the funding be provided.

In addition the Youth Development Officer will be requested to provide a full update at the next ETB Board meeting, this will be organised by the Director of Schools, Youth and Music.

It was noted that the next Board Meeting will take place on Tuesday 24th March 2020 in the Head Office Boardroom at 4.15pm.

This concluded the business of the meeting.

**Next Board Meeting date:
Tuesday March 24th 2020
Kerry ETB Head Office Boardroom**

Signed/Sínithe: _____

Date/Dáta: _____

February 27th 2020