

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) Meeting held Via Video Conference on Tuesday April 28th 2020.

In Attendance:

Cllr. Michael Cahill
Cllr. Cathal Foley
Cllr. Fionnán Fitzgerald
Cllr. Maura Healy-Rae
Cllr. Norma Moriarty
Cllr. Niall O'Callaghan
Mr. Joseph Brennan
Mr. Noel Keenan
Mr. Tim Daly

Cllr. Johnnie Wall
Cllr. Jim Finucane
Cllr. Deirdre Ferris
Cllr. Marie Moloney
Cllr. Terry O'Brien
Cllr. Aoife Thornton
Ms. Maryanne Slattery
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. Stephen Goulding, Acting Director of FET, Mr. Tommy Conroy, Finance Officer, Mr. Danny Kerins, Head of Corporate Support and Capital Development (CS&CD), Mr. Pdraig O'Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support and Ms. Karen Griffin, Executive Support were also in attendance.

The CEO welcomed back the Director of FET, Mr. Owen O'Donnell and thanked the Acting Director of FET, Mr. Stephen Goulding for his work over the last few months.

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
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Ms. Catherine O'Sullivan ➤ Mr. John O'Roarke ➤ Mr. Zaid Kassoob
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"> ➤ Mr. Michael Moriarty, retired General Secretary of ETBI, on the death of his Mother, Ms. Dorothy Moriarty.

	<ul style="list-style-type: none"> ➤ The McCluskey Family, on the death of Mr. Larry McCluskey, retired CEO of Monaghan VEC. ➤ Ms. Aishling O'Leary, Head Office, on the death of her Aunt, Ms. Jean Lynch. ➤ Mr. Patrick Burns, Kerry College Monavalley Campus, on the death of his Uncle, Mr. Mattie Breen. ➤ Ms. Anne O'Sullivan, Gaelcholáiste Chiarraí, on the death of her Mother, Ms. Alice Daly. ➤ Ms. Martina Ronan, Head Office, on the death of her Aunt, Ms. Ruth Roche. ➤ Ms. Myrna Egan, Coláiste Gleann Lí, on the death of her Uncle, Mr. Neily O'Connor. ➤ The Barry Family, on the death of Mr. John Barry, a retired Teacher of Tralee Community College. ➤ Ms. Mary Enright, Coláiste na Sceilge, on the death of her Father, Mr. Patrick O'Shea. ➤ Ms. Catherine O'Neill, Killarney Community College, on the death of her Sister, Ms. Teresa Daly. ➤ The O'Sullivan Family, on the death of Mr. David O'Sullivan, former student and caretaker in Tralee Community College. ➤ The Mannix Family, on the death of Ms. Amy Mannix, former student in Causeway Comprehensive School.
02/2020/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ To Ms. Kathleen Barrett, Horticulture Tutor, for coming second in the 'Suspended Sensation Class' at the World Flower Show, which was held in India during the last week of February. ➤ To Michael O'Sullivan and his colleagues in Coláiste Gleann Lí, who have been manufacturing and supplying Personal Protective Equipment (PPE) to local nursing homes and healthcare facilities with the assistance of the Gardaí in relation to deliveries.
02/2020/3	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 March 31st 2020 were adopted.</p> <p style="text-align: center;">Proposed: Cllr. Niall O'Callaghan Seconded: Ms. Maryanne Slattery</p>

02/2020/4	<p style="text-align: center;">MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ</p>
<p>4.1</p>	<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"> ➤ Kerry ETB are liaising closely with the Devolved Projects Section of the Department of Education and Skills (DoES) following a letter issued to DoES on March 2nd 2020 re Pre-Qualification of Contractors in which Kerry ETB are seeking approval to proceed to Tender for the project. ➤ The Design Team have indicated that once approval to proceed to Tender is issued by the DoES it will be circa four months before a contractor will commence on site (notwithstanding further unknown impacts, of COVID-19, on the project timeline). <p>The Buildings Officer advised that the construction period for the new school building would be approximately 18 months from commencement of same. The Head of the CS&CD Department has been in regular contact with the Department in endeavouring to progress matters.</p> <p>The CEO advised members that he had been in contact with the Department seeking an update re the March 2nd 2020 letter. The Department have advised that the matter is under consideration.</p> <p>The urgent need to progress this project, to completion of the tender process and the commencement of construction, was emphasised by the Board members.</p> <p>The Board noted this update.</p>
<p>4.2</p>	<p>Listowel School Accommodation The following update was provided by the Buildings Officer, Mr. Pádraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ Additional School Accommodation (ASA) Application submitted electronically to the DoES on April 14th 2020. ➤ In Summary Kerry ETB are seeking approval for the following extension/new-build <ol style="list-style-type: none"> 1. New Administration/Principal’s Office to accommodate extension to Engineering Room. 2. An Extension of 12 General Classrooms and toilet facilities to meet growing needs of the post-primary school. 3. Purchase of house and lands adjacent to school to address traffic management concerns 4. Increasing size of specialist rooms to meet DoES Room Design Guidelines – Home Economics Room, Science Demo Room, Design Communication Graphics (DCG) 5. Full Sized ASD Unit

	<p>6. Sports Hall and Changing Facilities.</p> <p>The Board welcomed this update and thanked Pdraig for progressing same.</p>
4.3	<p>Listellick National School Building Project Update</p> <p>The Buildings Officer, Mr. Pdraig 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. ➤ Request for Further Information (RFI) received from Kerry County Council on March 10th 2020 in relation to Planning Ref 20/22 at Listellick National School. A copy of the letter was circulated with the meeting documentation. ➤ The Design Team submitted further details, on April 17th 2020, to the planning authority as outlined in the RFI letter of March 10th 2020. ➤ It is anticipated that the planning authority will assess the application and determine the outcome of the planning application within four weeks (this may be increase to seven weeks due to the impact of COVID-19 restrictions on the public consultation period). <p>The Board welcomed this update.</p>
4.4	<p>Killorglin Community College Proposal Update</p> <p>The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB, on April 14th 2020, received maps of the area to be leased to Killorglin Sports and Leisure Company Limited by Guarantee. Our Legal Advisors, Murphy Ramsey Walsh Solicitors have reviewed same. ➤ Kerry ETB will now be requesting approval for this lease for 63 years (remaining tenancy on the original 99-year lease) from the DoES in accordance with the ETB Act 2013. ➤ Once DoES approval has been received, the finalised lease can be executed by Kerry ETB. <p>The Board noted the progress in addressing this matter.</p>
4.5	<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"> ➤ Kerry ETB continue to monitor planning file. ➤ From review of An Bord Pleanála’s website, there is no date indicated for when the case is due to be decided. <p>The Board noted the update.</p>

02/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>A presentation was made by Director of Schools, Youth and Music (SYM), Ms. Ann O'Dwyer re Patrons Characteristic Spirit Community Colleges and addressed the Draft Letters to issue to Ms Padraigín Uí Riordáin, CEIST regarding the requirement for the patron to provide the Characteristic Spirit Statement for the new Admission Policies in the two ETB Designated Community Colleges; Colaiste na Sceilge and Causeway Comprehensive School.</p> <p>The Director of SYM outlined the consultation process that had been carried out by ETBI with regard to the School Admissions Policy requirement for a Characteristic Spirit Statement by Patrons. In addressing the draft letters, as circulated to the Board members with meeting Documentation, reference was made to the following:</p> <ul style="list-style-type: none"> ➤ Model Agreements between Kerry ETB and the Presentation Order for Causeway Comprehensive School and Coláiste Na Sceilge ➤ Kerry ETB as the Patron outlined its understanding, as set out in the draft letter, of "Multidenominational Ethos" ➤ References in the Model Agreements to "Religious Worship" and "Religious Instruction" ➤ The Core Values of ETB Schools <p>Specific reference was made to the following section of the draft letter:</p> <p>.....Kerry ETB is fully committed to providing Religious Education within the school day, however, we believe that it is not possible to provide 'religious instruction' in the form of faith formation to students in a multidenominational context.</p> <p>Following discussion it was agreed to amend the draft letter wording with the following revised wording:</p> <p>....Kerry ETB addressed this matter at the ETB Board meeting April 28th 2020 and it was agreed that the ETB is fully committed to providing Religious Education within the school day, however, we believe that it is very challenging to provide 'religious instruction' in the form of faith formation to students in a multidenominational context.</p> <p>The CEO will issue the revised letter to CEIST on behalf of the Patron.</p> <p>A copy of the presentation made by the Director of Schools, Youth and Music, (SYM) was circulated to the Board members prior to the meeting.</p>

	<p>In addition, the Director of SYM advised that letters will also issue in the context of the Education (Admissions to School) Act 2018 to the following Schools addressing the Core Values and Characteristic Spirit in a multid denominational context as Kerry ETB is a joint trustee of these schools:</p> <ul style="list-style-type: none"> ➤ Pobalscoil Chorca Dhuibhne ➤ Pobalscoil Inbhear Scéine ➤ Scoil Phobail Sliabh Luachra ➤ Tarbert Comprehensive School <p>This was noted by the Board.</p>
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02/2020/6	GOVERNANCE RIALACHAS
<p>6.1</p>	<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"> ➤ Risk Management Policy is currently under review ➤ Next Risk Management Meeting to take place in mid-May, date currently being finalised. <p>In the context of the ongoing National Emergency re COVID-19 the Board was advised, as set out in the CEO’s meeting report, that the ETB is addressing matters in line with the provisions of the agreed contingency plan. Matters are being kept under constant review and the contingency plan is updated by the ETB Coronavirus Response Team following Government Announcements, Publication of Advice Documents etc.</p> <p>In relation to the Community National Schools, Post Primary Schools, Youth Service and the Music Partnership the Director of SYM is meeting regularly with the relevant management. Contingency plans for remote teaching and learning are in operation (see Board meeting report from the Director of SYM). The Director of FET is liaising with the FET Management team in addressing ongoing matters re remote teaching/training and learning. Contingency plans are in operation and measures for end of year assessments have been addressed (see report from the Director of FET).</p> <p>It was noted that the expected Government update re May 5th 2020 will be assessed and contingency plans will be amended accordingly.</p> <p>Regular communications are issued to staff re the ongoing contingency arrangements. The CEO expressed his thanks to all staff who have transitioned to “Remote Working” in a short period of time. He stated that “Remote Teaching/Training and Learning” was not without its challenges for Teachers/Instructors/Tutors and Students/Leaners” but every effort is being</p>

	<p>made to surmount challenges presenting in the interest of all students/learners.</p> <p>The CEO thanked the Directors, Management and Staff for their flexibility and cooperation during this unprecedented time.</p> <p>The Board welcomed this update.</p>				
6.2	<p>Minutes of School Boards of Management (BOM) Meetings – for approval There were no minutes presented for approval this month.</p>				
6.3	<p>Minutes of FET Governance Boards and BOM Meetings - for Approval There were no minutes presented for approval this month.</p>				
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 policies were circulated prior to the Meeting and presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> ➤ Fees & Fee Waiver Policy – Further Education and Training ➤ Corporate Procurement Plan 2020/21 ➤ Policy for the Making of Protected Disclosures by Kerry ETB Workers ➤ Receipt and Lodgement of Funds Received (inc Safe Facility Protocol) <p>The Board approved the policies as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Cllr. Fionnán Fitzgerald</p>				
6.7	<p>Health and Safety Matters Update The Head of CS&CD, Mr. Danny Kerins provided the following update:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">Activity</th> <th style="text-align: left; padding: 5px;">Update</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Central Safety Policies</td> <td style="padding: 5px;">Lone Working and PAT Policies have been developed.</td> </tr> </tbody> </table>	Activity	Update	Central Safety Policies	Lone Working and PAT Policies have been developed.
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6.8	<p>Kerry ETB Finance Committee Vacancy Finance Committee Vacancy as per Section 45 of the ETB Act 2013 The board was advised of the notification of resignation, due to work commitments, received from Cllr. Terry O’Brien on April 22nd 2020.</p> <p>In accordance with the provisions of Section 45 ETB Act 2013, Ms. Joan McCrohan was appointed to the Finance Committee.</p> <p style="text-align: center;">Proposed: Mr. Tim Daly Seconded: Mr. Noel Keenan</p> <p>An Cathaoirleach thanked Cllr. Terry O’Brien for his work on the Finance Committee and wished Ms. Joan McCrohan well with her appointment.</p>								
6.9	<p>Youth Committee Terms of Reference Revision The Director of SYM referenced a letter received on April 27th 2020 from Kerry Diocesan Youth Service (KDYS) seeking deferral of their membership of the Youth Committee. The Board was advised that the ETB has been in communication with KDYS, since October 2019, seeking confirmation of a nominee to the Youth Committee under the Voluntary Section nominees.</p> <p>The Youth Development Officer has confirmed the following re these communications:</p> <ul style="list-style-type: none"> • Original letter seeking nomination to the Youth Committee issued on 10/10/2019 • Follow up letter issued 23/10/2019. • This matter was raised at several meetings after that time • Further follow up letters issued 10/3/2020 and on 22/4/2020. <p>To date no nominees has been confirmed by KDYS. This request for deferred membership was not acceptable to the Board.</p>								

	<p>The proposal, set out to the Board, was to amend the structure of the Youth Committee, as previously approved by the ETB Board at the October 1st 2019 Meeting, by reducing the Voluntary Section Nominees by one and increasing the Board member's nominees by one. This amendment to the Youth Committee Structure was agreed by the Board.</p> <p>Board Member Mr. Noel Keenan was nominated and appointed to the Youth Committee.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Maria O'Gorman</p> <p>The revised structure of the Youth Committee is as follows:</p> <table border="1" data-bbox="464 714 1513 929"> <thead> <tr> <th>Name</th> <th>Kerry ETB Nominees</th> <th>Voluntary Section Nominees</th> <th>Statutory Sector Nominees</th> <th>Young Person from Comhairle na nOg (or similar)</th> <th>Community /other Nominees</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Youth Work Committee</td> <td>From 3 to 4</td> <td>From 3 to 2</td> <td>3</td> <td>2</td> <td>1</td> <td>12</td> </tr> </tbody> </table>	Name	Kerry ETB Nominees	Voluntary Section Nominees	Statutory Sector Nominees	Young Person from Comhairle na nOg (or similar)	Community /other Nominees	Total	Youth Work Committee	From 3 to 4	From 3 to 2	3	2	1	12							
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<p>6.10</p>	<p>Kerry ETB Committees under Section 44 of the ETB Act 2013 The following Board of Management Appointments (BOM) were made by the Board:</p> <table border="1" data-bbox="464 1079 1493 1606"> <thead> <tr> <th>School</th> <th>Source</th> <th>Nominee</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Scoil an Ghleanna</td> <td>Staff Nominee</td> <td>Sorcha Ní Chatháin</td> </tr> <tr> <td>Staff Nominee</td> <td>Cilian Ó Loingsigh</td> </tr> <tr> <td>Parent Nominee</td> <td>Geradette Uí Chéilleachair</td> </tr> <tr> <td>Parent Nominee</td> <td>Seamus Ó Súilleabhain</td> </tr> <tr> <td rowspan="4">Tahilla CNS</td> <td>Staff Nominee</td> <td>Karen Lawlor</td> </tr> <tr> <td>Staff Nominee</td> <td>Máire de Cógáin</td> </tr> <tr> <td>Parent Nominee</td> <td>Karen Lawlor</td> </tr> <tr> <td>Parent Nominee</td> <td>Máire de Cógáin</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Ms. Maryanne Slattery</p>	School	Source	Nominee	Scoil an Ghleanna	Staff Nominee	Sorcha Ní Chatháin	Staff Nominee	Cilian Ó Loingsigh	Parent Nominee	Geradette Uí Chéilleachair	Parent Nominee	Seamus Ó Súilleabhain	Tahilla CNS	Staff Nominee	Karen Lawlor	Staff Nominee	Máire de Cógáin	Parent Nominee	Karen Lawlor	Parent Nominee	Máire de Cógáin
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<p>6.11</p>	<p>Appointment of Nominees to the Governing Body of the Institute of Technology (IT Tralee) as per Section 4(1)(g) of the Regional Technical Colleges (Amendment) Act 1994 Correspondence was received from the Institute of Technology Tralee dated March 25th 2020 setting out the following nominees received from Tralee Chamber Alliance in respect of Governing Body of IT Tralee.</p> <ul style="list-style-type: none"> ➤ Mr. Shaun O'Shea ➤ Ms. Niamh O'Hora 																					

	<p>The ETB Board is required to confirm one nominee to be appointed and sent forward for ratification by the Minister for Education and Skills.</p> <p>Following discussion and review, of the current membership, Ms. Niamh O’Hora was nominated as the representative of the Tralee Chamber Alliance.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Ms. Marie Moloney</p> <p>A letter will issue to the Minister for Education and Skills re this matter.</p>
6.12	<p>Establishment of a Section 44 Committee for Kerry ETB Further Education and Training Centres (FET).</p> <p>As per the meeting agenda, the following ETB Board Members were appointed to the Kerry ETB FET Centres (5) Section 44(11) Committee:</p> <ol style="list-style-type: none"> 1. Cllr Deirdre Ferris 2. Cllr. Michael Cahill 3. Ms. Maria O’Gorman 4. Cllr. Norma Moriarty 5. Cllr. Niall O’Callaghan <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Joe Brennan</p> <p>This Committee’s Terms of Reference will be in line with the provisions of Section 44(11) ETB Act 2013.</p>
6.13	<p>Update to Kerry ETB Standing Orders</p> <p>Revision to be made to the Kerry ETB Standing Orders to provide for remote ETB Board, Section 44 and Section 45 Meetings under exceptional circumstances.</p> <p>Extract from Section 2.3 of the current Standing Orders:</p> <p><u>Regular Meetings of Education and Training Boards ETB Act, 2013: Schedule Paragraph 3(2)</u></p> <ul style="list-style-type: none"> ➤ <i>Subject to the provisions of this paragraph and section 31 every Education and Training Board shall hold such and so many meetings, at such times, and in such places as it thinks proper.</i> ➤ <i>Every Education and Training Board shall hold at least one meeting every 2 months other than the months of July, August and September.</i> ➤ <i>Every Education and Training Board shall hold at least one meeting during the period commencing on the 1st day of July and ending on the 30th day of September in every year.</i> ➤ <i>Education and Training Boards, as public bodies, have a duty to operate in an open and transparent manner. Minutes of each meeting must be prepared (Schedule 3, Paragraph 9(2) Education and Training Boards Act</i>

	<p><i>2013) and these minutes should be published on the website of the Education and Training Board. Board meetings shall not be held “in-camera” except in exceptional circumstances where there may be certain items that a Board feels it is obliged to consider “in-camera”. In such cases the minutes of the public meeting should record the nature of the item being discussed, the reason why the Board considered that the matter had to be discussed “in-camera” and the decision taken. A supplementary minute book should be maintained for “in-camera” meetings.</i></p> <p><i>The record of attendance of each Board Member at Board meetings should be reported in the Annual Report</i></p> <p>Proposed wording update to the Standing Orders:</p> <p>Kerry ETB can hold meetings by tele-conference call or video conference should the need arise due to exceptional circumstances, for example: health pandemics, adverse weather conditions etc.</p> <p>The update to the Standing Orders was agreed by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr. Terry O’Brien</p>
6.14	<p>Kerry ETB Overdraft Approval</p> <p>The Finance Officer advised in accordance with the provisions of Circular Letter 0066/2014 and Section 49(1) of the Education and Training Boards Act 2013, Board approval is being sought for the provision of an overdraft of €2,000,000 for a 12 month period.</p> <p>It was noted that as per the provisions of Circular Letter 0066/2014, two meetings are generally required for the approval of an overdraft:</p> <p><i>‘Two meetings of the Board will be necessary; one to first consider the proposal and, if it is decided in principle that the proposal should be accepted, a second to accept the proposal, having obtained the consent of the Minister.’</i></p> <p>The Board in accordance with CL 0066/2014 accepted in principle the proposal for the establishment of an overdraft facility of €2,000,000 as presented, and to seek the consent of the Minister for Education and Skills.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Ms. Maryanne Slattery</p> <p>The Finance Officer will liaise with the DoES re same, seeking the consent of the Minister for Education and Skills as per CL 0066/2014.</p>

<p>6.15</p>	<p>Correspondence from KDYS</p> <p>Correspondence circulated by the Kerry Diocesan Youth Service, April 6th 2020, requesting immediate payment of €143,377.22 was referenced by the Finance Officer. A reply was issued by the Finance Officer April 15th 2020 and this was noted by the Board (copies of these letters were circulated with the meeting notice). In summary, the letter of April 15th 2020 to KDYS set out the following:</p> <ul style="list-style-type: none"> • At the Kerry ETB Board Meeting on 3rd December 2019, it was agreed by the Kerry ETB Board that the organisation had no liability in relation to any costs incurred by KDYS following the cessation of the Service Level Agreement on 31st December 2018, and the transfer of the programme to direct provision in January 2019. This decision was formally communicated to the Department of Education and Skills, on 9th December 2019. This remains the position of the Board. • Pending a resolution via mediation or binding arbitration, Kerry ETB will not be in a position to pay any funds relating to disputed staff costs. In the event that mediation or binding arbitration finds in favour of KDYS then all funds withheld relating to the staffing costs will be paid by Kerry ETB. Kerry ETB has been more than reasonable and responsive as regards the current issue, having repeatedly offered a process to resolve the issue, as KDYS's have shown willingness to accept these offers, the responsibility for the delays in finding a resolution must rest with KDYS. <p>A further letter was received from KDYS dated April 23rd 2020 and this letter was circulated to the Board members on April 28th 2020 by email.</p> <p>An Cathaoirleach reiterated that the position, as agreed by the ETB Board re these matters, which has been set out previously and as addressed in the Finance Officers letter of April 15th 2020 to KDYS, has not changed.</p> <p>In addition the CEO advised that replies have issued to Mr. Michael Healy-Rae T.D. and Mr. Danny Healy-Rae T.D. in reply to communications received re this matter.</p>
<p>6.16</p>	<p>Comptroller and Auditor General Management Letter</p> <p>The Comptroller and Auditor General Management letter re Financial Statements 2018 was received February 25th 2020. The Finance Officer advised as referenced previously the letter has three medium risk recommendations. A copy of this letter has been circulated to the Board members.</p> <p>The Board welcomed and noted this update. An Cathaoirleach thanked the Director of OS&D, Finance Officer and all involved in the Audit process of the 2018 Financial Statements.</p>

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.</p> <p>This update was noted by the Board.</p>
7.2	<p>Buildings Report The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following projects/works updates:</p> <ul style="list-style-type: none"> ➤ COVID-19 – Buildings update ➤ Killarney Community College ➤ St. Oliver's National School, Killarney ➤ Causeway Comprehensive School ➤ Coláiste na Ríochta ➤ Coláiste Gleann Lí ➤ Pobalscoil an Ghleanna ➤ Kerry College – Clash Campus ➤ Capanalea, the National Centre for Outdoor Education and Training <p>Land and leases: The following licence agreement was presented for approval by the Board.</p> <ul style="list-style-type: none"> ➤ Licence Agreement with the National Learning Network (NLN) re the Kenmare Adult Education Centre ➤ Term: 1 year January 2019 to January 2020 ➤ Fee: €5,000 Per Annum ➤ Area of Use: Two rooms on Tuesday and Thursdays each week for use as an outreach facility <p>This licence agreement was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Norma Moriarty</p>
7.3	<p>Chief Executive Officer's Report The CEO's report, as circulated prior to the meeting, was noted by the Board.</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 noted by the Board.</p> <p>No additional matters arising.</p>
7.5	<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>
7.6	<p>Organisation Support and Development Report As per the Governance Section 6 of the Minutes, noted by the Board.</p> <p>The Board noted this update.</p>
7.6	<p>Members’ Business (motions) There was no further business.</p>

02/2020/8	CORRESPONDENCE COMHFHREAGRAS
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>

02/2020/9	<p style="text-align: center;">ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
	<p>This concluded the business of the meeting.</p> <p style="text-align: center;">Next Board Meeting date: Tuesday May 26th 2020 Videoconference</p>

Signed/Sínithe: _____

Date/Dáta: _____