

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) Meeting held in the Tralee Regional Sports and Leisure Centre and also via Video Conference on Tuesday June 30th 2020.

In Attendance ('V' denotes attendance via videolink):

Cllr. Jim Finucane	Cllr. Deirdre Ferris
Cllr. Norma Moriarty	Cllr. Niall O'Callaghan
Mr. Tim Daly	Ms Maria O'Gorman
Mr. Noel Keenan	Mr. Joe Brennan
Cllr. Michael Cahill (V)	Cllr. Johnnie Wall (V)
Cllr. Fionnán Fitzgerald (V)	Cllr. Maura Healy-Rae (V)
Ms. Maryanne Slattery (V)	Mr. Zaid Kassoob (V)
Cllr. Terry O'Brien (V)	

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 (SYM), Mr. Stephen Goulding, Development Officer (V) 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.

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). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting. No further conflicts of interest were declared at the commencement of the meeting.

06/2020/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Cllr. Cathal Foley ➤ Cllr. Marie Moloney ➤ Ms. Catherine O'Sullivan ➤ Ms. Joan McCrohan
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. Siobhan O'Keefe, Kerry College Monavalley Campus, on the death of her Mother-in-Law, Mrs. Mary O'Keefe. ➤ To Ms. Catherine O'Neill, Killarney Community College, on the death of her Sister, Ms. Teresa Daly. ➤ To Ms. Sheila McCarthy, Killorglin Community College, on the death of Mother, Mrs. Nora May O'Sullivan.

	<ul style="list-style-type: none"> ➤ To Mr. Brian O' Shea, Kerry College Clash Campus, on the death of his Uncle, Mr. John O'Shea. ➤ To Mr. Tom Little, Kerry College Monavalley Campus, on the death of his Father, Mr. Thomas Edward Little.
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06/2020/2	CONGRATULATIONS COMHGHAIRDEAS
	<ul style="list-style-type: none"> ➤ To Killorglin Community College student, Timothy McGrath, who represented Ireland with his project at the 2020 Virtual Regeneron International Science and Engineering Fair. ➤ To Kerry ETB Post Primary Schools and students on their successful virtual student awards nights. ➤ To Castleisland Community College student, Micheál O'Shea, on reaching the Young Social Innovator's Open Call National Final. ➤ To Gaelcholáiste Chiarraí student, Cian Ó Grifín, who placed second in the 'Photojournalism category' in the national journalism competition 'Press Pass'. ➤ To Castleisland Community College students, 'the Global Gang' who were runners up at the Eco UNESCO national final. ➤ To Kerry Local Youth Creative Partnership (LCYP) on the successful programme of online events organised for Cruinniú na nÓg. ➤ To Kerry ETB Community National Schools on their virtual school tours. ➤ To Siobhan O'Sullivan, Film Development Officer, Kerry College Monavalley Campus, on the launch of the new website Screen Kerry. ➤ To the Institute of Technology Tralee on the recent Minister's announcement re designation of Munster Technological University status. ➤ To Ms. Norma Foley, T.D., former ETB Board member on her appointment as the Minister for Education.

06/2020/3	MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
	<p>The minutes of the Kerry ETB Board Meeting held on May 26th 2020 were adopted.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Deirdre Ferris</p>

06/2020/4	<p style="text-align: center;">MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ</p>
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The following update was provided by Mr. Pádraig O’Sullivan, Buildings Officer:</p> <ul style="list-style-type: none"> ➤ Kerry ETB received an email on June 10th 2020 from the Principal Officer of the Devolved Projects Section of the Department of Education and Skills (DoES) in relation to the pre-qualification of contractors for the Gaelcholáiste Nua Project. The DoES advised of the following matters to be addressed in advance of tendering the project: <ul style="list-style-type: none"> ➤ DoES addressing advice from the Office of Government Procurement (OGP) in relation to measures to be included in the tender documents for the main contractor and reserved specialists relating to inclusions for projects proceeding to tender associated Covid-19 measures/restrictions. ➤ Re-advertising of Electrical Reserved Specialist. ➤ Completion of pre-qualification assessment of main contractor and mechanical reserved specialist. ➤ The DoES stated that they are not in a position to let projects proceed to tender at present pending receipt and review of OGP guidance. ➤ The DoES advised that following submissions for the re-advertised Electrical Reserved Specialist are received and an initial assessment of suitability carried out (assuming there is a sufficient number of suitable applicants), then the main contract tender will be progressed. This will be followed by a detailed assessment of the electrical submissions and validation can then be completed and both the mechanical and electrical reserved specialist packages can be issued for tender within 2 or maximum 3 weeks of the main contract. ➤ Kerry ETB on June 22nd 2020 commenced the re-advertising of electrical reserved specialist. The Tender return deadline is set for July 23rd 2020. ➤ The Design Team have been in communication with the Construction Industry Federation (CIF) regarding the re-advertisement, advising that the Electrical Reserved Specialist element is being re-advertised due to low level of response from the industry. ➤ Kerry ETB on June 15th 2020 received approval from the DoES for the extension of lease at Collis Sandes House Tralee, as approved previously by the ETB Board at the January 27th 2020 Board Meeting. ➤ Kerry ETB CS&CD Department have scheduled bi-weekly meetings with school management to ensure all key developments with the project are shared in an open forum for discussion. <p>The Board noted this update.</p>

4.2	<p>Listowel School Accommodation</p> <p>The following update was provided by the Buildings Officer, Mr. Pdraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ Additional School Accommodation Application (ASA) submitted via hard copy to the DoES on May 27th 2020. ➤ Kerry ETB are liaising closely with the Schools Capital Appraisal Section of the DoES in order to progress our ASA Application. ➤ Kerry ETB on June 4th 2020 received confirmation from the DoES in relation to the approval of two additional 49m² prefabricated classrooms for the next three year period following the sanction of a third ASD Class. ➤ Kerry ETB have commenced tendering for the appointment of a consultant to undertake the project. ➤ Given the need for statutory approvals (Planning Permission, FSC & DAC) and timelines for same, while every effort will be made to progress matters, these prefabs may not be in place before the start of the coming academic year. <p>The Board welcomed this update.</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. The Design Team on April 17th 2020 submitted further details to the planning authority as outlined in the RFI letter of March 10th. ➤ On May 29th 2020 Kerry ETB received notice from Kerry County Council in relation to Grant of Planning Permission in respect of Planning Ref 20/22 at Listellick National School Tralee. ➤ Grant of planning permission is subject to a four weeks appeals period. ➤ Following the notification of decision in relation to planning, the design team will be in a position to submit the Stage 2B Report to the DoES on week 1 July 2020 in order to seek approval to commence tendering for a contractor to construct the school ➤ The School Principal for Listellick National School is kept fully advised of developments. <p>The Board noted 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 will issue a letter to the DoES before requesting approval for the new lease from the DoES in accordance with the Education & Training Boards Act 2013. ➤ Once DoES approval has been received, the finalised leases can be executed between Kerry Education & Training Board and Killorglin Sports and Leisure Company Limited by Guarantee.

	<p>The Board noted this update and welcomed the progress in addressing this matter.</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"> ➤ Kerry ETB received notice on June 10th 2020 from An Bord Pleanála in relation to An Bord Pleanála’s decision to refuse permission in respect of the proposed development of an Anaerobic Digestion Facility on lands adjacent to causeway Comprehensive School. ➤ An Bord Pleanála’s decision to refuse permission was made on June 8th 2020. ➤ The applicant may challenge the decision of An Bord Pleanála by means of a judicial review within 8 weeks. <p>The Board noted the update.</p>
<p>4.6</p>	<p>Correspondence with Kerry Diocesan Youth Services (KDYS) The Finance Officer, Mr. Tommy Conroy provided the following update addressing the following correspondence as circulated to the Board members with the meeting agenda:</p> <ul style="list-style-type: none"> ➤ Letter received from KDYS on May 26th 2020 ➤ Response from Kerry ETB sent June 5th 2020 ➤ Email from KDYS received June 17th 2020 <p>The letter issued to KDYS dated June 5th 2020 requested KDYS to confirm agreement to enter into binding arbitration re the €79,232.21 staff overpayment matter and enclosing an Arbitrator nomination form to be completed and returned within 7 days from receipt, by KDYS, of this letter. This letter also set out the following:</p> <ul style="list-style-type: none"> ➤ Re Transfer Costs claim, as set out in correspondence dated 23rd August 2018, it was communicated that Kerry ETB would not be funding Transfer Costs incurred by KDYS. ➤ Claim for €1,335,000 plus interest, in correspondence dated 20th September 2018 it was explicitly stated that “Kerry ETB has no liability to pay, and will not be paying any such compensation costs to KDYS”. Kerry ETB sees no legal basis for this claim and will not be addressing these claims in mediation or binding arbitration. <p>The letter, June 5th 2020, also requested a copy of the minutes of the meeting between KDYS and Minister for Education and Science, Joe McHugh T.D. on December 12th 2018 as referenced by KDYS in their letter to the ETB dated April 23rd 2020.</p> <p>KDYS by email of June 17th 2020 set out that this letter had been referred to KDYS Board.</p> <p>The CEO advised the Board of an email that he had received from Board member Mr. Noel Keenan at c. 11:09 am this morning. Mr. Keenan’s email</p>

	<p>included an email from Mr. Shane O'Donoghue, Property Dept. Diocese of Kerry and KDYS Board Member to Mr. Noel Keenan dated June 20th 2020 at 10:17 am, setting out that he would be happy to meet with the CEO to see whether or not an agreement could be reached to resolve the outstanding issues between KDYS and Kerry ETB. In addition Mr. O'Donoghue sets out the following in the email:</p> <p><i>...The issues to be addressed can be broken down into 2 categories, namely,</i></p> <ol style="list-style-type: none"> <i>1. KDYS claim in respect of vouched expenses in the delivery of 4 Youthreach programmes and the necessary costs incurred arising from the transfer of the programmes on completion of the contract. This claim is in the sum of €143,000 of which €80,000 relates to a staff overpayment issue.</i> <i>2. KDYS also submitted details of additional costs incurred arising from the transfer of the Youthreach & Mentor programmes to KETB.</i> <p><i>Under the SLA there is a dispute resolution mechanism set out which is as follows:</i></p> <ol style="list-style-type: none"> <i>a. Discussion between the parties in an effort to arrive at a mutually agreeable solution.</i> <i>b. Mediation by the mutual agreement of the Parties.</i> <i>c. Court proceedings.</i> <p><i>There is no provision for binding arbitration.</i></p> <p>Following a lengthy discussion it was agree that An Cathaoirleach and the CEO would meet with Mr. Shane O'Donoghue, KDYS Board member to address his email request for a meeting. This meeting will be scheduled as soon as possible, however Kerry ETB will not be agreeing to any pre conditions to the meeting and An Cathaoirleach and the CEO will not enter into any agreement re these matters at this meeting. A full update will be provided at the next meeting. It was noted that a July Board meeting may need to be scheduled to address these matters further.</p>
4.7	<p>Head Office Rent Review</p> <p>The Finance Officer, Mr. Tommy Conroy provided the following update;</p> <ul style="list-style-type: none"> ➤ Kerry ETB's Finance Officer issued a letter to Valley Healthcare, the Centrepoint Landlord on May 14th 2020 ➤ Follow up correspondence was issued on May 28th 2020 and June 15th 2020 ➤ On the June 15th 2020 Kerry ETB received confirmation, via email, that Valley Health Care have appointed Savills, a real estate advisory company, to negotiate the upcoming rent review on their behalf. ➤ Kerry ETB are awaiting further communications from Savills. <p>The Board noted the update.</p>

06/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>An update was provided by each of the Directors on COVID-19 response matters and their ongoing planning for September 2020.</p> <p>The Director of SYM report, as circulated with the Meeting Agenda, addressed the following:</p> <ul style="list-style-type: none"> ➤ Schools – Planned Return August 2020 ➤ Youth Development Office ➤ Music Generation ➤ LCYP ➤ Wellbeing Kerry <p>The Director of FET report, as circulated with the Meeting Agenda, addressed the following:</p> <ul style="list-style-type: none"> ➤ Kerry ETB FET Centres ➤ VTOS ➤ Youthreach ➤ Business Support Unit ➤ Results Report for June Certification Period ➤ Admissions Office Update <p>The Director of OS&D advised that some Head Office staff have moved back on site on a voluntary rota basis in line with the Requirements of the Government’s published Return to Work Safely Protocol - COVID-19 Specific National Protocol for Employers and Workers, on June 29th 2020.</p> <p>This update was welcomed and noted by the Board.</p>

06/2020/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan, as follows;</p> <ul style="list-style-type: none"> ➤ Risk Management workshop took place on June 17th 2020 to address risk management processes, implementation of revised policy, expectations etc. ➤ Follow up workshop to take place July 2nd 2020 to review revised risk registers, mitigation and scoring etc. ➤ Both workshops facilitated by the Institution of Public Administration (IPA) and conducted remotely.

	<p>The update was noted and the following was agreed:</p> <ul style="list-style-type: none"> ➤ A presentation to be made at the next Board meeting (September 2020) re the main risks identified on the Corporate risk register, this will be followed by an Audit and Risk Committee Meeting. ➤ The Board to address and approve Risk Management Framework including the scoring of risk categories as per the draft Risk Appetite Statement 2020.
6.2	<p>Minutes of School Boards of Management (BOM) Meetings – for approval The following BOM minutes were approved by the Board;</p> <ul style="list-style-type: none"> ➤ Coláiste Gleann Lí <ul style="list-style-type: none"> ➤ Board of Management Meeting on March 4th 2020 ➤ Causeway Comprehensive School <ul style="list-style-type: none"> ➤ Board of Management Meeting on February 3rd 2020 ➤ Killorglin Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on January 16th 2020 ➤ Board of Management Meeting on May 1st 2020 ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on February 10th 2020 <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Mr. Noel Keenan</p>
6.3	<p>Minutes of FET Governance Boards and BOM Meetings - for approval The Board approved the Minutes of the following meetings:</p> <ul style="list-style-type: none"> ➤ Youthreach <ul style="list-style-type: none"> ➤ Board of Management Meeting on February 13th 2020 ➤ Kerry College <ul style="list-style-type: none"> ➤ Board of Management Meeting on March 9th 2020 <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Niall O'Callaghan</p>
6.4	<p>Minutes of the Youth Work Committee - for Approval There are no minutes for approval at this meeting.</p>
6.5	<p>Minutes of Partnership School BOM Meetings - for Noting There are no minutes for noting at this meeting.</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"> ➤ Conflict of Interest Policy ➤ Critical Incident Policy

	<ul style="list-style-type: none"> ➤ Data Subject Access Request (DSAR) Policy - revision ➤ Guidance on the Hire of ETB Premises ➤ Lone Working Policy ➤ Social Media Policy ➤ Terms of Reference for Section 44 Committees ➤ CL0003/2019 Evaluation Template Procedure ➤ Remote Access Policy ➤ Strategy Statement Reporting Procedure ➤ Data Protection Policy - revision ➤ Privacy Notice to Staff, Board Members, Committee Members and Volunteers – revision ➤ Backup Policy ➤ Encryption Policy ➤ Passwords Standards Policy <p>The Board approved the policies as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Cllr. Norma Moriarty</p>												
6.7	<p>Health and Safety Matters Update</p> <p>The Head of CS&CD, Mr. Danny Kerins provided an update addressing the Central Safety Policies, the Risk Assessment Programme progression, Safety Committee matters and Training Programme.</p> <p>The Board noted the update as presented.</p>												
6.8	<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 1469 1514 1868" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Tahilla Community National School</td> <td style="width: 33%;">Aidan Murray</td> <td style="width: 33%;">Community Nominee</td> </tr> <tr> <td>Causeway Comprehensive School</td> <td>Melissa O’Riordan</td> <td>BOM/Community Nominee</td> </tr> <tr> <td>Scoil an Ghleanna</td> <td>Mary Ward John O’Connor</td> <td>Community Nominees</td> </tr> <tr> <td>Youthreach</td> <td>Jimmy Mulligan Duncan Christie</td> <td>BOM/Community Nominee Parent Nominee</td> </tr> </table> <p style="text-align: center;">Proposed: Mr. Tim Daly Seconded: Mr. Noel Keenan</p>	Tahilla Community National School	Aidan Murray	Community Nominee	Causeway Comprehensive School	Melissa O’Riordan	BOM/Community Nominee	Scoil an Ghleanna	Mary Ward John O’Connor	Community Nominees	Youthreach	Jimmy Mulligan Duncan Christie	BOM/Community Nominee Parent Nominee
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Youthreach	Jimmy Mulligan Duncan Christie	BOM/Community Nominee Parent Nominee											

<p>6.9</p>	<p>Kerry ETB Committees under Section 44 of the ETB Act 2013 The following Board of Management Appointments (BOM) vacancies remain outstanding:</p> <table border="1" data-bbox="464 383 1474 775"> <tr> <td>Causeway Comprehensive School</td> <td>1 Board of Management/ Community Nominees</td> </tr> <tr> <td>Coláiste Gleann Lí</td> <td>1 Board of Management/Community Nominee</td> </tr> <tr> <td>Coláiste na Sceilge</td> <td>1 Board of Management Nominee</td> </tr> <tr> <td>Gaelcholáiste Chiarraí</td> <td>1 Primary Gaelscoileanna</td> </tr> <tr> <td>Youth Work</td> <td>2 Young Person from Comhairle na nOg</td> </tr> <tr> <td>Youthreach BOM</td> <td>1 Board of Management Nominee 1 Parent/Guardian Nominee</td> </tr> <tr> <td>FET Centre Committee</td> <td>3 Community Nominees 2 Learner Nominees 2 Partnership Board Nominees (NEWKD/SKDP)</td> </tr> </table> <p>These outstanding vacancies were noted by the Board. These outstanding vacancies will be addressed by the responsible Director prior to the next Board meeting.</p>	Causeway Comprehensive School	1 Board of Management/ Community Nominees	Coláiste Gleann Lí	1 Board of Management/Community Nominee	Coláiste na Sceilge	1 Board of Management Nominee	Gaelcholáiste Chiarraí	1 Primary Gaelscoileanna	Youth Work	2 Young Person from Comhairle na nOg	Youthreach BOM	1 Board of Management Nominee 1 Parent/Guardian Nominee	FET Centre Committee	3 Community Nominees 2 Learner Nominees 2 Partnership Board Nominees (NEWKD/SKDP)
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<p>6.10</p>	<p>Audit and Risk Committee Report as per Section 45(3) of the ETB Act 2013 A copy of the Audit and Risk Committee Report was circulated to the Board Members present. The Chairperson of the Audit and Risk Committee, Mr. John O'Connor joined the meeting via video link to address the following areas:</p> <ul style="list-style-type: none"> ➤ Matters addressed at the Audit and Risk Committee meeting May 21st 2020 <ul style="list-style-type: none"> ○ Business Continuity, Risks and mitigations arising from the COVID19 pandemic ○ IUA report Specialist Training Provision ○ Draft Kerry ETB Risk Management Policy ➤ Matters addressed at the Audit and Risk Committee meeting June 18th 2020 <ul style="list-style-type: none"> ○ Major Capital Development Programme ○ Health and Safety ○ Training for Committee members <p>An Cathaoirleach welcomed Mr. John O'Connor's update and thanked him on behalf of the Board.</p>														
<p>6.11</p>	<p>Specialist Training Provision (STP) Internal Audit Unit (IAU) Follow-up Report The Director of OS&D, Ms. Maria Brennan advised that the follow-up Report has been received from the IAU-ETB on the STP Audit and was currently being reviewed.</p> <p>Ms. Brennan advised that a further update will be provided to the Board once this review has been completed.</p>														

	<p>The CEO advised that he was very disappointed with the inadequate status of the initial STP Audit report and has discussed same with the IAU-ETB, Director of FET and the Manager of the Monavalley Campus. The report highlighted areas to be addressed in the context of the follow up Audit.</p> <p>This was noted by the Board.</p>
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06/2020/7	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 with the Meeting Agenda and presented by the Finance Officer, Mr. Tommy Conroy.</p> <p>The report as presented 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"> ➤ Causeway Comprehensive School ➤ Killarney Community College ➤ St. Oliver's National School, Killarney ➤ Coláiste na Ríochta ➤ Coláiste Gleann Lí ➤ Pobalscoil an Ghleanna ➤ Kerry College – Clash Campus ➤ Capanalea, the National Centre for Outdoor Education and Training <p>Castleisland AFC Correspondence re AstroTurf playing pitch floodlights Kerry ETB received a letter on June 9th 2020 from Castleisland AFC in relation to the AstroTurf Pitch Floodlighting at Castleisland Community College. Castleisland AFC have sought, Kerry ETB to consider making an annual contribution towards the maintenance of the floodlights associated with the Astro Turf pitch at Castleisland Community College. The Board was advised that the Licence Agreement presently addresses the annual contribution by Kerry ETB of €5000 p.a. for seven and half years, (Covenant 3 of the signed licence agreement, dated July 17th 2020) toward the maintenance and upkeep of the pitch facilities. At the time of signing of the licence agreement, July 17th 2018, the floodlights in question had not been erected. Subsequently, the floodlights have been erected and are used by the School.</p> <p>In response to this request, a letter was issued to Castleisland AFC on June 18th 2020 setting out that Kerry ETB would consider making an annual contribution of €600 towards the annual cost of the floodlights maintenance.</p>

Castleisland AFC by letter June 24th 2020 set out that this contribution would be acceptable to them towards the annual cost of the floodlights maintenance.

The Board Approved the payment of €600 towards the annual cost of the floodlights maintenance in line with the term set out in provision of Covenant 3 of the signed licence agreement, dated July 17th 2020, accordingly this payment of €600 as the annual contribution towards the floodlight maintenance would cease on January 16th 2026.

Proposed: Cllr. Jim Finucane
Seconded: Cllr. Niall O'Callaghan

Land and leases:

Proposed CAD Drawing

Kerry ETB in June 2019 commenced the regularisation of all Kerry ETB property folios and unregistered land. This process involved regularisation of all Kerry ETB folios and to convert all folios to the name of Kerry ETB from the former VEC(s). On September 10th 2019 we received confirmation from the Land Registry that our application to convert all folios to the name of Kerry ETB has concluded.

The final task associated with the project involves the registering of ETB property which has previously been unregistered. Kerry ETB identified six such properties which have previously been unregistered and with the aid of our legal agents (MRW Solicitors) have commenced the process of registering these lands. This involves making an application to the land registry with an endorsed map from an engineer, detailing how the title was vested with Kerry ETB. As of June 2020 Kerry ETB have made application in respect of two properties in which title deeds are available.

In the case of the remaining properties, title deeds are not available and an application for first registration may be made by way of a Section 49 Application or undertaking a registry of deeds search to determine if there is any information showing how the property was vested with Kerry ETB. It is anticipated this project will be completed by October 2020. The Board noted this update.

Leases for approval:

Castleisland Community Centre – Delivery of Adult Basic Education (ABE) - Renewal

Board approval is being sought for the renewal of the current lease for Castleisland Community Centre for the delivery of FET Courses namely ABE, BTEI and Community Education under the following terms as presented by the Director of FET:

- Rental €9,900 per annum
- Area 1150 sq. ft.
- Term 1 Year - July 1st 2020 to June 30th 2021

Proposed: Mr. Noel Keenan
Seconded: Mr. Joe Brennan

License Agreements for approval:**Licence Agreement Two Mile CNS and Sempre Music Academy**

Kerry ETB are seeking approval to renew the current licence agreement with Sempre Music Academy for use of two rooms in Two Mile CNS on two evenings per week under the following terms as presented by the Director of SYM:

- Term 9 months from September 1st 2020 to 31st May 2021
- Area Two Rooms two Evenings per week from 3 to 7pm
- Licence Fee €60 per week.

This will be addressed at the next meeting of the School BOM.

Proposed: Cllr. Norma Moriarty
Seconded: Mr. Tim Daly

Extension of Current Licence Agreement between Two Mile CNS and Ms. Sharon O’Riordan, Little Explorers Pre-School

Director of SYM seeks Board approval to extend by a period of 1 month the current licence agreement with Little Explorers Pre-School under the following terms.

- Term 1 Month 30th June to July 31st 2020
- Area 1 Room for use as pre-school facility Summer Camp Facility.
- Rent €30 per week

This License Agreement was initially approved at ETB Board Meeting October 1st 2019.

This request is being presented on the recommendation of the Principal and will be addressed formally at the next scheduled School BOM Meeting.

Proposed: Mr. Tim Daly
Seconded: Cllr. Deirdre Ferris

Licence Agreement between Two Mile CNS and Ms. Sharon O’Riordan, Little Explorers Pre-School

Director of SYM seeks Board approval to renew the current licence agreement with Little Explorers Pre-School under the following Terms.

- **Term** 10 months from September 1st 2020 to 30th June 2021
- **Area** 1 Room for use as pre-school facility
- **Rent** €30 per week

This request is being presented on the recommendation of the Principal and will be addressed formally at the next scheduled School BOM Meeting.

Proposed: Mr. Tim Daly
Seconded: Cllr. Deirdre Ferris

Licence Agreement between Killorglin Community College and Scouting Ireland Services (The 14th Kerry Killorglin Branch of Scouting Ireland)

Director of SYM seeks Board approval to enter into a licence agreement with Scouting Ireland Services (The 14th Kerry Killorglin Branch of Scouting Ireland) for the use of two rooms in Killorglin Community College one evening per week under the following terms;

- **Term** 10 months from September 1st to June 30th 2021
- **Area** Two Rooms one evening per week from 6 to 9pm.
- **Licence Fee** €10 per annum.

It was noted that approval is subject to being fully compliant with the Guidance to Schools and Centres on the Use of Kerry ETB Premises, insurance, garda vetting and any other requirements deemed necessary from Kerry ETB's legal agents. In line with the Guidance to Schools and Centres on the Use of Kerry ETB Premises, this matter is being referred to the School BOM for consideration and approval.

Proposed: Cllr. Jim Finucane
Seconded: Cllr. Niall O'Callaghan

Killorglin Community College – Sports Field

➤ **Killorglin Laune Rangers Ladies GAA Team**

Request received by Kerry ETB on the 28th June 2020 by Killorglin Laune Rangers Ladies GAA trainer Gene Evens.

Gene Even's request is to use the facilities at Killorglin Community College for training purposes on Monday evenings for Killorglin Laune Rangers ladies team. This request is for the months of July and August 2020. The training sessions would be under the supervision of Gene Evens Killorglin Laune Rangers Ladies U14 trainer.

Killorglin Laune Rangers Ladies GAA Club will be responsible for the maintenance of the pitch during the use and have proposed to pay a sum to be agreed with the school for the use of the pitch during the months of July and August.

This request is being presented on the recommendation of the Principal and will be addressed formally at the next scheduled School BOM Meeting.

➤ **Scamps and Scholars Childcare**

Letter received on the 29th June 2020 from Scamps & Scholars Manager, requesting use the pitch at Killorglin Community College intermittently during summer months (July & August) for outdoor activities within the crèche.

The required times are Monday to Friday 9am to 5pm. Scamps and Scholars will be required pay Kerry Education and Training Board a sum of money to be agreed with the school for the use of the pitch during the months of July and August.

	<p>This request is being presented on the recommendation of the Principal and will be addressed formally at the next scheduled School BOM Meeting.</p> <p>➤ <u>Milltown/Castlemaine GAA Club</u> Letter received June 29th 2020 from Mike Carroll Secretary of Milltown/Castlemaine GAA Club. In this letter the club are requesting the use of the pitch at Killorglin Community College as the pitch at Milltown GAA club is undergoing major refurbishment works and re- development project.</p> <p>Milltown/Castlemaine GAA Club request is the use the pitch two evenings a week to accommodate Under 14 Boys and senior team training sessions. The request is for the months of July and August 2020.</p> <p>Milltown /Castlemaine GAA Club will be responsible for the maintenance of the pitch during use. And will pay Kerry Education and Training Board a sum to be agreed for use of the pitch during the months of July and August</p> <p>Each group will have to provide confirmation of insurance and child protection assurance etc. and any other documentation as required by Kerry Education and Training Board legal agents.</p> <p>The use of the pitch is throughout the summer months will be coordinated by school management who will be responsible for liaising with third parties re use, maintenance and financial provisions etc.</p> <p>This request is being presented on the recommendation of the Principal and will be addressed formally at the next scheduled School BOM Meeting.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Secoded: Cllr. Norma Moriarty</p> <p>It was noted that the School in entering into these arrangements must be satisfied with the additional requirements for compliance with COVID-19.</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>The Report addressed:</p> <ul style="list-style-type: none"> ➤ Kerry ETB COVID-19 Response Plan ➤ Kerry ETB Contingency Planning ➤ Kerry Diocesan Youth Service matters ➤ Tralee Regional Sports and Leisure CLG ➤ Kerry ETB and Tralee IT South Campus Acquisition <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>See Section 5 above.</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>See Section 5 above.</p> <p>No additional matters arising.</p>									
7.6	<p>Organisation Support and Development Report As per the Governance Section 6.0 of the Minutes, noted by the Board.</p> <p>The Board noted this update.</p>									
7.7	<p>Members’ Business (motions) Kerry ETB Board Meeting Schedule Provisional ETB Board Meeting schedule was reviewed.</p> <table border="1" data-bbox="727 1245 1252 1794"> <tr><td>Tuesday September 22nd 2020</td></tr> <tr><td>Tuesday October 27th 2020</td></tr> <tr><td>Tuesday December 8th 2020</td></tr> <tr><td>Tuesday January 26th 2021</td></tr> <tr><td>Tuesday February 23rd 2021</td></tr> <tr><td>Tuesday March 23rd 2021</td></tr> <tr><td>Tuesday April 27th 2021</td></tr> <tr><td>Tuesday May 25th 2021</td></tr> <tr><td>Tuesday June 22nd 2021</td></tr> </table> <p>It was agreed to conduct a survey re Board members meeting time and day preference.</p> <p>This matter will be finalised at the next Board meeting.</p>	Tuesday September 22nd 2020	Tuesday October 27th 2020	Tuesday December 8th 2020	Tuesday January 26th 2021	Tuesday February 23rd 2021	Tuesday March 23rd 2021	Tuesday April 27th 2021	Tuesday May 25th 2021	Tuesday June 22nd 2021
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06/2020/8	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.

06/2020/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>An Cathaoirleach and the CEO expressed their thanks to all the staff involved in setting up the Sports Hall for the Board Meeting, especially Centre Manager, Finbar Griffin, Mary Lucey, Principal, Kerry College Clash & Denny Street Campuses, Malcolm O’Sullivan, ICT Head Office, Marion O’Toole, Marketing and Communication Officer, Patricia Tierney, Executive Support Team and Karen Griffin, Executive Support Team.</p> <p>This concluded the business of the meeting.</p> <p style="text-align: center;">Next Board Meeting date: Tuesday September 22nd 2020</p>

Signed/Sínithe: _____

Date/Dáta: _____