

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 September 22nd 2020.

In Attendance:

Cllr. Jim Finucane
Cllr. Deirdre Ferris
Cllr. Norma Moriarty
Cllr. Michael Cahill
Cllr. Johnnie Wall
Mr. Noel Keenan
Ms Maria O’Gorman
Ms. Joan Mc Crohan

Cllr. Terry O’Brien
Cllr. Niall O’Callaghan
Cllr. Marie Moloney
Cllr. Cathal Foley
Ms. Maryanne Slattery
Ms. Catherine O’Sullivan
Mr. Tim Daly

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. Tommy Conroy, Finance Officer, Ms. Aileen O’Connor, Head of Corporate, Capital and Technology (CCT) Department, 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 – see Section 7.2.

09/2020/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ 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"> ➤ Ms. Marian Sugrue, Head Office and Ms. Linda Sugrue, Coláiste Gleann Lí, on the death of their Sister and Aunt, Ms. Joan Prendiville. ➤ Ms. Eleanor Reidy, Causeway Comprehensive School, on the death of her Mother, Ms. Mary McElligott. ➤ Ms. Elaine Dreelan Jones, Head Office, on the death of her Mother-in Law, Ms. Mary Jones. ➤ Ms. Karen O’Sullivan, Head Office, on the death of her Father, Mr. Maurice Foley.

09/2020/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ To the Kerry College Monavalley Campus Commis Chef Apprentices, who received the runner-up prize in the consortia-led apprenticeship category and won the 2020 Sustainability Prize for their project 'Food is the ingredient that binds us together'. Kerry ETB Commis Chef apprentices also won a dedicated award for best social media. ➤ To Kerry College, Clash Road Campus graduates, Steven Ó Conchúir and Rory Murphy who have been offered places on PE Teaching at UCC on the B(ED) (Hons) Sports Studies and Physical Education. ➤ To all the Kerry ETB Post Primary Schools Leaving Certificate students of 2020 ➤ To Micheál O'Shea in Castleisland Community College on receiving the Gaisce Bronze Medal Award.

09/2020/3	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 August 25th 2020 were adopted.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Ms. Maria O’Gorman</p>

09/2020/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ						
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The following update was provided by the Buildings Officer, Mr. Pdraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ Kerry ETB on September 16th 2020 issued the tender for the appointment of a main contractor for the construction of Gaelcholáiste Chiarraí Nua. ➤ The tender list has been defined following the pre-qualification of main contractors following Stage 1 of the tender process. Kerry ETB have prequalified five No. Contractors to tender for this project. <table border="1" data-bbox="451 1962 1514 2121"> <thead> <tr> <th data-bbox="451 1962 624 2022">Company</th> <th data-bbox="624 1962 1514 2022">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 2022 624 2078">Firm 1</td> <td data-bbox="624 2022 1514 2078">Galway/Dublin/Cork</td> </tr> <tr> <td data-bbox="451 2078 624 2121">Firm 2</td> <td data-bbox="624 2078 1514 2121">Limerick</td> </tr> </tbody> </table>	Company	Location	Firm 1	Galway/Dublin/Cork	Firm 2	Limerick
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Firm 5	Kerry/Limerick						
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"> ➤ On September 4th 2020, the Buildings Officer received a telephone call from the Schools Capital Appraisal Section of the DoE in relation to the Additional School Accommodation (ASA) Application for Coláiste na Ríochta, Listowel. ➤ The DoE advised the current ASA application would be classified as a major construction project. Currently the school is not listed on the major projects buildings list. ➤ Kerry ETB have requested the following accommodation elements for the extension: <table border="1" style="width: 100%; background-color: #f2f2f2;"> <tr> <td data-bbox="448 1659 1522 1738">New full-size ASD unit to accommodate 12 students (2 Class groups) following sanction of 2nd Class Group</td> </tr> <tr> <td data-bbox="448 1738 1522 1984"> Expansion of: 1) Engineering Room to accommodate 24 Students, new Principal’s Office and Administration Office to allow expansion of Metalwork/Engineering Room 2) Science Demo Room to allow for creation of Science Lab 3) Home Economics Room to create full-size Home economics Classroom 4) Design & Communications Graphics Facilities 5) Toilet & Changing Facilities for Physical Education (PE) </td> </tr> <tr> <td data-bbox="448 1984 1522 2056">Additional 12 General Classrooms due to disproportionate number of Specialist rooms. Additional GP Hall (Possible shared usage with Gaelscoil Listowel)</td> </tr> </table>	New full-size ASD unit to accommodate 12 students (2 Class groups) following sanction of 2 nd Class Group	Expansion of: 1) Engineering Room to accommodate 24 Students, new Principal’s Office and Administration Office to allow expansion of Metalwork/Engineering Room 2) Science Demo Room to allow for creation of Science Lab 3) Home Economics Room to create full-size Home economics Classroom 4) Design & Communications Graphics Facilities 5) Toilet & Changing Facilities for Physical Education (PE)	Additional 12 General Classrooms due to disproportionate number of Specialist rooms. Additional GP Hall (Possible shared usage with Gaelscoil Listowel)			
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	<ul style="list-style-type: none"> ➤ The DoE requested the ETB to review the ASA application with a view to reducing the scope of the project to allow the project be considered under the ASA Application process. ➤ Kerry ETB have notified the DoE that the full extension, as per the ASA application, is required to achieve the overall separation of FET and the Post Primary School. The ETB is seeking a follow up meeting with the DoE about this matter. ➤ Re the pre-fabricated buildings, Kerry ETB on August 15th 2020 requested DoE approval to appoint the successful tenderer. ➤ The successful tenderer has confirmed with their current production schedule we expect to have the units installed by mid-November. This delay is due to the significant demand for prefabricated classrooms for both the education and healthcare sector in recent months. <p>The Board welcomed 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"> ➤ Kerry ETB awaits DoE approval to commence pre-qualification/tendering for the building of the school project. ➤ Kerry ETB are in ongoing communications with DoE since August 3rd 2020 seeking approval to commence tendering the project for the appointment of Contractors. <p>The Board noted this update.</p>
4.4	<p>Killorglin Community College Sports Complex Proposal Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update re progress in addressing 66 year lease approval with the DoE:</p> <ul style="list-style-type: none"> ➤ Kerry ETB have received confirmation from the DoE that this matter will be discussed at the next scheduled meeting of the DoE “Property Oversight Group” who are scheduled to meet on September 23rd 2020. ➤ Following approval by the DoE, Kerry ETB will be in a position to execute the lease with Killorglin Sports and Leisure Company Limited by Guarantee. <p>The Board noted this update.</p>
4.5	<p>Anaerobic Digestion Facility – Planning Appeal Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ On August 31st 2020, Kerry ETB made a submission to Kerry County Council on Planning Ref 20/673 – Sandford Energy Ltd. ➤ This submission was made following the decision taken by the BOM of Causeway Comprehensive School at their meeting on August 24th 2020. The BOM decided to make a submission to ensure that the three areas of concern (noise, odour and traffic) were placed as a condition on the planning file.

	<ul style="list-style-type: none"> ➤ The Buildings Officer advised that a copy of this submission was circulated to the Board members within the appendices of the Capital & Buildings Report. ➤ Kerry ETB on September 4th received notice from Kerry County Council that our submission had been validated. <p>The Board noted the update.</p>
4.6	<p>Correspondence with Kerry Diocesan Youth Services (KDYS)</p> <p>The Chief Executive provided the following update:</p> <ul style="list-style-type: none"> ➤ As advised at the August 25th 2020 Kerry ETB Board meeting, the mediation process is now being progressed by the respective legal representatives for both organisations ➤ Mediator agreed and appointed on August 25th 2020 ➤ CEO, Director of OS&D and Head of Finance representing Kerry ETB in the mediation ➤ Proposed date for mediation is expected to be late September 2020 in Killarney, Co. Kerry. <p>The CEO advised that the recent escalation to level 3 of the Government Published Resilience and Recovery 2020-2021: Plan for Living with COVID-19 for Dublin may impact on the timeline for the mediation process.</p> <p>The CEO thanked the Director of OS&D, the Finance Office and all supporting staff who have assisted in the preparation for the mediation.</p> <p>The Board welcomed this update.</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"> ➤ The rent review is due since August 1st 2020. ➤ As advised at the August 25th 2020 Board Meeting, Savills have been nominated by the Landlord to negotiate the rent review for Head Office ➤ During initial discussions on August 14th 2020, the Finance Officer requested a written proposal from Savills. An email was received on September 14th 2020 advising that Savills will be inspecting Head Office premises in the week commencing September 21st 2020. <p>A further update will be provided at the next meeting.</p>

09/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>An update was provided by the Directors of SYM and FET on the COVID-19 Response Plan progress and their ongoing contingency planning for</p>

reopening centres and colleges and keeping schools, centres and colleges open in line with the overall ETB COVID-19 Response Framework.

The Director of SYM, Ms. Ann O'Dwyer's report, as circulated with the Meeting Agenda, addressed the following:

COVID-19 Response Plan Progress for Schools:

- Post Primary COVID-19 Response Plans have been ratified by their Boards of Management (Section 44 Committees).
- CAD drawings completed for schools assisting reconfigurations and layout.
- Headsets with portable amplifiers being sourced for teachers to assist them in projecting their voices during class time.
- Supervision challenges reported across Post-Primary schools: GAA Games Development Administrators providing support in 6 schools on a temporary basis.
- Two confirmed contained cases reported in two schools. No close contact transmission with students/staff reported, HSE reported minimal risk in both cases and provided very complementary feedback to schools in relation to organization and protocols.
- Microsoft Teams and Microsoft Applications Webinar provided for all teachers in August
- Microsoft Teams training provided for new teachers as part of induction
- Microsoft Accounts set up for all new students in ETB schools
- Microsoft Teams Training taking place for 1st years in all schools
- Applied Maths online for 5th and 6th years recommencing week of 14th September
- Prepared draft Hybrid Teaching Learning Guidance for schools
- Prepared draft Procedures for Teachers and Students Web Conferencing

The Director of SYM also advised the Board that enrolments across Kerry ETB schools had increased by c.108 for 2020 and were c.2,683 in total.

The Board thanked the Director of SYM for the comprehensive update.

The Director of FET, Mr. Owen O'Donnell's report, as circulated with the Meeting Agenda, addressed the following:

- Weekly Plans – FET Management are issuing their weekly reports by close of business on Friday, the reports are then compiled on Monday AM for a weekly FET Covid-19 update meeting.
- Visitor/Learner Form – Full Track and Trace – Visitor forms/questionnaires are completed by all visitors on arrival at all FET facilities, Learner forms/questionnaires are completed prior to commencement of their course.
- Learner Contracts – Learner contracts are distributed and signed by all learners on commencement of their course. Each learner MUST sign this contract which includes a section on full compliance with all Kerry ETB Covid-19 procedures and guidelines.
- Contract Tracing Log system in place across FET Centres – A full contract tracing log is compiled every day in all FET Centres/Campuses from the visitor forms/questionnaires and are forwarded by FET Management to the Director with their weekly plans.

	<ul style="list-style-type: none"> ➤ Amended Response plan for Learner Access/Egress – Covid-19 Response plans have been updated to reflect the access and egress for each FET building. ➤ Full Covid-19 Compliance plans for Registrations – Registration week for Kerry College took place and full plans were put in to operation to ensure full compliance with all Covid-19 procedures and guidelines. ➤ Extra resources for Caretakers/Cleaners – extra resources have been recruited for ABE, VTOS and Youthreach Centres. A centrally organised cleaning contract is also being put in place. ➤ Core Provision only for September/October - no use of third party locations at this time unless prior approval by Director/CEO. Priority is to be given to core FET provision. This will be reviewed in the coming weeks/months. ➤ Covid-19 Incident Reporting Form – 9 received to date – There have been no positive cases of Covid-19 confirmed from these incidents as of 22nd September 2020. <p>Re the planned programme commencement dates the Director of FET advised:</p> <ul style="list-style-type: none"> ➤ Kerry College Learners commenced on the 21st September 2020 in Clash, Denny Street and Listowel Campus. Monavalley Campus had new courses commencing from 31st August. ➤ New Learners commencing on 28th September 2020 for all FET Centres <ul style="list-style-type: none"> • Kenmare • Tech Amergin, Waterville • O'Connell Centre, Caherciveen • An Tochar, Causeway • Dingle ○ Adult Basic Education, new Learners commencing on 28th September 2020 ○ Community Education, class by class approach being adopted from 28th September 2020 ○ Back to Education Initiative (BTEI), class by class approach being adopted from 28th September 2020 <p>The Board thanked the Director of FET for the comprehensive update.</p>
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09/2020/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan, advising the following:</p> <ul style="list-style-type: none"> ➤ The feedback from the workshop with the Institute of Public Administration (IPA) on July 2nd 2020 was very positive. All members of the Senior Executive Management Team were in attendance. The workshop focused on supporting the implementation of the revised Risk Management Policy and the effective transition to the new risk registers, language use, tools etc.

	<ul style="list-style-type: none"> ➤ The transition to the new risk register template has been completed for the following risk registers; Corporate, Schools, FET, Finance and CCT (Corporate, Capital and Technology). ➤ Follow up internal workshops will be scheduled over the next quarter for FET and Schools management to support their transition to the new risk register template. ➤ Workshop with Youth Function took place September 14th 2020 with positive feedback. Transition to new risk register template is expected to be completed week ending September 25th 2020. ➤ Draft Risk Appetite Statement 2021 was approved by the Senior Executive Management on August 24th 2020. It will go to the Audit and Risk Committee on October 9th 2020 for review and recommendation. ➤ Draft Risk Management Framework will be presented to the October 9th 2020 meeting of the Audit and Risk Committee for input and review. ➤ Following review of the Risk Management Framework and Statement by the Audit & Risk Committee, both will be brought to the October/November meeting of the Board for formal approval. (An overview of the main risks identified on the Corporate Risk Register will take place at the same meeting). <p>The Board welcomed this update and an Cathaoirleach thanked all involved.</p>
6.2	<p>Minutes of School Boards of Management (BOM) Meetings The Board approved the Minutes of the following BOM Meetings:</p> <ul style="list-style-type: none"> ➤ Coláiste na Sceilge <ul style="list-style-type: none"> ➤ Board of Management Meeting on January 22nd 2020 ➤ Board of Management Meeting on May 29th 2020 ➤ Coláiste na Ríochta <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 18th 2020 ➤ Scoil an Ghleanna SNP <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 21st 2020 ➤ Castleisland Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on November 21st 2019 ➤ Board of Management Meeting on January 29th 2020 ➤ Board of Management Meeting on June 11th 2020 <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Cllr. Terry O’Brien</p> ➤ Tahilla CNS <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 20th 2020 ➤ Causeway Comprehensive School <ul style="list-style-type: none"> ➤ Board of Management Meeting on April 27th 2020 ➤ Coláiste Gleann Lí <ul style="list-style-type: none"> ➤ Board of Management Meeting on July 3rd 2019 ➤ Board of Management Meeting on June 26th 2020 <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Terry O’Brien</p>

6.3	<p>Minutes of FET Governance Boards and BOM Meetings The Board approved the Minutes of the following meetings:</p> <ul style="list-style-type: none"> ➤ Kerry College <ul style="list-style-type: none"> ➤ Governance Board Meeting on June 4th 2020 ➤ Governance Board Meeting on August 24th 2020 ➤ Cappanalea, the National Outdoor Education and Training Centre <ul style="list-style-type: none"> ➤ Governance Board Meeting on January 17th 2019 ➤ Governance Board Meeting on May 8th 2019 ➤ Youthreach Committee <ul style="list-style-type: none"> ➤ Committee Meeting on May 27th 2020 ➤ Committee Meeting on June 18th 2020 <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Cllr. Terry O’Brien</p>
6.4	<p>Minutes of the Youth Work Committee There are no minutes for approval at this meeting.</p>
6.5	<p>Minutes of the Section 45 Committees The Director of OS&D, Ms. Maria Brennan advised that following clarification from the DoE and as per Section 4.18 (Finance Committee) and Section 7.34 (Audit and Risk Committee) of the Code of Practice for the Governance of Education and Training Boards (CL 0002/2019), the minutes of the Finance Committee and the Audit and Risk Committee are to be submitted and noted by the ETB Board as a formal record of each meeting held etc.</p> <p>The Director of OS&D advised that these minutes are formally approved by their own respective committees.</p> <ul style="list-style-type: none"> ➤ Finance Committee <ul style="list-style-type: none"> ➤ Committee Meeting on February 17th 2020 ➤ Committee Meeting on February 26th 2020 ➤ Audit and Risk Committee <ul style="list-style-type: none"> ➤ Committee Meeting on January 21st 2020 ➤ Committee Meeting on March 10th 2020 ➤ Committee Meeting on May 21st 2020 <p>The above listed minutes were noted by the Board.</p>
6.6	<p>Minutes of Partnership School BOM Meetings The Board noted the minutes of the following Partnership School BOM meeting:</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on March 2nd 2020 <p>The Board noted these minutes.</p>

6.7	<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"> ➤ Kerry ETB Sustainability Strategy 2020-2022 – as circulated ➤ DoE Early Warning Report Procedure – as circulated ➤ Erasmus Approval Procedure – as circulated <p>The Board approved the policies as presented.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maryanne Slattery</p>										
6.8	<p>Health and Safety Matters Update The Head of CCT, Ms. Aileen O'Connor provided an update addressing the following;</p> <table border="1" data-bbox="451 898 1513 1536"> <thead> <tr> <th data-bbox="451 898 624 981">Activity</th> <th data-bbox="624 898 1513 981">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 981 624 1104">Central Safety Policies</td> <td data-bbox="624 981 1513 1104">Kerry ETB safety statement updated to include reference to COVID-19</td> </tr> <tr> <td data-bbox="451 1104 624 1227">Risk Assessment Programme</td> <td data-bbox="624 1104 1513 1227">Assisting schools and centres with completion of COVID site risk assessments including site visits, phone and email support</td> </tr> <tr> <td data-bbox="451 1227 624 1317">Safety Committee</td> <td data-bbox="624 1227 1513 1317">Meeting date to be scheduled for 24/09/2020</td> </tr> <tr> <td data-bbox="451 1317 624 1536">Training Programme</td> <td data-bbox="624 1317 1513 1536">Manual handling training delivered to school aides. COVID coordinator training for FET managers completed in August. COVID Lead Worker Representatives training for schools completed on 21/09/2020. COVID Lead Worker Representatives training for FET scheduled for 24/09/2020.</td> </tr> </tbody> </table> <p>The Board noted this update.</p>	Activity	Update	Central Safety Policies	Kerry ETB safety statement updated to include reference to COVID-19	Risk Assessment Programme	Assisting schools and centres with completion of COVID site risk assessments including site visits, phone and email support	Safety Committee	Meeting date to be scheduled for 24/09/2020	Training Programme	Manual handling training delivered to school aides. COVID coordinator training for FET managers completed in August. COVID Lead Worker Representatives training for schools completed on 21/09/2020. COVID Lead Worker Representatives training for FET scheduled for 24/09/2020.
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6.9	<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="451 1827 1513 2024"> <tbody> <tr> <td data-bbox="451 1827 636 1924">Coláiste na Sceilge</td> <td data-bbox="636 1827 1002 1924">Mr. Donal O'Reilly</td> <td data-bbox="1002 1827 1513 1924">BOM/Community Nominee</td> </tr> <tr> <td data-bbox="451 1924 636 2024">Youth Work</td> <td data-bbox="636 1924 1002 2024">Ms. Orianne McGillicuddy Ms. Saoirse Maloney</td> <td data-bbox="1002 1924 1513 2024">Young persons from Comhairle na nOg</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien</p>	Coláiste na Sceilge	Mr. Donal O'Reilly	BOM/Community Nominee	Youth Work	Ms. Orianne McGillicuddy Ms. Saoirse Maloney	Young persons from Comhairle na nOg				
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Seconded: Cllr. Marie Moloney

Gaelcholáiste Chiarraí

The Board was advised that currently there is provision for three Primary Gaelscoileanna nominees on the school BOM. The Director of SYM advised that following several months the BOM has been unsuccessful in securing the final Primary Gaelscoileanna nominee.

It was agreed to amend the Gaelcholáiste Chiarraí BOM structure by reducing the nominees from Primary Gaelscoileanna from three to two and replacing same with a nominee from an English speaking feeder national school. This was approved by the Board.

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

Youthreach Committee

The following Committee appointments were made by the Board:

Youthreach	Ms. Mary Lucey Ms. Iseult Glynn	BOM Nominees Principal Nominee
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Proposed: Cllr. Terry O'Brien
Seconded: Cllr. Deirdre Ferris

Remaining Vacancies: 2 Parent/Guardian Nominees

Further Education and Training Centres Governance Board

Letter received August 27th 2020 from South Kerry Development Partnership (SKDP) – one nominee to be appointed:

- Ms. Bridie Buckley
- Mr. Emmett Spring

The Board appointed Mr. Emmet Spring to the Governance Board.

Proposed: Cllr. Norma Moriarty
Seconded: Cllr. Marie Moloney

Further Education and Training Centres Governance Board

Email received on September 8th 2020 from North, East and West Kerry Development (NEWKD):

- Mr. Ger Brosnan

The Board appointed Mr. Ger Brosnan to the Governance Board.

Proposed: Cllr. Terry O'Brien
Seconded: Cllr. Deirdre Ferris

	<p>Further Education and Training Centres Governance Board Community Nominee: Ms. Judith Hayes</p> <p>The Board appointed Ms. Judith Hayes to the Governance Board.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Deirdre Ferris</p> <p style="text-align: center;">Remaining - Vacancies: 2 Learners nominees and 2 Community Nominees</p>
6.10	<p>ETB Board Self-Assessment 2020 as per Code of Practice for the Governance of ETBs (CL0002/2019)</p> <p>The Board Self-Assessment is a new requirement of the Code of Practice for the Governance of ETBs (CL0002/2019). Section 4 of the Code, Board Effectiveness, sets out that the Board of Kerry ETB should 'undertake a self-assessment annual evaluation of its own performance and that of its board committees.</p> <ul style="list-style-type: none"> ➤ The letter and link for this self-assessment were sent out with the Board meeting documentation ➤ Members are asked to complete the assessment as soon as possible. ➤ Where assistance in completing this process is needed, it will be provided. <p>The Board noted this update.</p>
6.11	<p>Appointment to the BOM for Scoil Phobail Sliabh Luachra</p> <p>Appointment of Kerry ETB representatives to the BOM of Partnership School, Scoil Phobail Sliabh Luachra for the next term – August 1st 2020 to July 31st 2023:</p> <ul style="list-style-type: none"> ➤ Ms. Stella Loughnane ➤ Cllr. Niall O'Callaghan ➤ Cllr. Marie Moloney <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Jim Finucane</p>
6.12	<p>ETBI Governance Training for ETB Board Members – as circulated</p> <p>The Board was advised that a two-hour online governance workshop for ETB Board Members has been proposed by ETBI for each ETB Board.</p> <p>The Director of OS&D advised that while this training is available for all Board members it may be of particular interest to new Board members. It was agreed to contact ETBI to schedule same should there be sufficient interest from Board members.</p> <p style="text-align: center;">Proposed: Cllr. Niall O'Callaghan Seconded: Mr. Noel Keenan</p>

<p>6.13</p>	<p>ETBI Annual General Meeting 2020 – as circulated and for decision. Kerry ETB have been advised by ETBI that the ETBI Annual General Meeting will take place online on Friday 2nd October 2020 at 2.00pm. ETBs are invited to nominate up to 26 delegates, five of whom can be voting delegates. An Cathaoirleach to engage with Board members re the voting delegates.</p> <p>Members wishing to attend were advised to contact the Executive Support Team.</p> <p>This update was noted.</p>
<p>6.14</p>	<p>Kerry County Development Plan Review</p> <ul style="list-style-type: none"> ➤ Letter received from Kerry County Council on June 24th 2020 – as circulated ➤ Feedback was invited between June 24th 2020 and August 21st 2020 <p>It was agreed to provide an update on Kerry ETB feedback at the next Board meeting.</p> <p>This was noted by the Board.</p>
<p>6.15</p>	<p>Third Party Arrangements for use of Kerry ETB premises</p> <ul style="list-style-type: none"> ➤ The Board was advised that in light of the current COVID-19 Pandemic, arrangements the following have been reviewed: <ul style="list-style-type: none"> ➤ Use of Kerry ETB Premises by Third Parties ➤ Kerry ETB use of Third Party premises ➤ Letters issued by the CEO to the Directors addressing these matter, on September 8th and 10th 2020 ➤ Letter September 8th 2020 addressed the use of Kerry ETB Premises by Third Parties and set out the following: <ul style="list-style-type: none"> ➤ Third Party organisations have to submit their organisation’s COVID-19 response plan and risk assessment to the relevant Director for review and decision. This submission will be evaluated by the Director and a decision made re the use of the ETB premises. ➤ The letter of September 10th 2020 addressed Kerry ETB’s use of Third Party premises and set out the following: <ul style="list-style-type: none"> ➤ Kerry ETB management to carry out a risk assessment of the proposed location, complete a COVID-19 response plan and review the third party organisation’s response plan. All documents to be submitted to the relevant Director with application form for review and decision. The Director will make the decision re same. ➤ Copies of these letters were circulated to the Board Members. <p>The Board welcomed this update.</p>
<p>6.16</p>	<p>Údarás na Gaeltachta Strategy 2021-2025 update</p> <p>Kerry ETB feedback provided by email dated September 11th 2020. The feedback address:</p> <ul style="list-style-type: none"> • Irish Education Programme Uíbh Rádhach

	<ul style="list-style-type: none"> • Need for Youth Officers roles in Corca Dhuibhne and Uíbh Ráthach • FET courses provision through Irish <p>This update was welcomed and noted by the Board.</p>
6.17	<p>School Admissions Policies as per the Education (Admission to Schools) Act 2018 – for approval – Director of SYM</p> <p>The following updated School Admissions Policies as per the provisions of the Education (Admission to Schools) Act 2018 were presented by the Director of SYM for approval:</p> <ul style="list-style-type: none"> ➤ Castleisland Community College ➤ Causeway Comprehensive School ➤ Coláiste Gleann Lí ➤ Coláiste na Ríochta ➤ Coláiste na Sceilge ➤ Gaelcholáiste Chiarraí ➤ Killarney Community College ➤ Killorglin Community College <p>The School Admission Policies as presented by the Director of SYM were approved by the Board.</p> <p style="text-align: right;">Proposed: Ms. Joan McCrohan Seconded: Cllr. Marie Moloney</p>

09/2020/7	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</p> <p>The Finance Report, as circulated with the Meeting Agenda, was 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</p> <p>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"> ➤ Devolved Project Request ➤ CAD Drawing Scheme ➤ Scamps & Scholars ➤ Causeway Comprehensive School ➤ Killarney Community College

- St. Oliver's National School, Killarney
- Coláiste Gleann Lí
- Kerry College – Clash Campus
- Cappanalea, NCOET
- Tech Amergin

Land and leases:

Update from the Board meeting August 25th 2020:

- Leases submitted to the Department for approval:
 - 13/14 Denny Street, Tralee - €55,165.60 pa – 3 Years from 1st September 2020
 - Unit 1 & 4, Davcon House Monavalley Industrial Estate, Tralee - €51,700 pa – 5 years from 1st September 2020
 - Old Strand Street School, Strand Street, Tralee - €14,400 pa – 2 years from 1st September 2020
 - O'Donoghue's Garage, Boherbee, Tralee - €28,000 pa – 1 year from 1st September 2020

These Leases were submitted to the DoE for approval on September 1st 2020. The Leases will be discussed at the meeting of the DoE's 'Property Oversight Group' on September 23rd 2020.

The DoE were advised by email on September 22nd 2020 that the rental of the Building on Strand Street, Tralee will not be progressing as the landlord in question is leasing the building to another party.

Rental Agreements /Leases not proceeding:

Board members were advised that the following Rental Agreements/Leases are not proceeding and the rationale for same:

- **Proposed Lease: South Kerry VTOS/Killorglin** – 8000 sq. ft. for 15 years - €147,600 pa. Board approval had been obtained to further explore this proposal at the August 25th Board meeting. Following further review and re-structuring of provision in line with COVID-19 matters, a smaller premises is required. A reduced size premises remains a requirement.
- **Proposed Rental Agreement:** Clash Industrial Estate – 12,000 sq. ft. for 1 year - €25,000 pa. Following further review, course re-structuring and fit out costs it was decided not proceed with this rental agreement.

This update was noted by the Board.

Rental Agreements for approval

The Director of FET presented the following for Board approval:

58 Church Street, Listowel - Rental Agreements for Approval - Addressing COVID-19 Requirements for Physical Distancing. Board Approval is being sought for the following rental agreement at 58 Church Street, Listowel. The proposed unit will be used for additional classrooms for Kerry College Listowel Campus.

This matter was addressed and approved at the Kerry College Governance Board on September 21st 2020.

- Term: September 11th 2020 to May 30th 2021 (37 weeks)
- Rental: €20,350 (€550 per week)
- Area: 2,500 sq. ft.
- Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.

The terms as presented by the Director of FET were approved by the Board.

Proposed: Ms. Maria O’Gorman

Seconded: Mr. Noel Keenan

The Seanchaí Centre, Listowel - 24, The Square, Listowel - rental agreement for additional classrooms for Kerry College Listowel due to COVID-19 social distancing requirements. Board Approval is being sought for the following rental agreement at 24 The Square, Listowel (Seanchaí Centre). The proposed unit will be used for additional classrooms for Kerry College Listowel Campus. This matter was addressed and approved at the Kerry College Governance Board on September 21st 2020.

- Term: September 11th 2020 to May 30th 2021 (37 weeks)
- Rental: 14,800 (€400 per week)
- Area: 1,200 sq. ft.
- Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.

The terms as presented by the Director of FET were approved by the Board.

Proposed: Ms. Maria O’Gorman

Seconded: Ms. Maryanne Slattery

Liber House, Tralee - Rooms 3J & 3K - rental agreement for additional classrooms for Kerry College Monavalley due to COVID-19 social distancing requirements. Board Approval is being sought for the following rental agreement for Room 3J & 3K at Liber House, Monavalley, and Tralee. The proposed unit will be used for additional classrooms for Kerry College Monavalley Campus. This matter was addressed and approved at the Kerry College Governance Board on August 24th 2020.

- Term: September 21st 2020 to May 30th 2021 (9 months)
- Rental: €23,400 (€2,600 per month)
- Area: c.2,500 sq. ft.
- Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.

The terms as presented by the Director of FET were approved by the Board.

Proposed: Cllr. Johnnie Wall

Seconded: Ms. Maryanne Slattery

Liber House Tralee - Rooms 2A & 3C - rental agreement for additional classrooms for Tralee ABE due to COVID-19 social distancing requirements. Board Approval is being sought for the following rental agreement for Rooms 2A & 3C at Liber House, Monavalley, Tralee. The proposed units will be used for additional classrooms for Tralee ABE (Adult Literacy).

- Term: September 21st 2020 to May 30th 2021 (9 Months)
- Rental: €23,625 (€2,625 per month)
- Area: c. 2,650 sq. ft.
- Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.

The terms as presented by the Director of FET were approved by the Board.

Proposed: Cllr. Norma Moriarty

Seconded: Ms. Joan McCrohan

Prior to commencing the discussions on the following lease agreement, in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, Cllr. Norma Moriarty declared a conflict of interest and advised the Board that she is a member of the Men's Shed Committee and would not partake in any of the discussions re same.

Cllr. Norma Moriarty did not partake in any deliberation in relation to this matter.

Lease Agreement for approval

Waterville Men's Shed

The Buildings Officer advised the Board that at the ETB Board Meeting on October 23rd 2018, the ETB Board agreed that the Waterville Men's Shed could utilise an old timber store/bike shed on the grounds of Kerry ETB's Tech Amergin Centre in Waterville, at no cost to the ETB.

Subsequently, at the February 27th 2020 Board Meeting, it was agreed that Waterville Men's Shed could submit a planning application to Kerry County Council, but that said 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.'*

Planning Permission (ref 20/327) was granted to Waterville Men's Shed on July 3rd 2020.

Board approval is now being sought on the proposed lease of the site on the grounds of Tech Amergin to Waterville Men's Shed, for the following term and subject to the provision that if the Men's Shed should move or close down the lease terminates and the property reverts to the ETB.

- Term: 20 Years from October 1st 2020 to 30th September 2040
- Rent: €100 per annum

	<p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Johnnie Wall</p> <p>Following the granting of the planning permission and Board approval of the lease, Waterville Men's Shed will undertake a scheme of fit-out and refurbishment to this facility (Planning Ref 20/327).</p> <p>The Board noted this update.</p> <p>It was noted that all Rental Agreements/Lease Agreements are subject to approval by the DoE as per Circular Letter 39/2011, DPER Circular Letter 17/2016 and Circular Letter 0002/2019.</p>
7.3	<p>Chief Executive Officer's Report</p> <p>The CEO's Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> ➤ Kerry ETB Head Office Update ➤ Kerry ETB Contingency/COVID-19 Planning ➤ Kerry Diocesan Youth Service ➤ Tralee Regional Sports and Leisure CLG ➤ Kerry ETB and Tralee IT South Campus Acquisition ➤ Radio/Media Campaign
7.4	<p>Schools Report – Director of Schools, Youth and Music</p> <p>The Schools Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> ➤ COVID-19 Response Plan Progress for Schools - See Section 5 above for Covid-19 update. ➤ ICT Update ➤ Wellbeing and Student Support ➤ Admissions to School Policy ➤ Enrolment figures as of 15th September 2020 ➤ Youth Development Office ➤ Wellbeing Kerry ➤ Music Generation Chiarraí ➤ Local Creative Youth Partnership
7.5	<p>Further Education and Training Report – Director of FET</p> <p>The FET Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> ➤ FET TEL Strategy ➤ IT Devices ➤ FET SOLAS Funding – Mid Year review ➤ FET Covid Update – see Section 5 above for Covid-19 update ➤ Kerry College Registration and Start Dates ➤ Applicant Waitlist as of 11th September 2020 ➤ Kerry College Applicant Levels

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)</p> <p>Cllr. Michael Cahill proposed that a letter is issued to all Schools and FET Centres thanking the management and staff for the excellent work in preparing for the 2020/21 academic year with COVID-19 Risk Mitigation measures.</p> <p>The was unanimously agreed by the Board.</p>

09/2020/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<p>DoE Correspondence: Noted as listed</p>
8.2	<p>DoE Circular Letters: Noted as listed</p>
8.3	<p>DoE Press Releases: Noted as listed</p>
8.4	<p>Department of Further and Higher Education, Research, Innovation and Science Press Releases: Noted as listed</p>
8.5	<p>Department of Children and Youth Affairs Correspondence: Noted as listed</p>
8.6	<p>ETBI Correspondence: Noted as listed</p>
8.7	<p>SOLAS Correspondence Noted as listed</p>
8.8	<p>Other Correspondence: Noted as listed.</p>

09/2020/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	Next Board Meeting date: Tuesday October 27 th 2020

Signed/Sínithe: _____

Date/Dáta: _____