

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) Meeting held in the Boardroom at Kerry ETB Head Office, Tralee on Tuesday October 1st 2019.

In Attendance:

Cllr. Michael Cahill
Cllr. Jim Finucane
Cllr. Fionnán Fitzgerald
Cllr. Norma Moriarty
Ms. Maryanne Slattery
Mr. Noel Keenan
Ms Maria O’Gorman
Mr. John O’Roarke
Mr. Tim Daly

Cllr. Pa Daly
Cllr. Terry O’Brien
Cllr. Marie Moloney
Cllr. Niall O’Callaghan
Mr. Joe Brennan
Ms. Catherine O’Sullivan
Mr. Zaid Kassoob
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. Tommy Conroy, Finance Officer, Mr. Danny Kerins, Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs Officer, Ms. Patricia Tierney, Corporate Support and Ms. Karen Griffin, Corporate Support were also in attendance.

As per Schedule 3, Paragraph 10, Section 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).

10/2019/1	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. Norma Foley
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 Mr. Shaun Purcell, retired Chief Executive of Mayo, Sligo and Leitrim ETB, on the death of his Mother, Ms. Teresa Purcell. ➤ To Ms. Margaret Kenny, Coláiste Gleann Lí, on the death of her Father, Mr. David Fitzgerald. ➤ To Mr. Denis Foley, Causeway Comprehensive School, on the death of his Father, Mr. Denis Foley. ➤ To Ms. Mary Harrington, Killarney VTOS, on the death of her Mother, Ms. Eily Harrington.

10/2019/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <p>➤ Congratulations to all the staff involved in the refurbishment of Two Mile Community National School. The refurbished building was officially opened on Friday September 20th 2019 by Minister Brendan Griffin.</p>
10/2019/3	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 September 10th 2019 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Joan McCrohan</p>

10/2019/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The Head of CS&CD advised that the Design Team are progressing the Stage 2B tender documentation which is due for submission to the Department of Education and Skills (DoES) on November 8th 2019. The site-enabling works are drawing to a conclusion, some elements of the diversion of existing service ducts remain to be completed.</p> <p>The Board noted this update.</p>
4.2	<p>Listowel School Accommodation</p> <p>The Head of CS&CD, Mr. Danny Kerins advised that the Kerry ETB Buildings Officer is awaiting clarity and direction from the DoES Lead Architect on matters pertaining to whole campus development. No final decision in relation to the Additional School Accommodation (ASA) Submission has received to date.</p> <p>The Board noted this update.</p>
4.3	<p>Listellick National School Building Project Update</p> <p>An update was provided by the Head of CS&CD, Mr. Danny Kerins advised that a meeting was held with the school BOM representatives on September 11th 2019 to discuss the project progress to date and the next steps.</p> <p>This update was noted by the Board.</p>

4.4	<p>Killorglin Community College Proposal Update</p> <p>The Head of CS&CD, Mr. Danny Kerins provided an update on this matter, addressing the following:</p> <ul style="list-style-type: none"> ➤ Clarification was received from Kerry County Council on September 12th 2019 under the Urban Regeneration and Development Fund application process advising that this submission has been reclassified as a Type 2 project and decision on same is expected in November 2019. ➤ On September 27th 2019 a meeting took place with representatives from the Killorglin Sports Complex (trading as Killorglin Sports and Leisure Centre Company Limited by Guarantee) reviewing the status of the legal relationship with Kerry ETB. Murphy Ramsey Walsh Solicitors attended this meeting and it was agreed that a review of the legal legacy relationship is necessary and will be progressed. A further meeting will be scheduled on completion of same. <p>The Board noted the update.</p>							
4.5	<p>Anaerobic Digestion Facility - Leave to Appeal Update</p> <p>The Board was advised that this matter is still under consideration by An Bord Pleanála.</p>							
4.6	<p>Targeted Youth Funding Scheme</p> <p>An update was provided by the CEO addressing the following:</p> <ul style="list-style-type: none"> ➤ Letter issued to KDYS formally requesting a decision August 20th 2019 re proposed ETB's Internal Audit Unit (IAU) Audit for the following projects. <table border="1" data-bbox="651 1317 1313 1731" style="margin-left: auto; margin-right: auto;"> <tr><td>Kerry ETB</td></tr> <tr><td>Kerry YWI</td></tr> <tr><td>Killarney Youth Work Project</td></tr> <tr><td>Listowel/North Kerry Project</td></tr> <tr><td>Sliabh Luachra/Castleisland Youth Project</td></tr> <tr><td>YIC</td></tr> <tr><td>Killarney/Tralee YIC</td></tr> </table> <ul style="list-style-type: none"> ➤ Letter received from KDYS on September 4th 2019. A copy of this letter was sent to the Department of Children and Youth Affairs (DCYA) on September 5th 2019. Acknowledgment of letter sent to KDYS September 9th 2019. ➤ Letter issued to KDYS re proposed meeting with KDYS Board as per the decision at the ETB Board meeting September 10th 2019 – a copy was circulated with the Meeting Agenda. 	Kerry ETB	Kerry YWI	Killarney Youth Work Project	Listowel/North Kerry Project	Sliabh Luachra/Castleisland Youth Project	YIC	Killarney/Tralee YIC
Kerry ETB								
Kerry YWI								
Killarney Youth Work Project								
Listowel/North Kerry Project								
Sliabh Luachra/Castleisland Youth Project								
YIC								
Killarney/Tralee YIC								

	<ul style="list-style-type: none"> ➤ Letter of reply received from KDYS on September 16th 2019. A copy of this letter was sent to the DCYA. ➤ Letter issue to KDYS September 19th 2019 addressing the fact that KDYS had not agreed to our request for a meeting as per letter September 12th 2019. ➤ Email received from KDYS on September 23rd 2019. ➤ Letter issued to KDYS and the DCYA on September 25th 2019 addressing a number of queries raise by KDYS and seeking confirmation of a meeting date. <p>The Board was advised that to date KDYS have not confirmed a date for a meeting as per the decision of the ETB Board on September 10th 2019.</p> <p>A question was asked regarding the Quarter 4 funding for the above listed projects addressing whether or not Kerry ETB would be processing same. The Board was advised that the ETB will not be processing any funding in respect of these projects until the ETB's IAU Audits are in place. This position is consistent with the requirements of CL 0002/2019 Sections 8.37 and 8.38.</p> <p>The Board noted this update.</p>
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10/2019/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>As part of the induction process for the new Board, each Director gave a presentation on their pillar area:</p> <ul style="list-style-type: none"> ➤ Director of School, Youth and Music's presentation addressed: <ul style="list-style-type: none"> ➤ Schools Overview ➤ School Priorities ➤ School Budgets ➤ Youth & Music Priorities ➤ Gaeilge Priorities ➤ Director of Organisation Support and Development's presentation addressed: <ul style="list-style-type: none"> ➤ Mission and Core Values ➤ Strategy Statement & Goals ➤ Service Plan ➤ Financial Statements ➤ Annual Report ➤ Organisation and Department Structures ➤ Policies and Procedures and CEO's Memos ➤ Director of Further Education and Training's presentation addressed: <ul style="list-style-type: none"> ➤ Adult Education Officers and Principal/Managers of Kerry College

	<ul style="list-style-type: none"> ➤ FET Centres and Colleges ➤ Beneficiaries ➤ Budget Allocation 2019 ➤ Feedback <p>The Board welcomed the presentations by the Directors and commented on the excellent feedback at the ETBI Conference about Kerry ETB. An Cathaoirleach thanked each of the Directors for their presentations.</p>
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10/2019/6	GOVERNANCE RIALACHAS
6.0	<p>Board Members Training</p> <p>The CEO provided an update as follows:</p> <ul style="list-style-type: none"> ➤ Governance training for Board Members (half-day session) on Saturday November 9th 2019 has been confirmed. Governance Training will be delivered by Institute of Public Administration (IPA). The training will focus on the provisions of CL0002/2019. ➤ The Code of Conduct for Board Members was distributed. Members present, signed and returned the Codes of Conduct which will be placed on file with the Board documentation.
6.1	<p>Kerry ETB Standing Orders</p> <p>The Standing Orders as provided to the Board Members in the Information Pack at September 10th 2019 Board Meeting were formally approved by the Board in accordance with the provisions of Schedule 3, Paragraph 5(5) of the ETB Act 2013.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Norma Moriarty</p> <p>The Board noted that the official seal will be applied to the approved Standing Orders on signing of same by An Cathaoirleach.</p>
6.2	<p>ETB Board Vacancy - Local Authority – Section 37 of the ETB Act 2013</p> <p>The Director of OS&D, Ms. Maria Brennan provided the following update:</p> <ul style="list-style-type: none"> ➤ Cllr. Toiréasa Ferris advised at the September 10th 2019 ETB Board Meeting that it was her last meeting with the ETB Board ➤ Letter issued September 19th 2019 thanking Toiréasa for her service to the ETB Board ➤ Kerry County Council have advised that a nominee will be sought at the next Council Meeting on October 21st 2019 <p>The Board noted this update.</p>

<p>6.3</p>	<p>Finance Committee and Audit & Risk Committees The Board was advised that the expression of interest adverts for the three external Finance Committee Members and the four external Audit & Risk Committee Members are being placed in the local newspapers this week.</p> <p>Finance Committee in accordance with Section 45 of the ETB Act 2013 As approved at the September 10th 2019 Board Meeting, four Board Members were nominated to the Finance Committee in accordance with Section 45 of the ETB Act 2013. The following Board Members were formally duly appointed to the Finance Committee:</p> <table border="1" data-bbox="560 645 1401 920"> <thead> <tr> <th>Finance Committee</th> </tr> </thead> <tbody> <tr> <td>Cllr. Pa Daly</td> </tr> <tr> <td>Cllr. Terry O'Brien</td> </tr> <tr> <td>Cllr. Aoife Thornton</td> </tr> <tr> <td>Mr. Zaid Kassoob</td> </tr> </tbody> </table> <p>Proposed: Cllr. Marie Moloney Seconded: Mr. Noel Keenan</p> <p>Audit & Risk Committee in accordance with Section 45 of the ETB Act 2013 As approved at the September 10th 2019 Board Meeting, three Board Members were nominated to the Audit & Risk Committee in accordance with Section 45 of the ETB Act 2013. The following Board Members were formally appointed to the Audit & Risk Committee:</p> <table border="1" data-bbox="560 1330 1401 1563"> <thead> <tr> <th>Audit & Risk Committee</th> </tr> </thead> <tbody> <tr> <td>Cllr. Jim Finucane</td> </tr> <tr> <td>Cllr. Norma Moriarty</td> </tr> <tr> <td>Mr. Noel Keenan</td> </tr> </tbody> </table> <p>Proposed: Cllr. Terry O'Brien Seconded: Ms. Joan McCrohan</p>	Finance Committee	Cllr. Pa Daly	Cllr. Terry O'Brien	Cllr. Aoife Thornton	Mr. Zaid Kassoob	Audit & Risk Committee	Cllr. Jim Finucane	Cllr. Norma Moriarty	Mr. Noel Keenan
Finance Committee										
Cllr. Pa Daly										
Cllr. Terry O'Brien										
Cllr. Aoife Thornton										
Mr. Zaid Kassoob										
Audit & Risk Committee										
Cllr. Jim Finucane										
Cllr. Norma Moriarty										
Mr. Noel Keenan										
<p>6.4</p>	<p>School Boards of Management (BOMs) for Post Primary in accordance with Section 44 ETB Act 2013 As approved at the September 10th 2019 Board Meeting and in accordance with Section 44(11)(a) of the ETB Act 2013, three Board Members were nominated to the School BOMs. The following Board Members were formally appointed:</p> <table border="1" data-bbox="523 1973 1437 2056"> <thead> <tr> <th>Causeway Comprehensive School</th> </tr> </thead> <tbody> <tr> <td>Cllr. Aoife Thornton</td> </tr> </tbody> </table>	Causeway Comprehensive School	Cllr. Aoife Thornton							
Causeway Comprehensive School										
Cllr. Aoife Thornton										

Mr. Noel Keenan
Ms. Maria O’Gorman

Proposed: Cllr. Marie Moloney
Seconded: Cllr. Terry O’Brien

Castleisland Community College

Cllr. Fionnán Fitzgerald
Ms. Maryanne Slattery
Mr. Tim Daly

Proposed: Cllr. Jim Finucane
Seconded: Cllr. Terry O’Brien

Coláiste Gleann Lí

Cllr. Terry O’Brien
Mr. Joe Brennan
Ms. Joan McCrohan

Proposed: Cllr. Jim Finucane
Seconded: Mr. Noel Keenan

Coláiste na Ríochta

Mr. Noel Keenan
Ms. Catherine O’Sullivan
Ms. Maria O’Gorman

Proposed: Cllr. Jim Finucane
Seconded: Cllr. Marie Moloney

Coláiste na Sceilge

Cllr. Norma Moriarty
Mr. John O’Roarke
Ms. Joan McCrohan

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

Gaelcholáiste Chiarraí

Cllr. Pa Daly
Cllr. Norma Foley
Ms. Maryanne Slattery

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

Killarney Community College

Cllr. Marie Moloney

	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Ms. Joan McCrohan</td></tr> <tr><td style="text-align: center;">Mr. Zaid Kassoob</td></tr> </table> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Maryanne Slattery</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Killorglin Community College</td></tr> <tr><td style="text-align: center;">Cllr. Michael Cahill</td></tr> <tr><td style="text-align: center;">Cllr. Fionnán Fitzgerald</td></tr> <tr><td style="text-align: center;">Mr. John O'Roarke</td></tr> </table> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Mr. Joe Brennan</p>	Ms. Joan McCrohan	Mr. Zaid Kassoob	Killorglin Community College	Cllr. Michael Cahill	Cllr. Fionnán Fitzgerald	Mr. John O'Roarke		
Ms. Joan McCrohan									
Mr. Zaid Kassoob									
Killorglin Community College									
Cllr. Michael Cahill									
Cllr. Fionnán Fitzgerald									
Mr. John O'Roarke									
6.5	<p>School Board of Management (BOM) in accordance with Section 44 of the ETB Act 2013</p> <p>As approved at the September 10th 2019 Board Meeting, two Board Members/Patron Nominees were appointed to the BOM of Two Mile Community National School. The following were Board Members were formally appointed:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Two Mile Community National School</td></tr> <tr><td style="text-align: center;">Mr. Pádraig Ó Donnabháin</td></tr> <tr><td style="text-align: center;">Ms. Stella Loughnane</td></tr> </table> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. Jim Finucane</p> <p>The Board was advised that currently a Single Manager has been appointed to both Tahilla Community National School and Scoil an Ghleanna Pobalscoil Náisiúnta as these schools only opened under the patronage of Kerry ETB in September 2019.</p> <p>The process for formally establishing the BOMs will be completed by December 1st 2019. The following Patron Nominees were duly appointed to these BOMs:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Tahilla Community National School</td></tr> <tr><td style="text-align: center;">Mr. Pádraig Ó Donnabháin</td></tr> <tr><td style="text-align: center;">Mr. Dermot Healy</td></tr> </table> <p style="text-align: center;">Proposed: Cllr. Marie Moloney Seconded: Cllr. Norma Moriarty</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Scoil an Ghleanna Pobalscoil Náisiúnta</td></tr> <tr><td style="text-align: center;">Mr. Pádraig Ó Donnabháin</td></tr> </table>	Two Mile Community National School	Mr. Pádraig Ó Donnabháin	Ms. Stella Loughnane	Tahilla Community National School	Mr. Pádraig Ó Donnabháin	Mr. Dermot Healy	Scoil an Ghleanna Pobalscoil Náisiúnta	Mr. Pádraig Ó Donnabháin
Two Mile Community National School									
Mr. Pádraig Ó Donnabháin									
Ms. Stella Loughnane									
Tahilla Community National School									
Mr. Pádraig Ó Donnabháin									
Mr. Dermot Healy									
Scoil an Ghleanna Pobalscoil Náisiúnta									
Mr. Pádraig Ó Donnabháin									

	<p style="text-align: center;">Mr. Maurice Fitzgerald</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Marie Moloney</p>				
<p>6.6</p>	<p>Youthreach Board of Management in accordance with Section 44 of the ETB Act 2013 - Board Nominations</p> <p>As approved at the March 26th 2019 Board Meeting, the composition of the Youthreach BOM is as follows:</p> <ul style="list-style-type: none"> ➤ 3 ETB Board members ➤ 2 Youthreach Staff nominees – 1 male, 1 female ➤ 1 School Principal nominee ➤ 1 Kerry College nominee ➤ 2 Parent/Guardian nominees (1 female, 1 male) ➤ 3 Board of Management nominees/Agency nominee (two of these members from KDYS) <p>In accordance with the above BOM composition, three Board Members were nominated to the Youthreach BOM in accordance with Section 44 of the ETB Act 2013. The following Board Members were formally appointed:</p> <table border="1" data-bbox="520 1099 1437 1252" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #92d050;">Youthreach</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Cllr. Norma Foley</td> </tr> <tr> <td style="text-align: center;">Mr. Noel Keenan</td> </tr> <tr> <td style="text-align: center;">Mr. Zaid Kassoob</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Jim Finucane</p>	Youthreach	Cllr. Norma Foley	Mr. Noel Keenan	Mr. Zaid Kassoob
Youthreach					
Cllr. Norma Foley					
Mr. Noel Keenan					
Mr. Zaid Kassoob					
<p>6.7</p>	<p>Kerry College of Further Education and Training</p> <p>The Board agreed to the following in respect of Kerry College of Further Education and Training in accordance with Section 44(11)(b)(ii) of the ETB Act 2013:</p> <ul style="list-style-type: none"> ➤ Change of name from 'Board' to 'Governance Board' ➤ Change in Governance Board composition to the following: <ul style="list-style-type: none"> ➤ 3 ETB Board Members ➤ 6 Staff Representatives ➤ 3 Industry/Employers reps <p>In respect of the six staff representatives, it was noted that provision is made for two staff reps from Clash Rd, Campus, 2 Staff Reps from the Listowel Campus and 2 staff Reps from the Monavalley Campus. Male and female representatives required from each campus.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Pa Daly</p>				

	<p>As approved at the September 10th 2019 Board Meeting, three Board Members were nominated to the Governance Board of KCFET in accordance with Section 44 of the ETB Act 2013. The following Board Members were formally appointed:</p> <table border="1" data-bbox="523 421 1437 577"> <tr> <td>Kerry College of Further Education and Training</td> </tr> <tr> <td>Cllr. Jim Finucane</td> </tr> <tr> <td>Cllr. Norma Moriarty</td> </tr> <tr> <td>Cllr. Terry O'Brien</td> </tr> </table> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Ms. Catherine O'Sullivan</p>	Kerry College of Further Education and Training	Cllr. Jim Finucane	Cllr. Norma Moriarty	Cllr. Terry O'Brien
Kerry College of Further Education and Training					
Cllr. Jim Finucane					
Cllr. Norma Moriarty					
Cllr. Terry O'Brien					
6.8	<p>Cappanalea, the National Centre for Outdoor Education and Training (NCOET) in accordance with Section 44 of the ETB Act 2013</p> <p>As approved at the September 10th 2019 Board Meeting, three Board Members were nominated to the Governance Board of Cappanalea, NCOET in accordance with Section 44 of the ETB Act 2013. The following Board Members were formally appointed:</p> <table border="1" data-bbox="523 1025 1437 1218"> <tr> <td>Cappanalea, the National Centre for Outdoor Education & Training</td> </tr> <tr> <td>Cllr. Jim Finucane</td> </tr> <tr> <td>Cllr. Maura Healy Rae</td> </tr> <tr> <td>Cllr. Niall O'Callaghan</td> </tr> </table> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Norma Moriarty</p>	Cappanalea, the National Centre for Outdoor Education & Training	Cllr. Jim Finucane	Cllr. Maura Healy Rae	Cllr. Niall O'Callaghan
Cappanalea, the National Centre for Outdoor Education & Training					
Cllr. Jim Finucane					
Cllr. Maura Healy Rae					
Cllr. Niall O'Callaghan					
6.9	<p>Youthwork Committee as per Section 44 of the ETB Act 2013</p> <p>Committee Structure:</p> <p>The Board was advised of the nationally agreed composition of the Youthwork Committee:</p> <ul style="list-style-type: none"> ➤ Three members of the ETB Board ➤ Voluntary Section (youth organisations) (3) ➤ Statutory Sector (Children's service Committee/HSE/GARDA/Local Authority Officials) (3) ➤ Young person from Comhairle na nÓg or similar youth structure (2) ➤ Co-options (Relevant to youth work) (1) <p>Three Board Members were nominated to the Youthwork Committee in accordance with Section 44 of the ETB Act 2013. The following Board Members were duly appointed were duly appointed:</p> <table border="1" data-bbox="523 1966 1437 2040"> <tr> <td>Youthwork Committee</td> </tr> <tr> <td>Cllr. Marie Moloney</td> </tr> </table>	Youthwork Committee	Cllr. Marie Moloney		
Youthwork Committee					
Cllr. Marie Moloney					

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Cllr. Norma Moriarty											
Ms. Joan McCrohan											
6.10	<p>Tralee Regional Sports and Leisure Company Limited by Guarantee Board of Directors as per the Company Constitution:</p> <p>The CEO referred to the Company Constitution i.e. Articles of Association and Management which were circulated with the Meeting Agenda. In respect of the Kerry ETB representatives on the Board of Directors for the Company, the following was noted:</p> <p>Four Kerry ETB Nominees:</p> <ul style="list-style-type: none"> ➤ 2 ETB Board Nominees ➤ 2 Executive Nominees ➤ Current Board Nominees: Cllr. Jim Finucane and Cllr. Terry O'Brien ➤ Current Executive Nominees: Chief Executive Officer and the Director of Organisation Support and Development <p>Two Board Members and two Executive Representatives were nominated to the Tralee Regional Sports and Leisure Company Limited by Guarantee Board of Directors as per the Company Constitution. The following Board Members and Executive Nominees were formally appointed:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="2" style="text-align: center;">Tralee Regional Sports and Leisure Company Limited by Guarantee</th> </tr> <tr> <td style="text-align: center;">Cllr. Jim Finucane – Board</td> <td></td> </tr> <tr> <td style="text-align: center;">Cllr. Terry O'Brien – Board</td> <td></td> </tr> <tr> <td style="text-align: center;">Mr. Colm Mc Evoy – Executive</td> <td></td> </tr> <tr> <td style="text-align: center;">Ms. Maria Brennan - Executive</td> <td></td> </tr> </table> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Mr. Noel Keenan</p>	Tralee Regional Sports and Leisure Company Limited by Guarantee		Cllr. Jim Finucane – Board		Cllr. Terry O'Brien – Board		Mr. Colm Mc Evoy – Executive		Ms. Maria Brennan - Executive	
Tralee Regional Sports and Leisure Company Limited by Guarantee											
Cllr. Jim Finucane – Board											
Cllr. Terry O'Brien – Board											
Mr. Colm Mc Evoy – Executive											
Ms. Maria Brennan - Executive											

6.11

Nominations to the Partnership School Boards of Management as per Deeds of Trust

The Board were advised of the number of reps/nominees and the end of timelines for the current Partnership School BOMs as follows:

School	Kerry ETB Reps	CEO's Nominee	End of Current Term of BOM
Pobalschol Inbhear Sceine (Kenmare)	3	n/a	31 st August 2019
Scoil Phobail Sliabh Luachra (Rathmore)	3	n/a	31 st July 2020
Pobalscoil Chorca Dhuibhne (Dingle)	2	1	31 st July 2020
Tarbert Comprehensive School	1	1	13 th April 2021

In respect of these BOMs the following appointments were made:

Pobalschol Inbhear Sceine (Kenmare)

Cllr. Maura Healy Rae

Ms. Maria O'Gorman

Ms. Margaret Godley

Proposed: Cllr. Terry O'Brien
Seconded: Ms. Maryanne Slattery

Scoil Phobail Sliabh Luachra (Rathmore)

Cllr. Marie Moloney

Cllr. Niall O'Callaghan

Ms. Stella Loughnane

Proposed: Cllr. Terry O'Brien
Seconded: Ms. Maryanne Slattery

Pobalscoil Chorca Dhuibhne (Dingle)

Cllr. Fionnán Fitzgerald – Kerry ETB Rep

Ruaíri Cinneide – Kerry ETB Rep

Ms. Maryanne Slattery – CEO Nominee

Proposed: Cllr. Terry O'Brien
Seconded: Ms. Maria O'Gorman

Tarbert Comprehensive School

Cllr. Jim Finucane – Kerry ETB Rep

Proposed: Mr. Noel Keenan
Seconded: Ms. Joan McCrohan

Letters will be issued confirming all of the above appointments, as referenced in Sections 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10 and 6.11.

6.12	<p>Nominations to the Governing Body of the Institute of Technology Tralee (IT Tralee) in accordance with Section 6(4)(f) and (g) of the Regional Technical Colleges Act 1992 Revised</p> <p>In respect of the Nomination to the Governing Body of IT Tralee in accordance with Section 6(4)(g) of the Regional Technical Colleges Act 1992 Revised, the Board was advised that an email was received from Cllr. Seamus Cosáí Fitzgerald on September 30th 2019 tendering his resignation from the Governing Body of IT Tralee. The term of the existing Governing Body ends in March 2020. The remaining ETB Nominees to the Governing Body are Cllr. Terry O'Brien, Ms. Maria Gorman, Mr. Owen O'Donnell.</p> <p>The following appointment was made by the Board:</p> <ul style="list-style-type: none"> ➤ Replacement for: Cllr. Seamus Cosáí Fitzgerald ➤ Nominee: Cllr. Jim Finucane <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Joan McCrohan</p> <p>A letter will issue to the Minister for Education and Skills re this appointment as per Section 6(4)(g) of the Regional Technical Colleges Act 1992 Revised.</p> <p>The nomination to the Governing Body of IT Tralee in accordance with Section 6(4)(f) of the Regional Technical Colleges Act 1992 Revised was deferred to the next meeting.</p>
6.13	<p>Risk Management Update</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan, advising the following:</p> <p>The process of monitoring and review:</p> <ul style="list-style-type: none"> ➤ Two risks are addressed at every Senior Executive Management (SEM) Meeting. ➤ Quarterly implementation reports from each Director will include a reporting mechanism for risk for the FET and Schools, Youth and Music Pillar. <p>This update was welcomed by the Board.</p>
6.14	<p>Minutes of School Boards of Management (BOM) Meetings – for approval</p> <ul style="list-style-type: none"> ➤ Killarney Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 29th 2019 ➤ Gaelcholáiste Chiarraí <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 29th 2019

	<p>Minutes of these meetings were approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Fionnán Fitzgerald</p>
6.15	<p>Minutes of Partnership School BOM Meetings - for Noting</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on May 13th 2019 <p>This was noted by the Board.</p>
6.16	<p>Kerry ETB Policies for Approval</p> <p>The Anti-Fraud and Corruption Policy and Procedure as presented by the Director of OS&D was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Ms. Catherine O’Sullivan</p>
6.17	<p>Health and Safety Matters Update</p> <p>The Board was advised that the Health and Safety Seminar by Egan Safety Solutions (ESS) and Kerry ETB has been rescheduled for Friday November 8th 2019 from 9.30am to 1.00pm.</p>

10/2019/7	CEO’s REPORT & QUESTIONS ON CEO’s REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance Report</p> <p>Finance Report presented by Finance Officer, Mr. Tommy Conroy</p> <p>The Finance Report was circulated and the Finance Officer addressed the following:</p> <ul style="list-style-type: none"> ➤ Board Report August 2019 ➤ Overview of the categories detailed in the Board report <p>The Finance Officer gave a detailed explanation of the headings in the Finance Report and these details will be sent out to the Board for reference. The Board members welcomed the clarifications as provided by the Finance Officer.</p> <p>The Finance Report was noted by the Board.</p> <p>A schedule was circulated listing the financial areas that will be addressed in greater depth over the next twelve months. The areas to be addressed include:</p> <ul style="list-style-type: none"> ➤ Organisation Support and Development (Head Office)

	<ul style="list-style-type: none"> ➤ Further Education and Training ➤ Schools – Post Primary and Community National School ➤ Youth Work ➤ Initiatives (Music Generation, Creative Youth, etc.) ➤ Cappanalea, the NCOET ➤ Capital Projects ➤ Travel and Subsistence <p>This update was welcomed by the Board.</p>
7.2	<p>Buildings Report</p> <p>The Buildings Report, as circulated with the meeting Agenda, addressed the following items:</p> <ul style="list-style-type: none"> ➤ Summary Update ➤ Project Completions by September 30th 2019 ➤ Project Updates ➤ Land & Leases ➤ Licenses ➤ Agreements <p>In relation to the proposed development of the Autistic Spectrum Unit (ASD) in Killarney Community College (Planning Application No. 19813) the Board was advised that we had received a copy of a letter sent by Kerry County Council dated September 20th 2019 to the project developers.</p> <p>The Board considered this matter and were unanimous in their full support of the Board decision taken at the Board Meeting on April 30th 2019.</p> <p>A meeting will be scheduled with the Senior Executive Engineer for the Killarney Municipal District in Kerry County Council to address this matter.</p> <p>Land and Leases</p> <p>Community National School Lease Update</p> <p>The Board was advised that discussions are ongoing with the Diocese in respect of the leases for Tahilla National School and Scoil an Ghleanna Pobailscoil Naisúnta. A further update will be provided at the next meeting.</p> <p><u>Leases for Board Approval</u></p> <p>The Board was advised that as per the meeting Agenda that Board approval is sought for the following leases as per Section 12(2)(n) and Section 53 of the ETB Act 2013, CL 0039/2011 and DPER CL 0017/2016. DoES approval is required for all leases approved by the Board.</p>

Kerry College, Monavalley Campus – Units 7 and 8, Monavalley Industrial Estate, Tralee

Board approval is being sought for the renewal of the current lease with the following terms:

- Lease renewal for three years, same terms
- Rent: €34,440pa including VAT
- Area: circa 7,000 sq ft
- Term: 3 years from December 31st 2019 to December 30th 2022

The Board approved the lease as per the terms presented.

Proposed: Mr. Zaid Kassoob
Seconded: Mr. Noel Keenan

Liber House, Monavalley Industrial Estate, Tralee – Delivery of ABE Courses

Board approval is being sought to Lease this premises in Monavalley Tralee under the following terms:

- Approval to lease for a period of two years.
- Rent: €32,550pa Including VAT
- Area: 1610 sq ft
- Term: 2 years from September 1st 2019 to August 31st 2021

The Board approved the lease as per the terms presented.

Proposed: Ms. Joan McCrohan
Seconded: Mr. Joe Brennan

Arás An Phobail, Croilár an Mistéalach, Tralee

Board approval is being sought for the renewal of the current lease for Arás An Phobail for the delivery of FET Courses namely Youthreach under the following terms:

- Approval to renew for a period of five years
- Rent: €45,000pa including VAT
- Area: 3,900sq ft
- Term: 5 years from August 25th 2019 to August 24th 2024

The Board approved the lease as per the terms presented.

Proposed: Cllr. Terry O'Brien
Seconded: Mr. Zaid Kassoob

Castleisland Community Centre - Delivery of ABE Courses.

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:

- Approval to renew for a period of one year
- Rent: €9,900pa including VAT
- Area: circa 1,150 sq ft

- Term: 1 year from July 1st 2019 to June 30th 2020

The Board approved the lease as per the terms presented.

Proposed: Cllr. Fionnán Fitzgerald

Seconded: Ms. Maryanne Slattery

Licence Agreements for Board Approval

Licence Agreement between Two Mile Community National School (CNS) and Sempre Music Academy

Kerry ETB as patrons of Two Mile CNS wish to enter into a licence agreement with Sempre Music Academy for the use of two rooms on two evenings per week in the school:

- Term: 9 months from September 1st 2019 to 31st May 2020
- Area: 2 Rooms 2 Evenings per week from 3:30 to 6pm
- Rent: €60 per week

The Board approved the license agreement as per the terms presented.

Proposed: Mr. Noel Keenan

Seconded: Cllr. Marie Moloney

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

Kerry ETB are seek approval to renew the current licence agreement with Little Explorers Pre-School under the following Terms.

- Term: 9 months from September 1st 2019 to 31st May 2020
- Area: 1 Room for use as a pre-school facility.
- Rent: €30 per week

The Board approved the license agreement as per the terms presented.

Proposed: Mr. Zaid Kassoob

Seconded: Cllr. Fionnán Fitzgerald

Business Agreement between Kerry Education and Training Board and Ray Sheehy Killorglin – Cappanalea NCOET signage

The Board was advised that steps have been taken to address the visibility of signage for Cappanalea NCOET. The need to address this matter had been raised on a number of previous occasions by the Board of the ETB.

An agreement has been reached with Mr. Ray Sheehy to erect a sign on a building in Killorglin for a nominal fee of €150, which is payable in advance annually on foot of a valid invoice. The sign will be 8ft by 4ft. The building is contained within Folio KY33082F.

The Board formally approved this agreement as per the terms presented.

Proposed: Mr. Joe Brennan

	<p style="text-align: center;">Seconded: Cllr. Norma Moriarty</p> <p>Agreement between Kerry College of Further Education and Training (KCFET) - Clash Campus and Tralee Regional Sports and Leisure Company Limited by Guarantee – Use of Gym and Pool</p> <p>The Board approved the use of the gym and pool facilities at Tralee Regional Sports and Leisure Company Limited by Guarantee by Kerry College, Clash Campus:</p> <ul style="list-style-type: none"> ■ Term: 5 years ■ Rent: €105 per week (33 weeks i.e. academic year duration) <p>This was formally approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Zaid Kassoob Seconded: Cllr. Niall O’Callaghan</p>
7.3	<p>Report – Chief Executive Officer</p> <p>The CEO’s report, as circulated prior to the meeting, addressed the following items:</p> <ul style="list-style-type: none"> ➤ New ETB Board formation – induction and corporate governance training. ➤ Matters arising from previous meeting minutes September 10th 2019 <ul style="list-style-type: none"> ❑ Gaelcholáiste Chiarraí School Building Project Update ❑ Listowel School accommodation Update ❑ Listellick National School Building Project Update ❑ Killorglin Community College Proposal Update ❑ Anaerobic Digestion Facility – Leave to Appeal Update ➤ Youth Funding projects and Internal Audit Unit proposed Audit ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Kerry ETB and Tralee IT South Campus Acquisition
7.4	<p>Schools Report – Director of Schools, Youth and Music</p> <p>See Section 5 above.</p>
7.5	<p>Further Education and Training Report – Director of FET</p> <p>See Section 5 above.</p>
7.6	<p>Organisation Support and Development Report</p> <p>See Section 5 above.</p>

7.7	<p>Members' Business (motions)</p> <p>An Cathaoirleach outlined that any Member who wished to have an item added to the Agenda should submit the request in accordance with the Standing Orders, relevant extract is as follows:</p> <p><i><u>SECTION 7: NOTICE OF MOTION</u></i></p> <p><i>7.1 Any member of the Board may submit an original motion relevant to the Reserved Functions of the Board on giving notice in writing, signed by himself/herself, to the Secretary of the Board. The latest day for submission of motions for inclusion on agendas for meetings of the Board shall be <u>nine clear working days</u> before the day of the meeting. Only those Notices of Motion which are received before one o'clock in the afternoon of that day shall appear on the Agenda Paper.</i></p> <p>Next Meeting's Presentation</p> <p>An Cathaoirleach requested that the Film Officer be requested to make a presentation at the next Board Meeting. Cllr. Michael Cahill was supportive of this proposal.</p> <p>Wellness & Wellbeing Input on Radio Kerry</p> <p>It was noted that Kerry ETB are in ongoing discussions with Radio Kerry regarding the possibility of a weekly Wellness and Wellbeing input as part of the weekly schedule for Radio Kerry.</p> <p>This was welcomed by the Board.</p>
10/2019/8	<p>CORRESPONDENCE COMHFHREAGRAS</p>
8.1	<p>DES Correspondence: Noted as listed</p> <p>8.2 DES Circular Letters: Noted as listed</p> <p>8.3 DES Press Releases: Noted as listed</p> <p>8.4 ETBI Correspondence: Noted as listed</p> <p>8.5 SOLAS Correspondence Noted as listed</p> <p>8.6 Other Correspondence: Noted as listed.</p>

10/2019/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>It was noted that the next Kerry ETB Board meeting will be held at the Kerry College Monavalley Campus.</p> <p>The Board was advised that the Staff Retirement Function will take place after the Board Meeting on December 3rd 2019.</p> <p>The CEO advised the Board Members that email addresses will be issued to the new Members shortly and training in accessing the emails will be provided to new Board Members.</p> <div style="text-align: center; background-color: black; color: white; padding: 10px;"> <p>Next Board Meeting date: Tuesday 22nd October 2019 Kerry College, Monavalley Campus</p> </div>

Signed/Sínithe: _____

Date/Dáta: _____