

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 January 22nd 2019.

In Attendance:

Cllr. Jim Finucane	Cllr. Pa Daly
Cllr. Niall Kelleher	Cllr. Jimmy Moloney
Cllr. John Francis Flynn	Cllr. Norma Moriarty
Cllr. Michael Cahill	Cllr. Norma Foley
Cllr. Séamus Cosáí Fitzgerald	Ms. Maryanne Slattery
Ms. Mary McGillicuddy	Ms. Francis Walshe
Mr. Michael O'Mahony	Mr. Noel Keenan
Ms. Maria O'Gorman	Mr. Eugene Moriarty
Mr. Joe Brennan	

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Ms. Ann O'Dwyer, Director of Schools, Music and Youth, Mr. Tommy Conroy, Finance Officer, Mr. Edward O'Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Gráinne Mulvihill, Corporate Affairs Officer, Ms. Karen Griffin, Corporate Support and Ms. Niamh O'Keeffe, Corporate Support were also in attendance.

An Cathaoirleach Cllr. Jim Finucane presided for the meeting.

As per Paragraph 10, Section 3 of the Education and Training Board (ETB) Act 2013 and the Agenda notice, no conflicts of interest were declared at the commencement of the meeting.

01/2019/1	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. Terry O'Brien ➤ Cllr. Damian Quigg
1.2	<p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> ➤ To Cllr. John Francis Flynn, Board Member, on the death of his Grandmother, Ms. Dora Flynn. ➤ To Mr. Éamonn Mac Muiris, Principal, Pobalscoil Chorca Dhuibhne, on the death of his Father, Mr. Éamonn Mac Muiris, Past Deputy Principal, Acting Principal and one of the founding teachers of Gaelcholáiste Chiarraí.

	<ul style="list-style-type: none"> ➤ To Mr. Tomás Mac Muiris and Mr. Fearghus Mac Muiris, Teachers, Gaelcholáiste Chiarraí, on the death of their Brother/Uncle, Mr. Éamonn Mac Muiris. ➤ To Ms. Mary O'Connor, Killarney VTOS Co-Ordinator, on the death of her Mother, Ms. Breda O'Connor. ➤ To Mr. Pat O'Sullivan, member of the Pobalscoil Inbhear Scéine Board of Management, Kenmare, on the death of his Daughter, Ms. Aoife Jean O'Sullivan. ➤ To Mr. Kevin Foley, Teacher, Killorglin Community College and Mr. Damian Foley, Teacher, Coláiste na Sceilge, on the death of their Mother, Ms. Kathleen Foley. ➤ To Mr. Donal Dowd, Director, Cappanalea OETC and Ms. Gráinne Mulvihill, Head Office, on the death of their Mother, Ms. Irene Dowd. ➤ To Ms. Siobhán O'Keefe, Kerry ETB Training Centre, Tralee, on the death of her Father, Mr. John O'Connor. ➤ To Ms. Cathriona Daly, Cappanalea, OETC, on the death of her Father, Mr. William Daly. ➤ To the Enright family, on the death of Ms. Margaret Enright, Student, St. John of God Centre, Tralee. ➤ To Mr. John Keane, Adult Education Director, Killarney Community College, on the death of his Father, Mr. Richard Keane. ➤ To Ms. Shona Gray, Knockreer House, Killarney National Park, on the death of her Father, Mr. Michael Gray. ➤ To the Reardon family, on the death of Ms. Mary Reardon, Community Leader and Artist, the Glen Art Group. Artwork from the group was displayed in the reception recently.
01/2019/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ Congratulations to all the Kerry ETB Post Primary students from Killorglin Community College, Gaelcholáiste Chiarraí and Coláiste na Sceilge, who represented their schools at the BT Young Scientist Competition in January 2019. ➤ Congratulations to Ann O'Dwyer, Director of Schools, Youth and Music and her team on being selected as one of three ETBs to pilot local Creative Youth Partnerships. ➤ Congratulations to Ann O'Dwyer, Director of Schools, Youth and Music and her team on the very successful Student Awards Ceremony January 2019.

01/2019/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
3.1	<p>The minutes of the Kerry ETB meeting held on December 4th 2018 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Mr. Eugene Moriarty</p>
01/2019/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update</p> <p>The update was provided by the CEO and the Acting Head of CS&CD. As per the report circulated prior to the meeting, the CEO's update addressed the following:</p> <ul style="list-style-type: none"> ➤ Progress re Stage 2A submission submitted to the Department of Education and Skills (DoES) September 11th 2018. ➤ Update re Tender process for the Japanese Knotweed remediation (November 20th 2018) and site enabling works (December 14th 2018) submitted to the DoES for approval. ➤ Update re progress for the accelerated transfer of the site title. ➤ Stage 2A Submission <ul style="list-style-type: none"> ➤ It was noted that an email was issued to the DoES December 4th 2018 seeking an update re the Stage 2A submission (September 11th 2018). ➤ An email was received from the DoES December 13th 2018 seeking clarification re the increased cost plan for the project of circa €549,000 above the Stage 1 approved figure. Items addressed by the DoES in this email included: <ul style="list-style-type: none"> ➤ Increase in floor area from 7,064m² to 7,127m², ➤ Contaminated material, ➤ Enhanced finishes to façade, ➤ New TGD's 033 and 021 -7 (NZEB and Roof Specification). ➤ In addition the DoES email addressed the completion of the new access road by Kerry Co. Co. and pointed out that if the road is not completed it could have an impact on the opening of the new school. ➤ The DoES email also referenced the proportionality of costs for the Japanese Knotweed remediation between Kerry ETB and Kerry Co. Co. ➤ Email from the DoES was referred to the Design Team lead for review and consideration. ➤ Letter issued to the DoES dated January 11th 2019 addressing the points raised in their email of December 13th 2018. ➤ Tender process for Japanese Knotweed Remediation and site enabling works:

- Email issued to Kerry Co. Co. December 4th 2018 re query from the DoES (November 28th 2018) re the proportionality of the cost for the Knotweed remediation. Kerry Co. Co. has committed a maximum of €50,000 (circa 25% of the tendered costs) towards the Knotweed remediation as per letter November 15th 2018.
- Letter received from Kerry Co. Co. dated January 9th 2019 confirming that €50,000 is the maximum that can be released from Kerry Co. Co. own resources to address the Knotweed remediation on the new access road footprint. It also stated that the Council had made an application for funding for the access road under the Urban Renewal Regeneration and Development Fund but was not successful. In addition the letter set out that a separate application has been submitted to the Department of Transport, Tourism and Sport for funding for the access road. This application does include an estimate of additional costs for the remediation on the Japanese Knotweed for the new access road. Kerry Co. Co. expects to be in a position to reconsider the contribution for the Japanese Knotweed remediation when details of the road grants are announced in later January 2019.
- The letter that issued to the DoES on January 11th 2019 provided an update re the Knotweed remediation costs.
- Regarding the site enabling works, the tender report for same was submitted to the DoES on December 14th 2018.
- Accelerated site title transfer:
 - The Board was advised that Kerry Co. Co. are currently finalising matters re the vacation of the site. Given the timeline involved, it was agreed that consideration should be given to progressing now with the transfer of the site save for the area where vacation is currently being finalised by Kerry Co. Co., should this be required.

Proposed: Ms. Maria O’Gorman

Seconded: Cllr. Pa Daly

- However, it was noted that the preference of the Board is to complete the accelerated transfer of the site title for the entire site as agreed by the Board at its meeting on July 10th 2018. This matter will be kept under review with the aim of finalising same in a timely transfer of the site title.

In addition, the Board was advised that in the letter to the DoES dated January 11th 2019 the Department was asked if they required the Design Team to revise the overall project cost plan given that we now know the actual Japanese’s Knotweed remediation and Site enabling works costs and the revised BBC Costs limits (issued December 2018 - €1,490/m²).

In summary, it was noted that the vacation of the site, the accelerated transfer of the site title and the approval of the funding for the new access road are critical in terms of progressing this project to the next stage. It is expected that a Stage 2A meeting will be scheduled by the DoES with the Design Team.

	<p>The Board welcomed the update re this project and a further update will be provided at the next meeting.</p>
<p>4.2</p>	<p>Listowel School Accommodation An update was provided by the CEO, Director of Schools, Youth and Music and the Acting Head of CS&CD and addressed the following:</p> <ul style="list-style-type: none"> ➤ Following the December 4th 2018 Board meeting a letter issued to the DoES on December 5th 2018. This letter: <ul style="list-style-type: none"> ➤ Confirmed that Kerry ETB is agreeable to the construction of a permanent building to accommodate Gaelscoil Lios Tuathail on the current site. ➤ Confirmed that Kerry ETB is agreeable to deliver the project on a devolved funding model basis. ➤ Provided that the accommodation needs of the post primary school (Coláiste Na Ríochta) are fully addressed at the same time and all buildings constructed remain in the ownership of Kerry ETB. <p>In addition the CEO and the Acting Head of CS&CD attended the meeting with representatives of Gael Scoil Lios Tuathail Board of Management on December 20th 2018. Items addressed at the meeting were:</p> <ul style="list-style-type: none"> ➤ Letter received from the DoES November 20th 2018. ➤ Kerry ETB letter of response issued to the DoES dated December 5th 2018. ➤ Notification of Kerry ETB meeting with DoES January 8th 2019. <p>On the proposal of Ms. Maria O’Gorman, it was agreed that the CEO would meet with representatives of the Board of Management (BOM) of Gaelscoil Lios Tuathail with a view to providing them with an update on the meeting with the DoES on January 8th 2019. It was noted that the meeting on January 8th 2019 primarily focused on the letter submitted on the December 5th 2018 and the accommodation needs of Colaiste na Riochta.</p> <p>An Cathaoirleach, Cllr. Jim Finucane stated that he would be willing to attend a meeting with the Chairperson of the BOM of Gaelscoil Lios Tuathail. This matter was raised at a recent Kerry Co. Co. meeting.</p> <p>A further update will be given at the next meeting.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update An update was provided by the Acting Head of CS&CD, Mr. Edward O’Neill and addressed the following:</p> <ul style="list-style-type: none"> ➤ Pre Stage one soil testing has indicated an issue with ground conditions and the lack of a suitable location for surface water drainage points. Further ground conditions testing was approved by DoES and the results are feeding into a proposed solution. Once this exercise is completed and costed the Design Team will present their Pre Stage One Submission to Kerry ETB for application to the DoES to progress to stage 2A.

	The Board welcomed this update.
4.4	<p>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) - Youthreach Programme</p> <p>The CEO's report as circulated with the meeting notice provided the following update re the move to direct delivery for the Youthreach and Mentor Programmes:</p> <ul style="list-style-type: none"> ➤ <u>Youthreach Programme</u> <ul style="list-style-type: none"> ➤ Youthreach Programme moved to direct delivery by the ETB from January 1st 2019. ➤ Staff transfer completed – 29 staff commenced employment with Kerry ETB on January 1st 2019. ➤ Four new Youthreach centres in operation - Listowel (Butler Building), Tralee (CDP Building and Aras an Phobail) and Killarney (contingency arrangement in place with the Programme operating from The Gleneagle – the new building is scheduled to be ready from March 1st 2019). ➤ <u>Mentor Programme</u> <ul style="list-style-type: none"> ➤ Letter received from KDYS on December 6th 2018 confirming that they did not want to take up the offer for an additional 12 months for the Mentor Programme (offer made in letter to KDYS dated December 3rd 2018). ➤ Mentor Programme moved to direct delivery by the ETB from January 1st 2019. ➤ Staff transfer completed – 2 staff commenced employment with Kerry ETB on January 1st 2019 <p>It was noted that the Director of FET and Director of OS&D are leading the work which is ongoing in embedding the direct delivery of the Programmes.</p> <p>The Director of OS&D advised the Board that in total 31 staff transferred to the ETB on January 1st 2019, with the following categorization:</p> <ul style="list-style-type: none"> • 4 Coordinators • 23 resource Workers, 1 teacher and 1 Administrator • 2 Mentor Project Staff <p>In terms of the accommodation, the Director of FET advised that matters arising in the Butler Centre, the Tralee CDP and Áras an Phobail buildings have been addressed and feedback from the staff has been positive. In relation to the Killarney centre, as advised at the December 4th 2018 meeting, contingency arrangements had to be put in place as the works for the fit out of the new centre on High Street, Killarney are ongoing. The contingency arrangements involved locating the programme for the first two weeks in accommodation provided by the Gleneagle Group and currently the</p>

Programme is being accommodated in classrooms at Fitzgerald Stadium, Killarney. The planned timeline for the completion of the new centre on High Street, Killarney is March 1st 2019.

The Board welcomed this update and An Cathaoirleach thanked all involved in managing the process for the move to direct delivery of the Programmes from January 2019.

Regarding outstanding matters with KDYS, it was noted (as per report circulated) that an offer was made to KDYS by letter dated December 10th 2018 to enter into mediation or binding arbitration re the staff overpayment/pay recoupment issue. Clause 26.1 of the Grantor/Grantee Agreement made provision for same.

Regarding the costs highlighted by KDYS associated with the TUPE process, it was noted that a letter was received from KDYS dated December 7th 2018 re costs associated with the transfer. This letter was received on December 11th 2018 and included a claim for costs of circa €1.4 million with the following components: pay costs withheld, KDYS Management and Administration Costs not covered under the Grantor/Grantee Agreement, Legal Fees, Professional Fees (including TUPE Consultant), Dilapidation Costs, Restructuring including provision for redundancies and other contingencies and Loss of Rental and contribution to overheads for 3 year contracts.

A letter was issued to KDYS dated December 11th 2018 re these costs as presented by KDYS. This letter clearly set out that the ETB does not have funding to address these costs and that DoES approval would be required in respect of same. KDYS were requested to submit vouched evidence for the costs as presented.

A follow-up letter re these costs was received from KDYS on December 19th 2018. The Finance Officer advised that a letter has been drafted to issue to the DoES re these costs as presented by KDYS for circa €1.4 million. The Finance Officer advised that to date KDYS has provided documentation in support of vouched expenditure to the value of circa €50,426.25. It was noted that as per the decision of the Board at the September 25th 2018 Board Meeting, Kerry ETB would not be paying KDYS any costs arising from the appointment of Ms. Deirdre McHugh, Barrister-at-Law, as the KDYS representative for the transition process. A letter issued to KDYS in this regard on September 28th 2018.

There was further discussion re this matter of costs as presented by KDYS. Cllr. Niall Kelleher stated that in his view these legal costs being presented by KDYS are understandable outgoings for such a process. Cllr. Pa Daly advised it was his view that KDYS should pay their own costs. Ms. Mary McGillicuddy felt the decision should be left entirely in the hands of the DoES with no guidance from Kerry ETB and Ms. Maryanne Slattery also felt that the letter accompanying the costs should give no guidance but that we should send a

	<p>copy of Kerry ETB's letter in September 2018 to KDYS outlining that we would not be funding KDYS for any costs arising from the appointment of their Barrister-at-Law, Ms. Deirdre McHugh.</p> <p>An Cathaoirleach, Cllr. Jim Finucane requested the following be recorded in the minutes:</p> <p><i>'I want to express serious concerns regarding these expenses vouched or unvouched, especially in light of the previous decision by the Kerry ETB Board in September 2018 not to cover any costs and the letter confirming the Board's decision to KDYS.'</i></p> <p>The support of the majority of Members with An Cathaoirleach's statement as set out above was recorded.</p> <p>The Finance Officer advised that he will revise the draft letter to issue to the DoES in respect of these costs as submitted by KDYS.</p> <p>The Board was also advised that KDYS, in a letter dated December 10th 2018, requested that Kerry ETB transfer the recouped pay costs to KDYS by December 13th 2018, so that KDYS were 'in a position to pay the final (Christmas) salaries due to the transferring staff'. It was noted, following consultation with the DoES, to ensure staff employed by KDYS delivering on the Youthreach Programme were paid in full prior to Christmas, the necessary funds were provided to KDYS. Communication with KDYS re this matter are ongoing.</p> <p>A further update will be provided at the next meeting.</p>
01/2019/5	<p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>There was a presentation given by Ms. Miriam Galvin, Kerry ETB Youth Officer. This presentation addressed the new Department of Children and Youth Affairs (DCYA) new targeted youth funding scheme and addressed the following:</p> <ul style="list-style-type: none"> ➤ Youth Work Definition and ETB Youth Work Function ➤ VFMPR Recommendation 2014 ➤ New targeted youth funding scheme 2019 ➤ ETB mid-level governance structure ➤ Transfer of funds to local ETBs ➤ DCYA targeted Youth Funding Scheme 2019: Milestones and ETB role ➤ Area Profile needs assessment and service requirement tool

	<p>In addition, the Director of Schools, Youth and Music addressed the transfer of DCYA funded projects to Kerry ETB (letter to the ETB Chief Executive on 17th of January 2019).</p> <p>It was noted that, the service level agreement (SLA) between the DCYA and the ETBs is currently in draft form, discussions are ongoing with DCYA by ETBI regarding the very onerous requirements of the draft SLA and the need for adequate resourcing of the ETBs to meet these requirements in its mid-layer governance role.</p> <p>Following the presentation, An Cathaoirleach thanked Miriam and the Director of School, Youth and Music, Ms. Ann O'Dwyer for their presentation.</p> <p>The Board noted the update as presented.</p>
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01/2019/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management The Director of OS&D provided an update on Risk Management, which addressed:</p> <ul style="list-style-type: none"> ➤ Individual risk registers reviewed by relevant Director with Management Teams ➤ The overall Corporate Risk Management Meetings 2019 are scheduled for: <ul style="list-style-type: none"> ➤ Friday 8th February 2019 at 10.00am ➤ Thursday 9th May 2019 at 10.00am ➤ Wednesday 11th September 2019 at 10.00am ➤ Thursday 21st November 2019 at 10.00am
6.2	<p>Minutes of School Board of Management (BOM) Meetings The Board approved the Minutes of the following BOM Meetings:</p> <ul style="list-style-type: none"> ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on Monday 4th September 2018 <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Cllr. Michael Cahill</p>
6.3	<p>Board of Management Appointments There were no new appointments for ratification at this meeting.</p>
6.4	<p>South Kerry Development Partnership (SKDP)</p>

6.5	<p>Request received from SKDP for a Kerry ETB Nominee to the Kerry Social Farming Working Group</p> <ul style="list-style-type: none"> ➤ Nominee: Ms. Michelle Ann Houlihan <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Cllr. Norma Moriarty</p> <p>Kerry ETB Policies for Approval</p> <p>Circular Letter 0048/2018 - Procedures for Suspension and Dismissal of Teachers and Principals</p> <p>This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Jimmy Moloney Seconded: Mr. Noel Keenan</p> <p>Keyholder Policy and Procedure</p> <p>This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Jimmy Moloney Seconded: Mr. Michael O'Mahony</p>
6.6	<p>Health and Safety (H&S) Update</p> <p>This update was provided by the Director of OS&D, Ms. Maria Brennan and addressed the following:</p> <ul style="list-style-type: none"> ➤ The initial audit phase of the program of works is now complete and the high priority actions arising from the audits are being implemented. ➤ Kerry ETB Corporate Safety Statement is drafted and under review and will form the blueprint for the implementation of the safety management system. ➤ Risk assessment program for centres and schools has commenced. ➤ Training program is ongoing, with job specific safety training taking place for various groups each month <p>This update was welcomed by the Board noting the significant progress being made in addressing Health and Safety matters across the scheme. In addition it was again advised that Health and Safety should be a standing item on all BOM meeting agendas, etc.</p>
6.7	<p>Ethics in Public Office Acts</p> <p>This was addressed by the Corporate Affairs Officer, Ms. Gráinne Mulvihill, as follows:</p>

	<p>In relation to the Annual Statements, the updated guidelines for Public Servants on Compliance of the Ethics Acts was noted. A notification re same was issued to all Board Members by Ms. Gráinne Mulvihill on 15th January, 2019.</p> <p>In the update, the following was addressed:</p> <ul style="list-style-type: none"> ➤ Annual Statement of Interests - required where a person (or his/her spouse, civil partner, child or the person or child of his/her spouse) has a registrable interest which could materially influence the person in or in relation to the performance of the functions of the directorship of Kerry ETB. ➤ Where a person does not have such an interest to disclose, Kerry ETB requests that you would complete the Statement of Nil Interests. ➤ This is a statutory requirement and it is the responsibility of individuals to complete the Statement of Interests / Statement of Nil Interests. ➤ Completed signed statements (for 2018) to be returned no later than 31st January 2019. <p>The importance of returning these forms, whether the response is 'nil' or otherwise, was stressed by Ms. Mulvihill and the Finance Officer, Mr. Tommy Conroy.</p> <p>The Director of OS&D advised that the draft C&AG Management Letter for the 2017 Accounts referenced the importance of all Members completing the Declarations of Interest.</p>
6.8	<p>Kerry ETB Seal Use</p> <p>As per Schedule 3, (1)(2) of the ETB Act 2013, the ETB has a witness register for the use of the ETB seal. The current witness is Mr. Edward O'Neill, Acting Head of CS&CD. The Board, as per Schedule 3(1)(2) of the ETB Act 2013 approved the addition of the following names to the witness (authenticate) register for the use of the ETB seal:</p> <ul style="list-style-type: none"> ➤ Betty Corkery – Assistant Principal Officer (APO) – Head of HR ➤ Brigid Fitzmaurice – APO – Head of FETs Department ➤ Tommy Conroy – APO – Finance Officer <p style="text-align: center;">Proposed: Cllr. Michael Cahill Seconded: Cllr. Niall Kelleher</p>
6.9	<p>Annual Service Plan 2019</p> <p>An update was provided by the Finance Officer, Mr. Tommy Conroy, as follows:</p> <ul style="list-style-type: none"> ➤ The Annual Service Plan as per Section 47 of the ETB Act 2013 shall be submitted not later than the 1st March 2019. ➤ Statement of Services currently being drafted by Directors and CEO.

	<p>➤ Financial Information (estimated Receipts and Expenditure for 2019, Draft actual Receipts and Expenditure for 2018) being compiled in conjunction with the preparation of the Financial Statements.</p> <p>It was noted that the Service Plan will be brought to the Board at the February 26th 2019 meeting for approval.</p>
6.10	<p>Annual Accounts 2019 Update provided by the Finance Officer, Mr. Tommy Conroy, as follows:</p> <ul style="list-style-type: none"> ➤ As per Section 51 of the ETB Act 2013, the Accounts for 2018 are to be submitted by 1st April 2019 ➤ Finance Department has commenced the preparation of the Financial Statements in order to meet the 1st April 2019 deadline. ➤ Update to Accounts Format to be agreed with DoES – Briefing Day expected in February <p>It was noted that the Annual Accounts for 2018 will be brought to the March 2019 meeting for approval.</p>
6.11	<p>Internal Audit Unit for ETBs The Director of OS&D provided the following update:</p> <ul style="list-style-type: none"> ➤ Internal Audit Unit (IAU) for ETBs - Kerry ETB Specialist Training Providers Internal Audit (National Learning Network)(NLN) is commencing on January 29th 2019. <p>The Board was advised that the annual allocation to the NLN is circa €1.13 million in training allowances and circa €1.61 million in a non-allowance grant. Currently, 108 learner places allocated annually to the NLN. This provision is monitored by the Kerry ETB Training Centre.</p> <p>The Director of OS&D advised the Board that the application of CL0013/2014 (Grantor/Grantee agreement relationship) was addressed by Kerry ETB in 2016 with the NLN and ETBI. It is expected that the audit will address same.</p> <p>This was noted by the Board.</p>

01/2019/7	CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance Report: This report was presented by the Finance Officer, Mr. Tommy Conroy and circulated at the meeting.</p>

This report was noted by the Board.

The Finance Officer in addressing the report also referenced the following:

- The draft 2017 Accounts C&AG Management Letter.
- The non-pay budget letter of appeal 2018
- The Irish Public Bodies insurance premiums for 2019. He advised that IPB are seeking an increase of circa 2.6%/€9,356 pa. It was explained that Premiums are calculated based on the performance of the ETB based on the last 5 full year's performance (accordingly 2018 is not included in the calculation). Kerry ETB ranked 7th out of the 16 ETBs. The 16 ETBs were divided into 6 Bands and the increase in premiums is based on these bands. The benefit of the Health & Safety work undertaken in 2018 would not be reflected in this years premiums but should be reflected going forward.

In relation to Cappanalea Outdoor Education and Training Centre a query was raised in relation to the status of the review report. It was noted that this report is currently being finalised. An update on this report will be provided by the Director of FET at the next Cappanalea BOM Meeting.

Buildings Report:

This report was circulated and presented by the Acting Head of CS&CD, Mr. Edward O'Neill and addressed the following:

Listowel – Coláiste na Ríochta

- Campus – as per Matters Arising 4.1

Killarney Community College

- Autism Spectrum Disorder (ASD) Unit – Kerry ETB await a report on the location and condition of boilers in relation to proposed extension.

Causeway Comprehensive School

- Planning Reference 18/762 – Kerry County Council have received further information and the matter is ongoing.

Coláiste na Sceilge

- Ventilation – Works Package to issue for tender and works to commence Summer 2019.

Gaelcholáiste Nua

- As per Matter arising 4.1 above

Coláiste Gleann Lí/KCFE – Phase 2

- Contractor on schedule to complete the Project by the end of February 2019
- Acoustics Issues

- Solutions have been placed in some locations and no feedback has been received by the Design Team. All new areas have been reviewed and acoustics panels installed in the ceilings.
- This matter is being kept under review.

Listellick National School, Tralee - Roll No. 09260

- As per matters arising 4.1 above.

Youthreach

- Procurement of furniture completed
- Minor works carried out at locations (where required) including fitted furniture and additional toilets.
- Procurement of contractors for part of Killarney fit-out completed.
- Fit out of Killarney building commenced and proceeding to programme

This report was noted by the Board.

Land and Leases

➤ **Youthreach Leases Update**

- Butler Building, Listowel – signed and sealed on 12th December 2018
- Killarney - 50 High Street – to be presented at the February 2019 Board meeting
- Tralee CDP – signed and sealed at Board meeting on January 22nd 2019 by An Cathaoirleach, witnessed by Mr. Edward O’Neill.

➤ **FET Course Recruitment Premises – lease for approval**

The Board was presented with the following terms for the lease of a building to accommodate the establishment of a centralised course promotion and recruitment unit for further education and training full-time Level 5 and Level 6.

- **Location:** 7 Denny Street, Tralee
- **Area:** Circa 1550 square feet
- **Rent:** €17,000 per annum
- **Term:** Commencing February 1st 2019 to 31st August 2024 – 5 years 6 months

The Board approved the lease as per the terms presented above.

Proposed: Mr. Joseph Brennan
Seconded: Mr. Michael O’Mahony

It was noted that DoES approval is required as per the Code of Practice for the Governance of ETB’s etc.

	<p>➤ Proposed Housing Development at Port Road, Killarney and pedestrian access to adjoining schools</p> <ul style="list-style-type: none"> ➤ A letter dated December 4th 2018 was received from Griffin Project Management re this matter. ➤ The Acting Head of CS&CD advised that based on his understanding the ETB would not be supportive of this request as the company was looking for direct access onto the ETB site, which could cause difficulties for the ETB with the future development of the school site. <p>It was proposed that the Acting Head of CS&CD, Mr. Edward O’Neill, would meet with Griffin Project Management to discuss their requirements.</p> <p style="text-align: center;">Proposed: Cllr. Michael Cahill Seconded: Cllr. Niall Kelleher</p> <p>The Director of Schools, Youth and Music will also attend this meeting. The Board was also advised that DoES approval would be required for any such request for access to ETB property.</p>
7.2	<p>Report – Chief Executive Officer</p> <p>The CEO’s report was presented by Mr. Colm Mc Evoy, CEO, as circulated prior to the meeting and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Work Priorities 2019 ➤ Gaelcholáiste Chiarraí School Building Project Update ➤ Kerry ETB and KDYS Youthreach (100 places annually) Grantor/Grantee Agreement ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Listowel School Accommodation Update ➤ Kerry ETB and Tralee IT South Campus Acquisition <p>This report was noted by the Board.</p>
7.3	<p>Schools Report – Director of Schools, Youth and Music</p> <p>The Schools Report was tabled and presented by the Director of Schools, Youth and Music, Ms. Ann O’Dwyer and addressed the following items:</p> <ul style="list-style-type: none"> ➤ School Priorities for 2019 ➤ Irish & Bilingual grant <p>In relation to the Irish and Bilingual Grant, it was proposed that the ETB would write a letter to the DoES seeking approval of this grant for the Gaelcholáiste, etc.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Lowney Seconded: Cllr. Jimmy Moloney</p>

	This report was noted by the Board.
7.4	<p>Further Education and Training Report – Director of FET The Further Education and Training Report was tabled and presented by the Director of FET, Mr. Owen O’Donnell and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Youthreach Update ➤ Beneficiaries 2018 ➤ Training Centre Open Week ➤ KCFE & Bon Secours Hospital Tralee MOU <p>This report was noted by the Board.</p>
7.5	<p>Organisation Support and Development Report The Organisation Support and Development Report was presented by the Director of OS&D, Ms. Maria Brennan and addressed the following items:</p> <ul style="list-style-type: none"> ➤ Amendment to Youth Work figures presented to Board in 2017 Annual Report at December 4th 2018 Meeting <p style="text-align: center;">Proposed: Mr. Joseph Brennan Seconded: Cllr. Seamus Cosáí Fitzgerald</p> <p>This report was noted by the Board.</p>
7.6	Members’ Business (motions)
01/2019/8	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.
01/2019/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>Establishment of New ETB Board</p> <p>There was a brief discussion re the process for the establishment of the new ETB Board following the local elections on May 24th 2019. The Board Members were advised that as per Section 31 of the ETB Act 2013, the Local Authority shall at a meeting held within six weeks of the local election and elect 12 Local Authority Members to the new ETB Board. Following this, a post-election meeting shall be convened by the CEO on a date not less than two months and not greater than three months from the date of the local election. At the post-election meeting the 12 Local Authority Representatives and the two staff representatives shall appoint the two parent representatives (one male and one female) and fix the date of the next meeting. On a date to be agreed, the next meeting after the post-election meeting the five special interest, knowledge of education and training members shall be appointed and fix the date of the next meeting of the Board. (At least one business rep, at least one learner rep and at least one management or leadership of school rep)(At least two men and at least two women).</p> <p>In addition, Members noted that as per Section 31(8) of the ETB Act 2013, a member of an ETB shall hold office for a term ending on the date of the next post election meeting of the Board.</p> <p>The Post Election meeting date is provisionally scheduled for Friday July 26th 2019 at 11:00 am.</p> <p>Following this discussion it was agreed to amend the planned meeting schedule as follows:</p> <p>To defer the April 23rd 2019 meeting to April 30th 2019 with no meeting scheduled for May and June 2019. It was agreed that the following revised meeting schedule will be circulated to the Board Members prior to the next Board Meeting i.e. meeting on February 26th 2019, March 26th 2019 and April 30th 2019.</p>

	<p>Next Board Meeting date: Tuesday February 26th at 4.15pm Kerry ETB Boardroom</p>
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Signed/Sínithe: _____ **Date/Dáta:** _____