

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 May 26th 2020.

In Attendance:

Cllr. Michael Cahill
Cllr. Jim Finucane
Cllr. Deirdre Ferris
Cllr. Norma Moriarty
Cllr. Niall O'Callaghan
Mr. Noel Keenan
Mr. Tim Daly
Mr. Zaid Kasoob

Cllr. Johnnie Wall
Cllr. Fionnán Fitzgerald
Cllr. Maura Healy-Rae
Cllr. Terry O'Brien
Ms. Maryanne Slattery
Ms Maria O'Gorman
Ms. Joan McCrohan

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Ann O'Dwyer, Director of Schools, Youth and Music (SYM), Mr. Tommy Conroy, Finance Officer, Mr. Danny Kerins, Head of Corporate Support and Capital Development (CS&CD), Mr. Pdraig O'Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support and Ms. Karen Griffin, Executive Support were also in attendance.

As a mark of respect to the CEO, Mr. Colm Mc Evoy following the recent death of his Father, Mr. Seamus Mc Evoy, a minute's silence was observed.

As per Schedule 3, Paragraph 10(3) of the (ETB) Act 2013 and the Agenda Notice, Ms. Maria O'Gorman declared a conflict of interest regarding item 4.6 listed under Matters Arising and advised that she would not partake in any deliberation or discussion in relation to this matter at this meeting. Maria advised that she had received a phone call from the Chairperson of the organisation concerned – Kerry Diocesan Youth Services (KDYS).

As per Section 1.18 of Circular Letter 0002/2019, the conflict of interest document was circulated to be signed prior to the meeting to the Members (a copy of which is attached to the minutes). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting. No further conflicts of interest were declared at the commencement of the meeting.

05/2020/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	Apologies/Leithscéalta: Apologies for their absence were received from: ➤ Cllr. Cathal Foley
1.2	Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to: ➤ Mr. Colm Mc Evoy & Ms. Brenda Mc Evoy, Head Office and Kerry College Monavalley Campus, on the death of his Father/her Father-in-Law, Mr. Seamus Mc Evoy.

	<ul style="list-style-type: none"> ➤ Ms. Susan Kelly, LCA Youthreach, on the death of her Father, Mr. Paddy Foley. ➤ Ms. Mary Swaine, Literacy Tutor, on the death of her Mother, Ms. Hannah Barrett. ➤ Ms. Bernie McCarthy, Two Mile Community National School, on the death of her Son-in-Law, Mr. David Connolly. ➤ Ms. Anne Marie Hassett, Head Office, on the death of her Mother, Ms. Peggie O'Connell. ➤ Ms. Ellen Mangan, Head Office, on the death of her Mother, Ms. Breda Tobin Walsh. ➤ The O'Shea family, on the death of Ms. Pauline O'Shea, former teacher Junior Secondary Education Centre, Moyderwell and Youthreach, KDYS, Tralee.
--	---

05/2020/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations to/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ To Kerry College Monavalley Campus Instructors John Drummond, Mick Ryan and their apprentices for providing hot dinners to frontline emergency staff and organisations in conjunction with the Health and Safety Executive (HSE). ➤ To the Centre Manager and the learners on the quilting course in the Dingle Further Education and Training Centre, who have adapted their skills to produce face masks and scrubs for frontline workers during the pandemic.
05/2020/3	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 April 28th 2020 were adopted.</p> <p style="text-align: center;">Proposed: Ms. Maryanne Slattery Seconded: Cllr. Terry O'Brien</p>

05/2020/4	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 Mr. Pdraig O'Sullivan, Buildings Officer:</p> <ul style="list-style-type: none"> ➤ Kerry ETB have requested updates on the progress of approval (pre Qualification of Contractors) by emails to the Devolved Projects Section on Thursday, May 14th 2020 and Friday May 15th 2020.

	<ul style="list-style-type: none"> ➤ Department of Education and Skills (DoES) Principal Officer responded on May 18th 2020 with clarification queries re pre-qualification process status, and the position with reference to the use of reserved specialists in the tendering process and Kerry ETB issued a response to the clarification queries on May 19th 2020. ➤ Kerry ETB continues to actively engage with the DoES re these matters. <p>In addition the Board was advised that Kerry ETB is waiting on DoES approval to extend the Lease at Collis Sandes House Tralee.</p> <p>The Head of CS&CD advised, as set out above, that discussions are ongoing with the DoES to progress the project towards completion of the tender process.</p> <p>The Board noted this update.</p>
4.2	<p>Listowel School Accommodation</p> <p>The following update was provided by the Buildings Officer, Mr. Pdraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ An Additional School Accommodation Application was submitted via electronic file transfer due to the ongoing COVID-19 restrictions, to the DoES on April 14th 2020. ➤ Kerry ETB have requested the DoES to commence reviewing the application ahead of a hardcopy submission, which will be completed when a relaxation of COVID-19 restrictions allows. ➤ Kerry ETB are awaiting the DoES decision on an application for a prefab for the Academic Year 2020/2021. This prefab is required due to a projected increase in post-primary student numbers. <p>The Board welcomed this update.</p>
4.3	<p>Listellick National School Building Project Update</p> <p>The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Listellick Planning Permission Application lodged with Kerry County Council (Kerry Co. Co.) on January 14th 2020. ➤ Request for Further Information (RFI) received from Kerry Co. Co. on March 10th 2020 in relation to Planning Ref 20/22 at Listellick National School. ➤ The Design Team on April 17th 2020 submitted further details to the planning authority as outlined in the RFI letter of March 10th 2020. ➤ It is anticipated that the planning authority will assess the application and determine the outcome of the planning application by the fourth week in May 2020 (delays possible due to COVID-19 restrictions). ➤ Following the notification of decision in relation to planning, the design team will be in a position to submit Stage 2B to the DoES in order to seek approval to commence tendering for a contractor to construct the school. <p>The Board welcomed this update.</p>

<p>4.4</p>	<p>Killorglin Community College Proposal Update The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB on April 14th 2020 received maps of the area to be leased to Killorglin Sports and Leisure Company Limited by Guarantee. ➤ On April 28th 2020 Kerry ETB received a request from agents acting on behalf of Killorglin Sports & Leisure Centre Company Limited by Guarantee, in relation to altering a right of way (wayleaves) in favour of Kerry ETB (set out in yellow on the map as per the meeting report) as agreed during the formation of the lease dated 1983. ➤ Kerry ETB legal agents on the instructions of Kerry ETB have advised the Tenant that there can be no change to the extent of the land being leased or any rights of way (wayleaves) over same that had previously been reserved in favour of County Kerry Vocational Education Committee. The purpose of arranging the new lease is to give legal recognition to the fact that the body now running the Centre is wholly different to the original tenant, and there must be privity of contract between Kerry ETB and the operating party. ➤ The DoES had given its consent in respect of the 1983 Lease and such that its consent to the proposed new lease should be secured on the basis of the contents of the original agreement. Any alteration in the extent of the property leased or any surrender by Kerry ETB of wayleaves created by the original lease cannot be addressed at this time. ➤ Kerry ETB will now be requesting approval for the new lease from the DoES in accordance with the ETB Act 2013. ➤ Once DoES approval has been received, the finalised leases can be executed by Kerry ETB. <p>The Board noted the progress in addressing this matter.</p>
<p>4.5</p>	<p>Anaerobic Digestion Facility – Planning Appeal Update The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB continue to monitor the planning file. ➤ From review of An Bord Pleanála’s website, there is no proposed date indicated for when the case is due to be decided. <p>The Board noted the update.</p>
<p>4.6</p>	<p>Correspondence with Kerry Diocesan Youth Services (KDYS) The Finance Officer, Mr. Tommy Conroy provided the following update;</p> <ul style="list-style-type: none"> ➤ Letter received from KDYS on April 23rd 2020 (circulated prior to April Board Meeting). ➤ A response sent to KDYS from Kerry ETB on Friday May 22nd 2020 (circulated to the Board on Monday May 25th 2020). <p>The Finance Officer advised that a letter had been received by email on the morning of May 26th 2020 from KDYS, prior to the commencement of the meeting.</p>

	<p>The main points addressed in the letter were as follows:</p> <ul style="list-style-type: none"> ➤ Kerry ETB's offer of Mediation to address KDYS's claim relating to €79,232.21 was not accepted. However, KDYS did advise that were Kerry ETB to make full payment of €143,377.22 (€79,232.21 plus additional costs), they would enter into an appropriate process for additional claims they had submitted, amounting to €1,368,775. KDYS further stipulated that they would only enter into this process if the Office of the Minister for Education was a party to the proceedings or was notified as a matter of course of the outcome by the Mediator. <p>Following a lengthy discussion, it was unanimously agreed that the Finance Officer would write back to KDYS with an offer of arbitration on the staff overpayment issue.</p> <p>A further update will be provided at the next meeting.</p>
--	--

05/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
	<p>Further to a presentation made by the Director of Schools, Youth and Music (SYM), Ms. Ann O'Dwyer re Patrons Characteristic Spirit Community Colleges at the April 28th 2020 Board meeting, reference was made by the Director of SYM to the ETBI Brief 09/2020 – as circulated with the Agenda (Document 5.0). This brief was issued to Chief Executives and Directors of Schools by ETBI and addressed Statements on Characteristic Spirit Statement and Opting-out of Religious Instruction in Designated Community Colleges.</p> <p>This nationally agreed statement between ETBI and the Episcopal Conference has been sent to CEIST for review and a further update will be given at the next Board Meeting.</p> <p>This was noted by the Board.</p>

05/2020/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update</p> <p>An update was provided by the Director of OS&D, Ms. Maria Brennan, advising that the Risk Management Policy had been reviewed and revised to ensure compliance with the requirements of the Code of Practice for the Governance of ETBs CL 0002/2019. The key updates were addressed as follows;</p> <ul style="list-style-type: none"> ➤ Section 7 of the Code of Practice (p.34) sets out the following requirements:

	<ul style="list-style-type: none"> ➤ Risk Management Policy: Each ETB should develop a Risk Management Policy and the Board should approve the risk management framework and monitor its effectiveness. ➤ The Board should have formal and transparent arrangements for governance, risk management and internal control. ➤ Revised Risk Management policy takes into consideration the broader scope of the risk management framework, effectively clarifying the following: <ul style="list-style-type: none"> ➤ The role of the Risk Appetite Statement ➤ The relationship between risk and the system of internal control ➤ Risk Principles ➤ The role of the risk owner. The revised Risk Register aligns risks with the Kerry ETB Strategic Goals ➤ Recategorisation of risk categories to align with the risk appetite statement: <ul style="list-style-type: none"> - Financial - Strategic - Operational - Reputational - Compliance - Environmental ➤ Implementation of the Assurance reports throughout the management tiers - Annual Risk Management Assurance Reports to issue to Audit and Risk Committee in line with system of internal control. ➤ Workshop to facilitate implementation of the policy and the effective application of risk management processes to be re-scheduled in the forthcoming weeks. <p>The Director of OS&D advised of an online webinar event being facilitated by the Institute of Public Administration (IPA) on May 28th 2020, for Audit & Risk/Audit Committee Chairpersons and Members. A number of Kerry ETB Audit and Risk Committee Members will partake in the webinar.</p> <p>The Board welcomed this update.</p>
6.2	<p>Minutes of School Boards of Management (BOM) Meetings – for approval There were no minutes presented for approval this month.</p>
6.3	<p>Minutes of FET Governance Boards and BOM Meetings - for approval The Board approved the Minutes of the following meeting:</p> <ul style="list-style-type: none"> ➤ Youthreach <ul style="list-style-type: none"> ➤ Board of Management Meeting on January 14th 2020 <p style="text-align: center;">Proposed: Cllr. Terry O’Brien Seconded: Mr. Noel Keenan</p>

6.4	<p>Minutes of the Youth Work Committee - for Approval The Board approved the Minutes of the following meeting:</p> <ul style="list-style-type: none"> ➤ Youth Committee Meeting on January 23rd 2020 <p style="text-align: center;">Proposed: Mr. Tim Daly Seconded: Cllr. Deirdre Ferris</p>						
6.5	<p>Minutes of Partnership School BOM Meetings - for Noting The Board noted the Minutes of the following 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 						
6.6	<p>Kerry ETB Policies for Approval The following policies were circulated prior to the Meeting and presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> ➤ Procurement Policy and Procedure over €25,000 <p>The Board approved the policy as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Maryanne Slattery</p> <ul style="list-style-type: none"> ➤ Risk Management Policy (updated) <p>The Board approved the policy as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Ms. Joan McCrohan Seconded: Cllr. Jim Finucane</p>						
6.7	<p>Health and Safety Matters Update The Head of CS&CD, Mr. Danny Kerins provided the following update:</p> <table border="1" data-bbox="464 1637 1493 2063"> <thead> <tr> <th data-bbox="464 1637 751 1715">Activity</th> <th data-bbox="751 1637 1493 1715">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1715 751 1951">Central Safety Policies</td> <td data-bbox="751 1715 1493 1951">Construction Regulations Compliance Procedure drafted. Contractor Management Procedure drafted</td> </tr> <tr> <td data-bbox="464 1951 751 2063">Risk Assessment Program</td> <td data-bbox="751 1951 1493 2063">COVID-19 arrangements for contractors issued Covid-19 Site risk assessment template developed and issued to schools/centres</td> </tr> </tbody> </table>	Activity	Update	Central Safety Policies	Construction Regulations Compliance Procedure drafted. Contractor Management Procedure drafted	Risk Assessment Program	COVID-19 arrangements for contractors issued Covid-19 Site risk assessment template developed and issued to schools/centres
Activity	Update						
Central Safety Policies	Construction Regulations Compliance Procedure drafted. Contractor Management Procedure drafted						
Risk Assessment Program	COVID-19 arrangements for contractors issued Covid-19 Site risk assessment template developed and issued to schools/centres						

	<table border="1"> <tr> <td data-bbox="456 230 751 629"></td> <td data-bbox="751 230 1522 629"> <p>COVID-19 Response team meetings taking place at least weekly to address the Kerry ETB response</p> <p>Pre return to work form developed for completion by any staff member prior to entering any Kerry ETB premises, or in advance of return to work, as per the government's Return to Work Protocol</p> <p>Risk Assessment program ongoing – teleconference meetings taking place</p> </td> </tr> <tr> <td data-bbox="456 629 751 707">Safety Committee</td> <td data-bbox="751 629 1522 707">Meeting date 26th May 2020</td> </tr> <tr> <td data-bbox="456 707 751 1010">Training Programme</td> <td data-bbox="751 707 1522 1010"> <p>Online COVID-19 induction training developed for staff accessing schools/centres, to be revised for schools and centres reopening</p> <p>Further training will be developed for COVID related roles such as COVID coordinators, Lead Worker Representatives and hygiene training for caretakers and cleaners</p> </td> </tr> </table> <p>The Board noted the update as presented.</p>		<p>COVID-19 Response team meetings taking place at least weekly to address the Kerry ETB response</p> <p>Pre return to work form developed for completion by any staff member prior to entering any Kerry ETB premises, or in advance of return to work, as per the government's Return to Work Protocol</p> <p>Risk Assessment program ongoing – teleconference meetings taking place</p>	Safety Committee	Meeting date 26 th May 2020	Training Programme	<p>Online COVID-19 induction training developed for staff accessing schools/centres, to be revised for schools and centres reopening</p> <p>Further training will be developed for COVID related roles such as COVID coordinators, Lead Worker Representatives and hygiene training for caretakers and cleaners</p>
	<p>COVID-19 Response team meetings taking place at least weekly to address the Kerry ETB response</p> <p>Pre return to work form developed for completion by any staff member prior to entering any Kerry ETB premises, or in advance of return to work, as per the government's Return to Work Protocol</p> <p>Risk Assessment program ongoing – teleconference meetings taking place</p>						
Safety Committee	Meeting date 26 th May 2020						
Training Programme	<p>Online COVID-19 induction training developed for staff accessing schools/centres, to be revised for schools and centres reopening</p> <p>Further training will be developed for COVID related roles such as COVID coordinators, Lead Worker Representatives and hygiene training for caretakers and cleaners</p>						
6.8	<p>Kerry ETB Committees under Section 44 of the ETB Act 2013</p> <p>The following Board of Management Appointments (BOM) were made by the Board:</p> <table border="1"> <thead> <tr> <th data-bbox="464 1308 943 1375">School</th> <th data-bbox="943 1308 1246 1375">Source</th> <th data-bbox="1246 1308 1493 1375">Nominee</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1375 943 1431">Tahilla Community National School</td> <td data-bbox="943 1375 1246 1431">Community Nominee</td> <td data-bbox="1246 1375 1493 1431">Norma Moriarty</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Deirdre Ferris</p>	School	Source	Nominee	Tahilla Community National School	Community Nominee	Norma Moriarty
School	Source	Nominee					
Tahilla Community National School	Community Nominee	Norma Moriarty					
6.9	<p>Establishment of a Section 44 Committee for Kerry ETB Further Education and Training Centres</p> <p>Minutes of the ETB Board Meeting held on February 27th 2020 recorded that the Section 44 Committee for Kerry ETB Further Education and Training Centres would be composed of:</p> <ul style="list-style-type: none"> ➤ 3 Board Members ➤ 1 Community Rep from each of the five areas (5 representatives in total) <p>On review it was identified that the minutes of the February 27th Board meeting should have recorded the following:</p>						

	<ul style="list-style-type: none"> ➤ 5 ETB Board Nominees from each of the five areas (5 representatives in total) ➤ 3 Community Nominees <p>This amendment was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Niall O'Callaghan</p>
6.10	<p>Kerry ETB Overdraft Approval as per the provisions of Circular Letter 0066/2014 and Section 49 of the Education and Training Boards Act 2013</p> <p>The Finance Officer advised that in accordance with the provisions of CL 0066/2014, Ministerial consent has been obtained by letter dated May 14th 2020, for the establishment by Kerry ETB of an overdraft of €2,000,000 to March 31st 2021. The consent attaches the following conditions:</p> <ul style="list-style-type: none"> ➤ The facilities, including interest, are operated within your Committee's overall financial allocation. ➤ They are not to be used for capital expenditure. ➤ The interest payable, if any, is that normally payable by local authorities on such overdrafts. ➤ This sanction will not be used in any way to extend the Committee's expenditure and commitments, over and above the amounts authorised by this Department. <p>The Finance Officer will proceed with the establishment of the Board approved overdraft facility.</p> <p>The Board welcomed this update.</p>
6.11	<p>Oversight Agreement and Performance Delivery Agreement between Kerry ETB and the Department of Education and Skills</p> <p>The Board was advised of the Oversight Agreement and Performance Delivery Agreement as received from the DoES. Copies of both the Oversight Agreement and Performance Delivery Agreement were circulated with the Agenda.</p> <p>The following was noted in respect of same:</p> <ul style="list-style-type: none"> ➤ Oversight Agreement commenced on May 14th 2020 until December 31st 2021 ➤ Performance Agreement commenced on May 14th 2020 until December 31st 2020 <p>The CEO advised that these agreements have been put in place by the DoES with each individual ETB and that one formal meeting per annum will take place between Senior Department officials, Representatives of the ETB Board and Executive Management. This meeting will review the Oversight</p>

	<p>Agreement and the Performance Delivery Agreement and will consider the appraisal of the submitted Service Plan for the current year.</p> <p>The Board noted this update.</p>
6.12	<p>Comptroller and Auditor General (C&AG) Audit of 2019 Financial Statements</p> <p>The Finance Officer advised the Board that the annual Comptroller and Auditor General (C&AG) Audit of 2019 Financial Statements would be commencing next Tuesday June 2nd 2020. All Departments have been collating the necessary information and documentation over the last few weeks in preparation for this audit.</p>
6.13	<p>Annual Report 2019 as per Section 28 of the ETB Act 2013</p> <p>The Director of OS&D, Ms. Maria Brennan, presented the Annual Report 2019 for approval. Some minor amendments to the draft were noted. The Annual Report 2019 will be submitted to the Minister of Education and Skills by 30th June 2020 for presenting to both Houses of the Oireachtas.</p> <p>As per Section 28 of the ETB Act 2013 The Annual Report 2019 was approved and adopted by the Board.</p> <p style="text-align: center;">Proposed: Ms. Joan McCrohan Seconded: Cllr. Terry O'Brien</p>
6.14	<p>DoES Guidance on Contract and Employment Issues in the Education Sector arising from COVID-19</p> <p>The Director of OS&D, Ms. Maria Brennan, advised that Kerry ETB had received the following document from the DoES: Guidance on Contract and Employment Issues in the Education Sector arising from COVID-19. This document addressed matters to be considered by ETBs re Contract and Employment issues.</p> <p>The Board was advised that the provisions of the document have been reviewed and that relevant third party organisations have been contacted re matters arising in relation to contingency planning etc.</p> <p>The Board noted this update.</p>

6.15	<p>Appointment of Nominee to the Governing Body of IT Tralee as per Section 4(a) & (b) of the Regional Technical Colleges (Amendment) Act 1994</p> <p>Appointment to the Governing Body as per Section 4(a) & (b) of the Regional Technical Colleges (Amendment) Act 1994.</p> <p>Nominee: Owen O'Donnell, Kerry ETB Replacing: Stephen Goulding, Kerry ETB</p> <p>The Board approved the nomination of Owen O'Donnell.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Secoded: Cllr. Norma Moriarty</p>																																								
05/2020/7	CEO's REPORT & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU																																								
7.1	<p>Finance Report Finance Report presented by Finance Officer, Mr. Tommy Conroy The Finance Report was circulated by the Finance Officer. This update was noted by the Board.</p> <p>➤ DPER - Circular 02/16: Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service</p> <p>As required under Circular Letter 02/2016 Kerry ETB has undertaken a full review of its ICT Expenditure for 2019. Total Expenditure for 2019 was €1,046,453, breakdown as follows:</p> <table border="1" data-bbox="488 1451 1493 2047"> <thead> <tr> <th>Expenditure Category</th> <th>New Projects / Initiatives</th> <th>Existing Projects/ Initiatives</th> <th>Non-Project Expenditure</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Hardware</td> <td>€57,558</td> <td>-</td> <td>€404,237</td> <td>€461, 795</td> </tr> <tr> <td>Software, Licensing, proprietary Support & Maintenance</td> <td>-</td> <td>€105,424</td> <td>€70,222</td> <td>€175,646</td> </tr> <tr> <td>Telecommunications</td> <td>-</td> <td>€24,640</td> <td>€114,566</td> <td>€139, 206</td> </tr> <tr> <td>Licensing</td> <td>-</td> <td>-</td> <td>€73, 387</td> <td>€73, 387</td> </tr> <tr> <td>Third Party (non-proprietary) Support & Maintenance</td> <td>-</td> <td>-</td> <td>€191,719</td> <td>€191,719</td> </tr> <tr> <td>IT-related Training</td> <td>-</td> <td>-</td> <td>€4,700</td> <td>€4,700</td> </tr> <tr> <td>Total</td> <td>€57,558</td> <td>€130,06</td> <td>€858,831</td> <td>€1,046,453</td> </tr> </tbody> </table>	Expenditure Category	New Projects / Initiatives	Existing Projects/ Initiatives	Non-Project Expenditure	Total	Hardware	€57,558	-	€404,237	€461, 795	Software, Licensing, proprietary Support & Maintenance	-	€105,424	€70,222	€175,646	Telecommunications	-	€24,640	€114,566	€139, 206	Licensing	-	-	€73, 387	€73, 387	Third Party (non-proprietary) Support & Maintenance	-	-	€191,719	€191,719	IT-related Training	-	-	€4,700	€4,700	Total	€57,558	€130,06	€858,831	€1,046,453
Expenditure Category	New Projects / Initiatives	Existing Projects/ Initiatives	Non-Project Expenditure	Total																																					
Hardware	€57,558	-	€404,237	€461, 795																																					
Software, Licensing, proprietary Support & Maintenance	-	€105,424	€70,222	€175,646																																					
Telecommunications	-	€24,640	€114,566	€139, 206																																					
Licensing	-	-	€73, 387	€73, 387																																					
Third Party (non-proprietary) Support & Maintenance	-	-	€191,719	€191,719																																					
IT-related Training	-	-	€4,700	€4,700																																					
Total	€57,558	€130,06	€858,831	€1,046,453																																					

7.2	<p>➤ Chairperson’s Comprehensive Report The Finance Officer outlined that the Chairperson’s Comprehensive Report is issued to the Minister for Education with the Annual Report and is signed by the Chairperson of the ETB.</p> <p>➤ The report acknowledges the responsibility of Kerry ETB:</p> <ul style="list-style-type: none"> - to produce annual Financial Statements - to operate a System of Internal Control to prevent and detect fraud - to comply with the Code of Practice for the Governance of Education and Training Boards - to confirm key items within the Annual Financial Statements <p>➤ The Chairperson’s Comprehensive Report makes 28 representations around the Governance, Compliance and Financial Oversight within the ETB.</p> <p>➤ The report also highlights significant developments in the year e.g. the two Community National Schools coming under the auspices of Kerry ETB and the commencement of Music Generation and Creative Youth Programmes.</p> <p>The signing of the Chairperson’s Comprehensive Report as presented by the Finance Officer was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maryanne Slattery</p> <p>Buildings Report The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following projects/works updates:</p> <ul style="list-style-type: none"> ➤ Head Office Rent Review ➤ Scamps and Scholars, Killorglin ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ COVID-19 ➤ Killarney Community College ➤ St. Oliver’s National School, Killarney ➤ Causeway Comprehensive ➤ Coláiste na Ríochta ➤ Coláiste Gleann Lí ➤ Pobalscoil an Ghleanna ➤ Kerry College – Clash Campus ➤ Cappanalea, the National Centre for Outdoor Education and Training <p>Land and leases:</p> <p>➤ Head Office Rent Review</p> <ul style="list-style-type: none"> ➤ The Finance Officer advised that a rent review was due for Head Office on the August 1st 2020. A letter (hard copy) issued to the landlord in respect of the rent review on May 14th 2020 and in light of the current lockdown with the COVID-19 crisis a copy of this letter was issued by email on May 28th 2020 to the Landlord.
-----	---

In relation to the rent review the Finance Officer outlined the following:

- Legal advice has been sought regarding the options available to Kerry ETB under the rental review clause in the existing Lease.
- The Legal advice outlined that the rent agreed following the rent review would be based on Market Rent and would not be based on historic rent paid.

The Finance Officer is progressing this matter and will provide a further update at the next Board Meeting.

➤ **Tralee Regional Sports and Leisure Company Limited by Guarantee – Landlord Agreement**

The Buildings Officer advised that a letter had been received from Kerry ETB's legal agents, Murphy Ramsey Walsh Solicitors, addressing the need for the execution of a landlords agreement by Kerry ETB and Kerry County Council (Kerry Co. Co.) in respect of Tralee Regional Sports & Lesiure Compnay Limited by Guarantee.

The Company has been in receipt of Sports Capital funding (grant) from the Department of Transport, Tourism and Sport and the now formalised leasehold folio 3835L (controlled by Kerry ETB and Kerry Co. Co.) has presented an opportunity to formally address the security for same directly by the Company.

Prior to the formalised leasehold folio 3835L, the sports capital grants were secured by means of charge from Kerry Co. Co. over the part of the centre in the ownership of Kerry Co. Co.

The legal agents and the Chief State Solicitors Office (CSSO) have agreed that the execution of a Landlord Agreement by Kerry ETB and Kerry Co. Co., would allow for new and existing sports capital grants to be secured by the leasehold folio 3835L.

With the approval and execution of the landlord agreement both Kerry ETB and Kerry Co. Co. are agreeing in the event of the landlord forfeiting the lease during its term, then after forfeiture the property would continue to be used for sports and leisure purposes, failing which the landlord would have to pay the the Minister the as yet unwritten down amount of the grant at the time the sporting use ceased.

Following discussion, the Board approved the signing of the formal agreement.

Proposed: Cllr. Johnnie Wall
Seconded: Cllr. Terry O'Brien

7.3	<p>Chief Executive Officer’s Report The CEO’s report, as circulated prior to the meeting, was noted by the Board.</p> <p>No additional matters arising.</p>
7.4	<p>Schools Report – Director of Schools, Youth and Music The Schools’ Report, as circulated prior to the meeting, was noted by the Board.</p> <p>No additional matters arising.</p>
7.5	<p>Further Education and Training Report – Director of FET The FET Report, as circulated prior to the meeting, was noted by the Board.</p> <p>No additional matters arising.</p>
7.6	<p>Organisation Support and Development Report As per the Governance Section 6 of the Minutes, noted by the Board.</p> <p>The Board noted this update.</p>
7.6	<p>Members’ Business (motions)</p> <ul style="list-style-type: none"> ➤ Kerry ETB Board Meeting Schedule. <p>Following discussion it was agreed that the meeting will be held remotely at 11.00 am on the fourth Tuesday of each month for the duration of the current COVID-19 crisis.</p> <ul style="list-style-type: none"> ➤ The CEO advised that the Secretary General of ETBI, Ms. Nessa Doyle has advised that she has been appointed to a new role with SOLAS, Executive Director. It was agreed to send a letter of thank you and congratulations to Nessa. ➤ Cllr. Niall O’Callaghan requested an update on the specialist COVID-19 hygiene and PPE courses that were being developed for delivery by Kerry College in conjunction with Kerry Co. Co. The Director of FET, Mr. Owen O’Donnell advised that the first course was being rolled out within the week and that the others would follow in due course.

05/2020/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<p>DES Correspondence: Noted as listed</p> <p>Additional correspondence received from DoES on 22/05/2020 re Section 29 Appeal Decision noted.</p>
8.2	<p>DES Circular Letters: Noted as listed</p>
8.3	<p>DES Press Releases: Noted as listed</p>
8.4	<p>ETBI Correspondence: Noted as listed</p>
8.5	<p>SOLAS Correspondence Noted as listed</p>
8.6	<p>Other Correspondence: Noted as listed.</p>

05/2020/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>This concluded the business of the meeting.</p> <p style="text-align: center;">Next Board Meeting date: Tuesday June 23rd 2020 Videoconference</p>

Signed/Sínithe: _____

Date/Dáta: _____