

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) Meeting held in the Tralee Regional Sports and Leisure Centre and via Video Conference on Tuesday August 25th 2020.

In Attendance ('V' denotes attendance via video link):

Cllr. Jim Finucane	Cllr. Niall O'Callaghan
Cllr. Deirdre Ferris	Cllr. Johnnie Wall
Cllr. Fionnán Fitzgerald	Mr. Noel Keenan
Cllr. Norma Moriarty (V)	Cllr. Marie Moloney (V)
Cllr. Michael Cahill (V)	Cllr. Cathal Foley (V)
Ms. Maryanne Slattery (V)	Mr. Zaid Kassoob (V)
Ms Maria O'Gorman (V)	Mr. Joe Brennan (V)

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

As per Section 1.18 of Circular Letter 0002/2019, the conflict of interest document was circulated to be signed prior to the meeting to the Members (a copy of which is attached to the minutes). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting – see Section 7.2.

08/2020/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta: Apologies for their absence were received from:</p> <ul style="list-style-type: none"> ➤ Cllr. Maura Healy-Rae ➤ Ms. Catherine O'Sullivan ➤ Mr. Tim Daly ➤ Cllr. Terry O'Brien ➤ Ms. Joan McCrohan
1.2	<p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> ➤ Ms. Breda Galwey, Community Education Tutor, on the death of her Husband, Mr. Peter Galwey. ➤ Ms. Aoife Comisky, Head Office, on the death of her Uncle, Mr. Martin Guinan. ➤ The Freeman family, on the death of Mr. Liam Freeman of Freeman Electrical.

08/2020/2	CONGRATULATIONS COMHGHAIRDEAS
	<p>➤ To Killorglin Community College student, Timothy McGrath on winning first place in the Biology and Chemistry Category at the Global Youth and Technology Bowl 2020 held virtually in Hong Kong.</p>
08/2020/3	MINUTES OF THE LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
	<p>The minutes of the Kerry ETB Board Meeting held on June 30th 2020 were adopted.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Niall O’Callaghan</p> <p>The minutes of the Kerry ETB Board Meeting held on July 15th 2020 were adopted.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Niall O’Callaghan</p>
08/2020/4	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 on June 22nd 2020 commenced the re-advertising of electrical reserved specialist. The Tender return deadline was July 23rd 2020. ➤ Kerry ETB received 5 No submissions ahead of the deadline for electrical reserved specialist pre-qualification. All submissions were deemed compliant and will be included on the tender listing. ➤ On August 5th 2020, Kerry ETB issued the finalised electrical reserved specialist pre-qualification reports to the Department of Education (DoE). ➤ On August 10th 2020 the DoE published ‘Design Team Practice Note 3’ containing specific changes and inclusions to be made within tender documentation due to Covid-19 for projects proceeding to tender. The Design Team are currently addressing these changes in advance of receiving DoE approval to proceed to tender.

	<ul style="list-style-type: none"> ➤ A letter was received via email on August 25th 2020 from Principal Officer, Mr. Gary O’Doherty confirming approval to proceed with tender process. The Design Team has been notified. <p>The Board welcomed this update.</p>
<p>4.2</p>	<p>Listowel School Accommodation</p> <p>The following update was provided by the Buildings Officer, Mr. Padraig O’Sullivan:</p> <ul style="list-style-type: none"> ➤ As addressed at the June 30th 2020 Board Meeting, the board were advised that an Additional School Accommodation (ASA) Application was submitted via hard copy to the DoE on May 27th 2020. Kerry ETB await further feedback from the DoE in relation to the status of the application. ➤ On June 4th 2020, Kerry ETB received confirmation from the DoE in relation to the approval of two additional 49m² prefabricated classrooms for the next three year period following the sanction of a third ASD Class. On July 22nd 2020, Kerry ETB submitted a planning application for the prefabricated classrooms. (Planning Ref 20/657). ➤ On August 6th 2020 Kerry ETB commenced tendering for the appointment of a contractor for the supply and installation of the pre-fabricated buildings. Deadline for receipt of tenders is August 27th 2020. ➤ Given the need for statutory approvals (Planning Permission, FSC & DAC) it is anticipated that the prefabricated buildings will be installed in late September. <p>The Board welcomed this update.</p>
<p>4.3</p>	<p>Listellick National School Building Project Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ The Design Team on July 31st 2020 submitted the Stage 2B report to the DoE for consideration. ➤ Kerry ETB awaits DoE approval to commence tendering for the building of the school project. ➤ Kerry ETB on August 18th 2020 issued a letter to the DoE seeking approval to commence the pre-qualification of main-contractors, while awaiting approval for Stage 2B. ➤ Ongoing communications with DoE since August 3rd 2020 seeking approval to commence tendering the project for the appointment of contractors. <p>The Board noted this update.</p>
<p>4.4</p>	<p>Killorglin Community College Sports Complex Proposal Update</p> <p>The Buildings Officer, Mr. Padraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ The Board of Kerry ETB at its meeting on December 3rd 2019 approved the terms of the new lease with Killorglin Sports & Leisure Centre Company Limited by Guarantee. The term of the new lease is 66 years from January

	<p>1st 2020. As advised previously, Killorglin Community Council was granted a 99 year lease by the then Vocational Education Committee (VEC) on March 15th 1983. The 66 years as referenced relate to the remaining number of years as per the original 99 year lease.</p> <ul style="list-style-type: none"> ➤ Kerry ETB on August 10th 2020 issued a letter to the DoE, requesting approval for the new lease in accordance with the ETB Act 2013. ➤ Once DoE approval has been received, the finalised lease can be executed between Kerry ETB and Killorglin Sports and Leisure Centre Company Limited by Guarantee. <p>Killorglin Community Council's original 99 year lease has been surrendered back to the ETB. The new 66 year lease is between the ETB and Killorglin Sports and Leisure Company Limited by Guarantee.</p> <p>The terms of the 66-year lease will make provision for Kerry ETB to have two nominated members on the Board of the Company.</p> <p>The Board noted this update.</p>
4.5	<p>Anaerobic Digestion Facility – Planning Appeal Update</p> <p>The Buildings Officer, Mr. Pdraig O’Sullivan provided the following update:</p> <ul style="list-style-type: none"> ➤ As addressed at the June 30th 2020 Board Meeting, the board were advised that Kerry ETB received notice on June 10th from An Bord Pleanála in relation to An Bord Pleanála’s decision to refuse permission in respect of the proposed development of an Anaerobic Digestion Facility on lands adjacent to Causeway Comprehensive School. An Bord Pleanála’s decision to refuse permission was made on June 8th 2020. ➤ The Anaerobic Digestion Facility was refused planning permission based on the following rationale: <ol style="list-style-type: none"> 1. Drainage: The proposed Drainage scheme Submitted to An Bord Pleanála failed to demonstrate how soiled and clean water would be kept separate. 2. Natura Impact Statement: Due to the absence of a Natura impact Statement (which is a scientific examination of a proposed project in the context of any Natura sites to identify and characterise any possible impact the project may have on the qualifying interest of the Natura site and which identifies any proposed mitigation measures to avoid, reduce or offset the risk of these impacts) An Bord Pleanála could not be satisfied that the proposed development would not be likely to have a significant effect on the lower river Shannon special area of consideration or any other European site. ➤ On July 3rd 2020, Kerry ETB received a letter from the directors of Sandford Energy Ltd. In this letter Sandford Energy Ltd sought a meeting with Kerry ETB. It was agreed at the July 15th ETB Board Meeting that representatives of Kerry ETB should meet with Sandford Energy Ltd. As per their request for a meeting, ➤ Sandford Energy Ltd on July 16th 2020 issued notice of their intent to submit a new planning application which was published in the Kerry’s Eye newspaper.

- In a letter dated July 17th 2020 to Sandford Energy Ltd, Kerry ETB sought clarification if Sandford Energy still wished to meet in light of the planning application notice being published with the Kerry's Eye Newspaper.
- In a letter dated July 27th 2020 Sandford Energy confirmed that they still wished to meet with Kerry ETB and they also confirmed that a planning application will be lodged with Kerry County Council within the week commencing July 27th 2020. The agenda for this meeting as proposed by Sandford energy was as follows:
 1. History of planning on the site
 2. Present & Future Plans for the site.
 3. Benefits to Causeway Comprehensive School
 4. AOB
- Kerry ETB in a letter dated July 29th 2020 confirmed attendance for the proposed meeting on a without prejudice basis.
- On July 28th 2020, Kerry ETB received confirmation from the Planning Department of Kerry County Council that a planning application had been submitted by Sandford Energy Ltd. in respect of an Anaerobic Digestion Facility on lands adjacent to Causeway Comprehensive School (Planning Ref 20/673).
- On August 7th 2020, Kerry ETB issued a letter to the DoE requesting advice and guidance from the DoE on the matter.
- Members of the Kerry ETB Corporate, Capital & Technology (CCT) Department, accompanied by Atkins Engineering met via video conference on August 7th with Sandford Energy Ltd (on a without prejudice basis).
- Following the meeting of August 7th 2020, it was agreed that Kerry ETB would seek expert advice to provide an independent review of the planning file/proposed development in respect of the new planning application 20/673, to undertake a full risk assessment of the development and review the planning files in comparison with the initial proposed development.
- Kerry ETB engaged with Coakley O'Neill Planning, Atkins Engineering & AWN Consulting regarding the review of the planning files to establish timelines and commitment of completing same.
- The School Board of Management (BOM) met on August 24th 2020 to consider the expert evidence provided by Coakley O'Neill Planning, Atkins Engineering & AWN Consulting. An expert from Atkins Engineering attended this meeting to clarify any queries that were raised during discussions.
- An email was received from the Secretary of Causeway Comprehensive School BOM on August 25th 2020 confirming that the BOM of Causeway Comprehensive School were in favour of making a submission to ensure that the three areas of concern (noise, odour and traffic) were placed as a condition on the planning file.
- Deadline for receipt of submissions on the planning file is August 31st 2020.

The Board noted the update.

4.6	<p>Correspondence with Kerry Diocesan Youth Services (KDYS)</p> <p>The Chief Executive provided the following update:</p> <ul style="list-style-type: none"> ➤ At the July 15th 2020 Board Meeting, Kerry ETB agreed to enter into mediation with KDYS for the following: <ul style="list-style-type: none"> ➤ Staff overpayment issue and claim for vouched expenses €143,377.22 (staff overpayment €79,232.20 and vouched expenses €64,145.01) ➤ July 20th 2020: An email was issued to Shane O’ Donoghue, KDYS, confirming the decision of the Board to enter into mediation as per the provision of DPER Circular Letter: 17/2019. In this correspondence the following was set out: <ul style="list-style-type: none"> ➤ <i>In the interest of building trust and confidence, which in my opinion is essential to the proposed process, I am seeking confirmation from you that KDYS will cease to endeavour to have these matters addressed via political means. Kerry ETB will not be engaging in mediation if KDYS engaged in parallel processes re this matter.</i> ➤ July 21st 2020 - an email received from Shane O’ Donoghue requesting a follow up call in relation to both mediation process and recent PQ (July 14th 2020). ➤ July 28th 2020 - an email received from Rose O’ Connor, KDYS, welcoming the mediation process and advising the appointment of O’Flynn Exhams Solicitors as the legal representation for KDYS. ➤ July 28th 2020 – a letter received from O’Flynn Exhams seeking for the inclusion of ‘WRC/Labour Court matters’ as part of mediation. A copy of this letter was forwarded to Shane O’ Donoghue, KDYS, for clarification purposes. ➤ July 28th 2020 – an email received from Shane O’ Donoghue set out “...There is a board meeting of the KDYS in the morning and I have circulated the Dept. circular on mediation to the members. I will just make sure that everyone is happy for me to lead the communications on this matter and I will revert after the board meeting. It may be Thursday before I get back to you ➤ August 4th 2020 – a letter issued from Mason, Hayes and Curran, legal representation for Kerry ETB, to O’Flynn Exhams advising that the terms of mediation ‘will not extended’ as per the communication July 28th 2020. ➤ August 7th 2020 – an email was received from Shane O’ Donoghue clarifying that the matters to be addressed as part of the mediation were as previously decided by both Boards i.e. staff overpayment and vouched expenditure. ➤ The mediation process is now being progressed by the respective legal representatives for both organizations. <p>The Board noted this update.</p>
4.7	<p>Head Office Rent Review</p> <p>The Finance Officer, Mr. Tommy Conroy provided the following update;</p> <ul style="list-style-type: none"> ➤ Correspondence issued to the landlord seeking the initiation of the Head Office Rent review process on May 14th 2020, May 28th 2020 and June 15th 2020.

	<ul style="list-style-type: none"> ➤ On June 15th 2020 the Landlord (Valley Healthcare) confirmed that they had appointed Savills to address the rent review for them. ➤ The formal rent review process commenced following receipt of formal correspondence from Savills, representing the landlord, on August 14th 2020. ➤ From initial discussions it is expected that landlord will seek an increase on the passing rental figure. ➤ Finance Officer has requested a formal written proposal from Savills. <p>The Board noted the update.</p>
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08/2020/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ																		
	<p>An update was provided by the Directors of SYM and FET on COVID-19 response matters and their ongoing planning for reopening schools, centres and colleges in line with the overall ETB COVID-19 Response framework.</p> <p>The Director of SYM's report, as circulated with the Meeting Agenda, addressed the following:</p> <ul style="list-style-type: none"> ➤ Preparation for Schools Reopening: <ul style="list-style-type: none"> ➤ COVID-19 Response Plan ➤ Building and Facilities Matters ➤ Staffing Matters ➤ Teaching and Learning Matters ➤ Funding Matters ➤ Communications ➤ Challenges <p>The Director of SYM reported that COVID-19 Response Plans have been prepared and approved for the following schools:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="text-align: left;">School</th> <th style="text-align: left;">Students Return</th> <th style="text-align: left;">COVID-19 Response Plan</th> </tr> </thead> <tbody> <tr> <td>Castleisland Community College</td> <td>28th August 2020</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Causeway Comprehensive School</td> <td>31st August 2020 staggered return</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Coláiste Gleann Lí</td> <td>1st September 2020 staggered return</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Coláiste na Ríochta</td> <td>1st September 2020</td> <td style="text-align: center;">√</td> </tr> <tr> <td>Coláiste na Sceilge</td> <td>28th August 2020 staggered return</td> <td style="text-align: center;">√</td> </tr> </tbody> </table>	School	Students Return	COVID-19 Response Plan	Castleisland Community College	28 th August 2020	√	Causeway Comprehensive School	31 st August 2020 staggered return	√	Coláiste Gleann Lí	1 st September 2020 staggered return	√	Coláiste na Ríochta	1 st September 2020	√	Coláiste na Sceilge	28 th August 2020 staggered return	√
School	Students Return	COVID-19 Response Plan																	
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Coláiste na Sceilge	28 th August 2020 staggered return	√																	

Gaelcholáiste Chiarraí	31 st August 2020 staggered return	√
Killarney Community College	31 st August 2020	√
Killorglin Community College	27 th August 2020	√
Scoil an Ghleanna SNP	27 th August 2020	√
Tahilla CNS	27 th August 2020	√
Two Mile CNS	27 th August 2020	√

- This report also addressed COVID-19 preparations for:
 - Youth Work
 - Music Generation
 - LCYP
 - Wellbeing Kerry

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

The Director of FET's report, as circulated with the Meeting Agenda, addressed the following:

- COVID-19 Response Plans for FET Colleges/Centres/Programmes
- FET: September Start Dates
- New Management Structure
- Applications and Waitlists
- FET: COVID-19 Weekly Plans
- Rental Agreements
- Part-time Provisions
- FET: Capital

The Director of FET reported progress re completion and approval of the COVID-19 Response Plans for the following Colleges/Centres/Programmes:

Centre	Learners Return	COVID-19 Response Plan
Kerry College	September 7 th 2020 September 21 st 2020	√
FET Centres	September 28 th 2020	√
Youthreach	September 7 th 2020	Meeting August 28 th 2020
VTOS	September 14 th 2020 September 28 th 2020	√
ABE	September 28 th 2020	√

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

08/2020/6	GOVERNANCE RIALACHAS						
6.1	Risk Management Update This item was deferred until the next meeting.						
6.2	Minutes of School Boards of Management (BOM) Meetings - for approval This item was deferred until the next meeting.						
6.3	Minutes of FET Governance Boards and BOM Meetings - for approval This item was deferred until the next meeting.						
6.4	Minutes of the Youth Work Committee - for Approval This item was deferred until the next meeting.						
6.5	Minutes of Partnership School BOM Meetings - for Noting This item was deferred until the next meeting.						
6.6	Kerry ETB Policies for Approval This item was deferred until the next meeting.						
6.7	Health and Safety Matters Update This item was deferred until the next meeting.						
6.8	Kerry ETB Committees under Section 44 of the ETB Act 2013 The following Board of Management Appointments (BOM) were made by the Board: <table border="1" data-bbox="496 1630 1485 1697" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Causeway Comprehensive School</td> <td style="padding: 5px;">Seamus Falvey</td> <td style="padding: 5px;">BOM/Community Nominee</td> </tr> </table> <p style="text-align: center; margin: 10px 0;"> Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Jim Finucane </p> <table border="1" data-bbox="496 1850 1485 1917" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Coláiste Gleann Lí</td> <td style="padding: 5px;">Judy Costelloe</td> <td style="padding: 5px;">BOM/Community Nominee</td> </tr> </table> <p style="text-align: center; margin: 10px 0;"> Proposed: Mr. Noel Keenan Seconded: Cllr. Fionnán Fitzgerald </p>	Causeway Comprehensive School	Seamus Falvey	BOM/Community Nominee	Coláiste Gleann Lí	Judy Costelloe	BOM/Community Nominee
Causeway Comprehensive School	Seamus Falvey	BOM/Community Nominee					
Coláiste Gleann Lí	Judy Costelloe	BOM/Community Nominee					

6.9	<p>Kerry ETB Committees under Section 44 of the ETB Act 2013 - outstanding This item was deferred until the next meeting.</p>
6.10	<p>Appointment of Chairperson to Further Education and Training Centres Committee Names of current ETB Members, from which the Chairperson is to be selected;</p> <ul style="list-style-type: none"> ➤ Cllr Deirdre Ferris ➤ Cllr Michael Cahill ➤ Ms. Maria O’Gorman ➤ Cllr. Norma Moriarty ➤ Cllr. Niall O’Callaghan <p>The Board appointed Cllr. Niall O’Callaghan as the Chairperson of the Further Education and Training Centres Committee for the full term.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Norma Moriarty</p>
6.11	<p>Annual Report 2019 and the Chairperson’s Comprehensive Report as per Section 28 of the ETB Act 2013 The Director of OS&D, Ms. Maria Brennan advised as follows:</p> <ul style="list-style-type: none"> ➤ The Annual & Chairperson Comprehensive Reports for 2019 were returned by the DoE with suggested changes on August 10th 2020 ➤ Kerry ETB’s recommended changes were aligned to the new compliance checklist re CL0002/2019, implemented by the DoE for the first time in June 2020 ➤ Email confirmation received from the DoE on August 21st 2020 approved the amendments made by Kerry ETB to the reports ➤ The Chairperson is required to approve and sign the revised Chairperson’s Comprehensive Report. ➤ The final Chairperson’s Comprehensive Report and Annual Report 2019 will be laid before the Oireachtas later this year. <p>The Board approved the revised Chairperson’s Comprehensive Report and Annual Report 2019 as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Mr. Noel Keenan</p>
6.12	<p>ETBI Governance Training for ETB Board Members This item was deferred until the next meeting.</p>
6.13	<p>Kerry County Development Plan Review This item was deferred until the next meeting.</p>

08/2020/7	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, as circulated with the Meeting Agenda, was presented by the Finance Officer, Mr. Tommy Conroy. It was noted the deficit in relation to Cappanalea, NCOET is currently being driven by the effects of the COVID-19 pandemic.</p> <p>The report as presented was noted by the Board.</p>
7.2	<p>Buildings Report The Buildings Report, as circulated with the meeting Agenda was noted by the Board and addressed the following projects/works updates:</p> <ul style="list-style-type: none"> ➤ Causeway Comprehensive School ➤ Killarney Community College ➤ St. Oliver's National School, Killarney ➤ Coláiste na Ríochta ➤ Coláiste Gleann Lí ➤ Pobalscoil an Ghleanna ➤ Kerry College – Clash Campus ➤ Cappanalea, the National Centre for Outdoor Education and Training <p>Land and leases: Leases for approval: Unit 5, Market House, Market Street, Killorglin The Director of FET advised the Board of the following: The Board at its meeting on March 26th 2019 approved the leasing of a building in Killorglin for the establishment of an integrated FET facility.</p> <p><u>Extract from ETB Board Meeting Minutes March 26th 2019:</u> South Kerry VTOS/Youthreach, Killorglin <i>The Director of FET advised the Board that approval is being sought for a new building lease to accommodate the relocation of the Killorglin VTOS programme. The Director set out that the programme is currently located in The Lodge, Market Street, Killorglin, the terms are as follows:</i></p> <ul style="list-style-type: none"> ➤ <i>Currently leasing The Lodge, Market Street, Killorglin:</i> <ul style="list-style-type: none"> ➤ Rent: €26,000pa ➤ Area: Premises known as The Lodge ➤ Term: From 1st September 2009 to 31st August 2013 whereupon it became a month to month 'rolling lease' <p><i>The proposed new building lease terms are as follows:</i></p> <ul style="list-style-type: none"> ➤ <i>Proposed premises: Killorglin Business Park, Killorglin</i> <ul style="list-style-type: none"> ➤ Rent: €27,000pa plus rates, sewerage and water charges ➤ Area: 3,600 square feet – option of extra 1,200 square feet ➤ Term: 10 year lease with a five year break

The Board approved the lease terms as presented.

Proposed: Cllr. John Francis Flynn
Seconded: Cllr. Michael Cahill

DoE approval for this lease was subsequently received on May 7th 2019.

The Board Members were advised that we did not proceed with the execution of this lease as a risk assessment of the building and location was not favourable. Access and egress from this building for staff and learners was of particular concern. Our legal agents advised the proposed landlord that we were not proceeding with the lease.

In addressing the ongoing need for a suitable facility in Killorglin, the following premises in the town centre, i.e. Unit 5 Market House, Market Street, Killorglin was identified following the receipt of an expression of interest. The unit comprises of Ground Floor and First Floor accommodation and will allow Kerry ETB to create an integrated FET facility in Killorglin. This would involve vacating the current premises rented at The Lodge in Killorglin, which Kerry ETB have leased since November 2009 at a cost of €26,000 per annum. The current building is small and a larger premises is required. The Landlord proposes to undertake a scheme of fit-out to Kerry ETB requirements offering a “turn- key” solution to Kerry ETB. The current proposed terms for consideration are as follows:

- Area – c. 8,000 sq. ft. (€18.45 per sq. ft. inc VAT)
- Term – 15 years
- Rental - €147,600 per annum inc VAT

The Board approval is being sought to further explore this proposal at the terms set out above.

Proposed: Cllr. Michael Cahill
Seconded: Cllr. Niall O’Callaghan

The Board was advised that a further update will provided at the next meeting.

13/14 Denny Street, Tralee – COVID-19 related

The Director of FET advised the Board of the following:

Board approval is being sought for the following lease for the Ground Floor Unit of 13/14 Denny St, Tralee, Co. Kerry. The proposed unit will be used for additional classrooms for Kerry College Denny St Campus, addressing physical distancing requirements due to COVID-19.

- Area – c. 3,450 sq. ft. (€15.99 per sq. ft. inc VAT)
- Term – 3 years
- Rental - €55,165.50 per annum inc VAT

Proposed: Ms. Maryanne Slattery
Seconded: Cllr. Deirdre Ferris

Units 1 & 4, Davcon House, Monavalley Industrial Estate, Tralee – COVID-19 related

The Director of FET advised the Board of the following:

Board approval is being sought for the following lease for Units 1 & 4 at Davcon House, Monavalley Industrial Estate, Tralee. The proposed unit will be used for Electrical Apprenticeships and additional classrooms for Kerry College Monavalley Campus, addressing physical distancing requirements due to COVID-19.

- Area - c. 4,400 sq. ft.
- Term - 5 years
- Rental - €51,700 per annum including Service Charge (€11.75 per sq. ft.)
- Finalised figures with no additional costs for Kerry ETB associated with VAT etc.

Proposed: Ms. Maryanne Slattery
Seconded: Cllr. Johnnie Wall

Rental Agreements for Approval

First Floor, Killorglin Sports Complex, Killorglin – COVID-19 related

The Director of SYM advised the Board of the following lease:

Board approval is being sought for the following rental agreement at First Floor, Killorglin Sports Complex, Killorglin. The proposed rooms will be used for additional classrooms for Killorglin Community College, addressing physical distancing requirements due to COVID-19.

- Area - c. 650 sq. ft.
- Term - Academic Year - August 31st 2020 until June 4th 2021
- Rental - €5,100
- Finalised figures with no additional costs for Kerry ETB associated with VAT etc.

The BOM for Killorglin Community College addressed this matter at a meeting on August 19th 2020. The Board approved the rental of these rooms from August 31st 2020 to June 4th 2021.

Proposed: Cllr. Fionnán Fitzgerald
Seconded: Ms. Maryanne Slattery

Prior to commencing the discussions on the following rental agreements, in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, An Cathaoirleach Cllr. Jim Finucane declared a conflict of interest and advised the Board that he had sourced the three rental premises being put forward for approval in terms of his estate agency business and left the meeting for the discussion re these premises.

Cllr. Finucane absented himself from the meeting for the full duration of the discussion relating to these three premises and did not partake in any deliberation in relation to this matter.

In accordance with Paragraph 5(2)(c), Schedule 3 ETB Act 2013, in the absence of the Leas Cathaoirleach, Cllr. Terry O'Brien, Cllr. Niall O'Callaghan

was nominated to preside for the deliberations and discussions in relation to these matters.

Proposed: Mr. Noel Keenan
Seconded: Cllr. Fionnán Fitzgerald

Strand Street, Tralee – COVID-19 related

The Director of FET advised the Board of the following:

Board approval is being sought for the following rental agreement at Strand Street, Tralee, Co. Kerry. The proposed unit will be used for additional classrooms for Kerry College Campuses, addressing physical distancing requirements due to COVID-19.

- Area – c. 2,700 sq. ft.
- Term – 1/2 years
- Rental - €14,400 per annum
- Finalised figures with no additional costs for Kerry ETB associated with VAT, etc.

The Board approved the renting of this premises for 1 year.

Proposed: Mr. Noel Keenan
Seconded: Cllr. Johnnie Wall

Boherbee, Tralee – COVID-19 related

The Director of FET advised the Board of the following:

Board approval is being sought for the following rental agreement at Boherbee, Tralee, Co. Kerry. The proposed unit will be used for additional classrooms for Kerry College Clash Campus, addressing physical distancing requirements due to COVID-19. This premises will also provide additional car-parking facilities, Gaelcholáiste Chiarraí.

- Area – c. 4,500 sq. ft. (internal) plus 0.5 acre of yard space
- Term – 1 year
- Rental - €28,000 per annum
- Finalised figures with no additional costs for Kerry ETB associated with VAT etc.

The Board approved the renting of this premises for 1 year.

Proposed: Mr. Noel Keenan
Seconded: Cllr. Norma Moriarty

Clash Industrial Estate, Tralee – COVID-19 related

The Director of FET advised the Board of the following:

Board approval is being sought for the following rental agreement at Clash Industrial Estate, Tralee, Co. Kerry. The proposed unit will be used for additional practical classrooms for Kerry College Clash Campus, addressing physical distancing requirements due to COVID-19. The unit will also be used as a storage solution for Kerry ETB facilities in Tralee for excess furniture and equipment.

- Area – c. 12,000 sq. ft.

	<ul style="list-style-type: none"> ➤ Term – 1 year ➤ Rental - €25,000 per annum ➤ Finalised figures with no additional costs for Kerry ETB associated with VAT etc. <p>The Board approved the renting of this premises for 1 year.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Fionnán Fitzgerald</p> <p>Following conclusion of the above discussions, An Cathaoirleach re-joined the meeting and presided for the remainder of the meeting.</p> <p>The Board was advised, by the Buildings Officer, that DoE sanction is required for all leases/license and rental agreements approved by the Board, as per DoE Circular Letter 0039/2011, DPER Circular Letter 0017/2016 and DoE Circular Letter 0002/2019.</p>
7.3	<p>Chief Executive Officer’s Report</p> <p>The CEO’s Report, as circulated prior to the meeting, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> ➤ Kerry ETB COVID-19 Response Plan ➤ Kerry ETB Contingency Planning ➤ Kerry Diocesan Youth Service matters ➤ Tralee Regional Sports and Leisure CLG ➤ Kerry ETB and Tralee IT South Campus Acquisition <p>New Government Department</p> <p>The CEO advised Board Members that going forward the ETB will be reporting to two Departments, the Department of Education (DoE) and the Department of Further and Higher Education, Research, Innovation and Science (DeptofFHed)</p> <p>Principal Position, Listowel</p> <p>The CEO advised of the re-assignment of responsibility for Further Education at the Kerry College Listowel Campus to the newly appointed Principal at Kerry College Roll Number 76494H.</p> <p>This re-assignment of responsibility is fully aligned to the establishment of the new the Department of Further and Higher Education, Research, Innovation and Science which gives practical effect to the separation of FET provision from Post Primary provision.</p> <p>An application for the approval of a second Deputy Principal post for Kerry College, Roll Number 76494H has been submitted to the Department.</p> <p>From September 2020, the position of Principal, Colaiste na Ríochta, Listowel, will relate to Post Primary only.</p>

	<p>The Board noted this update.</p>
7.4	<p>Schools Report – Director of Schools, Youth and Music The Schools Report, as circulated prior to the meeting, was noted by the Board.</p> <p>See Section 5 above.</p> <p>Section 29 Appeal Hearing The Board was advised of a letter received by the CEO from the Director of SYM on August 21st 2020 re Kerry ETB Section 29 Appeal Hearing result.</p> <p>This was noted by the Board.</p>
7.5	<p>Further Education and Training Report – Director of FET The FET Report, as circulated prior to the meeting, was noted by the Board.</p> <p>See Section 5 above.</p> <p>Kerry ETB Representative for South Kerry Development Partnership (SKDP) The Board was advised of a letter received from SKDP on August 25th 2020 setting out that the term of the current Kerry ETB Representative, Ms. Shivaun Shanahan, Adult Education Officer (AEO), on the Board of South Kerry Development Partnership (SKDP) Company Limited by Guarantee has ended by rotation.</p> <p>Mr. Kevin Fay, AEO, was nominated as the new Kerry ETB Representative to the Board of SKDP. The Board approved this nomination.</p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Cllr. Deirdre Ferris</p>
7.6	<p>Organisation Support and Development Report As per the Governance Section 6.0 of the Minutes, noted by the Board.</p> <p>The Board noted this update.</p> <p>Kerry ETB Board Self-Assessment This matter was deferred for consideration at the next meeting due to time constraints.</p>
7.7	<p>Members’ Business (motions) An Cathaoirleach suggested an archivist be engaged to catalogue and preserve film footage taken over several decades which is currently stored</p>

	<p>in Kerry College Monavalley Campus. The use of clips from this footage is often requested from external organisations and is a valuable historical record of all areas of life in Kerry through the years, which needs to be protected.</p> <p>It was agreed to progress this matter.</p>
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08/2020/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<p>DoE Correspondence: Noted as listed</p>
8.2	<p>DoE Circular Letters: Noted as listed</p>
8.3	<p>DoE Press Releases: Noted as listed</p>
8.4	<p>Department of Further and Higher Education, Research, Innovation and Science Correspondence: Noted as listed</p>
8.5	<p>Department of Children and Youth Affairs Correspondence: Noted as listed</p>
8.6	<p>ETBI Correspondence: Noted as listed</p>
8.7	<p>SOLAS Correspondence Noted as listed</p>
8.8	<p>Other Correspondence: Noted as listed.</p>

08/2020/9	<p>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
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On behalf of the Board, An Cathaoirleach asked that thanks and best wishes be conveyed to Ms. Mary Lucey, Principal, Kerry College, Clash and Denny Street Campuses, following her decision to retire. An Cathaoirleach expressed the appreciation of the Board to Mary for excellent work during her tenure as Principal.

This concluded the business of the meeting.

**Next Board Meeting date:
Tuesday September 22nd 2020**

Signed/Sínithe: _____

Date/Dáta: _____