

**Kerry Education and Training Board**  
***Bord Oideachais agus Oiliúna Chiarraí***

**Minutes** of Kerry Education and Training Board (Kerry ETB) meeting held in Kerry College of Further Education (KCFE), Tralee on Monday January 22<sup>nd</sup> 2018.

***In Attendance:***

Cllr. Jim Finucane

Cllr. Séamus Cosáí Fitzgerald

Cllr. Jimmy Moloney

Cllr. Pa Daly

Cllr. Damian Quigg

Cllr. Michael Cahill

Ms. Mary McGillicuddy

Ms. Mary Ann Slattery

Ms. Maria O’Gorman

Cllr. Terry O’Brien

Cllr. Niall Kelleher

Cllr. Norma Foley

Cllr. Aoife Thornton

Cllr. John Francis Flynn

Ms. Bríd McElligott

Ms. Francis Walshe

Mr. Noel Keenan

Mr. Colm McEvoy, Chief Executive Officer (CEO), Ms. Ann O’Dwyer, Director of Schools, Mr. Owen O’Donnell, Director of Further Education and Training (FET), Ms. Maria Brennan, Director of Organisational Support and Development (OS&D), Ms. Mary O’Sullivan, Acting Head of Finance Department, Mr. Edward O’Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD) and Ms. Karen Griffin, 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, conflicts of interest declared at the commencement of the meeting are addressed below.**

Prior to the commencement of the meeting Ms. Mary Lucey, Principal at the Kerry College of Further Education welcomed the Board members to the College and wished them well with the Board meeting.

At the start of the meeting, An Cathaoirleach expressed the sympathies of the Board to the O’Donnell family on the recent death of former Board member Mr. Leonard O’Donnell.

An Cathaoirleach, in accordance with Section 18 of the Kerry Education and Training Board (Kerry ETB) Standing Orders, adjourned the meeting for fifteen minutes, as a mark of respect for the former Board member Mr. Leonard O’Donnell.

On the resumption of the meeting, An Cathaoirleach invited Mr. Finbar Griffin, Manager of the Tralee Regional Sports and Leisure Company Limited by Guarantee, to make a presentation to the Board. The presentation addressed:

- The activity in the Centre 2017
- Sports Capital Applications submitted etc.
- The need for renewed investment in the centre
- Plans for the future development of the centre
- Challenges and opportunities facing the centre

Following the presentation An Cathaoirleach thanked Finbar and wished him every success in the year ahead. It was noted that a copy of the presentation will be circulated to members by email.

01/2018/1	<b>APOLOGIES &amp; CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN</b>
1.1	<p><b>Apologies/Leithscéalta:</b> Apologies for their absence were received from:</p> <ul style="list-style-type: none"> <li>➤ Mr. Eugene Moriarty.</li> </ul>
1.2	<p><b>Condolences/Comhbhrón:</b> An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> <li>➤ To the O'Donnell family and work colleagues on the death of Mr. Leonard O'Donnell, Teacher, Causeway Community College and former Member of the Kerry ETB Board.</li> <li>➤ To Ms. Eilish Broderick, former Acting Deputy Principal, Causeway Community College, on the death of her Father, Mr. John Broderick.</li> <li>➤ To Ms. June Cournane, Community Education Tutor and Ms. Miranda Cournane, Music Co-Ordinator, on the death of their Mother and Grandmother, Ms Joan Lehane Hewitt.</li> <li>➤ To the O'Flaherty family on the death of Mr. John Joe O'Flaherty, retired Teacher, Tralee Community College.</li> <li>➤ To Mr. Con Moynihan, Principal, Killorglin Community College, on the death of his Mother-in Law, Ms. Joan (Babe) Kearney.</li> <li>➤ To Ms. Catherine Barry, Principal, Two Mile Community National School, on the death of her Mother-in Law, Ms. Nellie Lynch.</li> <li>➤ To the McKay family on the death of Mr. John McKay, retired CEO of County Cavan VEC.</li> <li>➤ To the Lucey family, on the death of Mr. Paul Lucey, retired Teacher, Tralee Community College.</li> <li>➤ To Mr. Cormac Casey, retired Teacher, Tralee Community College, on the death of his wife, Ms. Declan Casey.</li> <li>➤ To Ms. Edwina Hayes, Teacher, Coláiste Gleann Lí, on the death of her Father, Mr. Eddie Hayes.</li> <li>➤ To Ms. Bernie Walsh, Head Office, on the death of her Aunt, Ms. Sheila Stack.</li> <li>➤ To the Keane Moriarty family, on the death of Ms. Nora Keane Moriarty, retired Teacher, Listowel Community College/Listowel Vocational School.</li> <li>➤ To Ms. Pat Healy, Retired Administrator, Head Office, on the death of her Brother, Mr. Derry O'Brien.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ To Mr. Stephen Lane, Coláiste na Ríochta, on the death of his Mother, Ms. Betty Lane.</li> </ul>
<b>01/2018/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas:</b></p> <ul style="list-style-type: none"> <li>➤ Congratulations to the Kerry ETB Christmas Card Competition winner, Caoimhe Curran, 5<sup>th</sup> Year, Coláiste na Sceilge and the runners-up, Conor Hope, 6<sup>th</sup> Year, Coláiste na Ríochta, Agne Arlauskaite, 1<sup>st</sup> Year, Castleisland Community College and Emilia Girasole, 5<sup>th</sup> Year, Coláiste na Ríochta.</li> <li>➤ Congratulations to Stephen Goulding and his staff at Coláiste na Ríochta on their selection as a pilot school for the new Leaving Certificate Computer Science Curriculum.</li> <li>➤ Congratulations to Castleisland Community College who were presented with the Tidy Towns Regional Youth Award by Minister of State for Trade, Employment, Business, EU Digital Single Market and Data Protection, Pat Breen.</li> <li>➤ Congratulations to the Director of Schools and all staff involved in organising the very successful 2017 Student Awards Ceremony on January 19<sup>th</sup> 2018</li> </ul>
<b>01/2018/3</b>	<b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD - LE GLACADH</b>
<b>3.1</b>	<p>The minutes of the Kerry ETB meeting held on December 4<sup>th</sup> 2017 were adopted and signed.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Cllr. Seámus Cosáí Fitzgerald</b></p>
<b>01/2018/4</b>	<b>MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>
<b>4.1</b>	<p><b>Gaelcholáiste Nua School Building Project Update</b></p> <p>An update was provided by the CEO, as per the CEO's Report which was circulated with the meeting agenda.</p>

The CEO advised that as reported at the December 4<sup>th</sup> meeting, the Pre-Stage 1 meeting took place on November 27<sup>th</sup> 2017. The main matters raised by the Department at this meeting related to the abnormal cost levels associated with the site. The projected abnormal cost levels included:

- Removal of the Japanese Knotweed – estimated cost circa €740,000 including VAT and Prelims.
- Cut and Disposal on material incl. Rock – circa €1.28 million

The overall abnormal cost as presented by Design Team are circa 38% of the total Basic Building Costs (BBC) and the Department norm for abnormal costs is circa 20% of the BBC.

Following the November 27<sup>th</sup> 2017 meeting the Design Team (QS) submitted a revised cost plan for the project to the Department. The revised cost plan reduces the total cost plan from circa €16.2 million to €15.69 million. In addition Kerry ETB have supplied an estimate of the site value at circa €2.2 million to the Department.

Separately the CEO met with Chief Executive (CE) of Kerry County Council and Directors of Services on December 4<sup>th</sup> 2017. At this meeting he addressed the following:

- Japanese Knotweed infestations
- Unofficial back entrance issues
- Inner Access Road

On December 5<sup>th</sup> 2017 the CEO submitted a letter to the Department addressing:

- Site Valuation
- Inner Access Road
- Japanese Knotweed removal etc.
- “Unofficial” House Back Entrance issues
- Current lease on temporary accommodation for Gaelcholáiste Chiarraí

A follow up letter was issued to the Department on January 11<sup>th</sup> 2018.

An email was received from the Department of Education and Skills (DoES) on January 16<sup>th</sup> 2018 addressing a number of items, including:

- The inner site road to the north of the site
- The unofficial house back entrances
- The Japanese Knotweed infestations locations
- The possible realignment of ball courts as per initial design layouts
- Cut and fill costs associated with the site

	<p>The CEO advised that these matters are under consideration by the Design Team. A meeting was scheduled with the Director of Services, Kerry County Council on January 20<sup>th</sup> 2018 and a follow up meeting has been scheduled for February 9<sup>th</sup> 2018.</p> <p>The Board re-emphasised the importance of ensuring that this project moves onto the next stage as soon as possible.</p> <p>A further update will be provided at the February meeting.</p>
4.2	<p><b>Monastery Primary School Killarney/Killarney Community College Land Swap Issue</b></p> <p>An update was provided by the Acting Head of CS&amp;CD. It was noted that the proposed land swap and boundary rectification have not been finalized between the Legal Agents representing the ETB and St Brendan’s Trust. The Acting Head of CS&amp;CD will ensure that matters are finalized and brought to the Board at the next meeting for approval.</p>
4.3	<p><b>Listowel School Accommodation</b></p> <p>An update was provided by the CEO, as per the CEO’s Report that was circulated with the meeting agenda.</p> <p>The CEO advised that the Department has committed to carrying out an architectural assessment of the proposed “on site” solution in quarter one of 2018. An email was received from the DoES on January 16<sup>th</sup> 2018 confirming that the date for the visit to the site is being finalised. A further update will be provided at the February Board meeting.</p>
4.4	<p><b>Listellick National School Building Project Update</b></p> <p>An update was provided by the Acting Head of CS&amp;CD. The update addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Acting Head of CS&amp;CD and CEO attended a meeting with the Board of Management (BOM) of Listellick National School on Monday 15<sup>th</sup> January 2018 at 8.30pm</li> <li>➤ Kerry ETB will proceed to appoint a Design Team on the finalisation of the new Framework for same by the DoES. It is expected that the details of the framework will be finalised shortly.</li> </ul> <p>The target date for school completion is December 2020. With a view to ensuring that this projects is delivered on schedule, the need to progress with the appointment of the Design Team in a timely fashion was noted.</p>

<p><b>4.5</b></p>	<p><b>Kerry ETB Strategy Statement Launch 2018-2022</b></p> <p>An update was provided by the Director of OS&amp;D. The update addressed:</p> <ul style="list-style-type: none"> <li>➤ The Strategy Statement as approved at the December 2017 Board meeting is finalised</li> <li>➤ The letter of invitation to launch the Strategy Statement was issued to the Minister for Education and Skills on 5<sup>th</sup> December 2017</li> <li>➤ The Department confirmed that the Minister for Education and Skills was not available to launch the Strategy Statement on January 22<sup>nd</sup> 2018.</li> </ul> <p>It was agreed to invite Brendan Griffin TD, Minister of State for Tourism and Sport to launch the Strategy Statement. It was noted that Cappanalea Outdoor Education and Training Centre is the suggested location for the launch. When agreed, the date for the Strategy Statement launch will be circulated to the Board members.</p>
<p><b>4.6</b></p>	<p><b>Kerry College of Further Education (KCFE) Accommodation Needs Update</b></p> <p>Prior to commencing the discussions on this item, in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, An Cathaoirleach Cllr. Jim Finucane advised the Board that while he had not been involved in direct negotiations, he declared a conflict of interest, indicating that the landlord of the Denny Street property is a client of his in terms of his estate agent business and left the meeting for the discussion. Likewise, Ms. Brid McElligott declared a conflict of interest as one of the options being discussed was Block E on the South Campus of IT Tralee and she also left the meeting for the duration of the discussions.</p> <p>Cllr. Finucane and Ms. McElligott absented themselves from the meeting for the full duration of the discussion relating to the KCFE accommodation needs and did not partake in any deliberation in relation to this matter.</p> <p>In accordance with Paragraph 5(2) (b), Schedule 3 ETB Act 2013, the Deputy Chairperson, Cllr. Terry O'Brien presided for all of the deliberations and discussions in relation to this matter.</p> <p>This matter had been addressed at the December Board meeting and the Director of FET provided a further update. Essentially the College has a current enrolment of 725+ students with a projected enrolment of circa 800 students for 2018/19. The College currently has insufficient classroom</p>

accommodation to meet their needs as the current building capacity is circa 450 students. Some temporary arrangements have been put in place in 2017/18 however a longer term solution is required.

The Director of FET advise the Board that the following options have been considered:

1. Former Denny Street Factory Site – the Director of FET visited this site with Mr. Michael Scannell, Director of Services in Kerry County Council. He stated that while there are plans being developed for the future use of the site there will be no accommodation available in the short to medium term. There is a lot of demolition work, etc. to be carried out therefore, it would be a number of years before this site would be viable.
2. The option of onsite prefabs – the Director of FET presented a drawing prepared in relation to same by O’Sullivan Architecture. The Director of FET advised that none of these locations were viable options.
3. Block E, IT Tralee South Campus- the Director of FET advised that this option was currently being discussed with Tralee IT. The leasing of this building from January 2019 is a possibility, subject to the negotiation of acceptable terms, etc.
4. Turnkey solution on Denny Street – as advised at the December Board meeting an advert had been placed in the local newspaper and there were two respondents. One of the respondents did not have sufficient space. The second respondent has a substantial premises on Denny Street, Tralee which has sufficient space to meet the needs of the college.

The Director of FET advised following discussions with the Landlord re the property on Denny Street, Tralee the Landlord has made the following proposal:

- Location, Denny Street, Tralee
- The proposed area is 9,644 square feet, the cost is €10 per square foot plus VAT i.e. total cost inclusive of VAT is €118,621.20 per annum.
- Proposed term of lease is ten years with a seven and a half year break clause – in line with the provisions of the IT Tralee Masterplan 2017 – 2027
- This accommodation would address the needs for circa 200 students
- Turnkey solutions to meet Kerry College of Further Education stipulated requirements. No additional fit out costs for Kerry ETB.
- This accommodation will be ready for September 2018
- Circa 11 car parking spaces with the building.

There was a lengthy discussion re the update provided by the Director of FET. Cllr. Pa Daly asked if the figure of €10 per square foot plus VAT was reflective of the going rate and it was confirmed that this figure is competitive and reflective of the going rate.

In addition, the Vice-Chair, Cllr. Terry O'Brien advised that with the advancement of the process for the establishment of Munster Technological University, the scope for the development of the PLC College had grown enormously and that any accommodation obtained would be needed. The need for additional accommodation has the support of the Board of Management (BOM).

Board Member, Ms. Francisse Walsh indicated that, in her view, the Denny Street building was the best proposal of the options being presented and suggested that we proceed with same with a view to having the property available for students by September 2018. The CEO advised that any proposal to lease a property would be subject to formal DoES approval.

In accordance with the provisions of Section (12)(n) Education and Training Boards (ETB) Act 2013 the Board approved the lease of the Denny Street premises as per the terms presented and set out above, subject to DoES approval.

**Proposed: Mr. Noel Keenan**  
**Seconded: Cllr. Norma Foley**

Separately, the CEO referenced ongoing discussions regarding the purchase of the South Campus of IT Tralee and the IT Tralee Masterplan for Buildings 2017 – 2027. As referenced above Block E is an option from January 2019. The Board was fully supportive of advancing discussions with Tralee IT re the acquisition of the South Campus for the development of an integrated Further Education and Training Campus. A proposal for the acquisition of the South Campus would have to be aligned to the timeline set out in the IT Tralee Masterplan for Buildings 2017 – 2027. The acquisition of the South Campus would lead to significant annual rental savings for Kerry ETB.

The CEO stated that he will keep the Board updated on developments in this regard.

Following the conclusion of the discussions in relation to KCFE accommodation needs, An Cathaoirleach Cllr. Jim Finucane and Ms. Brid McElligott re-joined the meeting and An Cathaoirleach Cllr. Jim Finucane presided for the remainder of the meeting.



01/2018/5	GOVERNANCE RIALACHAS
5.1	<p><b>Risk Management</b> An update was provided by the Director of OS&amp;D, the update addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Risk register is reviewed and updated every two weeks by the senior management.</li> </ul>
5.2	<p><b>ETB Board Member Appointment as per Section 30(11) of the ETB Act 2013.</b></p> <p>The Director of OS&amp;D advised that letters were issued to male panel members on 19<sup>th</sup> December 2017 seeking expressions of interest in being considered for appointment to the Board. The biographies of the two nominees from the panel who expressed an interest in being appointed to the Board were circulated with the meeting Agenda i.e. Mr. Tim Daly nominated by Chambers Ireland and Mr. Michael O'Mahony nominated by the Irish National Organisation for the Unemployed.</p> <p>Following a discussion, the Board unanimously agreed to the appointment of Mr. Michael O'Mahony to the Kerry ETB Board, as per Section 30(11) ETB Act 2013.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Cllr. Pa Daly</b></p> <p>The CEO will write to Mr. Daly thanking him for his expression of interest.</p>
5.3	<p><b>Minutes of School Board of Management Meetings</b></p> <p>The minutes of the following Board of Management (BOM) meetings were noted and formally approved by the Board.</p> <ul style="list-style-type: none"> <li>➤ <b>Castleisland Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 30<sup>th</sup> November 2017</li> </ul> </li> <li>➤ <b>Killorglin Community College</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 3<sup>rd</sup> October 2017</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>Gaelcholáiste Chiarraí</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 29<sup>th</sup> November 2017</li> </ul> </li> <li>➤ <b>Gaelcholáiste Chiarraí</b> <ul style="list-style-type: none"> <li>➤ Board of Management Meeting on 24<sup>th</sup> January 2018</li> </ul> </li> </ul> <p style="text-align: center;"><b>Proposed: Cllr. Terry O'Brien</b> <b>Seconded: Cllr. Jimmy Moloney</b></p>
5.4	<p><b>Board of Management Vacancies</b></p> <p><b>Coláiste na Ríochta – 1 BOM Member to be nominated</b> It was noted that the Director of Schools will address this appointment at the February Board meeting.</p> <p><b>Coláiste na Sceilge – 1 BOM Member to be ratified</b></p> <ul style="list-style-type: none"> <li>➤ Nominated: Ms. Treasa Ní Cróinín, Principal of Scoil Saidhbhín, Cahersiveen as the Representative of the Presentation Order</li> </ul> <p>The Board appointed Ms. Treasa Ní Cróinín to the BOM of Coláiste na Sceilge</p> <p style="text-align: center;"><b>Proposed: Cllr. Damian Quigg</b> <b>Seconded: Cllr. Michael Cahill</b></p> <p><b>Killorglin Community College – 1 BOM Member to be ratified</b></p> <ul style="list-style-type: none"> <li>➤ Replacement for: Mr. P. Brennan</li> <li>➤ Nominated: Mr. Don Myers, Parent Representative</li> </ul> <p>The Board appointed Mr. Don Myers to the BOM of Killorglin Community College</p> <p style="text-align: center;"><b>Proposed: Cllr. John Francis Flynn</b> <b>Seconded: Cllr. Michael Cahill</b></p>
5.5	<p><b>Appointment to Governing Body of the Institute of Technology Tralee</b></p> <p>It was noted that a letter was received from Minister for Education and Skills on 18<sup>th</sup> December 2017 confirming the appointment of Mr. Owen O'Donnell as a member of the Governing Body of IT Tralee under Section 4 (1)(a) and (b) of the Regional Technical Colleges (Amendment) Act 1994. Under this provision, Mr. O'Donnell's term of office will expire on 31<sup>st</sup> March 2020</p> <p>This appointment was noted.</p>

5.6	<p><b>Publication of the Kerry ETB Accounts.</b></p> <p>An update was provided by the CEO and Director of OS&amp;D, as per the CEO's Report which was circulated with the meeting agenda.</p> <p>It was noted that a letter received from the Department of Education and Skills January 11<sup>th</sup> 2017 confirming the publication of the 2016 accounts in the Houses of the Oireachtas on January 9<sup>th</sup> 2018. There was an article Published in the Irish Examiner January 12<sup>th</sup> 2018 regarding same and Kerry ETB issued a press release addressing this matter. This press release was circulated to the Board members by email on January 12<sup>th</sup> 2018.</p> <p>In accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, at this point in the meeting, Cllr. John Francis Flynn declared a conflict of interest as he has a relative engaged in bus transport. Cllr. Flynn left the meeting for the duration of these discussions.</p> <p>In addressing this matter the Director of OS&amp;D advised that the overall figure as referenced in the press releases of €1,076,000. This figure comprised of the following components:</p> <ul style="list-style-type: none"> <li>➤ Procurement in relation to bus transport - circa €204,000</li> <li>➤ Cleaning Contracts - €148,000</li> <li>➤ School Books - €115,000</li> <li>➤ Legal Costs - €46,000</li> <li>➤ Exam Papers - €91,000</li> <li>➤ Recruitment Agency - circa €411,000</li> <li>➤ Waste Management - €60,000</li> </ul> <p>It was noted that in the cases of the bus transport, cleaning contracts, school books, etc. that local procurement competitions had been carried out. However, the Audit finding was that given the value of the cumulative expenditure in relation to these items, centralised procurement competitions should have been carried out.</p> <p>In relation to the recruitment agency, it was noted that initially a recruitment agency had been engaged following a procurement competition however this initial contract had been extended and a new competition had not been carried out. The Director of OS&amp;D advised that Kerry ETB currently has a Request for Tender (RFT) in place for a recruitment agency and the procurement competition is currently ongoing.</p> <p>The Board discussed this matter and expressed their concerns that centralised procurement competitions for items such as school books, school buses etc. could adversely affect local business. They expressed the view that</p>
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	<p>large-scale operators may be appointed from different geographical locations to provide these services, which could then ultimately be sub-contracted to local providers. While the Board members fully understood the rationale underpinning this audit recommendation, it was stated that there was a real risk that a centralised approach to procurement could contribute to the demise of rural Ireland and have a negative impact on small, local businesses.</p> <p>The members asked that ETBI is requested to prepare a report detailing the actual savings realised from the centralised procurement of such services by ETBs.</p> <p>Following the conclusion of the discussions in relation to Publication of the Kerry ETB Accounts 2016, Cllr. John Francis Flynn re-joined the meeting.</p>
5.7	<p><b>Audit Committee Presentation</b></p> <p>Audit Committee Presentation/report prepared by the Chairperson of the Audit Committee as per Section 45(3) of the ETB Act 2013 was circulated by the Director of OS&amp;D. It was noted that the Chairperson of the Audit Committee will attend the next Board Meeting to address the details of the report with members.</p> <p>The report, as circulated, was retained by the Members and Members were advised on the confidentiality of this report as per schedule 3, Paragraph (13) of the ETB Act 2013.</p>
5.8	<p><b>Update on Plan for the Submission of 2017 Accounts</b></p> <p>An update was presented by the Acting Head of Finance, Ms. Mary O'Sullivan and Director of OS&amp;D:</p> <p>The Director of OS&amp;D advised that as noted at the December 4<sup>th</sup> Board meeting a letter was received from the Secretary General at the DoES. This letter was in relation to the requirement for the 2017 Accounts of Kerry ETB and all other ETBs to be submitted for audit by the Statutory deadline of April 1<sup>st</sup> 2018. A plan for adhering to this deadline was prepared by the Acting Head of Finance and the Director of OS&amp;D. This plan was submitted to the Secretary General, DoES by December 6<sup>th</sup> 2017.</p> <p>The Acting Head of Finance advised that we are currently progressing with an update for the Department regarding the 1<sup>st</sup> April 2018 deadline. However the absence of a single comprehensive financial management system and the manual nature of this process was noted by the Board.</p>

5.9	<p><b>Ethics in Public Office Acts</b> Ethics in Public Office Acts – Annual Disclosures. It was noted that completed signed statements of notification (for 2017) are to be returned no later than Wednesday 24<sup>th</sup> January 2018. If any Board Members have queries, they are to contact Ms. Gráinne Mulvihill, Corporate Affairs Officer.</p>
5.10	<p><b>Kerry ETB Policies and Revisions for Approval</b></p> <p><b>Kerry ETB Data Breach Management Policy</b> This policy was circulated with the Notice of Meeting.</p> <p>This policy as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jimmy Moloney</b> <b>Seconded: Cllr. John Francis Flynn</b></p> <p><b>Records Management Policy &amp; Records Retention Schedule</b> This policy was circulated with the Notice of Meeting.</p> <p>This policy as presented by the Director of OS&amp;D was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Ms. MaryAnne Slattery</b> <b>Seconded: Cllr. Norma Moriarty</b></p>
5.11	<p><b>2018 Board Meeting Dates</b> 2018 Board Meeting Dates for approval were presented by the Director of OS&amp;D.</p> <ul style="list-style-type: none"> <li>➤ Monday January 22<sup>nd</sup></li> <li>➤ Monday February 26<sup>th</sup></li> <li>➤ Monday March 26<sup>th</sup></li> <li>➤ Monday April 23<sup>rd</sup></li> <li>➤ Monday May 28<sup>th</sup></li> <li>➤ Monday June 11<sup>th</sup></li> <li>➤ Monday September 24<sup>th</sup></li> <li>➤ Monday October 22<sup>nd</sup></li> <li>➤ Monday November 26<sup>th</sup></li> <li>➤ Monday December 17<sup>th</sup></li> </ul> <p>The schedule was noted as presented and was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. John Francis Flynn</b> <b>Seconded: Cllr. Terry O'Brian</b></p>

01/2018/6	CEO's REPORTS & QUESTIONS ON CEO's REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
6.1	<p><b>Finance Report:</b> <i>(presented by the Acting Head of Finance Department)</i></p> <p>Board members noted the Finance Report as presented by the Acting Head of Finance, Ms. Mary O'Sullivan.</p> <p>It was noted that the Tralee Regional Sports and Leisure Company Limited by Guarantee deficit has been reduced to zero. This was welcomed by the Board.</p> <p>The Acting Head of Finance advised that use of the overdraft facility as approved has not been required to date.</p> <p><b>Buildings Report:</b> The Buildings Report was presented as circulated by Mr. Edward O'Neill, Acting Head of CS&amp;CD. The report addressed the following:</p> <p><b>Coláiste na Ríochta</b></p> <ul style="list-style-type: none"> <li>➤ Toilet Upgrade – Final Account (FA) has been submitted to the consultant for agreement. Upon completion of any outstanding snags and with the approval of the consultant the FA will be agreed and the project will be completed.</li> <li>➤ Animal Care Unit – Final Account (FA) has been submitted to the consultant for agreement. Upon completion of any outstanding snags and with the approval of the consultant the FA will be agreed and the project will be completed.</li> <li>➤ Universal Access Works – An Emergency Works Application is being prepared for submission to the Department.</li> <li>➤ Boiler Replacement – Commenced on site.</li> </ul> <p><b>Causeway Comprehensive School</b></p> <ul style="list-style-type: none"> <li>➤ Electrical Works (Summer Works Scheme 2016) – Completed.</li> <li>➤ Additional Accommodation Needs – Work in progress.</li> <li>➤ Metalwork Room – Application with the DoES.</li> </ul> <p><b>Castleisland Community College</b></p> <ul style="list-style-type: none"> <li>➤ Science Room refurbishment – Contractor on site.</li> </ul> <p><b>Killarney Community College</b></p> <ul style="list-style-type: none"> <li>➤ Emergency Works – Roof Repair – Contractor on site.</li> </ul>

- Autistic Spectrum Disorders Unit – Finalisation of Contract – First meeting with the Design Team to be scheduled for the end of January.

#### **Killorglin Community College**

- Boiler Replacement – Completed.

#### **Coláiste na Sceilge**

- Heating / Piping Upgrade – Final snagging ongoing.
- Ventilation – Response issued from School and communicated to the DoES for comment.

#### **Gaelcholáiste Chiarraí**

- As per CEO's Report.

#### **Kerry College of Further Education**

- Car Park extension at the rear of the College, works ongoing
- Science Room Refurbishment is being progressed

#### **Coláiste Gleann II – Phase 2**

- Tenders issued week commencing January 22<sup>nd</sup> 2018

There were no queries/discussions in relation to the Buildings Report.

#### **Land and Leases**

##### **Killorglin Community College Childcare Centre land issue update**

The Acting Head of CS&CD advised that the lease is being finalised by Kerry ETB law agents. It is expected that the lease will be finalised for execution at the February Board meeting.

##### **Block T, Monavalley Industrial Estate, Tralee, Co. Kerry as approved at the September 4<sup>th</sup> 2017 Board Meeting**

It was noted that the Landlord requires a deed of Renunciation Agreement signed. The CEO advised that when the lease was approved on the 4<sup>th</sup> September 2017, the lease was for a five-year term commencing on 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2022. It has now emerged that the Landlord wants a Renunciation Agreement signed in relation to same. This matter is being addressed by the Director of FET and the Training Centre Manager with Kerry ETB's legal agents, Murphy Ramsey Walsh. The Director of FET will address same for the February meeting.

##### **Deed of Rectification re Sale of Old Vocational School Building, Castleisland to Department of Education and Skills**

The Acting Head of CS&CD advised that an email has been received from Murphy Ramsey Walsh on January 11<sup>th</sup> 2018 advising that Kerry ETB need to sign a deed of rectification in relation to the sale of the Old Vocational

	<p>School Building in Castleisland to the Department of Education and Skills (DoES).</p> <p>The Board approved the signing and sealing of the Deed of Rectification as presented.</p> <p style="text-align: center;"><b>Proposed: Cllr. Pa Daly</b> <b>Seconded: Mr. Noel Keenan</b></p>
6.2	<p><b>Report – Chief Executive Officer</b></p> <p>The CEO presented his report which was circulated with the meeting agenda. The report addressed the following:</p> <ul style="list-style-type: none"> <li>➤ Publication of Kerry ETB 2016 Accounts and Irish Examiner Article</li> <li>➤ Gaelcholáiste Chiarraí School Building Project Update</li> <li>➤ Kerry ETB and KDYS Youthreach (100 places annually) Grantor/Grantee Agreement</li> <li>➤ Kerry ETB 5 Year Strategy Statement (as per Section 27 ETB Act 2013) Update</li> <li>➤ Tralee Regional Sports and Leisure Company Limited by Guarantee</li> <li>➤ Review of Adult Basic Education Programme Structure</li> <li>➤ Listowel School Accommodation Update</li> <li>➤ Coláiste Gleann Lí Building Project</li> </ul> <p>Following the presentation, there was a discussion re the provision of 100 Youthreach places by Kerry Dioscean Youth Services (KDYS). The CEO stated that the current Grantor/Grantee agreement is due to expire on 31<sup>st</sup> December 2018. As advised previously the CEO stated that this service has never been procured and is worth circa €1.7 million annually. In addition the CEO stated that recently he was requested to write an explanatory note to the Chairperson of the Audit Committee addressing any potential contingent liabilities in respect of same. The CEO advised the non-procured nature of this service is a cause of concern and Department advice is required regarding same.</p> <p>The CEO issued a letter dated January 12<sup>th</sup> 2018 to the DoES seeking advice on the future model for the delivery of same. This letter was issued as a follow up to previous correspondence in relation to same. In the letter to the DoES of January 12<sup>th</sup> 2018 the CEO set out the following options for consideration by the Department:</p> <ul style="list-style-type: none"> <li>➤ Continue the provision with KDYS subject to receipt of official derogation negating the need to publically procure same</li> </ul>



	<ul style="list-style-type: none"> <li>➤ In the absence of a derogation negating the need to publically procure this service Kerry ETB publically procures the service</li> <li>➤ In the absence of a derogation negating the need to publically procure this service, Kerry ETB provide the service through direct provision</li> </ul> <p>In addition the CEO advised that KDYS is seeking admission for all staff employed on the Youthreach programme to the defined benefits pension scheme operated by KDYS for same, this matter has been referred to the DoES. To date only full time staff have been approved by the Department for inclusion in this defined benefits pension scheme and KDYS now wish to have all staff employed by KDYS to deliver the programme included in this defined benefits pension scheme.</p> <p>There was considerable discussion by the Board in relation to this matter. As this service has never been procured it was agreed that there is potential exposure for the ETB.</p> <p>A further update will be provided at the February meeting.</p> <p>In relation to the Coláiste Gleann Lí building project, it was noted that the projects works request for tender (RFT) issued on January 22<sup>nd</sup> 2018. A 'turning of the sod' event will be organised on the appointment of the contractor and the commencement of the works. The Board welcomed this progress.</p>
6.3	<p><b>Schools Report – Director of Schools</b> The Director of Schools Report was deferred to the next meeting.</p> <p>An Cathaoirleach congratulated the Director of Schools and all involved on the Student Awards Ceremony, which they said was an excellent event at the IT Tralee the previous Friday evening. This was seconded by Mr. Noel Keenan.</p> <p>In addition, Mr. Noel Keenan expressed his appreciation for the inclusion of an award presented in the name of former Board Member, Mr. Leonard O'Donnell. He expressed the appreciation of the Teachers Union of Ireland (TUI) Members and also the O'Donnell family for the inclusion of this award in the ceremony.</p>
6.4	<p><b>Further Education and Training Report – Director of FET</b> The Director of FET was deferred to the next meeting.</p> <p>The Director of FET advised that the Commis Chef Apprenticeship launch took place on 10<sup>th</sup> January 2018 at the Merrion Hotel in Dublin. Enrolment</p>

	for this apprenticeship is progressing locally and it is scheduled to commence on the 19 <sup>th</sup> February 2018.
6.5	<p><b>Organisational Support and Development Report – Director of OS&amp;D</b> As addressed above the Director of Organisational Support and Development report included:</p> <ul style="list-style-type: none"> <li>➤ The Risk Register</li> <li>➤ Strategy Statement Launch</li> <li>➤ Policies for approval</li> <li>➤ Plan for the submission of the 2017 accounts</li> <li>➤ Board meetings schedule 2018</li> </ul>
6.6	<p><b>Education and Training Topics for Discussion</b></p> <p>Due to time constraints the presentations by Ms. Maryanne Lowney and Mr. Seamus Whitty were deferred to the next meeting.</p> <p>It was agreed that the meeting agenda schedule will be amended to include the presentations following matters arising.</p>
6.7	<p><b>Members’ Business (motions)</b></p> <p><b>Department of Children and Youth Affairs’ (DCYA) changes in funding for Special Projects for Youth</b> It was noted that there has been a change in the process of the funding approach by the DCYA. The Director of Schools, Youth and Music will prepare a letter to the DCYA outlining the Board’s concerns in relation to same.</p> <p><b>Oireachtas Literacy Competitions 2018 financial contribution of €260 for 2018 – for approval</b> The financial contribution of €260 to the Oireachtas Literacy Competition 2018 was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Pa Daly</b> <b>Seconded: Cllr. Jimmy Moloney</b></p> <p><b>Possible Transition Year Module with Cappanalea Outdoor Education and Training Centre</b> An Cathaoirleach requested that consideration is given to the development of a Programme, based in Cappanalea, which would encourage young people to undertake tasks that would challenge them, such as abseiling,</p>

	<p>rock climbing, etc. along with one to one career guidance, and develop self-esteem, as a way to help address issues such as drug and alcohol use, etc. It was suggested that a weekend residential could be organised with Cappanalea OETC as part of the delivery of this module. The Director of Schools, Youth and Music will explore same.</p> <p><b>Kerry/Ireland Fittest Family and Cappanalea OETC</b>  An Cathaoirleach requested that consideration is given to exploring the possibility of using Cappanalea OETC as a base for Kerry's Fittest Family and/or Ireland's Fittest Family. The Director of Further Education will address same with the Centre Manager for Cappanalea and provide an update at the next meeting.</p>
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01/2018/7	CORRESPONDENCE COMHFHREAGRAS
7.1	<b>DES Correspondence:</b> Noted as listed
7.2	<b>DES Circular Letters:</b> Noted as listed
7.3	<b>DES Press Releases:</b> Noted as listed
7.4	<b>ETBI Correspondence:</b> Noted as listed.
7.5	<b>SOLAS Correspondence</b> Noted as listed
7.6	<b>Other Correspondence:</b> Noted as listed

01/2018/8	<p style="text-align: center;"><b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b></p>
8.1	<p><b>February 2018 ETB Board Meeting:</b> It was agreed that the next Kerry ETB Board Meeting for 2018 would take place on the 26<sup>th</sup> February 2018, at a venue to be confirmed.</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p><b>Monday February 26<sup>th</sup> 2018</b> <b>TBC</b> <b>4.15pm</b></p> </div>

**Signed/Sínithe:** \_\_\_\_\_ **Date/Dáta:** \_\_\_\_\_