

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) meeting held in the Boardroom at Kerry ETB Head Office, Tralee on Tuesday September 25th 2018.

In Attendance:

Cllr. Jim Finucane
Cllr. Aoife Thornton
Cllr. Michael Cahill
Cllr. Norma Moriarty
Ms. Francisse Walsh
Ms. Maryanne Slattery
Mr. Eugene Moriarty
Mr. Joe Brennan

Cllr. Pa Daly
Cllr. Damian Quigg
Cllr. Norma Foley
Mr. Noel Keenan
Ms. Maria O’Gorman
Ms. Mary McGillicuddy
Mr. Michael O’Mahony

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisational Support and Development (OS&D), Ms. Ann O’Dwyer, Director of Schools, Music and Youth, Mr. Owen O’Donnell, Director of Further Education and Training (FET), Mr. Tommy Conroy, Finance Officer, Mr. Edward O’Neill, Acting Head of Corporate Support and Capital Development Department (CS&CD), Ms. Niamh O’Keeffe, Corporate Support 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, no conflicts of interest were declared at the commencement of the meeting.

09/2018/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta:</p> <p>Apologies for their absence were received from: Cllr. Séamus Cosáí Fitzgerald, Cllr. Niall Kelleher, Cllr. Terry O’Brien, Ms. Brid McElligott.</p>
1.2	<p>Condolences/Comhbhrón:</p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> ➤ To Cllr. Jimmy Moloney, Kerry ETB Board Member, on the death of his Mother, Mrs. Anne Moloney. ➤ To Mr. Maurice Devlin, Education and Training Boards Ireland (ETBI), on the death of his husband, Mr. Kieran Cooney. ➤ To Mr. Brian Murphy, Director of Organisation Support and Development, Louth Meath ETB, on the death of his Father, Mr. Daniel Murphy.

	<ul style="list-style-type: none"> ➤ To the O’Flaherty family, on the death of Ms. Mary O’Flaherty, former National Co-Ordinator of the Junior Cycle Physical Education Support Service. ➤ To Mr. John Brassil, T.D. and former Kerry ETB Board Member, on the death of his Mother, Mrs. Mary Teresa Brassil. ➤ To Mr. Michael Woulfe, Head Office, on the death of his Uncle, Mr. John J. Broderick. ➤ To Mr. John Creagh, Teacher, Coláiste Gleann Lí, on the death of his Mother, Mrs. Bernie Creagh. ➤ To Ms. Ellen Mangan, Head Office, on the death of her Father, Mr. Denis Walsh. ➤ Ms. Michelle Ann Houlihan, Head Office, on the death of her Uncle, Mr. James Pigott.
09/2018/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas:</p> <ul style="list-style-type: none"> ➤ Congratulations to Kerry ETB students and staff on their excellent results in the Leaving Certificate Examinations and Junior Certificate Examinations. ➤ Congratulations to Síofra O’Shea, student at Coláiste na Sceilge, on a very successful U16 European Basketball Championship with the Ireland team in Croatia. ➤ Congratulations to the students from the Kerry ETB Radio Broadcasting course on their nomination for an Irish Music Rights Organisation Award (IMRO) for ‘Be the Voice’. Winners will be announced on October 5th 2018. ➤ Congratulations to all the students who graduated from Kerry College of Further Education on 31st August 2018. ➤ Congratulations to Donal Dowd and the staff in Cappanalea Outdoor Education and Training Centre on the acquisition of their new bus and jeep for the Centre. ➤ Congratulations to Killorglin Community College, who will be hosting teachers and students from schools in Finland, Portugal and the Netherlands for their Erasmus+ Project.

09/2018/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH
3.1	<p>The minutes of the Kerry ETB meeting held on July 10th 2018 were adopted and signed.</p> <p style="text-align: center;">Proposed: Mr. Michael O’Mahony Seconded: Mr. Noel Keenan</p>
09/2018/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Gaelcholáiste Nua School Building Project Update The CEO and the Acting Head of CS&CD provided an update in relation to Gaelcholáiste Nua project. The update addressed the following:</p> <ul style="list-style-type: none"> ➤ Local Community meeting was held on June 12th 2018 at 7:30 pm. ➤ Letter issued to the Department of Education and Skills (DoES) re site enabling works contract on June 12th 2018. ➤ Meeting with Kerry County Council and the Design Team was scheduled for July 19th 2018. ➤ Design Team Stage 2 meeting was scheduled for June 21st 2018 re Stage 2A report in preparation for formal submission to the DoES in late July/early August 2018. ➤ Design Team meeting was scheduled for July 17th 2018. ➤ Meeting with Kerry County Council and Design Team lead to review progress was held on July 19th 2018. ➤ Meeting with Local Community (Mitchell's Regeneration Community Participation Task Group) to provide an update on the project progress was held on July 19th 2018. ➤ Work are being progressed with Kerry County Council (Kerry Co. Co.) re the acceleration of the site title transfer to Kerry ETB. Murphy Ramsey Walsh (MRW) Solicitors are liaising with Kerry Co. Co. legal services section re same. This matter is ongoing. ➤ Following meeting with Kerry Co. Co. on July 19th 2018 a letter was issued to the DoES dated July 23rd 2018 addressing the possibility of: <ul style="list-style-type: none"> ➤ Construction of the Part 8 Access Road as part of the contract for the main school building construction. Kerry Co. Co. to provide the funds for same. ➤ Including in the enabling works contract the “grading” works for the footprint of the Part 8 Access Road, Kerry Co. Co. to provide the funds for same. ➤ A letter was issued to Kerry Co. Co. on July 23rd 2018 re the costs for the Japanese Knotweed and suggesting a possible costs breakdown.

- An email was received from the DoES on July 27th 2018, confirming approval in principle to proceed as per July 23rd 2018 proposal, subject to agreement being reached between Kerry ETB and Kerry Co. Co. re same.
- Meeting was held between Kerry ETB and Kerry Co. Co. August 9th 2018 re Knotweed remediation costs, enabling works contract, grading works etc.
- Kerry Co. Co. advised Kerry ETB that they will address the grading works for the footprint of the Part 8 Access Road separately to Kerry ETB enabling works contract at the August 9th 2018 meeting.
- Submission made to the DoES August 3rd 2018 by Kerry ETB Design Team seeking approval for the tendering package for the Site Enabling Works and Japanese Knotweed remediation.
- Meeting with the Local Community (Mitchell's Regeneration Community Participation Task Group) to review plans for the enabling works contract and Japanese Knotweed remediation was held on September 5th 2018. This was a very positive meeting.
- Letter received by email from the DoES dated September 18th 2018 approving the ETB to go to tender for the site enabling works.
- Stage 2A submission submitted to the DoES by the Design Team on September 11th 2018. Following Stage 2A approval the formal planning permission application will be lodged with Kerry Co. Co.
- Letter issued to Parnell's Hurling Club clarifying matters re the proposed Hurling wall on September 4th 2018.
- Letter of support for the construction of the new road was issued to Kerry Co. Co. September 23rd 2018.
- Approval from the DoES for the tendering of the Japanese Knotweed works was received on 19th of September 2018
- Tender packages for the Knotweed remediation and site enabling works finalised.

Regarding the acceleration of the "title" transfer to Kerry ETB from Kerry Co. Co. as addressed at the July Board meeting, it was noted that work is ongoing with Kerry County Council re same. An email was received from Murphy Ramsey Walsh (MRW) Solicitors on September 11th 2018 with a letter attached that had issued to Kerry Co. Co.'s Solicitor addressing the preparation of a draft deed for the transfer of the title to Kerry ETB

The CEO thanked Mr. Mike Scannell, Director of Services, Kerry Co. Co., the staff in Kerry Co. Co. and the Mitchell's Regeneration Community Participation Task Group, for their continued cooperation with this project.

The Acting Head of CS&CD advised the Board that the unofficial walkway at the southern end of the site will be closed, this was discussed with the Mitchell's Regeneration Community Participation Task Group, at the meeting on September 5th 2018. Cllr. Pa Daly highlighted the need to address a similar matter at the northern end of the site.

An Cathaoirleach queried if there is provision being made for emergency access to be provided from the new access road to the hospital for ambulance

	<p>services, etc. The Acting Head of CS&CD indicated that this was a matter for Kerry Co. Co. and he would seek clarification from them with regard to same.</p> <p>The Acting Head of CS&CD displayed images of the new College building and site layout for Board members. The Board recorded their satisfaction with the progress that has been made in progressing this project.</p> <p>A further update will be provided at the next meeting.</p>
4.2	<p>Listowel School Accommodation</p> <p>An update was provided by the Acting Head of CS&CD, Mr. Edward O'Neill. An email was received from the DoES on July 24th 2018 re a proposal to appoint an architect/engineer to complete a site master plan and address the entrance issues, etc.</p> <p>A further update will be provided at the next meeting.</p>
4.3	<p>Listellick National School Building Project Update</p> <p>An update was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, the update addressed the following:</p> <ul style="list-style-type: none"> ➤ The initial design team meeting on Wednesday September 5th 2018 in Listellick National School ➤ Currently the Design team are carrying out desk top surveys and information gathering. A series of ground investigations will commence shortly. <p>The Board welcomed this update.</p>
4.4	<p>Grantor/Grantee Agreement Kerry ETB and Kerry Diocesan Youth Services (KDYS) Youthreach Programme</p> <p>An update on this matter was provided by the CEO, the Director of OS&D and the Director of FET in relation to this matter. The update addressed the following:</p> <ul style="list-style-type: none"> ➤ A number of letters issued to KDYS re this matter including letters dated July 11th 2018, July 18th 2018, July 23rd 2018, July 25th 2018, August 23rd 2018, September 4th 2018, September 7th 2018, September 10th 2018 and September 17th 2018 (see correspondence in meeting information documentation as circulated with meeting agenda and notice). A letter of invitation to a meeting on July 20th 2018 was issued to KDYS on July 11th 2018. The agenda for this proposed meeting was to provide a full and comprehensive update to KDYS re the Kerry ETB Board Meeting deliberations on July 10th 2018 re these matters.

- As advised at the July 10th 2018 Board Meeting, on June 11th 2018 letter issued to KDYS requesting confirmation from KDYS of their agreement for the activation of the twelve month extension for the current Agreement (Youthreach 100 places) to 31st December 2019.
- Letter issued to the DoES on July 20th 2018, re Kerry ETB decision for the future model for the delivery of the Youthreach Programme, attaching the staff profile report and advice re pension matters.
- Letter issued by the Chairperson of KDYS dated July 25th 2018, to the DoES re the future model for the delivery of the Youthreach Programme.
- The decision of the Board Meeting July 10th 2018 re the move to a Direct Delivery model by Kerry ETB from January 1st 2019 for the Youthreach Programme was advised to KDYS in a letter dated July 25th 2018.
- The decision to move to Direct Delivery for the Mentor Programme which has been funded by Kerry ETB at a cost of circa €88,000 p.a. was advised to KDYS in letter dated July 23rd 2018.
- Letter issued from the DoES to KDYS dated August 2nd 2018, re future model for the delivery of the Youthreach Programme.
- An email issued from Minister Halligan to KDYS dated August 16th 2018, re the procurement and the Youthreach Programme.
- Letter issued by KDYS to Kerry ETB public representatives dated August 31st 2018 and a letter issued from An Cathaoirleach of Kerry ETB to the Chairperson of KDYS dated September 4th 2018 re this matter.
- A without prejudice offer to explore with KDYS the option of continuing to rent buildings as comprehended in the current Grantor/Grantee Agreement to accommodate the Direct Delivery of the Youthreach Programme for a further 3 years to December 31st 2021, was made in letters to KDYS on July 25th 2018, August 23rd 2018, September 4th 2018, September 10th 2018 and September 17th 2018.
- Advertisements were placed in local papers seeking expressions of interest for buildings in Tralee, Listowel and Killarney the week of September 5th/6th 2018.
- Meeting with the Department of Education and Skills (DoES) on September 14th 2018 re this matter.
- Invitation received from Teacher Union of Ireland (TUI) for Kerry ETB Senior management to meet with KDYS staff involved in the delivery of the Youthreach Programme on Thursday September 20th 2018.
- Email from KDYS received September 19th 2018 confirming that they have appointed an external consultant to carry out engagements on behalf of KDYS in relation to the transition to Direct Delivery for the Youthreach and Mentor Programmes.

It was also noted that a parliamentary question has been lodged in relation to the matter and Board members were advised of the draft response to be issued.

Following the update, there were a number of questions re this matter. Cllr. Michael Cahill sought additional clarity in relation to the decision to move to direct delivery of this programme by Kerry ETB. In addition, Cllr. Norma Foley sought additional clarity re the rationale to move to the direct delivery

of the Youthreach Programme, the level of communications with KDYS re this matter and the recoupment of funds.

In responding to the questions, the CEO outlined that the primary drivers for the decision to move to the Direct Delivery of the programme were:

- The non procured nature of this service
- KDYS Defined Benefit Pension Scheme

The CEO advised that this service has never been publically procured and this is a cause of concern given that the funding level is circa €1.7 million annually. Following the 2016 audit by the Comptroller and Audit General, the CEO was requested to write to the Kerry ETB Audit Committee in a letter dated November 30th 2017 addressing possible contingent liabilities for the ETB re this agreement with KDYS for the Youthreach Programme. In this context the non procured nature of this service and the pension issue was addressed.

In relation to the pensions, as advised previously, KDYS operates a defined benefit pension scheme for circa 11 staff employed by KDYS and working on the Youthreach programme. KDYS had requested Kerry ETB, on a number of occasions, to expand the pension scheme to all staff employed by KDYS in the direct delivery of the Youthreach Programme. The CEO advised that the ETB has no authority to expand the KDYS pension scheme as requested by KDYS. This matter had been referred to the DoES and was most recently addressed in the staff profile report prepared in relation to this matter. The DoES will not provide Kerry ETB with any sanction to expand this scheme. This matter has also been addressed by TUI with KDYS. Currently the annual employer contributions to this scheme is circa €75,000 p.a. and this is funded by the DoES/SOLAS. To expand this scheme for all staff employed by KDYS in the delivery of the Youthreach Programme would lead to annual state funded employer contribution of circa €250,000 p.a for an undefined number of years. This estimated cost p.a. is based on legal advice provided.

A communication received from the DoES on September 4th 2018 re these matters was referenced by the CEO and included the following statement:

“Kerry can continue to contract the service but the issues in the report (pensions, pay, procurement etc.) would still need to be addressed. The Department is acknowledging the ETB’s primary role but that should not be characterised as us saying that things can just continue as they are.”

In relation to communication with KDYS re this matter the CEO advised, as included in the meeting pack and referenced above, there has been extensive written communication with KDYS over the summer re this matter. KDYS had been invited to meeting on July 20th 2018 and September 14th 2018 and these meetings did not proceed as KDYS were not in a position to attend.

The Director of OS&D in addressing the funds recoupment issue gave a detailed update. Cllr. Norma Foley had indicated that it was her

understanding that this was a possible staff redeployment matter. The Director of OS&D stated that this was not a redeployment matter and the ETB could not fund the salary at the level required by KDYS, and the ETB has no discretion re this matter.

In addressing these matters, the Director of FET also indicated, in relation to the recent returns for the European Social Fund (ESF), because of the non-procured nature of the Youthreach service with KDYS, it was not possible to include all of the expenditure in relation to this programme. This advice had been received from SOLAS by letter on October 25th 2017.

In addressing the concerns re the staff currently employed by KDYS in the direct delivery of the Youthreach Programme, the Director of OS&D indicated that Kerry ETB had met with the staff following an invitation from TUI on September 20th 2018 and the feedback from that meeting had been extremely positive. Kerry ETB had requested from KDYS an opportunity to meet with the staff, but this had not been facilitated. Board Member, Mr. Joe Brennan indicated that the TUI had been in ongoing contact with KDYS in relation to this matter and he felt that it was difficult to understand how a body that was funded through public funds had refused consistently to engage with the union, which was representing staff employed by KDYS in the delivery of the Youthreach Programme. Mr. Brennan thanked the executive of Kerry ETB for making themselves available to go meet with the staff.

The CEO advised that the transition planning process for the move to direct delivery by Kerry ETB is ongoing. The Director of OS&D and Director of FET have been appointed to lead the transition process for the direct delivery of the Youthreach Programme by Kerry ETB. KDYS confirmed by email on September 19th 2018, that they have appointed Ms. Deirdre McHugh, Barrister in Law, as the KDYS representative for the transition process. The CEO was requested to advise KDYS that Kerry ETB will not be paying KDYS any cost arising from this appointment.

In relation to the transition planning process the Director of OD&D set out the following re the Transition Team Planning and Staffing matters:

Transition Team Planning

KDYS have been requested to consider the inclusion of the Youthreach Coordinators and a member of the staff from the Mentor Programme in the KDYS transition planning team. While the composition of the KDYS transition planning team was ultimately a matter for KDYS, the expansion of the team to include these staff members has many merits in the view of Kerry ETB.

Staffing

Preparations are ongoing for the transition of the staff and there is a 'due diligence' process to be completed, which we aim to have completed by mid-October and following that, Kerry ETB will be in a position to provide certainty to the staff with regard to matters. Staff were advised of this process at the TUI organised meeting on September 20th 2018.

	<p>In relation to Building matters, the Director of FET set out the following:</p> <p>Buildings</p> <p>The ETB offered to explore, on a without prejudice basis, the option of continuing to rent the premises as comprehended in the current Grantor/Grantee Agreement with KDYS for the Youthreach Programme for a further three years i.e. January 1st 2019 to December 31st 2021 at the current terms. It was noted in the absence of agreement with KDYS in relation to same, the ETB will have no option but to enter into new lease arrangements for buildings in Tralee, Listowel and Killarney for the direct delivery of the Youthreach programme. In this context, Kerry ETB, as a contingency planning action, had placed adverts in the local paper as referenced above. It was noted that expressions of interest had been received and the Board Members were advised of same. These expressions of interest are currently being analysed.</p> <p>The transition team will progress with a full assessment of the buildings as presented and a further update will be provided at the next meeting.</p> <p>Following the clarification provided, Cllr. Norma Foley and Cllr. Michael Cahill thanked the executive for the update that had been provided in relation to these matter and said they were satisfied that they now had clarity re same.</p> <p>In a related matter, Cllr. Damian Quigg queried the level of youth services that are being provided in Killorglin by KDYS.</p> <p>Following the completion of the update, An Cathaoirleach acknowledged the ongoing level of work in relation to this matter and the support of the Board for the process was noted.</p>
4.5	<p>Kerry College of Further Education (KCFE), Denny Street students parking update</p> <p>An update on this matter was provided by the Director of FET, Mr. Owen O'Donnell addressing the following:</p> <ul style="list-style-type: none"> ➤ Works substantially completed for September 2018 by the Landlord. ➤ External signage and painting of the building to be completed by the end of the month, with some snagging works, etc. ongoing <p>Kerry College of Further Education, Staff and Students moved into the building on September 10th 2018, consequently, this is the effective date for the commencement of the lease. Currently there are circa 170 students timetabled for this location. Additional parking needs have been addressed with a local multi story car park operator at a cost €2 per day.</p>

	<p>In addition, an email issued on September 19th 2018 from Murphy Ramsey Walsh (MRW) Solicitors to the Landlord Solicitors seeking supporting documentation as per the agreement to lease</p> <p>The Board welcomed this development and wished the College well with its new accommodation on Denny Street.</p>
4.6	<p>School Reconfiguration for Diversity Process Update An update was provided in relation to the Implementation Phase, addressing the following:</p> <ul style="list-style-type: none"> ➤ Overall result indicated circa 30%+ interest in diversity at primary level in the Kenmare/Sneem area ➤ Report submitted to the Department of Education and Skills on July 11th 2018 ➤ Meeting with Bishop of Kerry August 20th 2018 re survey result from the Kenmare/Sneem area <p>The ETB will continue to engage with the DoES re this matter.</p> <p>It was noted that the Amergin Steiner School (Templenoe) is in ongoing communications with the ETB and the DoES regarding their needs.</p>
4.7	<p>Castleisland Astro turf Pitch Development An update was provided by the Acting Head of CS&CD, Mr. Edward O'Neill, the report addressed the following:</p> <ul style="list-style-type: none"> ➤ Work on the pitch development commenced week July 30th 2018 ➤ Phase 1 of the works (pitch and fencing) scheduled to be completed by the end of October 2018 ➤ Works ongoing at present with positive feedback from the school management in relation to same ➤ First meeting of the pitch management committee scheduled for Monday October 15th 2018 <p>It was noted that the works are scheduled to be completed by mid-November. The Board welcomed this development.</p>
09/2018/5	<p>EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</p>
	<p>There was no presentation at this meeting.</p>

09/2018/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management An update was provided by Ms. Maria Brennan, Director of OS&D and addressed the following:</p> <ul style="list-style-type: none"> ➤ The Risk Management Committee met on 10th September 2018 and reviewed the FET Risk Register and updated the Corporate Risk Register. ➤ The Corporate Risk Register and Risk Registers for Further Education and Training, Schools, Youth and Music and Organisational Support and Development have been reviewed by this Committee. ➤ The next meeting of this committee is scheduled for 5th November 2018. <p>The CEO referenced a communication that issued to all schools, centres and programme coordinators regarding the need for Health and Safety to be included as an agenda item for all meetings with immediate effect.</p>
6.2	<p>Minutes of School Board of Management (BOM) Meetings The minutes of the following Board of Management meetings were noted and formally approved by the Board.</p> <ul style="list-style-type: none"> ➤ Gaelcholáiste Chiarraí <ul style="list-style-type: none"> ➤ Board of Management Meeting on 12th September 2018 ➤ Killorglin Community College <ul style="list-style-type: none"> ➤ Board of Management Meeting on 23rd April 2018 ➤ Scoil Phobail Sliabh Luachra <ul style="list-style-type: none"> ➤ Board of Management Meeting on 14th May 2018 <p style="text-align: center;">Proposed: Mr. Michael O'Mahony Seconded: Cllr. Michael Cahill</p>
6.3	<p>Board of Management (BOM) Vacancies</p> <ul style="list-style-type: none"> ➤ Cappanalea Outdoor Education and Training Centre <ul style="list-style-type: none"> ➤ Replacement for: <ul style="list-style-type: none"> ➤ Mr. Leonard O'Donnell, RIP ➤ Nominee: <ul style="list-style-type: none"> ➤ Mr. Joe Brennan <p>Mr. Joe Brennan was appointed to the BOM.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Norma Moriarty</p> <p>It was noted that Tomás Ó Beaglaoich has been appointed to the BOM of Pobalscoil Chorca Dhuibhne as per notice received from the School.</p>

6.4	<p>Kerry ETB Policies for Approval</p> <p>Bullying Prevention Policy and Guidelines – ETBI This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Pa Daly Seconded: Cllr. Damian Quigg</p> <p>Harassment/Sexual Harassment Prevention Policy and Guidelines – ETBI This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Eugene Moriarty</p> <p>ETB Complaint Procedure – ETBI This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Mary McGillicuddy Seconded: Cllr. Aoife Thornton</p> <p>Purchasing Card Policy and Procedures This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Francisse Walsh</p> <p>Revised Procurement Policy and Procedures for purchases up to €25,000 This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Michael O’Mahony Seconded: Ms. Francisse Walsh</p>
6.5	<p>Kerry ETB Health and Safety Policies</p> <p>Accident Reporting and Investigation Procedure This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Mr. Eugene Moriarty</p>

	<p>Health and Safety Action Tracking Procedure This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Mr. Eugene Moriarty</p> <p>Emergency Evacuation Procedure This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Mary McGillicuddy Seconded: Cllr. Damian Quigg</p> <p>Risk Assessment Procedure This policy was circulated with the meeting Agenda. This policy, as presented by the Director of OS&D, was approved by the Board.</p> <p style="text-align: center;">Proposed: Ms. Francisse Walsh Seconded: Mr. Michael O'Mahony</p> <p>In addition, the Board was advised that Kerry ETB has entered into a policy with Irish Public Bodies providing personal accident insurance for all ETB Primary and Post-Primary students for approved school activities. This policy was purchased on a blanket basis.</p>
6.6	<p>Kerry ETB Annual Report 2016</p> <p>The Board was advised, in accordance with Section 28 of the Education and Training Boards Act 2013 the Kerry ETB Annual Report 2016 was published before both Houses of the Oireachtas on 15th August 2018.</p> <p>It was noted that work on the 2017 Annual Report is ongoing.</p> <p>Hard copies of the 2016 Annual Report were made available to the Members.</p>
6.7	<p>Audit and Risk Committee Reports</p> <p>In accordance with Section 45(3) of the ETB Act 2013, the reports from the Audit and Risk Committee meeting on the 15th January 2018 and the Audit and Risk Committee meeting held on 29th March 2018, as provided by the Secretary to the Audit and Risk Committee, were circulated to Board Members. There was no discussion in relation to same and it was noted that the Chairperson of the Audit and Risk Committee is scheduled to attend the Kerry ETB Board Meeting on the October 23rd 2018 at which he will address the reports as circulated.</p>

	In accordance with Schedule 3 of the ETB Act 2013, Section 13, it was noted that these were provided to the Board on a confidential basis.
6.8	<p>ETBI Annual Conference 2018 The Annual ETBI conference is scheduled for 26th and 27th September 2018 in the Killashee House Hotel, Naas, Co .Kildare</p> <p>In addition to the members approved to attend the conference at the July 10th 2018 Board meeting, in accordance with the provision of Section 12(2)(h) of the ETB Act 2013, the Board approved the attendance of Cllr. Damian Quigg to the ETBI Conference 2018.</p>
6.9	<p>Scéim Teanga nua a ullmhú de réir alt 15 d’Acht na dTeangacha Oifigiúla 2003</p> <p>The Board was advised that a presentation addressing progress in implementing the Scéim Teanga 2016-2019 and plans for the development of the new Scéim Teanga (Official Languages Act 2003, Section 15) will be made at the October meeting.</p>

09/2018/7	CEO’s REPORT & QUESTIONS ON CEO’s REPORTS / TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH & CEISTEANNA ORTHU
7.1	<p>Finance Report: The Finance Report was circulated at the meeting by the Finance Officer, Mr. Tommy Conroy and the Board were fully briefed in relation to same.</p> <p>It was noted that there is currently a deficit in relation to Cappanalea Outdoor Education and Training Centre. The Finance Officer advised that a submission is being made to the DoES in relation to same and seeking a meeting to discuss the current “self-financing model”.</p> <p>Cllr. Damian Quigg suggested that a letter be prepared for the Minister of Education and Skills highlighting the valuable role of Outdoor Education and Training Centres (OETCs). Currently, there is a significant level of media coverage, research and publications regarding the impending obesity problem among young people and coupled with the introduction of the Leaving Certificate Physical Education (PE) curriculum, the increased emphasis on PE in schools, Cllr. Quigg stated that in his view OETCs are ideally placed to support schools and the wider community in addressing these matters. The Board were unanimous in their support of this proposal.</p>

On completion of the report, An Cathaoirleach thanked the Finance Officer for his report and also asked Board Members for their feedback in relation to the format of the monthly Finance Report.

The Board Members recorded their satisfaction with the present format of the report. An Cathaoirleach advised that if any Member had suggestions re the format of the report, they should contact the CEO, Director of OS&D or the Finance Officer in relation to same.

Buildings Report:

The Buildings Report, as circulated with the agenda, was presented by the Acting Head of CS&CD, Mr. Edward O'Neill. The update addressed the following:

Listowel – Coláiste na Ríochta

- Universal Access Works
 - Works are complete
 - Boiler replacement works have been completed
- Campus Masterplan
 - As noted above, 4.2, an email was received from the Department of Education and Skills (DoES) July 24th 2018 re the possible appointment of an architect/engineer to compete a site master plan and address the entrance issues etc.

Causeway Comprehensive School

- Metalwork Room – All major equipment has been received and commissioned. Some minor items remain to be delivered.
- The School BOM have made observations to Kerry Co. Co. in relation to the Planning application 18/762.

Killarney Community College

- Works by the design team for the Autism Spectrum Disorder (ASD) Unit are ongoing. An issue with trees impacting the footprint of the new unit are being addressed.

Coláiste na Sceilge

- Ventilation – Further information has been issued to DoES re this matter.
- Regarding the proposal to convert the Technology room to a Wood Technology Room the DoES have requested costings for the supply of equipment. This matter is being progressed.

Gaelcholáiste Chiarraí

- As per matters arising, Section 4.1.
- Moyderwell Roof works– The funding has been approved by the DoES and work ongoing re the procurement of a Consultant with the appointment to be confirmed by the week of 1st of October 2018

Coláiste Gleann Lí/KCFE – Phase 2

- Internal works complete and the remainder of the works are being progressed by the Contractor to schedule.

Listellick National School Tralee

- As per matters arising, 4.3 above.

Two Mile Community National School

- Funding has been approved by the DoES for Refurbishment Phase 2.
- Consultant have been appointed and surveys are currently being completed.

Castleisland AFC – Licence Agreement

- Astroturf Pitch Works progressing to schedule, see 4.7 above.

Killarney Astroturf

- The school is progressing plans for a 4G full sized GAA pitch. The Board noted a letter received on September 6th 2018 from the Chairperson of the school Board of Management advising that this project has been discussed and was supported by the BOM and Dr Crokes GAA Club have been identified as a possible partner for the development of the pitch at the rear of the school.

Killorglin Sports Complex

- Request received from Killorglin Sports Complex on 25th September 2018 seeking approval to apply for planning permission for the extension of the sports centre.

It was noted that additional information is required in relation to this proposal. The Acting Head of CS&CD will contact the Centre re the need to provide a detailed proposal for the proposed works for consideration at the October Board meeting.

Cllr. Damian Quigg emphasised the importance of this development for the Killorglin area, this was noted by the Board.

Land and Leases

It was noted that Kerry ETB sought and received retrospective sanction from the DoES on the following two leases:

- **Killarney VTOS, Ivy House, New Street Car Park, Killarney**
 - 10 year lease commenced 1st September 2011
 - Lease ends 31st August 2021
 - €46,740 per annum
- **South Kerry VTOS, The Lodge, Market Street, Killorglin**
 - 4 year lease commenced 1st November 2009
 - This is a rolling lease with one months notice
 - €26,000 per annum

	<p>This sanction was granted by letter from the DoES on 15th August 2018.</p>
<p>7.2</p>	<p>Report – Chief Executive Officer The CEO addressed his report as per the presentation circulated with the agenda. The report addressed the following:</p> <ul style="list-style-type: none"> ➤ Appointments ➤ Gaelcholáiste Chiarraí School Building Project Update ➤ Kerry ETB and KDYS Youthreach (100 places annually) Grantor/Grantee Agreement ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Listowel School Accommodation Update ➤ Castleisland Astro Turf Pitch Development ➤ Kerry ETB and Tralee IT South Campus Acquisition <p>In relation to Tralee Regional Sports and Leisure Company Limited by Guarantee, it was noted that the works on the floor replacement are due to commence in the first week of October and will take approximately two weeks to complete.</p> <p>The Finance Officer is finalising a submission for Casey Stephenson re the business case for the acquisition of the South Campus by Kerry ETB.</p>
<p>7.3</p>	<p>Schools Report – Director of Schools, Youth and Music The Schools Report was presented by the Director of Schools, Music and Youth and addressed the enrolments for the academic year 2018/2019. It was noted that overall, the enrolments were strong, with a slight decline in enrolments in Gaelcholáiste Chiarraí and Causeway Comprehensive School.</p> <p>Cllr. Damian Quigg complemented the Management and staff at Killorglin Community College on the excellent Open Night held in preparation for the 2018/2019 academic year.</p> <p>The Director of Schools, Music and Youth indicated that Kerry ETB Schools Week commenced on 24th September 2018. Articles are being placed in the local newspapers this week for each school and a Public Relations (PR) plan is in place for the academic year 2018/2019. This was welcomed by the Board.</p> <p>It was noted that the day of learning (for the Kerry ETB Schools’ Teachers and Special Needs Assistants) is scheduled for 3rd October 2018. This event traditionally takes place every five years following the publication of the ETB Strategy Statement. A comprehensive programme has been developed for the day.</p>

7.4	<p>Further Education and Training Report – Director of FET The Further Education and Training Report was provided by the Director of FET, Mr. Owen O’Donnell and addressed the following:</p> <ul style="list-style-type: none"> ➤ Kenmare Kitchens installation completed, with the handover scheduled for 24th September 2018. It was noted that this is a full Training Kitchen for 12 learners. ➤ The Commis Chef Apprenticeship is scheduled to start in Kenmare in late October/early November ➤ Post Leaving Certificate (PLC) Registrations/Enrolments for 2018/19 are ongoing. ➤ 2017/18 KCFE Graduation Ceremony took place on 31st August in the Brandon Hotel Tralee ➤ Kerry ETB Radio Broadcasting Trainees nominated for an Irish Music Rights Organisation (IMRO) Radio Award 2018 ➤ Wind Turbine Apprenticeship Development. Consortium Steering Group second meeting took place on 19th September 2018. The first planned Apprentice Intake is provisionally scheduled for September 2019. <p>It was noted that the opening of the new kitchen in Kenmare has been provisionally scheduled for the 26th October 2018 and will be opened by the Minister for Transport, Tourism and Sport, Mr. Brendan Griffin, TD. An invitation will issue in relation to same and all Board Members will be invited to attend.</p> <p>Board Member, Mr. Noel Keenan asked for an update in relation to progress with the new Marine Training Centre development and courses. The Director of FET stated that he is currently addressing change of use matters for the building with courses planned to commence in November 2018.</p> <p>The update was welcomed by the Board.</p>
7.5	<p>Members’ Business (motions)</p> <p>A Star Pupil financial contribution of €1,500 for 2018/2019 was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Michael O’Mahony Seconded: Cllr. Damian Quigg</p>
09/2018/8	<p>CORRESPONDENCE COMHFHREAGRAS</p>
8.1	<p>DES Correspondence: Noted as listed</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>
09/2018/9	<p>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
	<p>It was noted that the next Board Meeting will take place on Tuesday October 23rd 2018.</p> <p>A letter will issue to all schools and centres reminding them of the schedule of ETB Board Meetings and advising Schools/Centres not to schedule local Board of Management Meetings on the date of ETB Board Meetings.</p> <p>Ms. Maryanne Slattery asked that a letter of congratulations be issued to the new instructor in the Kerry ETB Training Centre on being nominated for the IMRO Radio Award for 2018. She felt that as a new instructor, this was a very significant achievement. This was agreed by the Board.</p> <p>Ms. Francisse Walsh suggested that Board Meeting correspondence be issued by email rather than in hard copy. This suggestion was noted for consideration.</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Next Board Meeting date: Tuesday October 23rd 2018 at 4.15pm Kerry ETB Boardroom</p> </div>

Signed/Sínithe: _____

Date/Dáta: _____