

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
CORK TRAINING CENTRE, ROSSA AVENUE
23RD APRIL 2015

ATTENDANCE

<i>Cllr. Des O'Grady</i>	<i>Mr. Sean O'Sullivan</i>
<i>Cllr. Claire Cullinane</i>	<i>Cllr. Chris O'Leary</i>
<i>Cllr. Michael Hegarty</i>	<i>Mr. Paudie Palmer</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Christopher O'Sullivan</i>	<i>Ms. Una O'Donnell</i>
<i>Cllr. Padraig O'Sullivan</i>	<i>Ms. Gillian Keating</i>
<i>Cllr. Margaret Murphy-O'Mahony</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Tim Brosnan</i>	

EXECUTIVE & ADMINISTRATIVE STAFF

<i>Mr. Ted Owens, CEO</i>	<i>Ms. Clare Creedon (Minute Taker)</i>
<i>Mr. John Fitzgibbons</i>	

APOLOGIES

Apologies for inability to attend the meeting were received from Board Members, Cllr. Mary Hegarty, Rev. Dr. Tom Deenihan, Ms. Bidy McDonagh, Ms. Mary O'Grady.

CONDOLENCES

† To Mary O'Grady, Board Member, and family, on the death of her Brother-in-Law, Thomas.

MINUTES

The Board, on the proposition of Cllr. Michael Hegarty, seconded by Cllr. Tim Brosnan, adopted the minutes of the January ETB meeting (**copy herewith**).

Cllr. Des O'Grady referred to the section of the minutes that dealt with the First Steps Programme and asked the CE for an update in relation to same. The CE responded by stating that it is not CETBs intention at this time to take any participant under this programme. He stated that CETB are developing a pilot week long training programme for the Department of Social Protection for individuals who part-take in the First Step programme to prepare them for the programme.

CORRESPONDENCE

DES Correspondence

- **06.03.2015 – ETB Organisational Design and filling of critical vacancies –**
Cllr. Des O'Grady asked the CE if there was any progress with regards to the filling

of front-line positions. The CE responded by stating that CETB's front line staff are the teachers and these positions are being filled as the embargo on recruitment has been for head office staff. He advised that ETBs have responded to the DES with regard to the Organisation Design Plans. In the case of CETB, there would be four of the PO positions at senior level, below the CE, encompassing the current Education Officer posts. There is widespread disappointment within the sector as the initial proposals are very limited as they are confined only to senior positions and ETBs would also like to retain Education Officers. Some discussions are on-going at national level. He noted that staff are working hard, have been advised of a promising future but the current proposals are very limited in nature.

- **03.03.2015 – CL0018/2015 – Code of Practice for the Governance of ETB's -** Ms. Maura Fitzgibbons referred to section 3.17 of the Code which states that it is best practice that the Chairperson should not be a member of staff of the ETB and/or a person connected to a member of staff of the ETB. She stated that this appears to be very restrictive and precludes some members of the Board from acting as Chairperson. The CE stated that the ETB Act does not prevent a staff member being elected as Chairperson and that it was ultimately a reserved function of the Board to decide who should be the Chairperson. Maura also stated that the wording "*a person connected to a member of staff of the ETB*" was ambiguous. The CE read correspondence from the DES that outlined the following in relation to section 3.17: "*in this regard, the DES advises that it is not practicable to define the phrase in detail and that each Board must use common sense in determining what is meant*". Following further discussion it was agreed that the Code, while promoting best practice could not prevent the Board, if it so decided, appointing a staff member as Chairperson. The Board, on the proposition of Cllr. Margaret Murphy-O'Mahony, seconded by Cllr. Claire Cullinane approved the adoption of the Code of Practice for the Governance of Education & Training Boards.

COMMITTEES

The Board approved the proposals put forward in relation to the Boards of Management of all ETB schools/colleges and the 12 Community/Comprehensive Schools (**copy herewith**).

The Board empowered the CE to seek further nominees from school/college Principals which have a shortfall in terms of ETB representatives.

Audit & Finance Committees

The CE read the guidelines regarding the appointment of members to ETB Audit and Finance Committees who are not members of the ETB. It was agreed by all members that an advert would be placed in the Irish Examiner seeking external nominees for both Committees. The Board, deemed it appropriate to pay fees to external members of the above Committees. Cllr. O’Leary suggested that the fees would not be inserted in the advert but that interested candidates would be directed to the CETB website where conditions of membership would be available. This was seconded by Cllr. Michael Hegarty and the CE was advised to advertise for membership of both Committees.

The Board approved the following members as members of the Audit Committee:

1. Mr. Declan O’Leary
2. Ms. Gillian Keating

The Board approved the following members as members of the Finance Committee:

1. Mr. Sean O’Sullivan
2. Ms. Maura Fitzgibbon
3. Cllr. Des O’Grady

Governing Body – UCC

The Board, on the proposition of Cllr. Patrick Gerard Murphy, seconded by Cllr. Pdraig O’Sullivan, approved the nomination of the CE to the Governing Body of UCC.

RESERVED ITEMS

Sealing of Documents

The Board, on the proposition of Cllr. Margaret Murphy-O’Mahony, seconded by Cllr. Claire Cullinane approved the following:

- Service Level Agreement between CETB and YMCA Ireland/STEP Programme.
- Cork ETB placed a notice on E-tenders Government website on 19th December 2014 requesting, under the DES guidelines, a tender submission from parties interested in tendering for refurbishment and alterations to CETB offices at 21 Lavitt’s Quay, Cork. 13 tenders were received by the closing date of the 16th January 2015. The lowest tender was received from CField CS Ltd for the sum of € 716,740.33 excluding VAT. Following a check on their tender submission CField CS Ltd were appointed by CETB and works commenced on site. Works are progressing well and on schedule with the first and second floors completed and work continuing on the ground floor. It is expected that works will be completed by the 6th May 2015

- At the November 2014 Meeting the following was approved. The Board is to be informed that CETB subsequently took an extra month in Yeats House so the lease will not terminate until 30th April 2015.

The Board resolves, subject to the approval of the Minister, to terminate the lease held in respect of Yeats House, Ballincollig, Co. Cork on the 31st March 2015 and to enter into a new lease in respect of the ground floor at 21 Lavitt's Quay.

AOB

The CE referred to the Section 7 Report by the C&AG and stated that he expects it will go before the Houses of the Oireachtas the following week. He advised that he expects to be called before the PAC in either June or July. The report will be in the public domain as and from next week. All queries should be directed to the CE. Clare Creedon will post and e-mail the report to all members when it has been published. Cllr. Des O'Grady proposed that considering the next ETB meeting is not scheduled until the middle of June, he felt a special ETB meeting should be called to deal with the report. This was seconded by Cllr. Michael Hegarty. It was agreed that the special meeting would be held on Wednesday 6th May at 4.00pm.

Cllr. Des O'Grady referred to the Ionad Cultúrtha and asked the CE for information with regards to the ownership of this centre. The CE responded by advising that the centre is under the remit of CETB and the CE is currently reviewing the operation of same.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____