

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
CORK TRAINING CENTRE, ROSSA AVENUE
22ND JANUARY 2015

ATTENDANCE

<i>Cllr. Des O'Grady</i>	<i>Cllr. Chris O'Leary</i>
<i>Cllr. Mary Hegarty</i>	<i>Mr. Paudie Palmer</i>
<i>Cllr. Michael Hegarty</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Ms. Una O'Donnell</i>
<i>Cllr. Christopher O'Sullivan</i>	<i>Ms. Gillian Keating</i>
<i>Cllr. Padraig O'Sullivan</i>	<i>Rev. Dr. Tom Deenihan</i>
<i>Cllr. Margaret Murphy-O'Mahony</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Tim Brosnan</i>	<i>Ms. Mary O'Grady</i>
<i>Cllr. Mary Shields (Lord Mayor)</i>	

EXECUTIVE & ADMINISTRATIVE STAFF

<i>Mr. Ted Owens, CEO</i>	<i>Mr. John Fitzgibbons, EO</i>
<i>Mr. Martin Hallahan, PO</i>	<i>Ms. Clare Creedon (Minute Taker)</i>
<i>Ms. Mary O'Leary, APO</i>	<i>Ms. Sheila Quill, Finance Officer</i>

WELCOME

The Chairman welcomed members to the first meeting of the Board for 2015. The CE welcomed Mr. John Murphy, Principal, Coláiste Treasa, Mr. Derry O'Donovan, teacher, Coláiste Treasa and the BT Young Scientist Winners for 2015, Eimear Murphy and Ian O'Sullivan. The CE stated that they were brought here today so the Board could recognise their achievements and congratulate them on same. It was a tremendous achievement for the students, the school and Cork ETB. The students and teacher were presented with medals from CETB, in recognition of the outstanding achievements.

APOLOGIES

Apologies for inability to attend the meeting were received from Board Members, Cllr. Claire Cullinane and Mr. Sean O'Sullivan.

CONDOLENCES

- † To Nuala Glanton, AEO, Cork ETB, and family, on the death of her parents-in-law.
- † To Frances Hurley, Clerical Officer, HR, and family, on the death of her mother, Noreen.
- † To Redmond Jennings, Deputy Principal, St. John's College, and family, on the death of his mother, Maura.
- † To Cllr. Chris O'Leary and family, on the death of his brother.

CONGRATULATIONS

Congratulations to Eimear Murphy and Ian O’Sullivan from Coláiste Treasa – winners of the BT Young Scientist Competition 2015. Congratulations were also expressed to their teacher, Mr. Derry O’Donovan.

MINUTES

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Mr. Declan O’Leary, adopted the minutes of the November ETB meeting (**copy herewith**).

CORRESPONDENCE

ETBI Correspondence

- **14.11.2014 – National Employer Survey** – Cllr. Des O’Grady proposed that the survey should be forwarded to the wider public service and semi-state bodies also.

CEO’S REPORT

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Rev. Dr. Tom Deenihan, adopted the CE’s report, incorporating the Education Report, Finance Report, and the Capital Report (**copies herewith**).

- **Item 2 – Extension of the term of office of BOM’s** – The CE advised members that correspondence in relation to same had been received earlier in the day. The CE read the letter for members. Members expressed their dissatisfaction with the Minister’s proposal as they felt it was still not in the best interest of CETB and the members. Members felt that CETB was going to be disadvantaged and the geographical spread was not taken into account. Some members stated that it would not be feasible for them to sit on a number of BOM’s. The CE was asked if it was possible to nominate non-Board members to sit on BOM’s. The CE stated that considering the amount of BOM’s and the diminished membership of the ETB that this was looking like a real possibility. He stated that he will come to the next meeting with suggestions for members. Members agreed to this proposal. Members also requested that the CE write to the Minister for Education & Skills, informing her of the consequence of her decision for CETB and ascertaining whether she expects at least one Board member to sit on a BOM or not.
- **Item 3 – Future Skills Committee** – The Board approved the list of nominees supplied by the CE in relation to the above Committee. The CE stated that he needs to nominate women onto this Committee to ensure gender balance so if any member

has a suggestion to please notify him. Ms. Gillian Keating referred to the “*I Wish*” partnership initiative that is taking place on 12th February, City Hall. She advised that this event is to encourage young women to pursue careers in the STEM subjects. She noted that there will be a lot of professional women and CEO’s of organisations which may be a good opportunity for the CE. The Chairman stated that perhaps the CE could look at the SME sector also.

Education Report

The EO referred to the briefing documents distributed at the last meeting and gave an update with regards to FET Planning, VTOS Planning and PLC Provision. Cllr. Mary Hegarty stated that she would be very supportive of a PLC hub in West Cork. Mr. Enda McWeeney stated that the process to date has been bringing all the streams of activity together. He noted that the course listings are nearly complete. Internal consultation has taken place and the next step is to move to external consultation. The first submission date is the 8th February. He noted that this will be the first time that training and FE will be integrated. The CE stated that this will be a co-ordinated plan and that duplication will be avoided.

Finance Report

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Paudie Palmer, formally approved the adoption of the former County Cork VEC 2011 and 2012 form V15’s, with a caveat to be included that some Board members thought it unreasonable that they should have any responsibility for the accounts of a dissolved body on which they never served.

The CE advised the members that CETB did not need to avail of an overdraft facility at the end of 2014. This came about due to discussions at national level, schools and centres managed to survive with less of a budget than earlier anticipated and the DES increasing CETB’s non-pay budget.

Building Report

Cllr. Des O’Grady asked Martin for an update in relation to the proposed ASD unit in McEgan College, Macroom. Martin advised that this has been re-activated and the architect has sent new sketch options to the County Council for consideration and have requested a pre-planning meeting to discuss options. This will then hopefully allow a revised application to be submitted.

COMMITTEES

Governing Body of CIT

The CE outlined the regulations and guidelines in relation to these nominations. The following were nominated as ordinary members of the Governing Body of CIT

NOMINEE	PROPOSED	SECONDED
Mr. Ted Owens	Cllr. Patrick Gerard Murphy	Cllr. Michael Hegarty
Ms. Maura Fitzgibbon	Cllr. Chris O’Leary	Mr. Paudie Palmer
Cllr. Patrick Gerard Murphy	Cllr. Margaret Murphy-O’Mahony	Cllr. Christopher O’Sullivan
Mr. Declan O’Leary	Cllr. Des O’Grady	Cllr. Margaret Murphy-O’Mahony
Cllr. Mary Hegarty	Cllr. Michael Hegarty	Cllr. Chris O’Leary
Cllr. Michael Hegarty	Cllr. Chris O’Leary	Mr. Declan O’Leary

Vacancy on Kinsale Community School BOM

The Board, on the proposition of Cllr. Michael Hegarty, seconded by Cllr. Patrick Gerard Murphy, approved the appointment of the CE to the BOM of Kinsale Community School.

Cork City Partnership Board

The Board, on the proposition of Cllr. Michael Hegarty, seconded by Mr. Paudie Palmer, approved the re-appointment of the CE to the Board.

Future Skills Committee

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Michael Hegarty, approved the nominations provided by the CE above.

Finance and Audit Committee

It was stated at the last meeting that the Board would take the decision to appoint interim Finance and Audit Committees, if no further guidance was received from the DES. The CE stated that he believes the guidelines would be issued very shortly but stated that he would be guided by the members on this decision. Board members expressed their concern with the Departments delay and the view was expressed that the Board had a statutory obligation to select interim Committees. Cllr. Tim Brosnan stated that perhaps when the CE is writing to the Minister regarding the BOM’s that he could also advise the Minister that CETB is urgently awaiting further guidance with regards to the Audit and Finance Committees. It was agreed that the letter would state that the members of Cork ETB are

concerned that they are in breach of their statutory obligation and have taken the decision to appoint interim Committees.

After some further discussion, it was agreed that half of the Board members would serve on the Finance Committee and the remainder on the Audit Committee, bearing in mind that staff and the Chairman cannot sit on the Audit Committee. Ms. Clare Creedon to write to members regarding same.

RESERVED ITEMS

Section 29 Appeals

St. Brogan’s College – Permanent Exclusion – The Board, on the proposition of Cllr. Des O’Grady, seconded by Ms. Gillian Keating, approved the decision of the Section 29 Appeals Board.

It was the decision of the Section 29 Appeals Board not to uphold the appeal on the basis that the College had observed fair and reasonable procedures in dealing with the case.

St. Brogan’s College – Refusal to Enrol – The Board, on the proposition of Cllr. Chris O’Leary, seconded by Ms. Gillian Keating, approved the decision of the Section 29 Appeals Board.

It was the decision of the Section 29 Appeals Board to request the College to Re-examine the case given the extreme nature of the situation. The decision of the College will be final.

Queries were raised by some Board members with regards to whether perhaps the Appeals Board was loaded in favour of the management side. The CE and EO both stated that the Appeals Board normally tends to be made up of Board members and educationalists, some of whom may be former Principals. However, they are appointed and are expected to conduct themselves in a professional manner and have a fair and open view of the proceedings. It was agreed that while other members may be needed to sit on Appeals Boards, a level of expertise would be needed and the Board could not rule out former Principals sitting on Section 29 Appeals Boards. The CE stated that he would be pleased if

there were members who wished to make themselves available to sit on Section 29 Appeals Boards. The following members were approved to act on a panel from which ETB members could be chosen to sit on Section 29 Appeals Boards:

- Cllr. Chris O’Leary
- Cllr. Des O’Grady
- Ms. Mary O’Grady
- Cllr. Christopher O’Sullivan
- Ms. Una O’Donnell
- Cllr. Michael Hegarty

Policies

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Christopher O’Sullivan, approved the adoption of the following policies.

- Data Protection Policy
- CCTV Policy
- Data Breach Management Policy & Procedures
- Records Retention Schedule

Sealing of Documents

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Chris O’Leary, approved the following Sealing of Documents.

- Permission is sought from the Board to enter into a lease for Waterpark House, while the construction of the new Campus is awaited. The length of the lease is from January 2015 to August 2016, with an option to lengthen. The cost is € 60,000 per annum.
- Contract for the building of the new Community College, Buttevant – Contractor K&J Townmore Ltd, Tullamore, in the amount of € 4,950,000.00 plus VAT
- Contract for the building of the extension to Glanmire Community College – Contractor Purcell Construction Ltd, Galway, in the amount of € 4,430,190.36 plus VAT
- Licence between CETB and the Representative Church Body (c/o Kilmoe Union of Parishes) to use a field (part of the Glebelands) as a pitch for Schull Community College

MINUTES OF BOARDS AND COMMITTEES FOR RATIFICATION

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Christopher O’Sullivan, approved the list of Board of Management minutes as presented (**copy herewith**).

AOB

Cllr. Chris O’Leary referred to a newspaper article which referred to members expenses and asked the CE about the information provided to the Public Accounts Committee (PAC). He noted that members should have been made aware of this. The CE stated that the DES asked CETB for information regarded expenses for members of the former City and County VEC’s, dating back to 2009 which had been forwarded to the Secretary General, who in turn sent the information to the PAC. Cllr. O’Leary stated that an agreement had been made with regards to members expenses being published on the website and stated that these are not yet published. The CE stated that the website is only live since before the Christmas break but that he will delegate an area on the website and every quarter will arrange for members expenses to be published here. Cllr. O’Leary stated that he was happy with this, once there was commentary provided with the figures.

Cllr. Chris O’Leary raised an issue that had been brought to his attention regarding concerns about a learner on a CETB course. He stated that he was raising this matter under risk management and duty of care as a member of CETB. The CE and EO stated that this issue has not been raised with them but they would speak to Cllr. O’Leary following the meeting in relation to same.

DATE & VENUE OF NEXT MEETING

The CE outlined the meetings for the remainder of 2015, as follows. The meetings will take place in Rossa Avenue at 4.00pm.

- 19th February 2015
- 23rd April 2015
- 18th June 2015
- 20th August 2015
- 22nd October 2015
- 17th December 2015

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____