

<b>MINUTES OF PROCEEDINGS AT A MEETING OF THE</b>
<b>CORK EDUCATION AND TRAINING BOARD</b>
<b>CORK TRAINING CENTRE, ROSSA AVENUE</b>
<b>22<sup>nd</sup> JUNE 2017</b>

<b>ATTENDANCE</b>
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<i>Cllr. Des O’Grady</i>	<i>Cllr. P.J. Hourican</i>
<i>Cllr. Kay Dawson</i>	<i>Cllr. Mary Shields</i>
<i>Cllr. Mary Hegarty</i>	<i>Cllr. Pdraig O’Sullivan</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Ms. Mary O’Grady</i>
<i>Cllr. Tim Brosnan</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Christopher O’Sullivan</i>	<i>Ms. Louise Sheehan</i>
<i>Cllr. Kevin Conway</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Chris O’Leary</i>	

<b>EXECUTIVE &amp; ADMINISTRATIVE STAFF</b>
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<i>Mr. Ted Owens, Chief Executive</i>	<i>Ms. Sheila Quill, Director of O.S.D</i>
<i>Mr. John Fitzgibbons, Director of FET</i>	<i>Mr. Henry Creedon, APO Finance</i>
<i>Ms. Suzanne Mullins, Director of O.S.D</i>	<i>Ms. Clare Creedon (Secretary to the Board)</i>

<b>WELCOME</b>
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The CE welcomed members to the meeting and took the opportunity to introduce Mr. Henry Creedon, APO Finance, to members.

<b>APOLOGIES</b>
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- Apologies for inability to attend the meeting were received from Board Members, Cllr. Gillian Coughlan, Mr. Paudie Palmer and Mr. Declan O’Leary.

<b>CONDOLENCES</b>
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✠ To the family of Ms. Ann O’Mahony, former staff member of Cork Training Centre, on her death.

<b>MINUTES</b>
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The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Mary Hegarty, adopted the minutes of the previous ETB meeting held on **18<sup>th</sup> May 2017 (copy herewith)**.

**Matters Arising**

- Cllr. Des O’Grady referred to the issue he raised in relation to McEgan College and the proposed extension of an ASD unit and asked the CE for an update. The CE advised that he had met with Senior County Council officials regarding the unit. There is an issue with regards to visual amenity in that there is a small grove of trees that CETB is trying to protect. The CE stated that there is resistance in Macroom to the development. He noted that a complaint has been lodged with the Enforcement Department in Cork County Council, who have advised the CE that they will be in contact over the coming days.

- Cllr. Des O’Grady asked for an update in relation to the building project in Coláiste an Chraoibhín. The CE advised that there have been long delays in relation to the extension, along with the extension in St. Colman’s Community College, Midleton. He stated that the same construction company are involved in both projects. He stated that he had discussions with the DES about the possibility of imposing liquidated damages or terminating the contracts at both sides but said that this would be very much a last resort as it would lead to even further delays in the completion of the building projects. The DES approved unofficial conciliation to commence and this has been on-going for a number of months with a view to progressing the construction works and agreeing extra costs for claims submitted by the builders. The CE has met with officials from the construction company and the Design Team on a number of occasions recently. CETB, however, are making contingency plans for September 2017 in both colleges in the event that the construction works will not be completed. The CE stated that in his opinion, there was no possibility whatsoever that St. Colman’s Community College would be completed and that despite the assurances of the construction company, he did not believe that Fermoy will be ready for the beginning of the next academic year.

ETB Members expressed their frustration and they enquired as to whether companies who had failed to deliver projects on time could be excluded from future building projects. The CE stated that according to current tender rule competitions, this was not possible. The members requested that the CE correspond with the DES with regard to the tendering regulations stating that they were unhappy that company’s previous history on projects would not be a consideration for the awarding of new contracts.

- Cllr. Chris O’Leary asked the CE for an update in relation to Nagle Community College. The CE advised that a meeting was held in the school this week between Educate Together, Ms. Fiona McDonnell and Mr. Pat McKelvey. It was pointed out at this meeting that strict conditions will be in place, as well as a Service Level Agreement being drawn up regarding the occupancy of the school. These conditions must be met.

#### **CORRESPONDENCE**

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Mary Hegarty, adopted the DES, ETBI, SOLAS and General Correspondence as presented (**copies herewith**).

#### **RESERVED ITEMS**

- The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Kevin Conway, approved the Service Plan, as presented to the Board.
- The Board, on the recommendation of the Finance Committee approved the signing of the Financial Statements for the year ending 2016. This was proposed by Cllr. Chris O’Leary and seconded by Cllr. Kevin Conway.

- The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Kevin Conway, approved the Chairman's Report to the Minister for the 12 month period up to 31<sup>st</sup> December 2016.
- The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Kevin Conway, approved the Annual Report January 2016 to December 2016.
- The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. P.J. Hourican, approved the adoption of the Travel and Subsistence Allowance Policy.
- The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. P.J. Hourican, approved the adoption of the Hospitality and Gifts Policy
- The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. P.J. Hourican, approved the acquisition of cable easement for ESB cables at Ardnaclochy, Carrigaline.
- The Board, on the proposition of Cllr. Pdraig O'Sullivan, seconded by Cllr. Mary Hegarty approved the leases, as follows, on the basis that the organisations leasing the premises have the right to lease them to CETB.
  - A lease between Cork ETB and Ballincollig Family Resource Centre for 5 rooms at 134 Castlepark. The lease will run from the date of signing to 30 June 2019 at a cost of €10,200 per annum.
  - A lease between Cork ETB and Daniel Buckley/John Cronin for a building at Units 4 &5, Great Island Enterprise Park, Ballincollig currently used as a Youthreach Centre. The lease will run from the date of signing to 30 June 2019 at a cost of €43,500 per annum.
  - A lease between Cork ETB and Ballyphehane Resource Centre for premises at Lower Friars Walk. The lease will run from the date of signing to 30 June 2019 at a cost of €3,000 per annum
  - A lease between Cork ETB and Con & Mary O'Leary for first and second floor, Bridewell House, Pearse Street, Bandon. The lease will run from the date of signing to 30 June 2019 at a cost of €12,500 per annum.
  - A lease between Cork ETB and Churchfield Community Centre. The lease will run from the date of signing to 30 June 2019. There is no cost.
  - A lease between Cork ETB and Clonakilty Community Care Association for rooms at Casement Street, Clonakilty. The lease will run from the date of signing to 30 June 2019 at a cost of €10,400 per annum.
  - A lease between Cork ETB and George Croke for a building at Park Road, Dunmanway. The lease will run from the date of signing to 30 June 2019 at a cost of €13,000 per annum.
  - A lease between Cork ETB and Farranree Community Council for premises at Farranree. The lease will run from the date of signing to 30 June 2019 at a cost of €1,400 per annum.

- A lease between Cork ETB and Niall Murphy/Eileen Murphy for property at New Street Macroom. The lease will run from the date of signing to 30 June 2019 at a cost of €15,396 per annum.
  - A lease between Cork ETB and Macroom Environmental Industrial Park for Units 2, 4 & 6 of Macroom E Business Centre, Bowl Road, Macroom . The lease will run from the date of signing to 30 June 2019 at a cost of €15,570 per annum.
  - A lease between Cork ETB and Mahon Family Resource Centre for rooms in Mahon. The lease will run from the date of signing to 30 June 2019 at a cost of €1,200.00 per annum.
  - A lease between Cork ETB and Mahon CDP for rooms in Mahon. The lease will run from the date of signing to 30 June 2019 at a cost of €900.00 per annum.
  - A lease between Cork ETB and Mahon Community Centre for rooms in Mahon. The lease will run from the date of signing to 30 June 2019 at a cost of €300.00 per annum.
- A lease between Cork ETB and Ardbhaile Community Centre, Mayfield for rooms in Mayfield. The lease will run from the date of signing to 30 June 2019 at a cost of €1313.00 per annum.
- A lease between Cork ETB and Kevin Hodgers for Abbey House, 4A Old Cork Road, Middleton. The lease will run from the date of signing to 30 June 2019 at a cost of €12000.00 per annum.
  - A lease between Cork ETB and Anna Forde for premises at The Bridge, Millstreet. The lease will run from the date of signing to 30 June 2019 at a cost of €5000.00 per annum.
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A number of members took the opportunity to remind the Executive that documents, as important as some of the above, should not be tabled on the day. It was noted that the accounts and Service Plan were brought before the Finance Committee and while members stated they have full confidence in the Finance Committee, they would still like to have sight of the documents in good time prior to a meeting. The CE apologised, noted that this issue was raised previously, but stated that it was only within the last few days that the office of the C&AG had approved the accounts for approval. CETB has been chosen by the C&AG as a model of best practice. There is a requirement to have accounts approved within three months of an audit commencing but that nationally this target has not been achieved to date in any ETB. The C&AG is hopeful that CETB might be an example of what can be achieved in the ETB sector by having the accounts approved within the specified period. The CE stated that at the September meeting, he will go through the

accounts in detail, should any member wish to raise issues. Following further discussions, it was agreed that all such documents will at least be distributed to members with the Agenda, one week prior to the meeting.

## EXECUTIVE REPORT

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Padraig O'Sullivan approved the adoption of the Executive Report, incorporating the Education Report, Finance Report and the Capital Report (**copy herewith**).

- **Item 5 – Co-operation between Terence MacSwiney CC and Apple Computer** – Cllr. Chris O'Leary proposed that the Board write to the staff and students of Terence MacSwiney CC congratulating them on the success of this programme. This was agreed by all.
- **Item 12 – Teacher Recruitment** – The CE took the opportunity to wish Mr. Gerry Kelly and an tUasal Breandán Ó Lionáird best wishes for their retirements. He thanked both of them for the tremendous service they gave to both County Cork VEC and Cork ETB. Members echoed these sentiments.
- **Item 21 – Carrigaline Campus** – The CE advised that the completion date for the project is December 2019. The college will be using the specialist facilities at the Edmund Rice school. There is a likelihood that the CE will have to go back to Carrigaline Community School Board of Management in the future and advise that the Gaecholáiste may need to put accommodation on the lands of the school in September 2018 pending the completion of the school development.

## COMMITTEES

The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Mary Hegarty approved the following:

- The following nominee has been co-opted to the BOM of Scoil Chlíodhna, C.N.S, following Board approval:
  - Mr. John Butt

The BOM of Scoil Chlíodhna, at a meeting held on 15<sup>th</sup> June 2017, nominated Mr. Liam Ahern as Chairperson of the BOM. As per the Governance Manual for Primary Schools, Section 4 (f), Board approval for this appointment is required.

- The following nominee has been co-opted to the BOM of Scoil Aonghusa, C.N.S, following Board approval:
  - Ms. Mary O'Riordan

The BOM of Scoil Aonghusa, at a meeting held on 14<sup>th</sup> June 2017, nominated Mr. Liam Ahern as Chairperson of the BOM. As per the Governance Manual for Primary Schools, Section 4 (f), Board approval for this appointment is required.

**MINUTES OF BOARDS AND COMMITTEES CONFIRMATION**

The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Chris O’Leary, confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

**AOB**

The CE advised that the September meeting would need to be brought forward to Thursday 14<sup>th</sup> September as the scheduled meeting will clash with the ETBI Conference. He advised that the meeting will commence with the Board Review, as required by the Code of Governance. If members have any items they wish to raise under the review, they are to notify Ms. Clare Creedon of same. Cllr. Tim Brosnan stated that a matrix listing of policies that are for Board review would be useful to members.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

**SIGNED:** \_\_\_\_\_  
*Chairman*

**DATE:** \_\_\_\_\_