

<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>9<sup>th</sup> MARCH 2017</b>

**ATTENDANCE**

<i>Cllr. Des O’Grady</i>	<i>Cllr. Tim Brosnan</i>
<i>Cllr. Kay Dawson</i>	<i>Mr. Ger Looney</i>
<i>Cllr. Mary Hegarty</i>	<i>Ms. Mary O’Grady</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Pdraig O’Sullivan</i>	<i>Ms. Louise Sheehan</i>
<i>Cllr. Kevin Conway</i>	<i>Ms. Pearl Nolan</i>
<i>Cllr. Chris O’Leary</i>	<i>Mr. Declan O’Leary</i>
<i>Cllr. P.J. Hourican</i>	

**EXECUTIVE & ADMINISTRATIVE STAFF**

<i>Mr. Ted Owens, CE</i>	<i>Ms. Suzanne Mullins, Director of O.S.D</i>
<i>Mr. John Fitzgibbons, Director of FET</i>	<i>Ms. Sheila Quill, Director of O.S.D</i>
<i>Mr. Pat McKelvey, Director of Schools</i>	<i>Ms. Clare Creedon (Secretary to the Board)</i>

**WELCOME**

The Chairman welcomed members to the meeting and in particular welcomed Cllr. Kevin Conway to the Board as replacement for Cllr. Claire Cullinane.

**APOLOGIES**

➤ Apologies for inability to attend the meeting were received from Board Members, Cllr. Gillian Coughlan, Cllr. Mary Shields and Mr. Paudie Palmer.

**CONDOLENCES**

- † To Seán Ashe, CE, KWETB and family on the death of his mother.
- † To Eilis Leddy, CE of WWETB and family, on the death of her son.
- † To Nicola Fitzgerald, Finance staff member and family on the death of her mother.

**MINUTES**

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Tim Brosnan, adopted the minutes of the previous ETB meeting held on 26<sup>th</sup> January 2017 (**copy herewith**).

**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**).

**ETBI Correspondence**

➤ **25.01.2017 – Deputy Principal Posts** – Mr. Declan O’Leary asked the CE why ETBI are advising CETB about extra DP posts and not the DES. The CE responded by stating that the DES on some occasions ask ETBI to forward correspondence to ETB’s, rather than corresponding with sixteen different organisations. Suzanne Mullins advised that some

ETB's made enquiries to ETBI with regards to seeking extra positions and that the DES were responding to ETBI in this instance. However, the CE stated that there is an emerging trend in that the DES see ETBI as the representative body for ETB's and a conduit for correspondence in certain instances. Mr. O'Leary asked if this will dilute CETB's direct access to the DES. The CE assured members that CETB remains in direct contact with the DES for most of the organisations business. Mr. O'Leary asked if there would be data protection issues concerning 3<sup>rd</sup> parties. The CE advised that personal data would not be forwarded through ETBI.

➤ **General Correspondence**

➤ **21.02.2017 – HEA Funds for Students with Disabilities 2016/2017** – Mr. Ger Looney referred to the letter from the HEA and stated that the funding is being received very late in the year. Ms. Mary O'Grady, Disability Officer with UCC asked the CE and Chairman if she could respond to this query. She advised that she is part of the working group reviewing this and advised that in July 2017 the funding will be allocated for 2017/2018 academic year. She stated that the HEA was aware of the lateness of the funding so the working group ensured that this would not continue. The CE stated that CETB would not be aware of student's needs in July for the following academic year. Ms O'Grady acknowledged this and advised that the allocation in July would be based on what was sought the previous year and then if necessary, a supplementary application can be made. John Fitzgibbons stated that one of the biggest issues is that the diagnosis is not always there or an official report is lacking. Ms. O'Grady agreed that one of the bigger issues has been from disadvantaged backgrounds where obtaining a psychologist report has been too costly. The new funding guidelines will be cognisant of this going forward and assessments without the reports will be accepted. Some members asked for clarity regarding the education and psychologist reports. The CE advised that this could be provided to members.

➤ **25.01.2017 – NBSS Behaviour Learning Programme teacher allocation** – Ms. Maura Fitzgibbon asked the CE for clarity in relation to the letter to Terence MacSwiney. The CE advised that the NBSS provide support to particular DEIS schools across the country. Terence MacSwiney Community College had two teachers allocated under the above programme who dealt with children with challenging behaviour. There have been cuts in relation to this programme nationwide and it was extremely unfortunate that Terence MacSwiney CC has lost allocation here. The BOM asked the CE to make a case to the NBSS to have the allocation increased to two teachers. The CE has made the case but unfortunately he is not hopeful as it is intended no school in the country will have more than one teacher under this scheme.

## 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 1 – Teacher Allocation** – Suzanne Mullins advised that HR and the Director of Schools will be meeting with individual Principals over the coming weeks to work on allocation for September. John Fitzgibbons advised that there has not been a full restoration of the guidance allocation. The process of matching allocation with the schools will be a challenging process. Ms. Maura Fitzgibbons asked the CE for an update in relation to compulsory transfers. The CE stated that it was too early at this stage to advise if there would be any transfers but CETB have a good relationship with the unions and if there is a need to transfer a teacher the union would be consulted. Cllr. Des O’Grady asked the CE if there is a blanket ban on voluntary transfers going forward. The CE advised that the voluntary transfer scheme that was introduced by the DES has ceased for Cork this year. Suzanne Mullins advised that when the amalgamation process began, HR ran a voluntary transfer scheme also but this led to delays in school planning, a huge volume of work for the school and HR department and most of the teachers that expressed an interest, refused the transfer when offered to them. The CE advised that a transfer on compassionate grounds would always be considered.
- **Item 3 – Junior Certificate Developments** – Pat McKelvey advised members that the State Examinations Commission have released guidance in relation to the requirements for the completion of the assessment tasks and they have advised that all students will have access to 100% of the marks available in the SEC final exam. The practical component that will be written up within school hours under supervision will be sent to the SEC for independent marking. Ms. Louise Sheehan asked for clarification that some of the assessments will be marked by teachers and some will be marked by the SEC. Mr. McKelvey agreed that this was correct. Mr. McKelvey stated that this new model ensures that all students will have the opportunity to undertake the Assessment Task, worth 10% of the marks.  
Cllr. Des O’Grady referred to the oral Irish Exam in the Junior Certificate now being optional and asked for a report of CETB schools who will be carrying out the oral Irish Exam going forward. The CE advised that he will have this report for the next meeting.
- **Item 10 – Gaelcholáiste Charraig Uí Leighin** – Cllr. Des O’Grady stated that if the CE needs to temporarily house the students of GCUL on the grounds of Carrigaline Community School then he should proceed with this. It appears to be the most logical solution and is the preferred option rather than transporting students by bus to another location. This was the general consensus of the members.
- **Item 14 – Replacement for Albert Road Hospitality Training facility** – Ms. Maura Fitzgibbon asked Mr. John Fitzgibbons where the new proposed premises is and who the current owner of it is. Mr. Fitzgibbons advised that the information is commercially sensitive

currently until the funding has been approved. He assured the members that approval of the Board would be sought before any lease was entered into and he was hopeful that this would be ready for the May meeting of the Board.

- **Item 19 – Institute of Guidance Counsellors Conference** – Cllr. Des O’Grady stated that CETB employees should have no doubt of the value of CETB courses and should be promoting same within their schools. He stated that CETB should be educating them in an effort to increase enrolments within the PLC colleges and the Training Centre. The CE agreed with Cllr. O’Grady and stated that Head Office will invite CETB Guidance Counsellors to a meeting where they can be made aware of the options and opportunities for students within CETB. Ms. Mary O’Grady concurred with this and stated that it is important that students and parents alike are aware of the progression routes available to them.
- **Item 21 – Corporate Governance** - Ms. Suzanne Mullins asked members of the best way forward in terms of reviewing the Boards own performance. Did members feel that an outside facilitator should be brought in or can it be done internally? The consensus of the members was that the Board consists of professional and experienced members and with the help and guidance of HQ staff it can review itself without outside facilitation. Members were asked by the CE to consider for the next meeting what they would like to see reviewed.

<b>COMMITTEES</b>
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The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Des O’Grady approved the following:

- Following the resignation of Mr. Liam Ahern, the BOM of Coláiste Ard Álainn has proposed Mr. David O’Connell as his replacement.
- Following the untimely death of Cllr. Claire Cullinane, replacement nominees are required for the following BOM’s:
  - Glanmire Community College – Cllr. P.J. Hourican as replacement
  - St. Colman’s Community College – CE to seek replacement
  - Cork ETB School of Music – CE to seek replacement
  - Carrigtwohill Community College – Cllr. Pdraig O’Sullivan as replacement
  - Coláiste Ard Álainn – CE to seek replacement
  - Carrignafoy Community College – CE to seek replacement

The Board, on the proposition of Cllr. Des O’Grady, seconded by Cllr. Chris O’Leary approved the appointment of Mr. Liam Ahern as a nominee of the Patron to both Scoil Chlíodhna and Scoil Aonghusa.

The Board on the proposition of Cllr. Mary Hegarty, seconded by Ms. Mary O’Grady approved the appointment of Ms. Una O’Donnell as a nominee of the Patron to Scoil Aonghusa.

The Board agreed to allow the CE to seek the remaining Patron nominee for Scoil Chlíodhna.

## RESERVED ITEMS

### **Resolutions**

- The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. P.J. Hourican approved the proposal to update the signatories on all of the CETB (including Cork Training Centre) corporate bank accounts on completion of new mandates with AIB and Bank of Ireland. List of the proposed signatories is hereunder:
  - Ted Owen, CE
  - Sheila Quill, Director OSD
  - Suzanne Mullins, Director OSD
  - Mary O’Leary, APO Finance
  - Henry Creedon, APO Finance
  - Lynn Lucas, Administration Officer, Finance
  - Anne-Marie O’Keeffe, Administration Officer, Finance
  - Mary O’Mahony, Administration Officer, Capital & Procurement

### **Sealing of Documents / Leases**

- The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Chris O’Leary, approved a lease between CETB and Cork County Council for a field at Greenane, Kanturk which Coláiste Treasa proposes to use as a school pitch. The initial lease will be for 5 years and will cost €500 pa. DES sanction has been received for this.
- The Board, on the proposition of Mr. Ger Looney, seconded by Cllr. Chris O’Leary approved a lease between CETB and Cork City Council for a building at 3-4 Sawmill Street to be used by St. John’s College. The initial lease will be for 4 years and will cost €70,000 pa. DES sanction has been received for this.
- The Board, on the proposition of Cllr. Kay Dawson, seconded by Cllr. Mary Hegarty approved a lease between CETB and Cork County Council for a building at Forrest Hall, Mitchelstown to be used by Adult and Further Education. The lease will be for 4 years and 11 months from 20.10.2015 at a cost of €5,200 pa. DES sanction has been received for this.
- The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Mary Hegarty approved a lease between CETB and Daniel Buckley & John Cronin for Unit 4 & 5, Great Island Enterprise Park, Ballincollig, currently used by Youthreach. The lease will be for 3 years from 01.09.2015 at a cost of €43,500 pa. DES sanction has been received for this.
- The Board, on the proposition of Cllr. P.J. Hourican, seconded by Cllr. Mary Hegarty approved a boundary rectification between CETB and John Walsh and Mary Assumpta Walsh as tenants of lands at Youghal Road, Middleton.

### **Report/Policy Approval**

The Board, on the proposition of Mr. Declan O’Leary, seconded by Cllr. Mary Hegarty approved the CETB Annual Reports for July 2013 to December 2014 and January 2015 to December 2015.

Mr. Declan O’Leary referred to page 8 of the CETB Annual Report for July 2013 to December 2014 and page 8 of the CETB Annual Report for January to December 2015 and requested that the statement under the Youth Services section, *failure or non-existence of mainline Youth Services* be changed as it could be misinterpreted. It was agreed that it would read *gap in mainline Youth Service* in the final document.

<b>MINUTES OF BOARDS AND COMMITTEES CONFIRMATION</b>
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The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Chris O’Leary, confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

<b>AOB</b>
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Cllr. Des O’Grady took the opportunity to commend the staff of Nagle Community College and thank them for their co-operation in terms of housing the Educate Together School on the premises temporarily. The CE concurred with his sentiments and advised that he would send a letter to this effect.

The CE referred to the Funding Committee that the Board decided to establish. He advised members that this is indeed a Reserved Function, which was pointed out to him by IPB at a Governance planning day. However, he would still like the proposed Committee to meet do draw up some guidelines that the Executive can be guided by. A meeting of this Committee will be arranged when possible.

Cllr. P.J. Hourican took this opportunity to state that he is involved in the Tidy Towns in Bishopstown and asked the CE to make the Training Centre management aware that a lot of rubbish has been collected outside the gates of the centre in the past couple of weeks. The CE advised that he will speak to the centre Manager and ensure that this does not continue.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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