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| <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> MARCH 2018</b>                 |

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| <b>ATTENDANCE</b> |
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| <i>Cllr. Des O'Grady</i>            | <i>Cllr. Sean Martin</i>    |
| <i>Cllr. Kay Dawson</i>             | <i>Cllr. Chris O'Leary</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. Christopher O'Sullivan</i> | <i>Mr. Ger Looney</i>       |
| <i>Cllr. Pdraig O'Sullivan</i>      | <i>Ms. Pearl Nolan</i>      |
| <i>Cllr. Kevin Conway</i>           | <i>Mr. Declan O'Leary</i>   |
| <i>Cllr. Mary Shields</i>           | <i>Ms. Louise Sheehan</i>   |

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| <b>EXECUTIVE &amp; ADMINISTRATIVE STAFF</b> |
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| <i>Mr. Ted Owens, Chief Executive</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> |

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| <b>WELCOME</b> |
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The CE welcomed members to the meeting and introduced Mr. Tim Healy, Chairman of the Audit Committee to the members. The CE also took the opportunity to welcome Ms. Pearl Nolan back as a member of the Board.

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| <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. Rob Bateman

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| <b>CONDOLENCES</b> |
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- † To John Fitzgibbons and family on the death of his father
- † To the family of Abbie O'Leary, former Staff Officer in Co. Cork VEC, on her death
- † To Clare Browne, Staff Officer in HR, on the death of her father

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| <b>MINUTES</b> |
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The Board, on the proposition of Cllr. Kevin Conway, seconded by Cllr. Mary Shields, adopted the minutes of the previous ETB meeting held on **18<sup>th</sup> January 2018 (copy herewith)**.

Cllr. Chris O'Leary asked the CE for an update in relation to Nagle Community College. The CE advised that Educate Together (ET) has submitted planning for temporary accommodation on the grounds of Nemo Rangers but objections have been expressed by locals and Cork City Council are seeking more information from ET. The CE and Pat McKelvey met with the BOM and staff. Following this they met with Educate Together who believe they are on track to be in the temporary accommodation for September 2018. CETB expressed its concerns and those of the

BOM and school community to the DES who have asked CETB to accommodate Educate Together for the next academic year. The CE is aware that the BOM thinks it is extremely unfair that they would be asked to accommodate them again for another year. The numbers they will have enrolled will exceed 210 while Nagle Community's College enrolment will be 204. The staff believe it is an unfair imposition. Cllr. Chris O'Leary stated that the whole situation is extremely disappointing. The Educate Together model is very open and is not in keeping with the ethos of Nagle Community College. A huge divide is being created within the school and the community.

Cllr. Des O'Grady stated that the Board needs to support one of our own schools as serious damage is being done to the reputation of the school that CETB has gone to pains to develop. Mr. Declan O'Leary asked what advantage is there to CETB and Nagle Community College to allowing Educate Together to remain in the school. The CE advised that there is no advantage to CETB or Nagle Community College. The motivation for him currently is that he cannot throw over 200 students out of the school who have nowhere else to conduct their education. The CE has advised the DES that Nagle Community College do not want to further accommodate Educate Together and he expects the DES to revert to him shortly.

**RESERVED ITEMS**

Mr. Tim Healy advised the members that he was present today to inform them of the work the Audit Committee have undertaken to date and to recommend to the Board that they approve that the Chairman signs the Statement of Internal Controls. He stated that he believes all members of the Audit Committee have a good range of skills and competencies to deal with the work. Their purpose is to add assurance for the Board. He advised that the Committee look at every Audit report, both internal and those of the C&AG. A positive action that CETB has taken on board is an Audit recommendation tracker. This is an excellent tool for the members of the Committee to have. All items on this tracker are either a work in progress or complete. In terms of Risk Management, the Executive has embraced recommendations and a risk register is now in place that is under constant review by management and the Audit Committee. The Committee reviews minutes from the Finance Committee and the Board meetings. The Committee also meets with the Internal Audit Unit for ETBs to discuss any audits that have been undertaken. Mr. Healy stated that there has been active engagement from the Executive. The Audit Committee continues to meet with members of the Executive throughout the year.

**Statement of Internal Controls**

The Chairman advised that the draft put before members today is very comprehensive. The Audit Committee is satisfied to recommend to the Board that the Chairman signs the Statement of

Internal Controls. The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Sean Martin, agreed to approve that the Chairman’s sign the Statement of Internal Controls.

### **Leases/Licences**

The Board, on the proposition of Cllr. Declan O’Leary, seconded by Cllr. Mary Shields, approved the leases/licences as follows:

- A letting agreement between Cor ETB and James O’Keeffe Institute for room rental at James O’Keeffe Institute in Newmarket. The lease will run from 1<sup>st</sup> December 2017 to 31<sup>st</sup> January 2019 at a cost of €3,500 per annum. DES sanction has been received.
- A rental agreement between Cork ETB and South Parish Community Association for rental of premises at South Parish Community Centre, Sawmill Street. The lease will run from September 2015 to August 2018 at a cost of €6,600 per annum. DES sanction has been received.
- A rental agreement between Cork ETB and Anna Forde for rental of premises at The Bridge, Millstreet. The lease will run from 1<sup>st</sup> December 2017 to 31<sup>st</sup> January 2019 at a cost of €6,240 per annum. DES sanction has been received.

### **Resolutions**

It is proposed to update the signatories on all of the CETB (including the Cork Training Centre) corporate bank accounts on completion of new mandates with AIB and Bank of Ireland, by adding Susan Long, Administrative Officer, Finance, Following Board approval. The list of the proposed signatories is hereunder:

- Ted Owens, CE
- Sheila Quill, Director of OSD
- Suzanne Mullins, Director of OSD
- Mary O’Leary, APO Finance
- Henry Creedon, APO Finance
- Lynn Lucas, Administration Officer, Finance
- Anne-Marie O’Keeffe, Manager, Finance
- Mary O’Mahony, Manager, Capital Building Projects & Procurement
- Susan Long, Administrative Officer, Finance

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Ms. Mary O’Grady approved the above.

### **Disclosures Annual Report 2017**

CETB confirms that no protected disclosures were received at the end of 2017. Consequently, no action was required to be taken by CETB in relation to Protected Disclosures

The Board, on the proposition of Cllr, Mary Shields, seconded by Cllr. Kevin Conway, approved the report as presented.

### **Section 29 Appeals for noting**

- **Permanent Exclusion – Coláiste Fionnchua**
  - It was the decision of the Section 29 Appeals Board to uphold the appeal on the basis that there has been a failure by the school to correctly apply their Code of Behaviours rules on expulsion and suspension.
- **Refusal to enrol – St. Brogan’s College (3 students)**
  - It was the decision of the Section 29 Appeals Board to uphold the appeal on the basis that the College may have breached fair and reasonable procedures in dealing with the case.

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| <b>EXECUTIVE REPORT</b> |
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The Board, on the proposition of Cllr. Michael Hegarty, seconded by Cllr. Christopher O’Sullivan approved the adoption of the Executive Report, incorporating the Finance Report and the Capital Report (**copy herewith**).

- **Item 3 – CL 003/2018** – Cllr. Des O’Grady stated that this Circular Letter will have huge implications for schools and their timetabling and with no extra resources. He stated that CETB should be formulating a position on this letter. The CE stated that it has been discussed at a recent Principals meeting and CETB will be formulating a position. He advised that there are discussions taking place locally and nationally with regards to the resource issue. Pat McKelvey stated that this was discussed at the Director of Schools forum recently and that a proposal will be put together and brought to the CE’s in the next few weeks. The DES will be advised that ETBs will implement the Circular Letter but we will be outlining the resources that would be required.
- **Item 14 – Youth Services** – The Chairman referred to the inequality of the provision of Youth Services in West Cork and the disparaging differences that exist. Cllr. Mary Hegarty supported the Chairman and stated that she believes there needs to be a better Youth Service provision in West Cork. The CE referred to the applications that CETB submitted for new projects – Carrigaline, Mitchelstown and Midleton. He stated that CETB is aware of the need for a Youth Service in West Cork but the need wasn’t sufficiently evidenced and developed to make a successful bid. The CE stated that CETB will take the concerns on board and are committed to developing a Youth Service in West Cork. Mr. Declan O’Leary advised that the service that will be provided is a targeted service which means there will be a paid Youth Officer and it will be geared towards disadvantaged youth.

➤ **Item 28 – Capital building programme –**

- The CE advised members that both projects in Coláiste an Chraoibhín and St. Colman’s Community College are further behind time than initially anticipated. There has been little or no progress since the last meeting. The CE has sought an urgent meeting with the DES. He will be stating that either liquidated damages are applied or we enter into official conciliation.
- The CE advised that CETB has withdrawn its planning application to place temporary accommodation on the grounds of Carrigaline Community School. This was withdrawn due to the likelihood of objections that would be submitted to An Bord Pleanála and Cork County Council. Such objections would significantly delay the project and would mean that an alternative planning application to provide accommodation for September 2018 could not proceed as two planning applications cannot be submitted at the same time. CETB has now submitted a planning application for temporary accommodation on the grounds of Waterpark House. This is a scaled back version of the original planned development.

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| <b>COMMITTEES</b> |
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The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Kay Dawson, approved the following:

- Following the resignation of Ms. Rachel Abraham, teacher nominee on the BOM of Coláiste Stiofáin Naofa, Ms, Jacqueline was nominated to the BOM, following Board Approval.
- Following the resignation of Cllr. Tim Brosnan from the BOM of the Cork ETB School of Music, Ms. Evelyn Grant has been nominated as CETB nominee, following Board Approval.
- Following the resignation of Cllr. Tim Brosnan from the BOM of St. John’s Central College, the CE is nominating Cllr. Seán Martin to the BOM following Board Approval.
- Following the resignation of Mr. Liam Burke from the BOM of St. Colman’s Community College, a replacement is required. It was agreed that Cllr. Mary Shields would sit on the BOM as CETB nominee.

## MINUTES OF BOARDS AND COMMITTEES CONFIRMATION

The Board, on the proposition of Cllr. Padraig O’Sullivan, seconded by Cllr. Kay Dawson, confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

## CORRESPONDENCE

The Board, on the proposition of Cllr. Christopher O’Sullivan, seconded by Cllr. Kevin Conway, adopted the DES, ETBI, SOLAS and General Correspondence as presented (**copies herewith**).

### DES Correspondence

**24.01.2018 – GDPR, LED and Data Protection Bill 2017** – Cllr. Chris O’Leary asked if a report could be provided in relation to GDPR and where CETB is in relation to this. Suzanne Mullins advised that she will prepare a report for the Board.

**26.02.2018 – Conversion process for staff employed in ETBs to deliver programmes under the BTEI** – Ms. Maura Fitzgibbon asked how many staff are employed on BTEI contracts and what is the situation with the process. Suzanne Mullins advised that there are approximately 300 staff on these contracts. She advised that there is a lot of work involved as three pensions calculations have to be provided for each person. This is manual work that has to be completed. CETB have applied to the DES for additional supports to help CETB complete the work, which could take up to two years. CETB has the largest amount of tutors in the country in comparison to other ETBs.

### General Correspondence

**05.03.2018 – Correspondence from Chambers Ireland** – Chambers Ireland have advised that Mr. Denis Kirby has been nominated as replacement for Ms. Gillian Keating. The Board, on proposition of Cllr. Chris O’Leary, seconded by Ms. Mary O’Grady, approved the nomination.

## AOB

Ms. Pearl Nolan referred to the SOLAS Learner Detail Form that is required to be completed and she advised that learners have come to her very unhappy about certain aspects of the form. They believe that section 5 of the form is racist and she noted that these are students with literacy issues and they are being asked to complete a form that they are finding difficult to understand. Ms. Nolan asked if it was possible to present the form in a more student friendly way and what happens if they refuse to complete the form. The CE stated that these issues have been raised previously. SOLAS have stated that for European funding these are the requirements needed to track learners. There is some information that has to be provided as SOLAS will not provide funding otherwise. John Fitzgibbons advised that the form is quite cumbersome and would be happy to meet with Pearl in an effort to coming up with a simplified version.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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