

<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>20<sup>TH</sup> NOVEMBER 2014</b>

<b>ATTENDANCE</b>
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<i>Cllr. Des O'Grady</i>	<i>Mr. Paudie Palmer</i>
<i>Cllr. Mary 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>Mr. Sean O'Sullivan</i>
<i>Cllr. Claire Cullinane</i>	<i>Ms. Gillian Keating</i>
<i>Cllr. Padraig O'Sullivan</i>	<i>Ms. Biddy McDonagh</i>
<i>Cllr. Margaret Murphy-O'Mahony</i>	<i>Rev. Dr. Tom Deenihan</i>
<i>Cllr. Tim Brosnan</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Chris O'Leary</i>	

<b>EXECUTIVE &amp; ADMINISTRATIVE STAFF</b>
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<i>Mr. Ted Owens, CE</i>	<i>Mr. John Fitzgibbons, EO</i>
<i>Mr. Martin Hallahan, PO</i>	<i>Ms. Clare Creedon (Minute Taker)</i>

<b>APOLOGIES</b>
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Apologies for inability to attend the meeting were received from Board Member, Cllr. Michael Hegarty, Cllr. Mary Shields, Cllr. Laura McGonigle and Ms. Mary O'Grady.

<b>CONDOLENCES</b>
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- ✠ To the family of Niall O'Donoghue, former Principal of St. Fanahan's College, on his death.
- ✠ To the family of Bridget Feeley, former teacher in St. Colman's Community College, on her death.
- ✠ To the family of Joe Walsh, former Minister for Agriculture and member of Co. Cork VEC, on his death.
- ✠ To the family of Linton Cox Wright, former student in Youthreach Bantry, on his death.
- ✠ To Claire Russell, secretary in Coláiste Pobail Bheantraí and family, on the death of her mother.

<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 ETB meeting held on 25<sup>th</sup> September 2014 (**copy herewith**).

<b>CORRESPONDENCE</b>
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**ETBI Correspondence**

- **29.09.2014** - The CE referred to the formation of BOM's and advised that no further guidance has been received from the DES since the Directive that the Boards were to remain in place until the 31<sup>st</sup> December 2014. He also stated that ETB's are still awaiting guidance in relation to the formation of Audit and Finance Committee's. Cllr. Chris O'Leary stated that the Board had to be mindful of due diligence and Corporate Governance. The CE stated that his was proposing to the Board that if guidelines are not received by the January meeting, the Board will set-up interim Audit and Finance Committee's. Mr. Declan O'Leary and the Chairman supported the CE's proposal. Mr. Seán O'Sullivan suggested that the CE contact the DES to inform them of the Board's concerns and intention to appoint an interim Audit and Finance Committee.
- **02.10.2014 – Reserve Member's Forum** – The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. Mary Hegarty approved the nomination of Cllr. Patrick Gerard Murphy to the Reserve Member's Forum.
- **02.10.2014 – Policies for adaptation and adoption** – Following discussion, the Board members agreed that all policies should be distributed to members prior to a meeting at which they were expected to adopt a policy. It was agreed to defer this item to the January meeting.

**Correspondence seeking funding from CETB**

- **10.09.2014 – Lord Mayor's Cup** – The Board, on the proposition on Cllr. Padraig O'Sullivan, seconded by Mr. Seán O'Sullivan, approved the funding of € 1,000 to the above initiative.
- **06.10.2014 – Cnuasach Filí ochta an Oireachtas 2014** – The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Margaret Murphy-O'Mahony, approved the payment of € 256.25.
- **29.10.2014 – Music Generation** – The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Declan O'Leary, approved the funding of € 35,000 to Music Generation for the next three years.

- **03.11.2014 – Sponsorship for the church of St. Mary & St. John** – The Board did not approve sponsorship for the above.
- **Funding for Sonia O’Sullivan statue in Cobh – deferred from September meeting** – The Board stated that there was no educational criteria here so CETB would not be in a position to support the initiative.

The CE was asked if there was a policy in place regarding applications for funding. The CE proposed that a sub-Committee of the Board be established to draw up some policy guidelines with regard to applications for funding. The following members will form the sub-Committee:

1. Cllr. Pdraig O’Sullivan
2. Cllr. Claire Cullinane
3. Ms. Gillian Keating
4. Mr. Declan O’Leary

With regards to the funding for Music Generation, many Board members expressed their support for this initiative as they believe it is very worthwhile. Investing in music will bring great benefits to CETB schools and colleges. Mr. Paudie Palmer referred to the County School of Music and stated that while it was a great initiative, it is fee paying and this excludes some students. Cllr. Des O’Grady stated that he did not wish any students to be excluded due to the inability to pay fees. He stated that perhaps the CE could look into this matter.

<b>CE’S REPORT</b>
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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 4 – Capital Projects** – Cllr. Des O’Grady asked the CE at what stage McEgan College in Macroom was at. The CE replied that currently the project is at a standstill. It was proposed that an ASD unit would be developed. However, the Castle Trustees raised objections. Discussions have taken place at local level. Martin advised that the site is limited and it had been envisaged for the unit to be across from the main school, on the green area. Concerns have been raised in relation to the adequacy of lands available and traffic issues. The CE stated that this has been a great disappointment to the staff of the school and the community as a whole.

- **Item 6 – Budget Situation** – The Board, on the proposition of Cllr. Chris O’Leary, seconded by Mr. Paudie Palmer, gave approval for the CE to seek overdraught facilities, should they be required at the end of the year. The CE stated that he is not expecting to need to avail of the facility but feels it safest to be prepared should the need arise. He stated that this does not solve our budget issues overall and that he would be recommending that in future years the ETB would not expend more than it was allocated in the Non-Pay budget.

### **Education Report**

- **Item 1 – Enrolments** – John Fitzgibbons advised that enrolment trends are up in post-primary. There are some concerns in relation to PLC enrolments in some of the colleges. He stated that challenges arose as CIT lowered the points required in some of the courses it offers. He also stated that cost has been an issue.

The EO drew the Board members attention to the three briefing documents tabled with regards to VTOS and PLC and FET Planning. Members were asked to peruse these documents and a discussion will take place in the New Year.

<b>COMMITTEE’S</b>
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The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Margaret Murphy O’Mahony, approved the appointment of the following to the BOM of Cork College of Commerce:

- Niall McCarthy – Staff Representative
- James Leonard – Student Representative

Cllr. Chris O’Leary stated that he may be interested in being nominee to the MABS Board, once more information was received.

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Mr. Paudie Palmer, agreed to give the CE permission to propose at a future meeting, representatives from the fields of industry and commerce to serve on the Future Skills Committee. The following three members were nominated to sit on the Committee:

1. Ms. Gillian Keating
2. Cllr. Patrick Gerard Murphy
3. Mr. Declan O’Leary

<b>RESERVED ITEMS</b>
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The Board, on the proposition of Cllr. Chris O’Leary, seconded by Ms. Gillian Keating resolves, subject to the approval of the Minister, to terminate the lease held in respect of Yeats House, Ballincollig, Co. Cork on the 31<sup>st</sup> March 2015 and to enter into a new lease in respect of the ground floor at 21 Lavitt’s Quay.

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Margaret Murphy O’Mahony, approved and accepted the bequest to the Co. Cork School of Music from Mr. Ronald Lees.

The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Claire Cullinane, approved the legal services contract for Cork ETB.

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Mr. Paudie Palmer, adopted the Vision, Mission, Values & Guiding Principles, provided the following amendments were made:

- The word customer to be replaced with Learner
- Education to be broadened to include the formal and non-formal

### **Sealing of Documents**

The Board, on the proposition of Cllr. Des O’Grady, seconded by Rev. Dr. Tom Deenihan, approved the following Sealing of Documents:

- Lease Agreement between CETB and Con & Anne O’Leary for the premises at Youthreach Bandon
- Deed of Transfer between Cork County Council and Cork ETB for the purchase of 0.2Ha site at Station Road, Buttevant
- Licence Agreement between the DES and Cork ETB allowing the build for the new Community School in Skibbereen to proceed on the lands
- Authentication of the Official Seal of Cork ETB – authorising the following members of staff to authenticate the affixing of the seal:
  1. Martin Hallahan
  2. Una Carroll
  3. Niall Kennefick

<b>MINUTES OF BOARDS AND COMMITTEES FOR RATIFICATION</b>
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The Board, on the proposition of Cllr. Chris O’Leary, seconded by Ms. Gillian Keating, approved the list of Board of Management minutes as presented (**copy herewith**).

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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