

<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>19<sup>th</sup> NOVEMBER 2015</b>

<b>ATTENDANCE</b>
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<i>Cllr. Des O'Grady</i>	<i>Cllr. Tim Brosnan</i>
<i>Cllr. Mary Hegarty</i>	<i>Cllr. Mary Shields</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Mr. Paudie Palmer</i>
<i>Cllr. Christopher O'Sullivan</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Padraig O'Sullivan</i>	<i>Mr. Seán O'Sullivan</i>
<i>Cllr. Margaret Murphy O'Mahony</i>	<i>Mr. Declan O'Sullivan</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>WELCOME</b>
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The CE welcomed members to the final meeting of the year.

<b>APOLOGIES</b>
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- Apologies for inability to attend the meeting were received from Board Members, Ms. Biddy McDonagh, Rev. Dr. Tom Deenihan, Ms. Mary O'Grady, Cllr. Michael Hegarty and Cllr. Chris O'Leary.

<b>CONDOLENCES</b>
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- † To Adrian Deasy, APO ICT, on the death of his father.
- † To Kevin Whyte, Principal, Mannix College, on the death of his mother.
- † To the family of Pat Twomey, former CE Supervisor with City of Cork VEC, on his death
- † To Niamh Twomey, Clonakilty Community College, on the death of her father.
- † To Cllr. Claire Cullinane and family on the death of her mother.

<b>CONGRATULATIONS</b>
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- To Eimear Murphy and Ian O'Sullivan, Coláiste Treasa, who won the Intel ISEF prize in Italy and will travel to the USA to take part in the Intel International Science and Engineering Fair next week.
- To Mark O'Dowd, Glanmire Community College who won the Expo Milan 2015 prize in Italy. Mark took part in the closing ceremony of Expo 2015 in Milan last month.

## MINUTES

The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Mary Hegarty, adopted the minutes of the previous ETB meeting held on **(copy herewith)**.

## CORRESPONDENCE

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Des O'Grady, adopted the DES, ETBI and General Correspondence as presented **(copies herewith)**.

### DES Correspondence

- **10.09.2015 – Emergency Works Grant request** – Cllr. Des O'Grady referred to the Emergency Works Scheme and asked the CE for clarification as to what constitutes an emergency. The CE advised that the DES considers emergency works something that if not repaired/replaced would cause the closure of the school/college.

### ETBI Correspondence

- **06.10.2015 – Brief relating to the development of a QA Memorandum of Agreement** – Cllr. Des O'Grady asked what progress has been made in relation to the MOA and queried CETBs role in relation to apprenticeships. John Fitzgibbons stated that QQI are restructuring and have changed their policies and are releasing an overarching core document. This is due to issue in December and the sectoral guidelines will issue in January/February 2016. He advised that there were 29 apprenticeship applications that were deemed valid for further development and some are being progressed currently. It is not happening as quickly as some industry sectors would like. There appears to be a realisation for employers that this is going to be far more costly than anticipated. CETB are involved directly in two apprenticeships – Accounting Technicians and Welding Trade and both are progressing well. There are a number of issues that need to be resolved. There needs to be engagement of employers in terms of their responsibilities.

### General Correspondence

- **11.09.2015 – Cork Youth Drama Fest request for sponsorship** – The Board, on the proposition of Cllr. Tim Brosnan, seconded by Mr. Paudie Palmer, approved the sponsorship of € 200.
- **21.10.2015 – SOLAS letter referring to unspent FET Balances** – Mr. Declan O'Leary referred to the letter and asked if CETB are being compliant with the mentioned Circular letter. The CE stated that any surpluses must be returned to

SOLAS. Sheila Quill advised members that CETB have made a return to SOLAS setting out where any surpluses were and this report incorporated any surpluses that existed coming forward from previous years. It has been reconciled to CETBs accounts. SOLAS have indicated that they will offset it at the end of the year against the final cash balance. Mr. O’Leary asked if there would be funds that will be reallocated or are CETB restricted as to where the funding can be allocated. Sheila Quill stated that throughout the year CETB has indicated where it may or may not use the full budget and there can be realignment of the indicative budgeting, with prior approval from SOLAS. However, the training budget must be used specifically for training. The CE stated that there have been issues with regards to spending the budget in the training area as the number of referrals from the DSP have decreased significantly. However, CETB is actively recruiting trainees and looking at upskilling individuals within the industry.

- **17.09.2015** – The CE referred to the vacancy on the Board and stated that he would prefer to keep a Learner Nominee on the Board if possible. It was agreed by the Board, in accordance with Section 37 (1) (d) (ii) of the Education & Training Board Act, 2013, to write to NALA and seek a replacement female nominee for Ms. Biddy McDonagh.

<b>CE’S REPORT</b>
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The Board, on the proposition of Cllr. Tim Brosnan, seconded by Cllr. Mary Hegarty approved the adoption of the CE’s Report, incorporating the Finance Report and the Capital Report (**copies herewith**).

- **Item 1 – ETBI Community National Schools** – The CE gave members the background to Community National Schools. Cllr. Mary Shields queried if there was any legislation governing these schools. The CE advised that they come under the aegis of the Education Act, 1998. The Minister for Education & Skills is the Patron and ETB’s are presently the Patron in waiting. He stated that regulation is needed in terms of these schools. Mr. Paudie Palmer asked the CE who employs the Manager of these schools. The CE stated that the Manager is employed by the DES on the recommendation of the ETB and it is a Ministerial appointment. Mr. Declan O’Leary asked the CE if CETB is using any of its own finances/resources. The CE stated that CETB, in the start of the phase, would ensure that financial support would be forthcoming when necessary but that CETB would seek to recoup expenditure from the DES. An application has been submitted to the DES to cover the initial capital costs. He advised that the schools have received a budget from the

DES and Head Office are managing same and ensuring procurement procedures are being adhered to.

- **Item 3 – Skibbereen Community School – ETB Nominees** – The Board agreed the appointment of the following as ETB Nominees to the BOM:
  - Cllr. Mary Hegarty
  - Cllr. Christopher O’Sullivan
  - Cllr. Joe Carroll
  
- **Item 11 – Meetings of Committees of the Board** – Mr. Sean O’Sullivan advised that the Finance Committee members accepted the accounts as they were presented. Cllr. Des O’Grady concurred with Mr. O’Sullivan and stated that they were satisfied with the accounts. The Finance Committee members recommended to the Board proper that Mr. Jamie O’Leary be appointed as Chairman of the Finance Committee. This was agreed by all and he was duly appointed by the Board.
  
- **Item 18 – Trip to China** – The CE advised that he had been invited by Cork County Council, to be part of a delegation to China. He advised that as he had already travelled to China this year with Cork City Council, he had requested Dr. Kevin Healy, Principal of Coláiste Phobail Bheantraí, to represent CETB in China.

Cllr. Claire Cullinane referred to the on-going issues with regards to the filling and/or hiring of cleaners and caretakers. The CE stated that this is an issue in many schools and centres. The DES view is that an embargo is still in place for caretakers/cleaners but that they can be moved from one school/college to another by CETB. However, taking CETB’s geographical spread into account, this is not always possible. If CETB can move an individual, it will. However, if not, schools are being told to hire in contracted cleaners.

<b>COMMITTEES &amp; BOARD OF MANAGEMENT NOMINEES</b>
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**Audit Committee**

The CE referred to the fact that there are only 2 members of the Board proper sitting on the Audit Committee. It would be preferable to have 6 members in total on the Audit Committee. Mr. Declan O’Leary stated that it would be preferable to have a 3<sup>rd</sup> member from the Board proper so as not to be disproportionate. It was agreed that the CE would determine if the Chair of the Finance Committee would be interested in serving on the Audit Committee also and if he does not, then the CE will revert to the next ETB meeting.

**Board of Crawford Art Gallery**

The Board, on the proposition of Mr. Declan O’Leary, seconded by Cllr. Claire Cullinane, approved the nomination of Cllr. Mary Hegarty for appointment by the Minister for Arts, Heritage and the Gaeltacht, to the above Board.

<b>RESERVED ITEMS</b>
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### **Sealing of Documents**

The Board, on the proposition of Cllr. Seán O’Sullivan, seconded by Cllr. Tim Brosnan, approved the following:

- Lease between CETB and HillTrent Limited and Lavitt’s Quay Management Company Limited for the Ground Floor of 21 Lavitt’s Quay.
- Licenses between CETB and HillTrent Limited and Lavitt’s Quay Management Company Limited for alterations to portions of Ground, First and Second Floor, 21 Lavitt’s Quay.
- Transfer of lands at the former VEC school, Castletownbere to St. Brendan’s Trust.

### **Delegation of Functions**

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Mary Shields, approved the Delegation of Functions with regards to suspensions and permanent exclusions.

### **Gaeltacht Scholarships**

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

- Traditionally both City and County VECs approved the payment of Scholarships for Students who attended the Gaeltacht during the summer months. Approval is sought to continue with the practice of awarding such Scholarships.

#### **For Information purposes:**

In 2015, 9 Scholarships were awarded as follows:

Nagle Community College awarded 4 places

St. Aidan’s Community College awarded 3 places

Coláiste Daibhéd awarded 2 places.

### **Policy for Adoption**

The Board, on the proposition of Cllr. Christopher O’Sullivan, seconded by Cllr. Claire Cullinane, approved the Cork ETB Travel and Subsistence Policy.

**Financial Statements / Statement of Internal Controls / Chairperson’s Report**

The Board, on the proposition of Cllr. Des O’Grady, seconded by Mr. Paudie Palmer, approved the Financial Statements and SoIC for the 10 month period ended 31<sup>st</sup> December 2014.

**Appointment of the Parent Representative**

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Tim Brosnan, approved the appointment of Ms. Louise Sheehan, as replacement Parent Representative to Ms. Una O’Donnell.

**MINUTES OF BOARDS & COMMITTEES FOR RATIFICATION**

The Board, on the proposition of Cllr. Tim Brosnan, seconded by Mr. Declan O’Leary, approved the minutes as presented. The CE stated that there are no guidelines with regards to the minutes of Boards/Committees. The ETB Act, 2013 does state that a Reserved Item is the confirmation of an act of the committee. Clarification is being sought regarding this.

Board members agreed that they were happy with Ms. Clare Creedon reading minutes submitted by schools/colleges/centres, the CE confirming these minutes and the listing of minutes submitted being presented to the Board for noting.

**DATE & VENUE OF NEXT MEETING**

The next meeting was scheduled for Thursday 21<sup>st</sup> January 2016, in the Training Centre, Rossa Avenue.

**This concluded the business of the meeting**

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

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