

<b>MINUTES OF PROCEEDINGS AT A MEETING OF THE</b>
<b>CORK EDUCATION AND TRAINING BOARD</b>
<b>YEATS HOUSE, BARRACK SQUARE, BALLINCOLLIG</b>
<b>26<sup>TH</sup> SEPTEMBER 2013</b>

<b>ATTENDANCE</b>
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<i>Cllr. Tim Brosnan</i>	<i>Cllr. Michael O' Connell</i>
<i>Mr. Paddy Browne</i>	<i>Cllr. Noel O' Connor</i>
<i>Cllr. Noel Buckley</i>	<i>Ms. Una O' Donnell</i>
<i>Cllr. Liam Burke</i>	<i>Cllr. Tadhg O' Donovan</i>
<i>Mr. Michael Carey</i>	<i>Cllr. Finbarr O' Driscoll</i>
<i>Ms. Catherine Cashin</i>	<i>Cllr. Patrick O' Driscoll</i>
<i>Ms. Josephine Coffey</i>	<i>Cllr. Catherine O' Keeffe</i>
<i>Cllr. Humphrey Deegan</i>	<i>Cllr. Chris O' Leary</i>
<i>Rev. Dr. Tom Deenihan</i>	<i>Cllr. Aindrias ÓMuimhneachá in</i>
<i>Cllr. Connie Foley</i>	<i>Cllr. Niall O' Neill</i>
<i>Cllr. Ger Gibbons</i>	<i>Cllr. Donal O' Rourke</i>
<i>Cllr. Mary Hegarty</i>	<i>Mr. Sean Roberts</i>
<i>Cllr. Gerry Kelly</i>	<i>Rev. Canon Salter</i>
<i>Ms. Marie Murphy</i>	<i>Cllr. Terry Shannon</i>
<i>Cllr. Joe O' Callaghan</i>	<i>Cllr. Ronan Sheehan</i>

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

<b>WELCOME</b>
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The Chairman welcomed members of the Board to Yeats House and also welcomed members of the press. The Chairman stated that Cork ETB should strive to have efficient meetings that serve the core business of the ETB while ensuring they do not take too many hours to complete.

<b>APOLOGIES</b>
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- Apologies for inability to attend the meeting were received from Committee Members, Mr. Liam Ahern, Cllr. Jim Corr, Ms. Helen McGrath, Ms. Norma Murray, Ms. Máire Roycroft and Mr. Gerard White.

<b>CONDOLENCES</b>
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- ✠ To the family of Donnchadh ÓLuasaigh, former Deputy Principal of Coachford Community College, on his death
- ✠ To Marian O' Mahony, ALO, Cork ETB, on the death of her sister
- ✠ To the wife and family of Mr. John O' Shea, former member of CCVEC, on his death

- ✠ To Michael O' Flynn and family on the death of his father
- ✠ To Cllr. Noel Buckley and family on the death of his sister
- ✠ To Mark Browne, caretaker in St. John' s Central College and family, on the death of his daughter and aunt

### CONGRATULATIONS

- To the students of Kinsale Community School who won first prize in the biology section of the EU Young Scientist Competition in Prague.
- Cllr. Catherine O' Keeffe congratulated students from Maria Immaculata Community College, Schull Community College and Rossa College who took part in the Taste of West Cork cookery competition.

Cllr. Terry Shannon queried as to how the Board can recognise the great achievements of students. The Chairman stated that practice in CCVEC was to invite students to the beginning of the VEC meeting where their achievements could be recognised by the Board. The CEO stated that this would be an appropriate way of recognising the students. It was unanimously agreed that this practice would continue in Cork ETB.

### MINUTES

The Board, on the proposition of Cllr. Chris O' Leary, seconded by Cllr. Joe O' Callaghan, adopted the minutes of the final Cork City VEC meeting and the final County Cork VEC meeting (**copies herewith**).

Cllr. Donal O' Rourke asked the CEO if the minutes from the CCVEC meeting taken "in-Committee" in June would be ratified by the Board today. The CEO responded by stating that this matter was for members to decide. Cllr. Humphrey Deegan queried as to whether it was advisable to take the minutes "in-Committee". Following some discussion it was agreed by members to deal with the minutes "in-Committee".

### CORRESPONDENCE

The Board, on the proposition of Cllr. Chris O' Leary, seconded by Canon Salter, adopted the DoESk, ETBI and General Correspondence as presented (**copies herewith**).

#### DoESk Correspondence

**Letter dated 25.07.2013 – Board/Committee meetings** – The CEO referred to the Board’ s decision, taken at the July ETB meeting, to meet on a monthly basis. He informed members that the DoESk have now directed ETB’ s that the number of meetings should be restricted to the minimum required which is 1 meeting every 2 months. Following a lengthy discussion during which Board members expressed their disappointment with the DoESk directive, it was unanimously agreed that Cork ETB would continue to meet on a monthly basis.

### **ETBI Correspondence**

➤ **Formal adoption of the following policies/procedures:**

- *Disciplinary Procedure for Staff employed by Education & Training Boards*
- *Code of Practice for dealing with complaints made by Parent/s, Guardian/s of a student or by a student (who has reached the age of eighteen) currently enrolled in a school/centre, against a staff member employed by an Education & Training Board*
- *Bullying Prevention Policy – Complaint Procedure for ETB Staff*
- *Harassment/Sexual Harassment Prevention Policy– Complaint Procedure for ETB Staff*
- *Grievance Procedure for Staff employed by Education & Training Boards*

The Board, on the proposition of Cllr. Tadhg O’ Donovan, seconded by Mr. Sean Roberts approved the adoption of the above policies and procedures.

### **General Correspondence**

- **Letter dated 05.07.2013 – Scoil Phobail Bhéara seeking representatives from Cork ETB** – The CEO stated the CEO or his nominee would serve on the BOM of a Community School. He advised the Committee that he would serve on the above BOM along with Cllr. Mary Hegarty and Cllr. Donal O’ Rourke. The Board, on the proposition of Cllr. Terry Shannon, seconded by Cllr. Tadhg O’ Donovan approved the above appointments to the Scoil Phobail Bhéara BOM.
- **Letter dated 30.07.2013 – Representative of Cork ETB to the Board of Cork Sports Partnership** – The CEO stated that he was the City of Cork VEC nominee and also the Chairperson and that Ms. Joan Russell was County Cork VEC nominee. As a result of the amalgamation, Cork Sports Partnership are now only looking for one nominee and he is proposing to continue on this Board. The Board, on the proposition of Cllr. Connie Foley, seconded by Cllr. Joe O’ Callaghan approved the appointment of the CEO to the Board of Cork Sports Partnership.

- **Letter dated 02.08.2013 – Loreto Education Centre seeking representatives from Cork ETB for the BOM of Pobailscoil na Tríonáide** - The Board, on the proposition of Cllr. Tadhg O’ Donovan, seconded by Cllr. Catherine O’ Keeffe approved the appointment of Cllr. Liam Burke, Cllr. Niall O’ Neill and Rev. Dr. Tom Deenihan to the Pobailscoil na Tríonáide BOM. The CEO informed members that the nominations from the other Trustees had been received and sought formal approval to appoint the Board. This was proposed by Cllr. Tadhg O’ Donovan and seconded by Cllr. Noel O’ Connor.
- **Letter dated 18.09.2013 – Skibbereen Town Council** – The CEO advised members that it is the DoESk who is responsible for the site and not Cork ETB.
- **Letter dated 19.09.2013 – Rossa College seeking representatives from Cork ETB** - The Board, on the proposition of Cllr. Donal O’ Rourke, seconded by Cllr. Tadhg O’ Donovan approved the appointment of Cllr. Mary Hegarty, Cllr. Noel O’ Donovan and Mr. Liam Ahern to the Rossa College BOM.

<b>CEO’ S REPORT</b>
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The Board, on the proposition of Cllr. Tadhg O’ Donovan, seconded by Cllr. Terry Shannon approved the adoption of the CEO’ s Report, incorporating the Education Report, Finance Report, Human Resources Report and the Capital Report (**copy herewith**).

- **Item 3 – Further Education & Training Plans** – Cllr. Terry Shannon queried as to whether SOLAS will be running their own courses and if competition for courses will exist. The CEO responded by stating that they won’ t but that legislation makes some provision for them to do so regarding any specialised areas. He stated that Cork ETB will be the provider and SOLAS will provide the funding and there will not be competition for courses. Mr. Sean Roberts stated that while Further Education has always been aware of the need to help the unemployed, he was concerned about the singular pointing out of the unemployed. He stated that there is an unfair concentration as students who have just completed the Leaving Certificate and individuals on disability do not come under long term unemployed. The CEO responded by stating that he is making it very clear to the DoESk that there is a cohort that Cork ETB serve, not only the unemployed and that our colleges are the

learning pathway and the continuation from post-primary education. He noted that 27% of students who left DEIS schools continued on to FE colleges. He stated that Cork ETB ensures that students with disabilities can access our PLC colleges. Cllr. Chris O' Leary asked the CEO if Cork ETB would be dealing with legacy issues from FÁS and who will take responsibility for these issues. The CEO stated that he will have to look at the legislation to determine where responsibility will lie. Cllr. Ger Gibbons queried as to the situation regarding staffing and the possibility of being over quota if elements of the training plan were not accepted. The CEO ensured members that he is doing everything possible to point out to the DoESk and SOLAS that they must take into account the fact that Cork ETB has over 300 w.t.e. employed in PLC colleges.

Cllr. Catherine O' Keeffe referred to the planned new school in Skibbereen and asked the CEO when full planning would be submitted. She stated that progress needed to be made here. The CEO deferred to Martin Hallahan to respond to this query. Mr. Hallahan stated that the NDFA are managing the procurement on behalf of the DoESk and that they are currently finalising the application for planning. It is intended that full planning will be lodged with Skibbereen Town Council in a number of weeks. Cllr. Tim Brosnan asked the CEO if Cork ETB would be using this opportunity to consider the low cost model of school uniforms which was being advocated national level. The CEO stated that the matter of a uniform is a decision to be taken at local level. Cllr. Tadhg O' Donovan stated that perhaps we could make a recommendation supporting Cllr. Brosnan's point as even though the decision is taken at local level there is an onus on CETB to monitor expenses. Rev. Dr. Tom Deenihan informed members that the amalgamation process of the three schools has been quite difficult to date. He advised that all three staffs have met and a task group on uniforms has been established. He stated that given the current situation he does not believe that it would be helpful at this stage to advise the schools on which road they should go down in the context of uniforms.

### **Education Report**

Ms. Marie Murphy referred to cyber-bullying and the issue regarding schools being responsible for what happens outside of school hours. She queried as to how this should be managed. Ms. Joan Russell stated that it is up to each school to look at the resources they have and follow the new Anti-Bullying Guidelines Circular which sets out very helpful templates.

Cllr. Patrick O’ Driscoll referred to the Curriculum Development Co-ordinator that was in CCVEC and asked the CEO if this would be a post that would be continuing. The CEO stated that it would not as this was a response to meet a particular need as CCVEC did not have an Education Officer. The Curriculum Development Co-ordinator was appointed out of teacher allocation. Cork ETB is now in a position of having two Education Officers and the CEO’ s priority is to keep both EO’ s, if possible. The CEO stated that he would be doing everything to ensure that there would be two Education Officers in Cork ETB.

Cllr. Aindrias ÓMuimhneachá in referred to the book loan scheme and stated that one of the challenges was obtaining the cash injection that is needed to get the scheme up and running and asked the CEO if there is anything that can be done in relation to this. The CEO responded by stating that unfortunately Seed capital is no longer available to set up book loan schemes. Some schools run the scheme and others do not.

**COMMITTEES**

**Audit Committee**

The CEO informed members that the first meeting of the Audit Committee took place before the ETB meeting and that Cllr. Michael O’ Connell is the Chairperson of this Committee.

**MINUTES OF BOARDS AND COMMITTEES FOR RATIFICATION**

The Board, on the proposition of Cllr. Terry Shannon, seconded by Cllr. Finbarr O’ Driscoll, approved the documents as outlined in the list submitted by the CEO (**copy herewith**).

The CEO stated that he would take guidance from members regarding how to take the minutes that are submitted from schools/colleges and centres. He proposed that the Executive would read the minutes and bring to the Board any items that need to be raised. A list of all minutes received would be submitted at each ETB meeting. This would be in an effort to save time and costs associated with copying a set of each minutes received for every member. This was agreed by all members.

**AOB**

Cllr. Humphrey Deegan stated that he wanted to take the opportunity to publicly thank Cllr. Terry Shannon for his help in a personal matter a number of years ago. He was extremely grateful for the assistance Cllr. Shannon afforded to him.

Cllr. Patrick O' Driscoll referred to a matter that was raised at BOM level regarding an IT Server that had crashed. He stated that he was very surprised that there wasn't a backup system in place for eventualities like this. The CEO stated that at the recent Principal's meeting he informed them that the APO of ICT will meet with all schools and there will be support for disaster recovery put in place if it does not exist.

Cllr. Donal O' Rourke referred to the tradition in CCVEC of having a prayer at the beginning of the meeting and asked the CEO if this had been dispensed of. The CEO stated that there is provision for this in the Standing Orders but it ultimately is a decision for the Board. He noted that there was not a tradition in the City VEC of having a prayer. Cllr. Terry Shannon stated that he believed it would be appropriate to have a prayer. He noted that other Government bodies, for example the City Council do have a prayer at the beginning of a meeting. It was decided to further consider the issue at the next meeting

**DATE & VENUE OF NEXT MEETING**

The CEO confirmed that the next CETB meeting would take place on **Thursday 17<sup>th</sup> October 2013 at 4.00pm** in the Council Chambers, County Hall.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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