

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
CORK TRAINING CENTRE, ROSSA AVENUE
15th SEPTEMBER 2016

ATTENDANCE

<i>Cllr. Des O'Grady</i>	<i>Cllr. P.J. Hourican</i>
<i>Cllr. Kay Dawson</i>	<i>Mr. Paudie Palmer</i>
<i>Cllr. Mary Hegarty</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Pdraig O'Sullivan</i>	<i>Ms. Louise Sheehan</i>
<i>Cllr. Gillian Coughlan</i>	<i>Ms. Gillian Keating</i>
<i>Cllr. Tim Brosnan</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Mary Shields</i>	<i>Ms. Pearl Nolan</i>
<i>Cllr. Chris O'Leary</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 F.E.T</i>	<i>Ms. Sheila Quill, Director of O.S.D</i>
<i>Mr. Pat McKelvey, Director of Schools</i>	<i>Ms. Clare Creedon (Minute Taker)</i>

WELCOME

The CE welcomed members to the meeting and advised that the first point of business would be a Reserved Item to appoint the new members, Cllr. Kay Dawson and Cllr. P.J. Hourican. The Board, on the proposition of Cllr. Mary Hegarty, seconded by Cllr. Tim Brosnan approved the appointment of the above members. The CE welcomed the new members to Cork ETB.

The CE stated that the Chairman is still absent and an Acting Chairperson was to be elected. The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Paudie Palmer, elected Cllr. Mary Shields as Acting Chairperson for the meeting.

APOLOGIES

- Apologies for inability to attend the meeting were received from Board Members, Cllr. Christopher O'Sullivan, Cllr. Patrick Gerard Murphy, Cllr. Claire Cullinane, Ms. Mary O'Grady.

CONDOLENCES

- † To Anne Dunne, Principal, Clonakilty Community College on the death of her brother.
- † To the family of John Twomey, who died tragically on the construction site at St. Colman's Community College, during the summer.
- † To Anne Whelan, Clerical Officer, Head Office, on the death of her brother.
- † To Michelle Sliney, Principal, Coláiste Choilm, on the death of her father.
- † To the family of Denis Sheahan, former Principal of Mannix College, on his death.

CONGRATULATIONS

- Congratulations were expressed to Kieran Horgan, Davis College, who was selected to take part in the International Olympiad in Informatics, a schools competition for young programmers.
- The CE also expressed congratulations to the four new Directors on their appointments. He stated that their appointments are a great reflection on the calibre of staff within CETB.

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 **(copies herewith)**.

- The CE referred to the discussion that took place at the last meeting with regards to Induction for Board members and it was agreed by all that this would take place on Thursday 20th October 2016 at 4.00pm with a 45 minutes session prior to same where members could give HR Interview panel feedback.

CORRESPONDENCE

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Declan O’Leary, adopted the DES, ETBI, SOLAS and General Correspondence as presented **(copies herewith)**.

DES Correspondence

- **06.07.2016 – Attendance at Board Meetings** – The CE advised that the issue of the lack of Quorum for ETBs has been raised again and ETBI were seeking data from ETB’s to present to the DES. The CE stated that the DES is reluctant to change the Quorum for the time being.
- **25.07.2016 – Governing Body of CIT** – The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Declan O’Leary approved the appointment of Mr. Shane Falvey and Ms. Ruth O’Leary as student representatives on the Governing Body of CIT.
- **04.08.2016 – Application for rental of temporary accommodation at Davis College** – Cllr. Des O’Grady stated that he was contacted by a parent stating that Davis College is overcrowded and he asked the CE for an update in relation to the proposed extension and the pre-fabs. The CE responded by stating that a major extension is planned for Davis College. Some local residents had raised issues about traffic and access. This resulted in a planning application appeal to An Bord Pleanála which considerably delayed the building project. Davis College applied for 5 temporary classrooms for which planning was granted however the DES had an issue with the costing so matters were further held up. CETB made a case to the DES in July 2016 stating that 3 temporary classrooms would suffice but this necessitated a new planning application. The CE acknowledged that there was a problem with classroom space but that everything was being done to provide temporary accommodation and that it was expected that work on the permanent building would begin early in 2017.

ETBI Correspondence

- **12.07.2016 – Increase to the annual subscription by ETBs** - Cllr. Gillian Coughlan asked the CE what ETB’s are benefiting from being under ETBI’s umbrella. The CE stated that

they are the representative body of all ETB's and are quite proactive in dealing with the DES and offer extensive resources to ETB's. Officers have been appointed in an effort to support ETB's, for example a Primary School Officer has been appointed to deal with Community National Schools. The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Mary Hegarty, approved the increase to the annual subscription.

CE'S REPORT

The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Christopher O'Sullivan approved the adoption of the CE's Report, incorporating the Education Report, Finance Report and the Capital Report (**copy herewith**).

- **Item 4 – Meetings with the DES Secretary General** – Mr. Declan O'Leary referred to the item on Legal Services Procurement and asked the CE if there appeared to be a move in the direction of ETBI becoming the only legal provider. The CE advised that the Department had decreed that legal services should be procured centrally for the ETB sector and that the OGP have set the process in train. Mr. O'Leary stated that he felt that CETB should have the freedom to independently procure legal services. The CE stated that national procurement of services is high on the Governments agenda. This however does not mean that the framework, if developed, could not be tailored to suit each ETB's needs. Ms. Gillian Keating stated that public tendering across the public sector, in particular Education, has begun already. However, she stated that there will most likely be an opportunity within the tender for legal firms to identify areas in the country that they wish to work within to retain local connections. Cllr. Chris O'Leary stated that he has had concerns for some time now in relation to control being taken from the ETB's. This in turn has repercussions for the community and there is a huge issue regarding local economies and sustainability. Cllr. Gillian Coughlan proposed that CETB seeks assurances from ETBI that the legal contract be so framed that locally based solicitors have the opportunity to tender for services. The CE stated that he would make known to ETBI the views of the Board.
- **Item 6 – Cork ETB Profile of Youth Services** – The Board, on the proposition of Cllr. Gillian Coughlan, seconded by Cllr. Chris O'Leary, approved the above document. The CE took this opportunity to state that CETB needs to establish a Youth Committee and asked if any members were interested in sitting on same. It was agreed that no more than 12 individuals should sit on the Committee and not all members have to be Board members. It was agreed that the 3 Board members would meet with the CE and Ms. Ruth Griffin, Youth Officer, in an effort to decide who to co-opt onto this Committee. The following members were approved to become members of the CETB Youth Services Committee:
 - Cllr. Kay Dawson
 - Cllr. Gillian Coughlan

- Cllr. Chris O’Leary

The Board on the proposition of Cllr. Mary Hegarty, seconded by Mr. Declan O’Leary approved the Youth Services report as presented. The CE thanked Ms. Griffin for her hard work and stated that he will make an application to the DES for the appointment of a Development Officer and administrative support for Ms. Griffin, considering the size of the budget.

➤ **Item 12 – Regional Youthreach Boards** – The following members were approved to sit on the following Regional Youthreach Boards:

- **Cork City**
 - Ms. Maura Fitzgibbon
 - Cllr. P.J. Hourican
 - Cllr. Mary Shields
- **Cork South**
 - Cllr. Des O’Grady
 - Cllr. Mary Hegarty
- **Cork North**
 - Cllr. Kay Dawson
 - Ms. Pearl Nolan

The CE was given permission to fill any vacant place on the Cork South and Cork North Regional Boards.

Education Report

Item 6 – Staffing – Ms. Maura Fitzgibbon asked Mr. Fitzgibbons if any new teaching staff were employed after 31st August 2016, prior to bringing any staff member with a CID on less than full hours up to full hours. Mr. Fitzgibbons stated that to the best of his knowledge no but he would check this for Ms. Fitzgibbon.

Item 7 – Albert Road Hospitality Centre – Ms. Fitzgibbon asked who was developing the outline specification for the new building. Mr. Fitzgibbons stated that he was, in consultation with the Principal of Cork College of Commerce and staff from the Training Centre. Ms. Fitzgibbon asked if staff were being consulted. He stated that he was of the assumption that the Principal was consulting with her staff.

Item 8 – ASTI Industrial Action – Concern was expressed by Board members that students in schools staffed by members of ASTI will automatically lose 10% in their English exams next year due to industrial action. It was agreed that the CE would take every opportunity to make the concerns of the Board known to the relevant partners but in particular the DES.

COMMITTEES

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

- The Bishop of Cork and Ross has nominated Mrs. Mary Scriven to the BOM of Nagle Community College, as the Diocesan nominee.
- The staff of Gaelcholáiste Charraig Uí Leighin has nominated the following as staff nominee to replace Ms. Joann Ní Uirc who is no longer employed at the school, subject to Board approval:
 - Orla de Bhailís
- Beara Community School's term of office has come to an end. The current CETB nominees are as follows:
 - Mr. Ted Owens
 - Cllr. Mary Hegarty
 - Cllr. Patrick Gerard Murphy

The remainder of the Board of Management nominees will be submitted for ratification

- Kinsale Community Schools term of office came to an end prior to the summer. The following are the proposed members of the BOM for Board approval:
 - Sr. Rita Twomey, Mr. Charles Henderson & Mr. Pdraig O'Riordan – Sisters of Mercy Nominees
 - Mr. Paudie Palmer, Ms. Gillian Coughlan & Cllr. Mary Shields - CETB Nominees
 - Mr. Chris Cronin & Ms. Liz Timmons – Parent Nominees
 - Mr. Ger Hogan & Ms. Aine McKenna – Staff Nominees
- Bishopstown Community School term of office came to an end prior to the summer. The following are the proposed members of the BOM for Board approval:
 - Sr. Rita Twomey, Ms. Josephine Coffey & Mr. Martin Kenny – Diocese of Cork & Ross Nominees
 - Mr. Paudie Palmer, Ms. Una O'Donnell & Ms. Máire Roycroft – CETB Nominees
 - Mr. Alex Gibbons & Ms. Margaret Curtin – Parents Nominees
 - Mr. James Crow & Mr. Mark McCarthy – Staff Nominees
- Proposal to place Mr. Liam Ahern, as CETB nominee on the BOM of Ballincollig Community School as a replacement for Ms. Mary O'Grady.

RESERVED ITEMS

- The Board, on the proposition of Cllr. Des O'Grady, seconded by Cllr. Chris O'Leary approved the Statement of System of Internal Financial Control, on the recommendation of the Audit Committee.
- The Board, on the proposition of Cllr. Chris O'Leary, seconded by Mr. Paudie Palmer approved the accounts for year ending 31st December 2015, as presented to the Finance

Committee. A Lease between CETB and David Walker for premises in Carrig House Cobh, which houses Adult and Community Education, for a term of 3 years from 1st November 2015 at a cost of €15,000 per annum.

- The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Chris O’Sullivan approved the Rental Agreement between CETB and Anna Forde for premises in Millstreet, which houses Adult and Community Education, for a term of 1 year from 1st August 2016 at a cost of €5,200 per annum.
- The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Chris O’Sullivan approved the Lease between CETB and George Croke for premises in Dunmanway, which houses Adult and Community Education, for a term of 3 years from 1st August 2016 at a cost of €13,000 per annum.
- The Board, on the proposition of Mr. Paudie Palmer, seconded by Cllr. Chris O’Sullivan approved the Lease between CETB and J. J O’Sullivan for premises in Castletownbere, which houses Adult and Community Education, for a term of 3 years from 31st August 2016 at a cost of €9,600 per annum.

MINUTES OF BOARDS AND COMMITTEES CONFIRMATION
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The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Paudie Palmer, confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

AOB

Cllr. Mary Hegarty referred to the tragic incident that happened in St. Colman’s Community College during the summer and that the Principal of the college has suggested that perhaps the PE Hall could be named in honour of Mr. John Twomey. The CE stated that some consideration can be given to same and that CETB and the school will contact the family with regards to this.

Cllr. Gillian Coughlan asked the CE for an update in relation to Kinsale FEC. The CE advised that discussions in relation to same are on-going. The alignment has been deferred and he has informed the TUI that a final decision will not be made until February 2017.

DATE & VENUE OF NEXT MEETING

The next meeting will take place on Thursday 17th November 2016 at 4.00pm in the Cork Training Centre, Rossa Avenue.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____