

<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>28<sup>TH</sup> MARCH 2019</b>

<b>ATTENDANCE</b>
-------------------

<i>Cllr. Eoghan Jeffers</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Kay Dawson</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Christopher O’Sullivan</i>	<i>Mr. Ger Looney</i>
<i>Cllr. Pdraig O’Sullivan</i>	<i>Mr. Declan O’Leary</i>
<i>Cllr. Sean Martin</i>	<i>Mr. Denis Kirby</i>
<i>Cllr. Chris O’Leary</i>	<i>Ms. Pearl Nolan</i>

<b>EXECUTIVE &amp; ADMINISTRATIVE STAFF</b>
---

<i>Mr. John Fitzgibbons, Acting CE</i>	<i>Mr. Henry Creedon (APO Finance)</i>
<i>Mr. Pat McKelvey, Director of Schools</i>	<i>Ms. Clare Creedon (Secretary to Board)</i>
<i>Ms. Sheila Quill, Director of OSD</i>	<i>Mr. Jamie O’Leary (Finance Committee Chair)</i>
<i>Ms. Suzanne Mullins, Director of OSD</i>	<i>Mr. Tim Healy (Audit Committee Chair)</i>

<b>WELCOME</b>
----------------

The Chairman was unable to be present for this meeting so an Acting Chair was elected. The Board agreed that Declan O’Leary would take the position of Acting Chair until the Vice-Chairman arrived.

The Acting CE welcomed Enda McWeeney, Acting Director of Further Education to the meeting. He advised the members that he has been appointed until John Fitzgibbons returns to his role when the new Chief Executive commences his employment with CETB.

The Acting CE advised members that Paudie Palmer is currently ill and the Board agreed to send good wishes to Mr. Palmer.

<b>APOLOGIES</b>
------------------

- Apologies for inability to attend the meeting were received from Board Members Cllr. Patrick Gerard Murphy, Cllr. Mary Hegarty, Cllr. Mary Shields, Mr. Paudie Palmer, Ms. Louise Sheehan, Cllr. Gillian Coughlan, Cllr. Kevin Conway and Ms. Mary O’Grady

<b>CONDOLENCES</b>
--------------------

† To the family of Bernadette Breen, former staff member of College of Commerce, on her death

† To Jill Manning, teacher in St. Aidan’s Community College, on the death of her grandfather

† To Una Clarke, teacher in St. Aidan’s Community College, on the death of her father

† To Sandra White, teacher in St. Colman's Community College, on the death of her mother

† To the family of Conn O' Brien, student in Coláiste Choilm, on his death

† To the family of Eileen O'Grady, former teacher in Coláiste Pobail Bheanntaí, on her death

† To Valerie Brassil, teacher in Coláiste Mhuire, on the death of her brother

† To Rosarie Daly, teacher in St. John's College, on the death of her mother

† To Eoin Joy, former teacher in Davis College, on the death of his sister

† To Angela Sheehan, former staff member at Glanmire Community College, on the death of her husband

† To Tom Pittam, staff member of Glanmire Community College, on the death of his father

† To Caroline Dullea, member of staff at Maria Immaculata Community College, on the death of her father

† To Denise Walsh, staff member of CSN College, on the death of her sister

## MINUTES

The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. Sean Martin, adopted the minutes of the previous ETB meeting held on **17<sup>th</sup> January 2019 (copy herewith)**.

## RESERVED ITEMS

The Vice-Chair Cllr. Padraig O'Sullivan arrived to the meeting took over from the Acting Chair at this point in the meeting.

### **Approval to enter into a lease/licence**

The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. Sean Martin, approved the following:

- A lease between Cork ETB and Macroom Environmental Industrial Park for Units 2 & 4 of Macroom E Business Centre, Bowl Road, Macroom. The lease will run from 31<sup>st</sup> August 2018 to 30<sup>th</sup> September 2019 at a cost of €14,400 plus VAT per month, plus utilities. This is an increase from €10,800 plus VAT per month, plus utilities.

### **Sealing of documents**

The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. Declan O'Leary, approved the following:

- A lease between Farranree Family Centre and Cork ETB for 3 years from 01/01/2019 to 31/12/2021.
- A lease between Cork ETB and the Trustees of Carrigtwohill Hurling and Football Club to house Scoil Chlíodhna CNS, from 1<sup>st</sup> September 2018 to the 31<sup>st</sup> August 2020.

### **Appointment of the Chief Executive**

- In accordance with Section 12, Reserved Functions, of the Education and Training Boards Act, 2013, the appointment of a Chief Executive is a Reserved Function. Therefore, following the recommendation of the PAS, the Department of Education and Skills has advised that Mr. Denis Leamy should be appointed by the Board as the new Chief Executive.

Cllr. Chris O’Leary stated that he thought the Board had a bigger role in the selection and appointment of the new Chief Executive. The Acting CE re-iterated that it is the function of the Board to appoint the Chief Executive, but it is the role of the Minister for Education and Skills to conduct the recruitment process and to determine how this will be conducted. Mr. Rob Bateman stated that more information with regards to the proposed candidate would have been beneficial. Following a discussion, members on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Sean Martin, approved the appointment of Mr. Denis Leamy as the new Chief Executive of Cork ETB, but requested that a letter be forwarded to the Minister expressing their concerns in relation to the Board’s lack of input and involvement in the recruitment and selection process of the Chief Executive. The members stressed that their concerns were not related in any way to the person being nominated for appointment but rather the lack of engagement for the Board in the process.

### **For Approval**

#### **Finance Committee Report (copy herewith)**

Jamie O’Leary, Chair of the Finance Committee took the members through the report from the Finance Committee.

Mr. O’Leary stated that the Finance Committee recommends the Board adopt the Service Plan as presented. Mr. O’Leary also stated that the Finance Committee are recommending the adoption of the Financial Accounts as presented.

Declan O’Leary referred to the Service Plan and commended the report. He stated that he would like to see further development in terms of the Youth Service figures in the plan and noted that it should capture the scale of delivery and numbers.

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Sean Martin, approved the Financial Statements for the year ending 31.12.2018.

### **Audit Committee Report (copy herewith)**

Tim Healy, Chair of the Audit Committee, took members through the report from the Audit Committee. He stated that the Committee was satisfied to recommend to the Board that the Statement of Internal Control is approved and signed by the Chairman.

Mr. Healy stated that it is a positive report overall. He noted that one concern the Committee has is that there are a low number of audits coming from the IAU for ETBs but they have been advised that this was down to resourcing issues. Mr. Healy referred to procurement and noted that it will continue to be a challenging area but it was very reassuring to see the Procurement plan in place.

The Board, on the proposition of Cllr. Sean Martin, seconded by Cllr. Chris O'Leary approved the signing of the Statement of Internal Controls by the Chairman

The Acting CE thanked both Chairs for attending the meeting and for all their work and the work of their Committee members. He also thanked the staff in the Finance team who worked on preparing the accounts.

### **Land Transfer**

The Board, on the proposition of Cllr. Sean Martin, seconded by Cllr. Eoghan Jeffers approved the following:

#### **Proposed Land Transfer Arrangements with the Diocese of Cork and Ross re. School Building Project at Morning Star National School, Ballyphehane.**

Morning Star NS (MSNS) on Connolly Road, Ballyphehane shares a boundary with Coláiste Stiofáin Naofa, Tramore Road. In 2014, MSNS received DES approval for an extension to their building. In 2015, CETB was contacted by the DES and asked to facilitate this extension, by transferring a small strip of land on the boundary between the two properties to the Diocesan Trustees. This was agreed in principle.

Following further discussions and investigations re. property ownership, a draft agreement was drawn up to incorporate the following transactions:

1. The strip of land required for the school extension, indicated as Plot A on attached Map1, to be transferred to the Diocesan Trustees
2. In exchange for this transfer, a plot of land owned by the Diocese and indicated as Plot B on the attached Map2, is to be transferred to CETB. This piece of land provides access to CSN playing pitches to the rear of Morning Star NS.
3. In order to facilitate the building works on the extension to MSNS, CETB will grant a temporary licence to enter the land indicated as Plot C on attached map3 for the duration of the building project.
4. CETB will also grant a wayleave over the area of land indicated as “y” and “x” on Map4 to facilitate the laying and future maintenance of underground pipes connecting the school extension to the main drainage scheme.

It is proposed to proceed with the above land transactions, subject to the approval of the Board and the DES.

### **For noting**

- Protected Disclosures Annual Report 2018 – Two protected disclosures were received at the end of 2018. Consequently, appropriate action was taken by CETB in relation to the matters reported. No further action was deemed to be necessary.
- Cork ETB Customer Charter and Complaints and Appeals procedures

### **Section 29 Appeal for noting**

- Refusal to Enrol a student to St. Colman’s Community College:
  - It was the decision on 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 published and lawful enrolment policy.
- Refusal to Enrol a student to St. Brogan’s College:
  - It was the decision on the Section 29 Appeals Board not to uphold the appeal on the basis that the College had correctly applied their published and lawful enrolment policy.

The Acting CE asked members to consider amending the Standing Orders to include the following:

*“that in exceptional circumstances, for example, where there is a requirement under a Statutory obligation, and the Board is not quorate, that a meeting may consist of a conference between members who are not all in one place, but each of whom is available directly or by teleconferencing, videoconferencing or other electronic communication, to speak to the*

*meeting and to be heard. Members participating in a meeting in this manner shall be deemed to be present in person and shall be entitled to vote and be counted in the quorum”.*

Members agreed to the amendment to the Standing Orders as presented above.

## EXECUTIVE REPORT

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Eoghan Jeffers, approved the Executive report, including the Finance and Capital reports.

- **Item 9 – DES Inspection reports** – Pat McKelvey advised that he will be working with the schools in terms of these reports. He particularly noted that the report for Maria Immaculata Community College was an outstanding report. With regards to the St. Colman’s Community College WSE Report, Pat stated that a huge effort was made by the management team in the college.
- **Item 10 – Section 29 Appeals** – Mr. McKelvey stated that a significant amount of work has been done in relation to these and procedurally schools and college are now getting the procedures right and the majority of hearings are not being upheld. He thanked Clare Creedon for her work with the Section 29 Appeals and working with the schools.
- **Item 11 – Changes in Youth Services** – The Acting CE informed members of the upcoming changes with regards to Youth Services. Cllr. Chris O’Leary asked what are going to be the implications and knock on effects if the resources are not there. Mr. Declan O’Leary referred to the funding to the Youth Service and noted that this was cut by 30% in 2008 and the baseline is down by 25% as only 5% has been given back. The critical issue here is that we do not get caught up on this process and miss out on volunteer led services. Whilst the changes are welcome and necessary, there is a wider picture there. Mr. O’Leary noted that the Youth Affairs unit are very good.
- **Item 29 – Capital programme** – Sheila Quill took members through the capital report as presented:
  - Davis College – Ms. Quill noted that an issue around soil has been identified and CETB are working with DES and the Design Team to bring the issue to a satisfactory resolution.
  - St. Colman’s CC – Ms. Quill stated that the project is close to the survey works being completed.
  - Carrigaline Campus – Ms. Quill stated that CETB expect contractors on site at end of April.

- Carrigtwohill Campus – Ms. Quill noted that the planning application notice appeared in the newspaper today and has been lodged with Cork County Council.
- Ms. Quill stated that a meeting was held with the DES Building Unit on 27<sup>th</sup> March and CETB got very positive feedback in relation to Coachford College, Coláiste Ghobnatan and Carrignafof Community College. The Acting CE stated that it was a positive meeting.
- Coláiste Choilm – The Acting CE advised that CETB is awaiting a site visit in the next few weeks from the DES. He stated that discussion is needed with the DES around their plans for the future of education in Ballincollig.
- Coláiste Mhuire – The Acting CE advised that it has been flagged with the DES and CETB identified the needs for Buttevant and the rapidly increasing population. The school was built for 325 pupils and there are currently 402 enrolled. In two years’ time they expect to have over 500 students. The DES now recognise the urgency for temporary accommodation and they gave a commitment that this project will get their focused attention.
- Coláiste an Chraoibhín – Cllr. Kay Dawson asked for confirmation that everything with this project is still on target. Ms. Quill advised that yes, it is on target.

Cllr. Chris O’Sullivan referred to Clonakilty Community College and that it is great to see builders are on site. However, he has concerns with regards to the flood works that are being undertaken currently which means the main car-park in the town will be out of use. The other main car park in the town is the car park outside the Community College. Due to the works being undertaken in the college it means that staff will have to park in the public car park outside of the school and this is going to affect businesses in the town centre. Cllr. O’Sullivan is hopeful that perhaps the Acting CE could speak to the Principal of the college to see if it was possible to come to an arrangement with regards to staff parking for a time during the summer months. The Acting CE advised that he would speak to the Principal.

<b>COMMITTEES</b>
-------------------

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Sean Martin approved the following:

The Board, on the proposition of Mr. Declan O’Leary, seconded by Cllr. Sean Martin, approved the nomination of Mr. Denis Leamy to the Governing Body of CIT as an Ordinary Member.

<b>MINUTES OF BOARDS AND COMMITTEES CONFIRMATION</b>
--

The Board, on the proposition of Cllr. Eoghan Jeffers, seconded by Mr. Rob Bateman, confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

**CORRESPONDENCE**

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Eoghan Jeffers, adopted the DES and General Correspondence as presented (**copies herewith**).

**AOB**

Mr. Denis Kirby referred to CSN College being awarded Best FE Education Provider and wished to recognise the achievement. The Acting CE stated that a letter would be sent expressing the Boards congratulations.

**DATE & VENUE OF NEXT MEETING**

The next meeting will take place on Thursday 18<sup>th</sup> April 2019 in the Cork Training Centre at 4.30pm.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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