

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
CORK TRAINING CENTRE, ROSSA AVENUE
10TH SEPTEMBER 2019

ATTENDANCE	
<i>Cllr. Karen Coakley</i>	<i>Cllr. Colette Finn</i>
<i>Cllr. Kay Dawson</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Noel McCarthy</i>	<i>Mr. Patrick O'Dwyer</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Mrs. Maria McGrath</i>
<i>Cllr. Gobnait Moynihan</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Martin Coughlan</i>	<i>Mr. Liam Ahern</i>
<i>Cllr. James Kennedy</i>	<i>Mrs. Mary Hegarty</i>
<i>Cllr. Ben Dalton O'Sullivan</i>	<i>Ms. Ann Pigott</i>
<i>Cllr. Sean Martin</i>	<i>Mr. Denis Kirby</i>
<i>Cllr. Mary Rose Desmond</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Derry Canty</i>	

EXECUTIVE & ADMINISTRATIVE STAFF	
<i>Mr. Denis Leamy, CE</i>	<i>Mr. Pat McKelvey, Director of Schools</i>
<i>Mr. John Fitzgibbons, Director of FET</i>	<i>Ms. Clare Creedon (Secretary to Board)</i>
<i>Ms. Suzanne Mullins, Director of OSD</i>	

WELCOME

The CE welcomed all members to the first full Board meeting of Cork ETB. He advised members that the first order of business is to elect a Chair and Vice-Chair for the term of 2019-2024.

ELECTION OF CHAIR

The Board, on the proposition of Cllr. Gobnait Moynihan, seconded by Mrs. Mary Hegarty, approved the appointment of Cllr. Patrick Gerard Murphy to the position of Chair for the term of office of the Board.

ELECTION OF VICE CHAIR

The Board, on the proposition of Mr. Liam Ahern, seconded by Mrs. Maria McGrath, approved the appointment of Mrs. Mary Hegarty to the position of Vice-Chair for the term of office of the Board.

CONDOLENCES

† To the family of Cecilia Lynch, mother of staff members Ciarán Lynch and Lillian Buckley, on her death.

† To John Fitzgibbons, Director of FET, and family, on the death of his mother.

† To Mary O'Mahony, staff members in Procurement, on the death of her father.

† To Tim Healy, Chairman of the Audit Committee, on the death of his brother.

† To the family of PJ Byrne, and the staff and students of Cork College of Commerce, on his tragic death.

† To Ann Corcoran, Director of Adult Education in Cork College of Commerce, on the death of her brother.

† To Mary Healy, staff member in HR, on the death of her brother.

MINUTES

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Cllr. Sean Martin, adopted the minutes of the previous ETB meetings held on **18th April 2019, 26th August 2019 (copies herewith)**.

RESERVED ITEMS

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

Approval to enter into a lease/licence:

- A Memorandum of Agreement regarding the lease for Morrison House, which houses the Cork College of Commerce. Subject to a five-year rent review under the lease, the landlord is seeking an increase from €85,000 plus VAT per annum to €98,000 plus VAT per annum. DES approval for same has been received.
- Approval to enter into a lease for a new premises in Millstreet to house BTEI and Adult and Community Education. The term of the lease will be 10 years from 15th July 2019 at a cost of €14,000 per annum. DES approval has been sought and received. The lease is to replace a premises that can no longer meet the space requirements for Cork ETB.
- Approval to enter into a lease for a new premises in Castletownbere to house Adult Guidance. The term of the lease will be 10 years from 1st January 2020 at a cost of €25,000 per annum. DES approval has been sought and received. The lease is to replace a premises that can no longer meet the space requirements for Cork ETB.
- Approval to extend the lease at Fota Business Park for Carrigwohill Community College to 30th September 2021 at a cost of €325,950 per annum inclusive of VAT. DES approval has been sought and received.
- Approval to enter into a lease for lands at Fota Business Park to house 2 prefabricated buildings for Carrigwohill Community College from 1st September 2019 to 30th September 2021 at a cost of €100,768.98 per annum inclusive of VAT. DES approval has been sought and received.

Sealing of documents:

- Lease between Michael Kidney and Cork ETB for Waterpark House to house Gaelcholáiste Charraig Uí Leighin. The term is 3 years from 1st September 2018 at a cost of €100,000 per annum.
- Lease between Shiaghail Partnership and Cork ETB for a ground floor unit at Herons Wood, Carrigaline to house the FET Centre. The term is for 5 year from 1st May 2017 at a cost of €21,500 plus VAT.
- Lease between Gobnait O’Callaghan and Cork ETB for a premises at Herons Wood, Carrigaline to house the SONAS Special School. The term is for 3 years from 1st July 2018 at a cost of €80,000 plus VAT.
- A rental agreement between Cork ETB and Coachford Soccer Club for the use of rooms by Coachford College for the 2018/2019 academic year

For Approval

The Board, on the proposal of Mr. Rob Bateman, seconded by Cllr. Sean Martin approved the following documents:

- Cork ETB Standing Orders
- Cork ETB Code of Conduct for Staff
- Cork ETB Code of Conduct for Members of the Board

Section 29 Appeal for noting

- Expulsion of a student from City North College:
 - It was the decision of the Section 29 Appeals Board not to uphold the appeal on the basis that the College did not breach fair and reasonable procedures.
- Refusal to Enrol a student to Kinsale FEC:
 - It was the decision of the Section 29 Appeals Board that the appeal to overturn the decision of the Director of Further Education and Training was not upheld.
- Refusal to Enrol a student to Coláiste Choilm:
 - It was the decision of the Section 29 Appeals Board not to uphold the appeal on the basis that the school correctly applied their published and lawful enrolment policy and did not breach fair and reasonable procedures.

EXECUTIVE REPORT

The Board, on the proposition of Cllr. Sean Martin, seconded by Cllr. Derry Canty, approved the Executive report, including the Finance and Capital reports.

- **Item 6 – Recruitment** – Mrs. Mary Hegarty referred to the difficulty in filling positions in the peripheral areas of West Cork for example. Principals are also advising that certain subjects, for example Physics and Chemistry, are proving difficult to fill. She queried as to what Cork ETB can do to incentivise teachers to work for the organisation.

Pat McKelvey stated that the teacher shortage is a national issue. He noted that Cork ETB attends teaching expo's to try and recruit teachers. Suzanne Mullins advised members that monies were invested into an on-line Facebook video campaign recently and Cork ETB now has a Linked In account to target potential staff.

- **Item 13 – Capital Building Programme** - Mr. Liam Ahern referred to the Education Campus for Carrigtwohill and asked if the request for further information would be a long process, with regards to the planning application. The CE advised that realistically it will take three years to complete the build. Cork ETB are due to meet with the parents associations for Carrigtwohill Community College and Scoil Chlíodhna in November to provide an update. Cork ETB is trying to create schools that are viable in a small setting, which will then be in a position to grow once the facilities are available to them.

Declan O'Leary referred to the CNS campaign and asked for an update. Pat McKelvey advised the Board that Cork ETB have been building an awareness of Community National Schools with the public over the past number of months, visiting creches, building an on-line profile and preparing information leaflets. Members will be advised when notification has been received with regards to the commencement of the campaign.

COMMITTEES

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Cllr. Noel McCarthy approved the appointment of Cllr. Martin Coughlan to the Board of Management of the Macroom Community Leisure Centre.

MINUTES OF BOARDS AND COMMITTEES CONFIRMATION

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

CORRESPONDENCE

The Board, on the proposition of Cllr. Kay Dawson, seconded by Mr. Liam Ahern, adopted the DES, ETBI, General and SOLAS Correspondence as presented (**copies herewith**).

ETBI Correspondence

The Board agreed the following delegates to attend the ETBI Annual Conference 2019, along with the CE and the four Directors:

- Cllr. Patrick Gerard Murphy
- Ms. Maura Fitzgibbons
- Cllr. Noel McCarthy

General Correspondence

The Board, on the proposition of Cllr. Noel McCarthy, seconded by Cllr. Sean Martin, approved the appointment of the Chairman as Cork ETB nominee to vote at the Irish Public Bodies General Meeting of the Company.

FUTURE MEETINGS

It was agreed that the meetings would take place on a bi-monthly basis, on the last Thursday of the month at 5.30pm.

DATE & VENUE OF NEXT MEETING

The next meeting will take place on Thursday 28th November 2019 in the Cork Training Centre at 5.30pm.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____