

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
TEAMS MEETING ONLINE
26th MARCH 2020

ATTENDANCE

<i>Cllr. Karen Coakley</i>	<i>Ms. Maria McGrath</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Gobnait Moynihan</i>	<i>Mr. Liam Ahern</i>
<i>Cllr. James Kennedy</i>	<i>Mrs. Mary Hegarty</i>
<i>Cllr. Mary Rose Desmond</i>	<i>Ms. Ann Pigott</i>
<i>Cllr. Colette Finn</i>	<i>Mr. Denis Kirby</i>
<i>Mr. Patrick O'Dwyer</i>	<i>Mr. Declan O'Leary</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>Mr. Mark Dineen, APO Finance (Acting)</i>
<i>Ms. Suzanne Mullins, Director of OSD</i>	<i>Ms. Clare Creedon (Secretary to Board)</i>
<i>Ms. Sheila Quill, Director of OSD</i>	

WELCOME

The Chairman welcomed all members to the meeting and thanked them for making themselves available on-line, through Microsoft Teams, for the meeting. The Chairman noted that it was important to conduct as much business as possible, even in these uncertain times.

The CE advised that Mr. Tim Healy, Chair of the Audit Committee and Mr. Jamie O'Leary, Chair of the Finance Committee would attend part of today's meeting to present a report from each Committee (**copies herewith**).

MINUTES

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Cllr. Karen Coakley, adopted the minutes of the previous ETB meetings held on **27th February 2020 (copy herewith)**.

DECLARATIONS OF INTEREST (IF ANY)
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There were no potential conflicts of interests declared.

RESERVED ITEMS

For Approval:

The Board, on the proposition of Mr. Declan O'Leary, seconded by Cllr. Mary Rose Desmond, approved the Statement of Internal Control (subject to C&AG Audit), as recommended by the Audit Committee.

The report from the Audit Committee to the Board was noted.

The Board, on the proposition of Mr. Denis Kirby, seconded by Mr. Patrick O'Dwyer, approved the draft Financial Statements for the year ended 31st December 2019, as recommended by the Finance Committee.

The report from the Finance Committee to the Board was noted.

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Mr. Patrick O'Dwyer, gave approval for the Executive to make contact with the bank with regard to the overdraft facilities of €5 million, should it be required. The Minister for Education and Skill's sanction for the above was received on 10th March 2020.

Approval to enter into a lease/licence:

The Board, on the proposition of Mr. Patrick O'Dwyer, seconded by Mr. Denis Kirby, approved entering into the following leases/licences:

- A lease between Cork ETB and Boxhedge Commercial for lands at Fota Business Park, Carrigtwohill to house additional temporary accommodation, sanctioned by the DES. The total area of the lands is 8,310 square meters. The lease will run from 1st September 2020 to June 2023 at an annual rent of €406,858 plus VAT. DES approval has been sought and is pending.
- A licence between Cork ETB and the Great Island Community Centre, Cobh, Co. Cork, for the provision of classrooms at the Great Island Community Centre, Cobh for 2020 at a fee of €5,000 for the purposes of further education.
- Renewal of the lease between CETB and Con O'Leary for the premises which houses Youthreach Bandon. The lease will be for a further 5 years from 1st June 2020 at the same cost of €64,000 per annum. DES approval has been sought and is pending.
- Renewal of the lease between CETB and The Capuchin Order for the premises which houses Cork City Learning Support Services at Fr. Matthew Street for a term of 5 years from 1st June 2019 to 31st May 2024 at a cost of €27,500 per annum.
- Addendum to an existing lease - A side letter between CETB and Carrigtwohill GAA Club to add the extra lands for additional prefabs as an addendum to the lease, at an additional rent of €2,000, until 1st December 2023. DES approval has been sought.

Authentication of the Seal of the Board:

The Board, on the proposition of Cllr. Mary Rose Desmond, seconded by Cllr. Gobnait Moynihan authorised the following members of staff of the Board to authenticate the affixing of the Official seal of the Board, in addition to the Chairperson or the Chief Executive, for the purposes of paragraph 2(a) and (b) of Schedule 3 to the Education and Training Boards Act, 2013:

1. John Fitzgibbons, Director
2. Pat McKelvey, Director
3. Sheila Quill, Director
4. Suzanne Mullins, Director
5. Sarah Flynn, APO
6. Clare Creedon, Administrative Officer

Sealing of Documents:

The Board, on the proposition of Mr. Denis Kirby, seconded by Cllr. Gobnait Moynihan, approved the sealing of the following:

- A Deed of Variation the lease for lands at Carrigtwohill Community College, Fota Business Park which houses the existing prefabricated buildings. The variation refers to the extension of the lease to 30th June 2023, from 1st September 2021.
- A Licence to Occupy between CETB and Munster Council of the Gaelic Athletic Association regarding the grounds at Páirc Réigiúnach na gColáistí, Charleville, Co. Cork. The Munster Council of the GAA will pay maintenance costs of €2,500.00.
- Renewal of the lease between CETB and Con O’Leary for the premises which houses Youthreach Bandon. The lease will be for a further 5 years from 1st June 2020 at the same cost of €64,000 per annum. Documents will be held until June and DES approval has been received.
- A lease for the 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.
- A licence between Cork ETB and the Great Island Community Centre, Cobh, Co. Cork, for the provision of classrooms at the Great Island Community Centre, Cobh for 2020 at a fee of €5,000 for the purposes of further education.
- A lease between Cork ETB and the Ballyphehane/Togher Community Development Project from 01/01/2019 for 3 years until 31/12/2021 at a cost of €3,000 per annum, to house Adult and Community Education.
- A side letter between CETB and Carrigtwohill GAA Club to add the extra lands for additional prefabs as an addendum to the lease, at an additional rent of €22,000, until 1st December 2023. DES approval has been sought.
- Extension to the licence to occupy between Cork ETB and Coachford National School to encompass the remainder of the 2019/2020 academic. Coachford College is using rooms in the National School. This licence expired on 31st December 2019.
- Extension to the licence to occupy between Cork ETB and Coachford Soccer Club to encompass the remainder of the 2019/2020 academic. Coachford College is using rooms in the soccer club complex. This licence expired on 31st December 2019.

- A Licence for Fit Out Works relating to the site at Fota Retail and Business Park, Carrigtwohill, Co. Cork to house extra accommodation for Carrigtwohill Community College, as approved by the DES.

Governing Body of CIT:

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Mr. Declan O’Leary approved the recommendations for appointment as follows:

- Cork ETB shall nominate six persons in accordance with Section 4 (1) (a) of the RTC (Amendment) Act 1994. The current nominees are as follows:
 1. Mr. Denis Leamy, CE
 2. Ms. Maura Fitzgibbon
 3. Cllr. Patrick Gerard Murphy
 4. Mr. Declan O’Leary
 5. Mrs. Mary Hegarty
 6. Cllr. Colette Finn.
- Cork ETB wrote to the Irish Congress of Trade Unions for a nominee, in accordance with Section 4 (1) (f) of the RTC (Amendment) Act 1994. ICTU has nominated Ms. Ann Piggott as Ordinary Member of the Governing Body.
- Correspondence was received from the President of CIT outlining the following:
 - Two persons, being registered students of the college, in accordance with Section 4 (1) (e) of the RTC (Amendment) Act 1994
 - Ms. Aisling O’Mahony
 - Mr. Zak Nuttawud
 - Two persons, being members of the academic staff of the college in accordance with Section 4 (1) (c) of the RTC (Amendment) Act 1994
 - Ms. Mary Cooney
 - Dr. Cillian Ó Súilleabháin
 - One person, being a member of the staff of the college (other than academic staff) in accordance with Section 4 (1) (d) of the RTC (Amendment) Act 1994
 - Ms. Norma Welch
- Five persons from organisations that the college considers require representation on the Governing Body, in accordance with Section 4 (1) (g) of the RTC (Amendment) Act 1994
 - Engineers Ireland
 - Mr. Pádraig Leahy
 - IDA Ireland –
 - Mr. Ray O’Connor
 - Sport Ireland
 - Mr. Bernard Allen
 - IBEC
 - Mr. John Higgins

- Biopharmachem Ireland (BPCI)
 - Mr. Diarmuid O'Connor

Standing Orders for Boards of Management:

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Mr. Denis Kirby approved the following direction to school/college BoM's:

- ETB school/college Boards of Management are to amend their Standing Orders in line with CETB Standing Orders with regards to facilitating virtual meetings:

"In circumstances, where the Board of Management is not quorate or the circumstances are considered exceptional, meetings can be held by teleconferencing, video conferencing or by other electric communication, as deemed appropriate. Members who make themselves available shall be entitled to vote and be counted in the quorum."

COVID 19 UPDATE

The CE presented an update and action plans for Covid 19 that have been undertaken to date **(copies herewith)**.

- The Chairman referred to the on-line platforms and asked which ones CETB was using. Mr. Pat McKelvey stated that Google Classroom and Edmodo are the education platforms that approved for CETB schools to use. The Chairman asked if there are any concerns with regards to security and GDPR. Mr. McKelvey stated that the CETB Data Protection team are ensuring that all is in order with the platforms that are being used.
- Cllr. James Kennedy asked the CE if he had any update in relation to the Leaving Certificate and when it might take place. The CE advised that there are meetings on-going between ETBs and the DES, through ETBI. They will consult with the State Exams Commission with regard to options and CETB will then implement whatever decisions are made. Mr. McKelvey stated that a decision has not been made as of yet with regards to practical exams.
- Mr. Declan O'Leary asked the CE if all staff within CETB remain on payroll. The CE advised that all staff currently that have a contract or were contracted for hours remain on payroll for the foreseeable until further instructions are received from the DES.
- Cllr. Gobnait Moynihan referred to on-line being distributed by teachers and the connectivity issues and lack of devices that some students are experiencing and whether anything can be done in relation to this. Mr. McKelvey stated that currently there are issues with regards to distributing computers from the schools to students so where devices are not available or where connectivity is an issue, Principals have requested that teachers distribute hard copies of the work.

- Ms. Ann Piggott asked if there was any update in relation to practical exams and project work belonging to students that remains within schools' buildings. Mr. McKelvey stated that a decision has not been made in relation to the practical exams as of yet. The DES has advised that projects are to remain in school buildings for the time being and this is to ensure the integrity of the exam process and that an individual other than the student does not complete the work.

DATE & VENUE OF NEXT MEETING

The next meeting will take place on May 28th, 2020 by Microsoft Teams at 5.30pm.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____