

**MINUTES OF PROCEEDINGS AT A MEETING OF THE  
CORK EDUCATION AND TRAINING BOARD  
ZOOM MEETING ONLINE  
27<sup>TH</sup> MAY 2021**

**ATTENDANCE**

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

**EXECUTIVE & ADMINISTRATIVE STAFF**

<i>Mr. Denis Leamy, CE</i>	<i>Mr. Enda McWeeney of OSD</i>
<i>Mr. John Fitzgibbons, Director of FET</i>	<i>Ms. Suzanne Mullins, Director of OSD</i>
<i>Mr. Pat McKelvey, Director of Schools</i>	<i>Ms. Clare Creedon (Minute Taker)</i>

**WELCOME**

The Chairman welcomed members to the meeting. He advised that Adrian Deasy would be giving a presentation to the Board on Cyber Security. The Chairman noted that Cork ETB HQ staff have all received training now and this will be ongoing long term. If Board members are interested in undertaking the training, contact Clare Creedon.

**APOLOGIES**

Apologies were received from Cllr. Derry Canty.

**CONDOLENCES**

† To Deirdre O'Sullivan, Acting Principal, CSN College, on the death of her mother.

**MINUTES**

The Board, on the proposition of Mr. Declan O'Leary seconded by Mrs. Mary Hegarty adopted the minutes of the previous ETB meeting held on **25<sup>th</sup> March 2021 (copy herewith)**.

The Board, on the proposition of Mr. Denis Kirby seconded by Cllr. Colette Finn adopted the minutes of the Extraordinary ETB meeting held on **27<sup>th</sup> April 2021 (copy herewith)**.

**DECLARATIONS OF INTEREST**

No Declarations of Interest were noted.

**PRESENTATION ON QQI STATUTORY REVIEW**

Mr. John Fitzgibbons gave a presentation to Board members in relation to the upcoming QQI Statutory Review.

## RESERVED ITEMS

### For Approval

- The Board, on the proposition of Cllr. Sean Martin seconded by Cllr. Ben Dalton O’Sullivan approved the Draft Cork ETB Annual Report for the year ending 31<sup>st</sup> December 2020.
- The Board, on the proposition of Cllr. Noel McCarthy seconded by Cllr. Karen Coakley approved the Draft Chairman’s Comprehensive Report for the year ending 31<sup>st</sup> December 2020.
- The Board, on the proposition of Mrs. Mary Hegarty seconded by Cllr. Sean Martin approved the Cork ETB Service Plan 2021 with the following inclusions, requested by the DES.

Optimise Student/Learner Experience	Ensure all necessary child safeguarding measures are in place in accordance with the Child Protection Procedures for Primary and Post-Primary Schools 2017
	Ensure full compliance with the Child Protection Procedures for Primary and Post-Primary Schools 2017
Protection Programmes	Assist the DES, as needed, to meet the needs arising from the Irish Refugee Protection Programme and provision for international protection applicants

- The Board, on the proposition of Cllr. Day Dawson, seconded by Mr. Declan O’Leary approved the following:  
CETB receive funding on a periodic basis from its funding bodies, in advance of the funds being dispersed, necessitating the holding of funds until required. The retention of these funds attracts negative interest bank charges. In recent years these Bank charges has exceed €200,000 per annum.

In exploring alternative Banking arrangements to reduce these charges, CETB have identified the National Treasury Management Agency (NTMA) as providing a Treasury Service which will assist with the reduction of deposit related bank charges.

The NTMA does not provide banking facilities but does provide a Central Treasury Services as set out in part 3 of the NTMA (Amendment) Act 2000.

In establishing a new Central Treasury note customer, NTMA require

- (i) *a completed customer mandate form*

- (ii) certified extract of minutes from Board / relevant authority confirming authorisation to invest in Central Treasury notes, and*
- (iii) provide proof of signing authority for the customer mandate.*

*To see clear delegation of authority to authorise investment in Central Treasury notes and delegating authority to specified individuals to give instructions in relation to the funds deposited.*

#### **Approval to enter into a Lease or Licence**

- The Board, on the proposal of Cllr. Sean Martin seconded by Mr. Patrick O’Dwyer approved a licence between Cork ETB and Ballyburden Meat Processors Ltd for the use of a Meat Cutting Room for the Butchery for €4,800 for 16 days from May to early December 2021.

<b>EXECUTIVE REPORT</b>
-------------------------

The Board, on the proposition of Mr. Liam Ahern seconded by Mrs. Mary Hegarty approved the Executive report, including the Finance and Capital reports.

- **Item 1** – Mr. Pat McKelvey advised that engagement is ongoing in relation to the set-up. The NCSE already has a list of students that do not have places for September. The Recruitment process is well underway. The building work is also underway. A draft enrolment policy has been prepared and circulated to the NCES and the DE. A fortnightly update for parents and the community will be circulated.
- **Item 5** – Mr. Pat McKelvey advised that the proposed values for the schools will align with the ETB values. A presentation will be given to the Board members in September with regards to the implementation and roll out of same.
- **Item 7** – A meeting is planned for next week to agree a methodology with regards to the sharing of information and what are the pinch points so that we get ahead of the coming years. There currently are not any students on the waiting list.

Cllr. Gobnait Moynihan queried if the students have to have autism and a learning disability and will there be rooms for OT. Cllr. Kay Dawson asked if that school will only take mild to moderate. Mr. McKelvey stated that it is for students that have autism and complex needs. We are working with the DE to tie down that definition. With regards to OT, he advised that we are working on ensuring that the physical facilities will be in place to provide those services onsite.

## COMMITTEES

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Cllr. Kay Dawson, approved the following appointment:

- Following the resignation of Collette Quirke, as parent nominee on the North Cork Youthreach Board of Management, Helen O'Mahoney is being nominated as the replacement.

The Board, on the proposition of Cllr. Gobnait Moynihan, seconded by Mr. Patrick O'Dwyer, approved the following appointment:

- Kate O'Reilly Ryan will resign as parent nominee on the Cork City Youthreach Board of Management and become parent nominee on the South Cork Youthreach Board of Management, due to one child no longer being in attendance at Ballincollig YR.

## CORRESPONDENCE

The Board, on the proposition of Mr. Patrick Dwyer, seconded by Mrs. Mary Hegarty adopted the DES and General Correspondence as presented (**copies herewith**).

## MINUTES OF BOARDS AND COMMITTEES CONFIRMATION

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

## AOB

Cllr. Karen Coakley referred to the Creativity Launch held during the week connected to the #ThisIsMe anthology and art exhibition and congratulated all involved. She stated that it was fantastic to see the talent and positivity in these tough times.

Cllr. Coakley referred to Skibbereen Community School and noted that there are serious issues with parking at the school currently. The CE advised that he was unaware of the issue, but Cork ETB will make representations to the Board of Management, through our ETB nominee Mr. John Fitzgibbons.

## DATE & VENUE OF NEXT MEETING

The next meeting will take place on 24<sup>th</sup> June 2021 on Zoom.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

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

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