

**MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
HYBRID MEETING – BISHOPSTOWN CAMPUS & ZOOM
30th JUNE 2022**

ATTENDANCE

<i>Cllr. Karen Coakley</i>	<i>Mr. Patrick O'Dwyer</i>
<i>Cllr. Kay Dawson</i>	<i>Ms. Maria McGrath</i>
<i>Cllr. Noel McCarthy</i>	<i>Mr. Liam Ahern</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Mrs. Mary Hegarty</i>
<i>Cllr. Colette Finn</i>	<i>Ms. Ann Piggott</i>
<i>Ms. Maura Fitzgibbon</i>	<i>Mr. Declan O'Leary</i>

EXECUTIVE & ADMINISTRATIVE STAFF

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

WELCOME

The Chairman welcomed members to the meeting.

APOLOGIES

➤ Apologies for inability to attend the meeting were received from Mr. Denis Kirby.

MINUTES

The Board, on the proposition of Mr. Patrick O'Dwyer, seconded by Ms. Ann Piggott, adopted the minutes of the previous ETB meetings held on **26th May 2022 (copies herewith)**.

DECLARATIONS OF INTEREST

No Declarations of Interest were noted.

RESERVED ITEMS

For Approval

The Board, on the proposition of Mr. Liam Ahern, seconded by Mrs. Mary Hegarty, approved the following:

- Cork ETB Service Plan 2021 – Amended
 - Amendments were requested by the DoE – Page 14, Section 1, CETB Strategy 1.1 (ii).
- Cork ETB Chairman's Report 2021 – Amended
 - The DoE requested wording amendments and details of any financially significant developments affecting the ETB
- Cork ETB Draft Risk Appetite Statement

- The Minister has approved the immediate establishment of a Special School in Rochestown, under the Patronage of Cork ETB, to be established in 2023, following formal approval from the Board. DOL advised that he is happy with it in Principal but not happy with the rushed process and having to approve it so off the cuff. The CE advised that the DoE advised that the relationship with them will be in place. Enda McWeeney stated that we are in a much stronger position this time as we have the expertise and we don't have the amount of refurbishments that we had to undertake in Carrigaline. Cllr. Kay Dawson stated that she fully supports Cork ETB as patron. The CE advised that Cork ETB will be working with the DoE and the NCSE in terms of admissions and provision. These discussions will commence immediately. Liam Ahern stated that it should be noted to the DoE in relation to moderate provision also.

Leases/Licences For Approval

The Board, on the proposition of Mr. Liam Ahern, seconded by Mrs. Mary Hegarty, approved the following:

- A Licence for use between Cork ETB and Deel Valley CE Scheme Ltd for the use of one room in Cork College of FET Charleville Centre, Charleville from June 2022 to June 2023 at €1,500 rent per annum.
- The renewal of the lease between Cork ETB and Donal Ryan for the use of Glasshouses at Kilmuriheen, Togher for Tramore Road Campus Horticultural course. The new proposed lease is for 3 years from 01/05/2022 for 3 years at a rent of €3,456 per annum. DoE approval has been sought. This was approved by the Board at the May 2022 meeting but the landlord has advised of a rent increase from €3,200.

Sealing of Documents

The Board, on the proposition of Mr. Liam Ahern, seconded by Mrs. Mary Hegarty, approved the following:

- The lease between Cork ETB and Box Hedge Commercial for lands at Fota Business Park, Carrigtwohill to house temporary accommodation for Carrigtwohill Community College. The rent will be for €250,000 per annum for 1.121 acres. The lease will run concurrent with the other leases and expire on 30th June 2023.

For Noting

- Change to Cork ETB Financial Procedures – FET Capital – new approval limits
 - SOLAS has now increased the limits on devolved capital project, furniture & equipment capital and repairs & maintenance capital

New Approval Limits

Devolved Capital Project Limit

The devolved capital limit for an individual project has increased from €75,000 inclusive of VAT to **€100,000 inclusive of VAT**. There is no change to the ETBs overall annual devolved capital allocation for 2022. Capital Projects in excess of this are funded from Capital on an individual project basis in line with the public spending code.

Furniture & Equipment Capital Limit

The limit for the capitalisation of furniture & equipment has increased from €1,000 exclusive of VAT to **€3,000 inclusive of VAT**. This means that individual furniture & equipment items under €3,000 inclusive of VAT will be funded and managed by ETBs from their operational budgets while individual furniture & equipment items between €3,000 and €100,000 inclusive VAT will be managed by ETBs from their devolved capital budget and need to be recorded on the ETBs fixed asset register.

Repairs & Maintenance Capital Limit

The repairs & maintenance capital limit has also increased from €25,000 inclusive of VAT per individual project to **€50,000 inclusive of VAT**. The increase should allow ETBs to address repair and maintenance jobs that would normally have been addressed but for the recent dramatic increase in building costs. Any project between €50,000 and €100,000 inclusive of VAT will still need to be progressed under the ETBs devolved capital budget.

Note: While these limits have increased the overall devolved capital and operational Budget allocations will remain the same. ETBs will still have to adhere to all governance and oversight requirements as for any public body in relation to procurement and spending.

Summary

Capital Funding Limits	Funding Type	Approval Limit as at 13 th June 2022
Devolved Capital Project limit	Capital	€100,000 inclusive of VAT
Furniture & Equipment	Operational	€3,000 inclusive of VAT.
Repairs & Maintenance	Operational	€50,000 inclusive of VAT.

BOARD SELF ASSESSMENT

The Chief Executive took members through the findings from the Board Self-Assessment document as presented to members. He noted that further training will be considered later in the year for members.

EXECUTIVE REPORT

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

The CE gave an update to the Board members on REALT and the Ukraine situation in Cork.

The CE referred to the OECD conference and advised that it was very well attended nationally and internationally. Delegates from 35 different countries attended. There will be webinars and publications arising out of the conference.

Enda McWeeney advised that two IAU Audit Reports have been returned in relation to Covid-19 expenditure and PLSS. Management responses to these are due in the next few days.

John Fitzgibbons advised that MAEDF is being reframed as the Reach Fund for 2022 and guidelines for 2022 were received today. The closing date for same is 29th July 2022.

COMMITTEES

The Board, on the proposition of Cllr. Colette Finn, seconded by Mrs. Mary Hegarty approved the following appointments:

- The Term of Office for the Board of Management of Kinsale Community School expires on 30th June 2022. Mr. Rob Bateman has advised that he no longer wishes to be ETB nominee on the BoM. A nominee is now sought from the Board. No nominee was selected. Members were asked to consider same and an email would be sent to all members as some were not in attendance.
- To ensure compliance with the Code of Practice for the Governance of ETB's a nominee is required to become a member of the Audit & Risk Committee. The Code states membership should be 6-8 and the membership currently is 5 members. No nominee was selected. Members were asked to consider same and an email would be sent to all members as some were not in attendance.

- The Term of Office for the Board of Management of Scoil Phobail Beara expires on 31st August 2022. The following are the existing Cork ETB nominees, who are happy to remain on the BoM, subject to Board approval:

- Cllr. Patrick Gerard Murphy
- Mrs. Mary Hegarty
- Mr. Ted Owens

MINUTES OF BOARDS AND COMMITTEES FOR CONFIRMATION
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The Board, on the proposition of Mr. Patrick O'Dwyer seconded by Mr. Liam Ahern confirmed the documents as outlined in the list submitted by the CE (**copy herewith**).

CORRESPONDENCE

ETBI Correspondence

The Board, on the proposition of Mrs. Mary Hegarty, seconded by Cllr. Colette Finn, approved the renomination of Cllr. Patrick Gerard Murphy to the Reserve Forum.

The following are provisional nominees to attend the ETBI Conference once the official notification has been received.

- Cllr. Patrick Gerard Murphy
- Ms. Maura Fitzgibbon
- Mrs. Mary Hegarty
- Cllr. Kay Dawson
- Mr. Liam Ahern
- Ms. Ann Piggott
- Mr. Patrick O'Dwyer

AOB

Mr. Liam Ahern asked for an update in relation to the Carrigtwohill Campus. Enda McWeeney advised that the contractors have been appointed and work has commenced. He noted that it is positive to see contractors in place and that the project can proceed now.

DATE & VENUE OF NEXT MEETING

The next meeting will take place on Thursday 22nd September 2022.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____