

MINUTES OF PROCEEDINGS AT A MEETING OF THE
CORK EDUCATION AND TRAINING BOARD
CORK TRAINING CENTRE, ROSSA AVENUE
22nd NOVEMBER 2018

ATTENDANCE

<i>Cllr. Eoghan Jeffers</i>	<i>Ms. Maura Fitzgibbon</i>
<i>Cllr. Mary Hegarty</i>	<i>Ms. Louise Sheehan</i>
<i>Cllr. Patrick Gerard Murphy</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Kevin Conway</i>	<i>Mr. Declan O'Leary</i>
<i>Cllr. Mary Shields</i>	<i>Mr. Denis Kirby</i>
<i>Cllr. Chris O'Leary</i>	<i>Ms. Mary O'Grady</i>
<i>Mr. Paudie Palmer</i>	<i>Ms. Pearl Nolan</i>

EXECUTIVE & ADMINISTRATIVE STAFF

<i>Mr. Ted Owens, CE</i>	<i>Ms. Suzanne Mullins, Director of OSD</i>
<i>Mr. John Fitzgibbons, Director of FET</i>	<i>Mr. Pat McKelvey, Director of Schools</i>
<i>Ms. Sheila Quill, Director of OSD</i>	<i>Ms. Clare Creedon (Minute Taker)</i>

WELCOME

The Chairman welcomed members to the meeting.

APOLOGIES

➤ Apologies for inability to attend the meeting were received from Board Members Mr. Ger Looney, Cllr. Gillian Coughlan, Cllr. Christopher O'Sullivan and Cllr. Kay Dawson

CONDOLENCES

- † To Paddy Duggan, former Principal, Co. Cork VEC, and family, on the death of his sister
- † To Willie McAuliffe, former Principal, Terence MacSwiney CC, and family, on the death of his father
- † To the family of Kevin McCarthy, former Principal, Co. Cork VEC, on his death
- † To the family of Sr. M. Ita O'Connor, former teacher in Beara Community School, on her death

MINUTES

The Board, on the proposition of Cllr. Chris O'Leary, seconded by Ms. Mary O'Grady, adopted the minutes of the previous ETB meeting held on 20th September 2018 (**copy herewith**).

RESERVED ITEMS

The Board, on the proposition of Cllr. Chris O'Leary, seconded by Cllr. Mary Shields approved the following Reserved Items:

Approval to enter into a Lease/Licence

- CETB is extending the lease at Waterpark House, Carrigaline, which houses Gaelcholáiste Charraig Uí Leighin from 01/09/2018 to 31/08/2021. The rent for these three years will be at €100,000 per annum. DES approval has been received for both the extension to the lease and the increase to rent.
- A lease between Cork City Council and CETB for premises at Ringmahon House, Cork for 10 years from the 1st January 2017 at €30,000 per annum.
- CETB is extending the lease at Rathealy Road, Fermoy, which houses Adult Education until March 2019 at a cost of €22,240 per annum plus VAT. The rent has increased from €15,000 per annum plus VAT. DES approval has been received for both the extension to the lease and the increase to rent. DES approval has been received.
- CETB is extending the lease at Unit 4 Fermoy Enterprise Park, Fermoy, which houses Youthreach, until 1st September 2020 at a cost of €38,052 per annum. DES approval has been received.
- A lease between Cork City Council and CETB for premises at 3 & 4 Sawmill Street and 6A Rutland Street for 4 years from the 1st January 2016 at €70,000 per annum.
- A proposal to transfer a portion of land to Gaelscoil Dhochtúir Uí Shúilleabháin, Skibbereen.
- An amendment to a previous approval received in March 2017 – total cost of the following should read plus VAT per annum at €53,505 in total.
- A lease between CETB and Daniel Buckley & John Cronin for Unit 4 & 5, Great Island Enterprise Park, Ballincollig, currently used by Youthreach. The lease will be for 3 years from 01.09.2015 at a cost of €43,500 pa. DES sanction has been received for this.
- CETB is extending the lease at 29 Rosemount, Herons Wood, Carrigaline, which houses the Sonas special school from 01/07/2018 to 30/06/2021. The rent for these three years will be at €80,000 plus VAT per annum. DES approval has been received for both the extension to the lease and the increase to rent.

Sealing of Documents

- A rental agreement between Cork ETB and Coachford National School for the use of rooms by Coachford College for the 2018/2019 academic year
- A rental agreement between Cork ETB and Coachford Soccer Club for the use of rooms by Coachford College for the 2018/2019 academic year

- A licence agreement between Cork ETB and Mallow Community Childcare Company for the use of a classroom in Scoil Aonghusa, Mallow for the provision of a Breakfast and After-school service.
- The transfer of land in Skibbereen to Cork County Council for public road access.
- A licence to occupy relating to the school pitch at Coláiste Mhuire, Buttevant, between Cork ETB and Buttevant GAA Club.
- Proposed Grant of Wayleave to Cork County Council – Ardnacloughy, Carrigaline
Cork County Council needs to install a storm sewer in the south western side of the site for Carrigaline Education Campus, to provide for the drainage of surface water into an existing waterway. To facilitate any future maintenance works to this pipe, Cork County Council will need access to this area of the site and has requested a wayleave over CETB lands for this purpose.

The wayleave would run from the Ballinrea Road as far as the beginning of the waterway, approximately 45m in length x 4m in width – see area highlighted in yellow on the attached maps.

It is proposed to grant this wayleave, subject to the approval of the DES.

EXECUTIVE REPORT

The Board, on the proposition of Cllr. Mary Hegarty seconded by Cllr. Mary Shields approved the adoption of the Executive Report, incorporating the Finance Report and the Capital Report (**copy herewith**).

- **Item 1 – Department Inspections** – Pat McKelvey advised that there is now a specific inspection for Child Protection where the unit will call to schools and specifically inspect Child Protection policies and procedures.
- **Item 6 – PLC Enrolments** – John Fitzgibbons referred to the drop this years enrolments and noted it was significant for a number of reasons - a national drop of students undertaking the Leaving Certificate, Higher Education sector have increased their enrolments and economic circumstances have changed in that the number of people on the live register has decreased. This will lead to a reduction of 28.4 WTE's for 2019/2020. He advised that Clonakilty Community College will not provide PLC in the next academic year. CETB will transfer the teaching compliment from Clonakilty to Skibbereen. There is only one course left which is Hairdressing. There is also have a query in relation to Coláiste Fionnchua and John will need to address some of the issues with the Principal. The post-primary numbers are increasing so space will be required for these students. Declan O'Leary stated that he was surprised to see the decrease in numbers in our larger PLC colleges. The big issue is whether we can redeploy 28 teachers or not. The CE advised that this will lead to major IR

issues. We will ensure we conduct this sensitively and abide by criteria. We will also ensure that we consult with the relevant Unions. He stated that with regards to the smaller PLC centres, a plan was drafted where we would have central hubs around the county where PLC would be run from. There is a better student experience and better guarantees of professional development and the quality of teaching in a larger college. Working closely with colleagues leads to better provision and better experiences for our learners. Cllr. Chris O’Leary referred to the huge divide between urban and rural in terms of figures. Mary O’Grady advised that she was surprised at the decrease taking the calibre of the courses on offer into consideration. We see the students coming into UCC that are not prepared for the courses. There is the opportunity to promote the FE courses that CETB has to offer. Maura Fitzgibbon agreed that better marketing would be required. There are solicitors and accountants along the South Mall looking to hire skilled administrative staff and they cannot find them. It is her observation that the basic modules etc have been withdrawn from certain courses that she is aware of. Instead there are theory modules being introduced and this may be a turn off for students. They need practical skills. John Fitzgibbons stated that we are looking at flexible responses and a single enrolment date in September is no longer viable. Rob Bateman stated that in terms of marketing, we are missing out on the parents and we are not marketing towards them properly. Parents are the biggest influence. If the NPA had correspondence and targeted marketing, we can take it back to our parent’s association. The CE agreed that this will be taken on board. Louise Sheehan stated that the seed is not planted early enough in terms of career guidance in the schools. Cllr. Kevin Conway stated that some of the courses in the College of Commerce need more marketing and perhaps the college needs it also. He also stated that looking at course content needs to be considered and agreed with Maura Fitzgibbon in terms of refocusing on what subjects are on offer in the courses. The CE stated that it was decided nationally approximately fifteen years ago, that our PLC colleges would have to go the QQI model and move to more academic courses. John Fitzgibbons advised that there have been issues with regards to certification. The theory modules have been included as the uptake wasn’t there in the past number of years.

- **Item 9 – New Schools competition** – Declan O’Leary asked how is CETB going to attract interest on-line. The CE advised members that we are tied to a budget of €500 incl VAT. CETB as set up a significant on-line presence in an effort to secure expressions of interests. Cllr. Kevin Conway stated that an on-line campaign only may be discriminatory. The CE advised that Corporate Services are working on flyers

which will be distributed to all creches and preschools in the vicinity and will be making contact with all prospective parents also. CETB is also looking to get into the local shopping centres if possible.

- **Item 11 – Crawford Art Gallery** – Suzanne Mullins advised that we have devised a MoU which outlines the processes that will take place. Work has commenced on drawing the boundary maps and the OPW have cleared a pathway with the registration office so we can meet with one of the registrars to put forward the documentation. We are currently working on a two-year time-frame. We believe that we can transfer this under the existing protocols. The transfer of the collection has been another stumbling block. It will now be deemed under other property and will make it an Executive Function. In the interim period, there will be some works that need to be undertaken. This will be a Reserved Function of the Board. We will be recommending that CETB seek approval from the DES to enter into a lease with the Crawford Art Gallery Company and that lease will outline that they take full responsibility for the building. CETB will only be connected to it by title. This will protect CETB in terms of the works that will be undertaken. The CE advised members as to why this process is so difficult. Cllr. Mary Hegarty proposed that the Board apply to the DES for approval to enter into the lease mentioned, seconded by Paudie Palmer. Declan O’Leary supported this with a warning. It must be legally robust that there is indemnification that CETB has no responsibility for the building works or anything that may happen while these works are on-going. Specific provision must be entered into the lease that protects CETB. Cllr. Chris O’Leary stated that this has been on-going since City of Cork VEC days. We were given assurances that this would be finalised a long time ago.
- **Item 18 – C&AG – Financial Management Maturity Model** - Sheila Quill stated that she welcomed the process and finds it very beneficial. This is a standard to aspire to. The C&AG team were on site for a week. With regards to the e-mail that was sent to members, Sheila asked that members respond to this as soon as possible. This is not looking at the capability of members. If members do not have any financial background or qualifications, they can state this. The CE stated that he spoke to the team from the C&AG with regards to the composition of the Board when he met with them last week. Declan O’Leary stated that legislation allowed for a particular process and this also sets out the composition of the Board. He stated that there should be a unified approach to the response to the C&AG from members. This ETB has been exemplary since it was formed in 2013. Members all have different talents and experience and the template the C&AG is using is discriminatory. The Board

agreed that they were not happy in responding to the C&AG that this would be conveyed to the team dealing with the Financial Management Maturity Model.

COMMITTEES

The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Kevin Conway approved the following nominations:

- The following two nominees have been elected as staff nominees to the BOM of Coláiste Treasa, following the resignation of Ms. Sheila Vaughan and Mr. Derry O’Donovan
 - Ms. Colette McCarthy
 - Mr. Niall Collins
- Following the resignation of Ms. Miriam Verling, Cork ETB nominates Ms. Laura Lynch to the Board of the Cork City Childcare
- Following the resignation of Ms. Patricia Ryan, parent nominee on the BOM of Coláiste Fionnchua, Ns. Helena Hennan has been nominated as her replacement.
- Following the resignation of teacher nominees Aoife O’Keeffe and Darragh Connolly from the BOM of Coláiste Fionnchua, Enda Ormonde and Naoise O’Sullivan have been nominated as their replacements.
- Following the resignation of Ms. Moira Murrhy as teacher nominee in St. Colman’s Community College, Ms. Margaret O’Connell has been nominated in her place.
- Following the resignation of teacher nominees Eugene Sheehan and Carol Flynn from the BOM of Terence MacSwiney Community College, Enda O’Connell and Hilary O’Connor have been nominated as their replacements.
- Following the resignation of Ms Chris Healy as parent nominee on the BOM of St. Aidan’s Community College, Ms. Ya Ming Liu has been nominated as her replacement.
- Following the resignation of Cllr. Des O’Grady from the BOM of Coachford College, Mr. Rob Bateman was nominated as his replacement.
- Following the resignation of Cllr. Des O’ Grady from the BOM of the Youth Committee, Cllr. Eoghan Jeffers was nominated as his replacement.
- Following the resignation of Cllr. Chris O’Leary from the BOM of Coláiste Daibhéid, Cllr. Eoghan Jeffers was nominated as his replacement.
- The full membership of Carrigaline Community School is as follows:
 - Cllr. Mary Shields, Ms. Una O’Donnell, Mr. Bill Reidy – Cork ETB Nominees
 - Rev. Pat Fogarty, Mr Hugh Crowley, Ms. Valerie O’Mahony – Diocesan Nominees
 - Ms. Róisín Mehigan, Ms. Ruth Mulcahy – Parent Nominees
 - Mr. John Lyons, Mr. Aidan O’Leary – Teacher Nominees

It was agreed that the CE could look for an external individual to sit on the BOM of McEgan College as a CETB Nominee.

MINUTES OF BOARDS AND COMMITTEES CONFIRMATION

The Board, on the proposition of Cllr. Mary Hegarty, seconded by Mr. Paudie Palmer, 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. Kevin Conway, adopted the DES, SOLAS and General Correspondence as presented (**copies herewith**).

AOB

John Fitzgibbons advised that we have advertised this week for the establishment for a Youth Service in Clonakilty and he expects this to be set-up for 2019.

The Board were presented with the CETB Corporate Procurement Plan 2018-2019 and the Financial Management Maturity Model report for noting.

Cllr Chris O'Leary asked if the CETB was approached about SE schools that are being detached from COPE. Is it something CETB would consider becoming involved in. The CE advised that CETB has not been approached but it is something he would be interested in. Cllr. O'Leary is to come back to Pat McKelvey regarding this.

The CE advised that the position of CE was advertised. The competition is being run by the Public Appointment Service (PAS). The Board needs to ratify this appointment once a decision has been made. Preliminary interviews are being held on 4th and 5th December. The PAS have decided that final interviews will take place on 14th December. The CE thinks it is very unfair to ask people to apply for an internal interim position. It will be very tight if the interviews run late. The candidate may be notified on the 17th December. The CE is asking the Board to consider meeting Christmas week or the week after same to ratify the appointment.

The Chairman thanked the CE for his service. He has brought his own stamp to the manner in which he has run the organisation. He has brought the organisation on leaps and bounds. It now is an organisation that is fit for purpose. He wished the CE well on his retirement as did the members. The CE thanked the Chairman for his kind words and stated that education has meant a lot to him.

DATE & VENUE OF NEXT MEETING

The next meeting will take place on 17th January 2019 at 4.30pm in the Cork Training Centre.

THIS CONCLUDED THE BUSINESS OF THE MEETING

SIGNED: _____
Chairman

DATE: _____