

**CRUINNIÚ BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD MEETING**

Date and Time:	Tuesday, March 26th, 2024, at 04:15 pm
Location:	Hybrid: Kerry ETB Head Office Centrepont Boardroom and via Microsoft Teams
Cathaoirleach:	Cllr. Jim Finucane
Secretary:	Mr Colm McEvoy, Chief Executive
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Aoife Thornton • Cllr. Deirdre Ferris (VC) • Cllr. Fionnán Fitzgerald (VC) • Cllr. Jim Finucane • Cllr. Johnnie Wall • Ms Maria O’Gorman • Cllr. Marie Moloney (VC) • Cllr. Michael Cahill (VC) • Cllr. Norma Moriarty (VC) • Mr Niall Lucey • Cllr. Niall O’Callaghan • Cllr. Terry O’Brien (VC) • Mr Tim Daly (VC)
Attendance (Executive Members):	<ul style="list-style-type: none"> • Mr Colm McEvoy, Chief Executive • Ms Ann O’Dwyer, Director of Schools, Youth and Music (SY&M) • Mr Owen O’Donnell, Director of Further Education and Training (FET) • Mr Tommy Conroy, Head of Finance (attendance in part) • Ms Aileen O’Connor, Head of Corporate, Capital and Technology (CCT) (attendance in part) • Ms Jennifer Drumm, Executive Support • Ms Trisha Tierney, Executive Support

Apologies:	<ul style="list-style-type: none"> • Cllr. Cathal Foley, Board Member • Ms Celia O’Shea, Board Member • Ms Joan McCrohan, Board Member • Mr John O’Roarke, Board Member • Mr Joseph (Joe) Brennan, Board Member • Cllr. Maura Healy-Rae, Board Member • Ms Tara Donoghue, Board Member • Mr Zaid Kassoob, Board Member • Ms Maria Brennan, Director of Organisation Support and Development (OS&D) • Mr Pdraig O’Sullivan, Buildings Officer
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03/2024/0	CONFLICT OF INTEREST COIMHLINT LEASA
	<p>As per Section 1.18 of Circular Letter (CL) 0002/2019, a conflict of interest form was circulated to each Board Member before the meeting for signature. In addition, an Cathaoirleach, Cllr. Jim Finucane asked all Board Members to disclose any conflicts of interest prior to the commencement of the meeting.</p> <p>There were no conflicts of interest disclosed relevant to the meeting’s agenda items, as discussed.</p>

03/2024/1	<p style="text-align: center;">CONDOLENCES COMHBHRÓN</p>
<p style="text-align: center;">1.1</p>	<p>Condolences/Comhbhrón An Cathaoirleach expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • Ms Elizabeth Williams, Killarney Youthreach, on the death of her father, Mr Eamonn Reidy • Ms Jackie Horgan, Causeway Comprehensive School, on the death of her uncle, Mr Peter Stackpoole • Ms Sheila Coffey, Causeway Comprehensive School, on the death of her mother, Ms Sheila Coffey • Ms Fiona Uí Mhuiris, Gaelcholáiste Chiarraí, on the death of her mother-in-law, Ms Philomena Morris • Ms Jane Bryan, Killarney Community College, on the death of her aunt, Ms Irene Shanley • Ms Maureen O’Sullivan, Killarney Community College, on the death of her father, Mr Gerald O’Sullivan • O’Neill family on the passing of Ms Susan O’Neill, mother of Sean, a student enrolled in Two Mile Community National School • Ms Eileen Curtis, Kilkenny Carlow ETB, on the death of her mother, Ms Bridget Hartley
<p style="text-align: center;">1.2</p>	<p>Section 17, Standing Orders of the Board In accordance with Section 17 of the Board’s Standing Orders, the meeting was adjourned for 15 minutes to honour the passing of the Director of OS&D, Ms Maria Brennan's father-in-law. Details regarding arrangements were pending at the time of adjournment.</p>

03/2024/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas An Cathaoirleach shared congratulations to the following:</p> <ul style="list-style-type: none"> • Ms Michelle Anne Houlihan, Community Education Facilitator, and the Community Education project run in conjunction with the HSE Social Health and Education Programme, on being awarded the national FET Learner Mental Health and Wellbeing Accreditation 2024. • Castleisland Community College’s Shauna O’Keeffe on being named the winner of the “Media and Communications” bursary at ETBI’s national #ETBWEEK event.
03/2024/3	MINUTES - FOR ADOPTION MIONTUAIRISCÍ - LE GLACADH
3.1	<p>The minutes of the previous Board meeting held on February 27th, 2024, were circulated to Board Members in advance of the meeting.</p> <p>The minutes were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Mr Niall Lucey</p> <p>The minutes were adopted and signed at the meeting.</p>

3.2	<p>A proposal to amend the Board meeting minutes from September 26th, 2023, and January 30th, 2024, was presented. The revisions pertained to the following:</p> <ul style="list-style-type: none"> • Minutes dated September 26th, 2023: The date the auditor’s certificates were received requires adjustment from June 20th, 2023, to <i>June 27th, 2023</i>. • Minutes dated January 30th, 2024: The date the payment of €89,034 was made by Kerry ETB to its legal representatives for the services charges arrears needs adjustment from December 21st, 2023, to <i>December 8th, 2023</i>. <p>The proposed amendment was presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Aoife Thornton Seconded: Cllr. Niall O’Callaghan</p> <p>It was noted that a record of the minutes as amended would be retained on file.</p>
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03/2024/4	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
4.1	<p>Finance Committee Annual Report 2022 as per Section 45 (3) of the ETB Act 2013 – Mr Brendan Tuohy, Section 45 Committee Chairperson</p> <p>The Board Members noted receipt of a written report from the Finance Committee in accordance with the provisions of Section 45(3) of the Education and Training Boards Act, 2013 and Section 4.20 of CL 0002/2019. The report was circulated to the Board Members on the day of the meeting.</p> <p>The report addressed the following areas:</p> <ul style="list-style-type: none"> • Organisation of the Finance Committee • Operation of the Finance Committee in 2023 • Special topics addressed in detail by the Finance Committee in 2023 • Training • Relationship with the Executive • Effectiveness of the Finance Committee and contribution of Board members • Relationships with the Board and other committees • Compliance with the legislative requirements and CL 0002/2019 • Compliance of Finance Committee with its Terms of Reference

	<ul style="list-style-type: none"> Some reflections on the operation and performance of the committee <p>Following this update and discussion, An Cathaoirleach and the Chief Executive thanked Mr Tuohy and the Finance Committee Members for the report, its recommendations, and their ongoing work and support for Kerry ETB.</p>
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03/2024/5	MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ																				
	<p>The 'Matters Arising from Minutes' were addressed under the relevant reports as follows:</p> <table border="1" data-bbox="539 875 1431 1731"> <thead> <tr> <th data-bbox="539 875 687 976" style="text-align: center;">03/2024/5</th> <th data-bbox="687 875 1431 976" style="text-align: center;">MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 976 687 1059" style="text-align: center;">5.1</td> <td data-bbox="687 976 1431 1059">Killarney National Parks and Wildlife Services – see <i>Further Education and Training Report Section 6.2</i></td> </tr> <tr> <td data-bbox="539 1059 687 1142" style="text-align: center;">5.2</td> <td data-bbox="687 1059 1431 1142">High Court Summons – see <i>Organisation Support and Development Report Section 6.3</i></td> </tr> <tr> <td data-bbox="539 1142 687 1225" style="text-align: center;">5.3</td> <td data-bbox="687 1142 1431 1225">Legal Summons by Infrastructure Investment Fund ICAV acting in respect of its sub-fund, the Valley Healthcare Fund (Head Office Service Charges) – see <i>Finance Report Section 6.4 and Chief Executive’s Report Section 6.7</i></td> </tr> <tr> <td data-bbox="539 1225 687 1308" style="text-align: center;">5.4</td> <td data-bbox="687 1225 1431 1308">Letter of Representation 2022 – see <i>Finance Report Section 6.4</i></td> </tr> <tr> <td data-bbox="539 1308 687 1391" style="text-align: center;">5.5</td> <td data-bbox="687 1308 1431 1391">Update on Overdraft – see <i>Finance Report Section 6.4</i></td> </tr> <tr> <td data-bbox="539 1391 687 1473" style="text-align: center;">5.6</td> <td data-bbox="687 1391 1431 1473">Schedule of Fees (Section 50 of the ETB Act, 2013) – see <i>Schools, Youth and Music and Further Education and Training Report Section 6.1 and 6.2, respectively</i></td> </tr> <tr> <td data-bbox="539 1473 687 1556" style="text-align: center;">5.7</td> <td data-bbox="687 1473 1431 1556">Community National School Budget Allocation – see <i>Finance Report Section 6.4</i></td> </tr> <tr> <td data-bbox="539 1556 687 1639" style="text-align: center;">5.8</td> <td data-bbox="687 1556 1431 1639">Kerry College Killarney Campus Building Project – see <i>Capital and Buildings Report Section 6.6</i></td> </tr> <tr> <td data-bbox="539 1639 687 1731" style="text-align: center;">5.9</td> <td data-bbox="687 1639 1431 1731">Asana International School/Coláiste na Sceilge – see <i>Chief Executive’s Report Section 6.7</i></td> </tr> </tbody> </table>	03/2024/5	MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ	5.1	Killarney National Parks and Wildlife Services – see <i>Further Education and Training Report Section 6.2</i>	5.2	High Court Summons – see <i>Organisation Support and Development Report Section 6.3</i>	5.3	Legal Summons by Infrastructure Investment Fund ICAV acting in respect of its sub-fund, the Valley Healthcare Fund (Head Office Service Charges) – see <i>Finance Report Section 6.4 and Chief Executive’s Report Section 6.7</i>	5.4	Letter of Representation 2022 – see <i>Finance Report Section 6.4</i>	5.5	Update on Overdraft – see <i>Finance Report Section 6.4</i>	5.6	Schedule of Fees (Section 50 of the ETB Act, 2013) – see <i>Schools, Youth and Music and Further Education and Training Report Section 6.1 and 6.2, respectively</i>	5.7	Community National School Budget Allocation – see <i>Finance Report Section 6.4</i>	5.8	Kerry College Killarney Campus Building Project – see <i>Capital and Buildings Report Section 6.6</i>	5.9	Asana International School/Coláiste na Sceilge – see <i>Chief Executive’s Report Section 6.7</i>
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6.1	<p>Schools, Youth and Music Report</p> <p>The Schools, Youth, and Music Report, which had been circulated in advance of the meeting, was presented by the Director of SY&M, Ms Ann O’Dwyer, and was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> • Schedule of Fees (Section 50 of the Education and Training Boards Act, 2013) – <i>Matters Arising Section 5.6</i> • WSE Report Coláiste Gleann Lí • Inspection Scoil an Ghleanna, Scoil Náisiúnta Phobail • REALT Update • Parent Forum Election Process 2024 • School Book Grants 2024/25 • Scéim Teanga Update • School/FET Pathways Programme • Student Awards 2024 • Schools Ethos Showcase • ETB Week National Awards <p><u>Schedule of Fees (Section 50 of the Education and Training Boards Act, 2013) – as per Matters Arising Section 5.6</u></p> <p>At the July 2023 Board meetings, “Schools’ Fees” (formerly referred to as “Voluntary Contributions”) were presented to the Board for noting in accordance with the provisions of Section 50 of the Education and Training Boards Act, 2013. Over the subsequent months, the Head of Finance has been collaborating with the Directors to compile a comprehensive schedule of <i>all fees</i> arising under each pillar for the 2023/2024 academic year.</p> <p>In accordance with the provisions of Section 50 of the Education and Training Boards Act, 2013, the Schedule of Fees for the 2023/2024 academic year under the Schools Youth and Music Pillar was presented by the Director of SY&M to the Board for noting as follows:</p> <table border="1" data-bbox="483 1731 1469 2033"> <thead> <tr> <th colspan="10">Fee Schedule 2023/2024 Academic Year</th> </tr> <tr> <th>Type</th> <th>Purpose</th> <th>Rate</th> <th colspan="7">Discounts/Fee Waivers</th> </tr> </thead> <tbody> <tr> <td rowspan="7">School Fees</td> <td rowspan="7">This fee covers the cost of the Book Rental Scheme (where availed of), student lockers and lock, school journals, cost of photocopying and contributions to extra-curricular activities.</td> <td>Castleisland Community College</td> <td>€120</td> <td colspan="7" rowspan="7">If a student opts not to avail of the Book Rental Scheme, a discounted rate will be applied. 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Board Members noted the fees as presented.

The amount and elements of all Kerry ETB fees will be published on the respective websites imminently.

School Book Grants 2024/25

The Director SY&M provided Members of the Board with an update on the Junior Cycle Schoolbooks Scheme for the academic year 2024/25. The update summarised the guidelines provided by the Department of Education in its published "Schoolbooks Scheme for Junior Cycle in Post-Primary Schools."

Board Members welcomed the introduction of the Junior Cycle Schoolbooks Scheme, recognising the positive impact it will have on families across the county.

Members of the Board thanked the Director of SY&M for her updates.

Further Education and Training Report

The Director of FET, Mr Owen O'Donnell, advised there was no overall Further Education and Training Report for the March 2024 Board meeting.

Schedule of Fees (Section 50 of the Education and Training Boards Act, 2013) – as per Matters Arising Section 5.6

In accordance with the provisions of Section 50 of the Education and Training Boards Act, 2013, the Schedule of Fees for the 2023/2024 academic year under the Further Education and Training Pillar was presented by the Director of FET to the Board for noting as follows:

6.2

Fee Schedule 2023/2024 Academic Year				
Type	Purpose	Rate	Discounts/Fee Waivers	
FET Part-Time Provision	Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.	Evening Training	The fee for evening/weekend training is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400	A learner is entitled to a fee waiver if they, or a dependant, has a medical card; an unemployment payment; a means-tested welfare payment or a Family Income Supplement Payment. A fee waiver applies to all learners with less than upper second level education.
	Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.	Skills to Advance	The fee for Level 5 courses is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400 The fee for Level 6 courses is calculated is 30% of the total cost of the course	If a learner is employed they may be eligible for a fee exemption under Skills to Advance Route 1 dispersed. Eligible learners pay no fees Level 5 or pay only 30% of the fee at level 6.
		Recognition of Prior Learning	€150	Fee waivers and exemptions do not apply.
	The fee covers the administration of the appeal.	QQJ assessment appeals	€40 per module	Fully refundable should the appeal be successful.
	The fee covers the administration of the appeal.	ITEC assessment appeals	€150.00	Fully refundable should the appeal be successful.

Board Members noted the fees as presented.

The members were advised that the amounts and elements of all Kerry ETB fees will be published on the respective websites imminently.

	<p><u>Killarney National Parks and Wildlife Services – as per Matters Arising Section 5.1</u></p> <p>The Director of FET verbally informed Members of the Board of a forthcoming meeting with Killarney National Parks and Wildlife Services scheduled for early April 2024. This meeting will address the various options presented to the Board at the February 2024 meeting pertaining to the future staffing arrangements for the Schools’ Education Programme.</p> <p>A further update will be provided at the next meeting.</p> <p><u>FET Pillar All Staff Day</u></p> <p>The Director of FET expressed gratitude to all the staff involved in organising the FET Pillar All Staff Day on March 21st, 2024, which was well attended by all staff working under the FET pillar. It was noted that there was excellent information sharing and collaboration on the day.</p> <p>The Chief Executive acknowledged the work of the Director and the team with respect to the FET Staff Day.</p> <p>Board Members noted these updates.</p>
6.3	<p>Organisation Support and Development Report</p> <p>The Organisation Support and Development Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • High Court Case – <i>as per Matters Arising Section 5.2</i> • Governance, Compliance and Risk System • Internal Controls <p><u>High Court Summons – as per Matters Arising Section 5.2</u></p> <p>On behalf of the Director of OS&D, the Chief Executive informed Members that there have been no further updates to report on the Kerry Diocesan Youth Service’s Pension Scheme proceedings.</p> <p>A further update will be provided at the next meeting.</p> <p>The Board noted this update.</p>

Finance Report

The Finance Report, as circulated on the day of the meeting, was noted by the Board Members. The report addressed the following:

- Finance Update
- Letter of Representation 2022 – *as per Matters Arising Section 5.4*
- Update on Overdraft – *as per Matters Arising Section 5.5*
- Community National School Budget Allocation – *as per Matters Arising Section 5.7*

In addition to the items listed on the agenda, the Head of Finance, Mr Tommy Conroy, addressed an update on the “Rent Review for Unit 102, Centrepoint” in his report.

Finance Update

The Head of Finance presented a summary of finances as of February 29th, 2024, as follows:

KERRY ETB CASH GRANTS AS AT 29TH FEBRUARY 2024				
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance
Main Scheme				
Pay			(4,772,944)	
Non Pay			(541,153)	
Main Scheme Total	(56,100)	5,252,539	(5,314,097)	(117,659)
Associated Main Scheme	554,936	336	(136,188)	419,084
Capital	830,045	2,733,945	(1,608,162)	1,955,828
Further Education	122,610	7,749,251	(8,365,767)	(493,907)
Youth Affairs	59,066	300,273	(55,637)	303,702
Agency	458,742	392,866	(201,257)	650,351
Self Financing	779,686	133,098	(120,223)	792,561
Total:	2,748,985	16,562,306	(15,801,332)	3,509,959

6.4

The Head of Finance advised Members of the Board that, presently, Kerry ETB hold a strong cash position.

The Board noted this update.

Letter of Representation 2022 – as per Matters Arising Section 5.4

At the December 2023 Board meeting, it was reported that the 2022 Letter of Representation would be signed by an Cathaoirleach pending "confirmation from the Comptroller and Auditor General (C&AG) regarding the closure of the audit on the Annual Financial Statements 2022, indicating no material changes."

The Head of Finance confirmed receipt of this clarification from the C&AG on March 20th, 2024, the C&AG verifying that it is acceptable to sign both the 2022 Letter of Representation and the 2022 Financial Statements.

Consequently, it was noted that an Cathaoirleach and the Chief Executive would sign both documents following the meeting.

The Board welcomed this update and shared thanks to all involved.

Update on Overdraft – as per Matters Arising Section 5.5

Since the February 2024 Board meeting, Kerry ETB held a meeting with the Bank of Ireland on February 29th, 2024, to discuss the extension of the €2 million overdraft facility until the end of October 2024. This extension being sought by Kerry ETB is in line with the Ministerial approval received on October 25th, 2023.

Since the February 29th, 2024 meeting, Kerry ETB has submitted a number of documents to secure the facility at the bank's request.

At the March 2024 Board meeting, Kerry ETB awaits the bank's decision.

A further update will be provided at the next meeting.

Community National School Budget Allocation – as per Matters Arising Section 5.7

There were no further updates to report since those presented during the February 2024 Board meeting.

Rent Review for Unit 102, Centrepont

Members of the Board were reminded that Kerry ETB occupies a number of units in the Centrepont building. Specifically, "Unit 102" accommodates FET, while Units A, B, and C are designated for Head Office/corporate services as well as the Youth Development Office and the REALT. Both properties are under the ownership of the Infrastructure Investment Fund ICAV acting in respect of its sub-fund, the Valley Healthcare Fund.

The lease for Unit 102 contains a provision for a rent review, effective from August 1st, 2021. Ger Carmody Auctioneers was appointed to lead this review, engaging the Landlord's auctioneers (Savills) to establish market rent.

Presently, the rent for Unit 102 is €8.61 per square foot, with the unit measuring approximately 3,767 square feet. After negotiations, a revised market rent of €12 (ex VAT) per square foot has been proposed. Members of the Board were informed that if Kerry ETB accepts the new proposed rent, it will incur an annual increase in rent costs, inclusive of VAT, totalling €15,697 or the equivalent of a c. 30% increase in rent.

In addition, as the rent review clause is effective from August 1st 2021, Kerry ETB will need to settle outstanding arrears payments to the sum of €37,934, calculated over three years as follows:

- Financial Year 2021 (5 months): €6,540
- Financial Year 2022: €15,697
- Financial Year 2023: €15,697

Accordingly, the following comparison was presented:

Unit 102		
	Current Rent	Proposed Rent (effective from August 1st, 2021)
Rent Costs	€32,443 (€8.61 per square foot)	€45,204 (€12 per square foot)
Service Charges Cost	€9,418 (€2.50 per square foot)	€9,418 (€2.50 per square foot)
Total	€41,861	€54,622
Total Inclusive of 23% VAT	€51,488	€67,185
<i>Difference</i>	€15,697 (30%) ↑	

During the ensuing discussion between the Board and Executive, Members deliberated on how these proposed increases serve as potential indicators for future rent increases across other units (Units A, B, and C). Taking this into consideration, the Chief Executive emphasised the urgency of advancing the proposal for a permanent Head Office.

Following the rent review, the proposed annual rent for Unit 102, as set out above, was presented for Board approval.

Proposed: Cllr. Terry O'Brien
Seconded: Cllr. Jim Finucane

It was noted that the lease renewal is subject to Department approval.

An Cathaoirleach thanked the Head of Finance for his report.

6.5

Corporate, Capital and Technology Report

The Corporate, Capital and Technology Report, which had been circulated in advance of the meeting, was presented by the Head of CCT, Ms Aileen O’Connor. The report was noted by the Board and taken as read. The report addressed the following topics:

- Start of Year Expenditure 2024 – for approval
- Sustainability/ Climate Action Update
- Health and Safety Update
- Cyber Security Update (Baseline Standards Information Security Management System)

Start of Year Expenditure 2024 – for approval

The Head of CCT presented the Start of Year Expenditure 2024 for the approval of the Board. It was noted that the Directorate approved the expenditure listed at its meeting on March 11th, 2024.

eDGOU Start of Year Submission	
Public Service Body:	Kerry Education and Training Board
Parent Organisation:	Department of Education
Year:	2024
Submitted By:	Aileen O’Connor, Corporate, Capital and Technology Department
DGOU Liaison:	Maria Brennan
SOY Approved By:	Kerry ETB Board: 26.03.24
Submitted On:	
Total Digital / ICT Budget for year	
	€1,466,285.91
Planned Expenditure for BAU	
	€848,298.78
Planned Expenditure on Existing Digital / ICT Initiatives	
	€468,254.63
Planned Expenditure on New Digital / ICT Initiatives	
	€149,732.50
Statement on Planned BAU Expenditure	
<i>Key Driver / High Level Business Case (Inc. Implications of not proceeding)</i>	
Project Name:	O’Connell Centre WiFi Upgrade
Key Driver / High Level Business Case (Inc. Implications of not proceeding)	To provide fit for purpose ICT Infrastructure and experience for staff and students within the centre
Is this an Internal or Customer Facing system? <i>Select from dropdown</i>	Internal
What are the anticipated outcomes & benefits	To facilitate teaching and learning
High level approach being considered	Procurement will be through existing frameworks.
Has project funding been approved <i>Select from dropdown</i>	Yes
Current estimate of cost category <i>Select from dropdown</i>	Below 2M
Timeline including anticipated initiation and duration	Completed by Quarter 4 2024
Lead Business Owner / Unit	FET AEO
Project Name:	
	Recruitment Package
Key Driver / High Level Business Case (Inc. Implications of not proceeding)	To provide fit for purpose Management Information System for Human Resource Recruitment
Is this an Internal or Customer Facing system? <i>Select from dropdown</i>	Customer
What are the anticipated outcomes & benefits	To automate and streamline the recruitment process
High level approach being considered	To be decided
Has project funding been approved <i>Select from dropdown</i>	Yes
Current estimate of cost category <i>Select from dropdown</i>	Below 2M
Timeline including anticipated initiation and duration	Quarter 4 2024
Lead Business Owner / Unit	HR Department

The Board approved the Start of Year Expenditure 2024.

Proposed: Cllr. Aoife Thornton

Seconded: Cllr. Johnnie Wall

Cyber Security Update (Baseline Standards Information Security Management System)

The Head of CCT provided Members of the Board with an update on Cyber Security, taking the time to provide a comprehensive update on the Baseline Standards of the Information Security Management System. The update covered the following key areas:

	<ul style="list-style-type: none"> • Development of the Wide Area Network • Review of Server Operating Systems • Cloud Storage and Backup Solution • ICT Strategy for the period 2023 – 2027 • Completion of critical updates • Progress on Cyber Security Baseline Standards, including, but not exclusive to, updates on the GAP analysis, establishment of Kerry ETB’s Information Security Management Systems (ISMS) Team, risk assessments, and the ongoing work on completing templates provided by the Internal Audit Unit and KOSI auditors. <p>An Cathaoirleach thanked the Head of CCT for her comprehensive report.</p>
6.6	<p>Capital and Buildings Report</p> <p>The Capital and Buildings Report, which had been circulated in advance of the meeting, was presented by the Head of CCT, Ms Aileen O’Connor. The report was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> • Kerry College Killarney Campus Building Project – <i>as per Matters Arising Section 5.8</i> • <u>Land and Leases:</u> <ul style="list-style-type: none"> ○ Proposed Lease Renewal (FET): Kerry College Tralee Admissions Office ○ Proposed New Lease (FET): Killorglin Pathways ○ ESB Wayleave – Site of GCC Nua ○ Use of Seal <p>In addition to those items listed on the agenda, the Head of CCT addressed an update on the “Lease (FET) for ‘Ansaldo’- Block F Monavalley.”</p> <p><u>Kerry College Killarney Campus Building Project – as per Matters Arising Section 5.8</u></p> <p>There were no further updates to report since those presented during the February 2024 Board meeting.</p> <p><u>Proposed Lease Renewal (FET): Kerry College Tralee Admissions Office</u></p> <p>Board approval was sought for the renewal of the lease for Kerry College Admissions Office at 7 Denny Street, Tralee, under the following terms:</p>

Kellcol Limited, with respect to 7 Denny Street, Tralee	
Justification:	Admissions Office in Tralee for Kerry College
Area:	c. 1,550 square feet
Rent:	€25,575 ex VAT per annum
Term:	Five years: July 2024 to June 2029 (with an option to renew)

The Board approved the lease renewal as proposed.

Proposed: Cllr. Terry O'Brien

Seconded: Cllr. Johnnie Wall

It was noted that the lease renewal is subject to Department approval.

Proposed Lease (FET): Killorglin Pathways/Unit 1 Elm House, Library Place, Killorglin

In January 2023, Kerry ETB initiated the process of seeking expressions of interest for rental properties in Killorglin. Following this call for expressions of interest, Kerry ETB conducted viewings of properties in the town in March 2023.

Since then, Kerry ETB has been actively involved in discussions with Fexco regarding the potential lease of Unit 1 Elm House, Library Place, Killorglin. Kerry ETB has assessed the unit as suitable for the organisation's needs. It was noted that minimal fit-out would be necessary, as Fexco previously outfitted the offices to a high standard.

The Director of FET advised Members of the Board that should the lease for Unit 1 Elm House be approved, Kerry ETB intends to vacate Offices 1 and 2, Mulvihill's Pharmacy. Given Kerry ETB's continuous efforts since 2018 to secure alternative accommodation in Killorglin, leasing this property would fulfil the long-term needs of Killorglin Pathways (formerly known as Killorglin VTOS).

Accordingly, Board approval was sought for the lease of Unit 1 Elm House, Library Place, Killorglin, under the following terms:

Fexco with respect to Unit 1 Elm House, Library Place, Killorglin	
Justification:	Provision of Pathways programme in Killorglin within a modern fit-for-purpose setting
Area:	c. 5,565 square feet
Rent:	€83,475 ex VAT per annum plus service charge
Term:	Ten years: September 1 st , 2024 to September 1 st , 2034 (5-year break clause)

The Board approved the lease as proposed.

Proposed: Cllr. Michael Cahill

Seconded: Cllr. Johnnie Wall

It was noted that the lease is subject to Department approval.

ESB Wayleave – Site of Gaelcholáiste Chiarraí Nua

At the Gaelcholáiste Chiarraí Nua site, Kerry ETB has completed the construction of a roadway to the north of the school site. Kerry County Council (KCC) is in the process of taking the road in charge. An application has been submitted to Mr. C. N., KCC Municipal District Engineer, to initiate the transfer of ownership to KCC.

KCC has commenced the construction of 16 apartments behind St. Brigid's Community Centre. The final route for the ESB underground cabling, as agreed between KCC and ESB, has been determined.

In light of these developments, the KCC Housing Unit has approached Kerry ETB regarding the proposed ESB connection for the apartment scheme. Kerry ETB received a letter from Mr. G. L., KCC's solicitor, outlining the proposal. The proposed route of the ESB underground cabling for the KCC development intersects with the roadway that Kerry ETB is required to transfer to KCC.

Since the transfer process has not yet concluded, KCC has requested Kerry ETB complete the ESB SWA1 form, granting a wayleave to ESB for the cable's location. This will facilitate the apartments' connection to the power supply.

Therefore, Board approval was sought for the execution of the documentation necessary to grant the wayleave.

Proposed: Cllr. Michael Cahill

Seconded: Cllr. Aoife Thornton

Use of the Seal

In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act, 2013, the seal was used to execute the following document at the March 26th, 2024, Board meeting:

- Lease renewal between Kerry ETB and Thomas Hayden with respect to the lease renewal of Units 7 and 8 Monavalley Industrial Estate Tralee.
- Lease between Kerry ETB and Thomas Hayden with respect to the lease renewal of Unit 5 Monavalley Industrial Estate Tralee.
- Wayleave agreement between Kerry ETB and ESB Networks with respect to a wayleave for ESB ducting and cables.

Lease (FET) for 'Ansaldo' - Block F Monavalley

In addressing this matter, Members were advised that Kerry ETB endeavoured to purchase "Ansaldo" - Block F Monavalley from Shannon Commercial Properties (SCP) in 2021. This property, adjacent to Kerry College Monavalley Campus, had been leased by Kerry ETB since approximately 1998. However, in January 2022, Kerry ETB was informed that the property had been sold.

The existing lease between Kerry ETB and SCP expired in 2021. Upon completion of the sale, the new owners, Manor Capital Properties, engaged in negotiations for the lease renewal terms.

On December 15th, 2022, Kerry ETB received the final terms of the proposed lease renewal from MRW Solicitors, representing the landlord. The terms outlined a rental rate for the property of €50,000 per annum, excluding VAT, along with an additional €2,500 per annum for the land located at the rear of the property. Kerry ETB uses this land for apprenticeship and construction skills training.

The terms received on December 15th, 2022, served as the basis for Kerry ETB to seek approval for a lease renewal from the Board and DFHERIS. Kerry ETB Board approval for the lease renewal was obtained on February 28th, 2023, as per the terms presented.

Following Board approval, Kerry ETB submitted the lease to DFHERIS for approval on March 8th, 2023. The lease was formally approved by letter on September 21st, 2023, noting the terms approved by the Board.

When Kerry ETB sought to finalise the lease, the organisation received correspondence from the landlord's solicitors indicating Manor Capital Properties' intention to increase the rent for the land at the rear of the site

	<p>beyond the initial terms of €2,500 excluding VAT per annum (as per the terms approved by the Board and subsequently DFHERIS).</p> <p>The proposed new terms presented by the landlord were as follows:</p> <ul style="list-style-type: none"> • €2,500 per annum for one year, • €7,500 per annum for three years, or • €12,000 per annum for 10 years <p>Between September 2023 and March 2024, Kerry ETB, represented by MRW Solicitors, discussed the proposed rent increase for the land at the rear of the property with the landlord's solicitors. MRW Solicitors issued detailed correspondence to the landlord's solicitor on December 20th, 2023, addressing the matter.</p> <p>Kerry ETB has informed MRW Solicitors that they consider the terms initially put forward by the landlord on December 15th, 2022, to be binding and have requested Manor Capital Properties to honour these original terms. However, Manor Capital Properties disputes Kerry ETB's position on this matter and has proposed referring the dispute to mediation. This offer of mediation came by letter dated February 9th, 2024.</p> <p>Should Kerry ETB proceed with mediation, any amendments to the original terms approved by the Board and DFHERIS in 2023 will require further Board and DFHERIS approval.</p> <p>Kerry ETB remains in occupation of the property and is utilising it for apprenticeship training. The Director of FET advised that these matters remain with MRW Solicitors.</p> <p>A further update will be provided at the next Board meeting.</p> <p>The Board thanked the Head of CCT for these updates and the Buildings Officer for his report.</p>
6.7	<p>Chief Executive's Report</p> <p>As circulated with the agenda, the Chief Executive's Report was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Teastas Eorpach na Gaeilge Irish Courses for Staff • National Plan for Irish Language Public Services • ETBI Annual Conference 2024 • ETBI Subscription 2024 • Kerry ETB Strategy Statement High-Level Insight into Execution Year-to-Date

- Schools' Voluntary Contributions/Fees (Section 50 of the ETB Act, 2013)
- Legal Summons by Infrastructure Investment Fund ICAV acting in respect of its sub-fund, the Valley Healthcare Fund (Head Office Service Charges) – Matters Arising Section 5.3
- ETB Week 2024
- Ukrainian Ambassador Visit
- Tralee Regional Sports and Leisure Centre Update
- Over the Water Sports Centre Company Limited by Guarantee
- Asana International School/Coláiste na Sceilge

ETBI Subscription 2024

The Chief Executive informed Members of the Board of correspondence issued to the Secretary-General of ETBI on March 14th, 2024, requesting information regarding the 2024 Subscription Fee. The 2024 fee request has not been received to date. Members were advised that the cost is expected to be approximately €100,000.

The Board noted this update.

Legal Summons by Infrastructure Investment Fund ICAV acting in respect of its sub-fund, the Valley Healthcare Fund (Head Office Service Charges) – Matters Arising Section 5.3

At the February 2024 Board meeting (*Ref: Kerry ETB Board meeting minutes February 27th, 2024*), the Board reviewed and approved the following proposals regarding arrears for oil usage and service charges:

1. **Oil**: The Board approved the payment of the full oil bill amounting to €58,309.09, covering the period from 1/08/2020 to 31/01/2024. It was noted that this payment would effectively resolve the legacy issue related to oil and that, moving forward, oil costs would be billed on a pro-rata square foot basis across the two tenants utilising oil (Kerry ETB and the Courts Service).
2. **Service Charges**: The Board approved the payment in full of the 23% VAT element of the service charges arrears up to the end of 2023, totalling €28,121.14. However, it was emphasised that this approval was granted on a without prejudice basis and subject to the Board obtaining further clarification on this matter. The Landlord's practice of charging a blanket 23% VAT to the service charges has been queried by Kerry ETB.

The Head of Finance informed Board Members that following the February 2024 Board meeting, Kerry ETB communicated its decision to its legal advisors, Murphy Ramsey Walsh (MRW) Solicitors. MRW Solicitors subsequently communicated this decision to the landlord's solicitors, BSHM, on February 28th, 2024.

The Landlord maintains that the application of the blanket 23% VAT to the service charge is correct and not for further negotiation going forward. The Landlord's High Court proceedings were scheduled for March 6th, 2024. Due to ongoing efforts to clarify matters concerning the application of the blanket 23% VAT to the service charge, it was agreed to defer proceedings for approximately four weeks to allow sufficient time for clarification.

The Head of Finance confirmed on March 5th, 2024, that he had contacted Ms EF, Assistant Principal of the Public Administration Branch at the Revenue Commissioners, regarding the VAT matter.

In conclusion, it was suggested that a tax consultant be sought for advice regarding the application of the blanket 23% VAT on service charges.

A further update will be provided at the next meeting.

Asana International School/Coláiste na Sceilge – Matters Arising Section 5.9

During the February 2024 Board meeting, Members of the Board were informed about ongoing communications with Asana International School regarding the potential use of Coláiste na Sceilge during the summer of 2024. It was clarified that, due to extensive building works amounting to c. €4 million, Kerry ETB is not in a position to accommodate the third-party provider this year. It was noted that the Director of FET would actively explore alternative options, including the availability of rooms in the O'Connell FET Centre.

Upon conducting a feasibility review, it has been determined that the O'Connell FET Centre will be fully operational during the summer period, especially with increased full-time ESOL provision in addition to ongoing building works.

Members of the Board noted that the Coláiste na Sceilge Board of Management met on March 20th, 2024, and addressed the request from Asana International School. At the meeting of the BOM, it was noted by the Board of Management that the school did not have the facilities to accommodate the third-party request this year.

Following this meeting, the Chief Executive issued a letter to Asana International School on March 22nd, 2024, confirming that, unfortunately, Coláiste na Sceilge would not be in a position to accommodate the third-party provider during this year's summer months.

The Board noted this and thanked the Executive for promptly dealing with this matter.

Thanks were shared with the Chief Executive for his report.

03/2024/7	GOVERNANCE RIALACHAS
7.1	<p>Draft Financial Statements 2023 as per Section 51 of the Education and Training Boards Act, 2013, including Statement of Internal Controls – for adoption</p> <p>In accordance with Section 51 of the Education and Training Boards Act, 2013, and CL 0002/2019 (Section 6), the Board of Kerry ETB is responsible for maintaining accurate records of all funds received and expended by the organisation and for preparing annual financial statements. These financial statements must be submitted to the Minister for Education and Comptroller and Auditor General (C&AG) no later than April 1st of each year.</p> <p>The Head of Finance, Mr Tommy Conroy, advised that the Finance Committee reviewed the Draft Financial Statements 2023 at its meeting on March 25th, 2024, in accordance with CL 0002/2019 (Section 4.20) and the committee’s terms of reference. Following this review, the Finance Committee recommended that the Kerry ETB Board adopt the draft financial statements.</p> <p>The Review of the Effectiveness of Internal Control, i.e. Statement of Internal Control (SIC), has been incorporated into the Draft Financial Statements 2023. The Audit and Risk Committee reviewed and approved the SIC at its meeting on March 19th, 2024, in accordance with CL 0002/2019 (Section 7.8) and its Terms of Reference.</p> <p>Accordingly, the Head of Finance presented the Draft Financial Statements 2023, incorporating the SIC, to the Board for approval.</p> <p>The Board approved the Draft Financial Statements 2023 as presented.</p> <p style="text-align: center;">Proposed: Ms Joan McCrohan Seconded: Cllr. Marie Moloney</p> <p>It was noted that the Board-approved Draft Financial Statements 2023 would be submitted by April 1st, 2024, to the Department and the C&AG in line with the provisions of the Education and Training Boards Act, 2013.</p>

7.2	<p>Risk Management Update</p> <p>In line with the provisions of Circular Letter 0002/2019, Provision 7(d), the first two risks on the Corporate Risk Register (Version 1.1, 2024) were circulated to Board Members with the agenda for the meeting.</p> <p>Special emphasis was placed on the newly added risk, "<i>Failure to meet the minimum-security outcome requirements as defined in the Cyber Security Baseline Standards.</i>" It was noted that independent auditors KOSI and Kerry ETB's established Information Security Management Systems team have reviewed the current and future controls for this risk.</p> <p>Board members noted the update.</p>
7.3	<p>Governance and Policy Framework</p> <p>Ms Trisha Tierney, Executive Support, presented the following policies and procedures, which were circulated with the agenda, for approval:</p> <ul style="list-style-type: none"> • Events Management Policy and Procedure (Revision) • Legionella Policy <p>The Board approved the above-listed policies and procedures as presented.</p> <p style="text-align: center;">Proposed: Cllr. Aoife Thornton Seconded: Mr Niall Lucey</p> <p>In addition, the following policies and procedures were circulated with the agenda and presented for noting:</p> <ul style="list-style-type: none"> • COVID-19 Response Plan • Job Sharing (Teachers) Policy and Procedure <p>Regarding the COVID-19 Response Plan, it was advised that the Health and Safety Authority has removed all documentation from the COVID-19 section of its website. In light of this, Kerry ETB's health and safety consultants, Egan Safety Solutions, have proposed standing down Kerry ETB's COVID-19 Response Plan and other relevant documents in favour of approaches focused on monitoring indoor air quality, hand washing, and similar measures. It was clarified that this recommendation is in alignment with the approaches taken by the Health and Safety Authority.</p> <p>The Board noted this update.</p>

<p style="text-align: center;">7.4</p>	<p>Section 44 Committees: Minutes Ms Trisha Tierney, Executive Support, presented the following Section 44 Committees’ minutes, as circulated with the agenda, for approval:</p> <table border="1" data-bbox="512 412 1461 584"> <thead> <tr> <th>Section 44 Committee</th> <th>Date of Meeting</th> <th>Board Member in Attendance</th> </tr> </thead> <tbody> <tr> <td>Tahilla Community National School</td> <td>03.10.23</td> <td>N/A</td> </tr> <tr> <td>Castleisland Community College</td> <td>30.11.23</td> <td>Fionnán Fitzgerald, Tim Daly</td> </tr> <tr> <td>Causeway Comprehensive School</td> <td>04.12.23</td> <td>Aoife Thornton and Maria O’Gorman</td> </tr> <tr> <td>Youthreach</td> <td>13.10.23</td> <td>Deirdre Ferris</td> </tr> </tbody> </table> <p>The Board approved the above-listed minutes.</p> <p style="text-align: center;">Proposed: Cllr. Aoife Thornton Seconded: Cllr. Jim Finucane</p>	Section 44 Committee	Date of Meeting	Board Member in Attendance	Tahilla Community National School	03.10.23	N/A	Castleisland Community College	30.11.23	Fionnán Fitzgerald, Tim Daly	Causeway Comprehensive School	04.12.23	Aoife Thornton and Maria O’Gorman	Youthreach	13.10.23	Deirdre Ferris
Section 44 Committee	Date of Meeting	Board Member in Attendance														
Tahilla Community National School	03.10.23	N/A														
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Causeway Comprehensive School	04.12.23	Aoife Thornton and Maria O’Gorman														
Youthreach	13.10.23	Deirdre Ferris														
<p style="text-align: center;">7.5</p>	<p>Section 44 Committees: Appointments and Vacancies – as per Matters Arising Section 4.1 Ms Trisha Tierney, Executive Support, presented the following Section 44 Committee appointments, which were circulated with the agenda, for approval:</p> <table border="1" data-bbox="528 1115 1441 1301"> <thead> <tr> <th>Section 44 Committee</th> <th>Nomination</th> </tr> </thead> <tbody> <tr> <td>Two Mile Community National School</td> <td>Dermot Clifford, Community Nominee</td> </tr> <tr> <td rowspan="2">Kerry College of Further Education and Training</td> <td>Colette O’Connor, Business and Industry Nominee - <i>replacing George Howlett</i></td> </tr> <tr> <td>Tracey Grimes, Business and Industry Nominee - <i>replacing Martina Larkin</i></td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Ms Maria O’Gorman Seconded: Cllr. Niall O’Callaghan</p>	Section 44 Committee	Nomination	Two Mile Community National School	Dermot Clifford, Community Nominee	Kerry College of Further Education and Training	Colette O’Connor, Business and Industry Nominee - <i>replacing George Howlett</i>	Tracey Grimes, Business and Industry Nominee - <i>replacing Martina Larkin</i>								
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	Tracey Grimes, Business and Industry Nominee - <i>replacing Martina Larkin</i>															

7.6	<p>Section 45 Committees: Meeting Reports and Minutes Ms Trisha Tierney, Executive Support, presented the following Section 45 Committees meeting reports and minutes, which were circulated with the agenda, for noting:</p> <table border="1" data-bbox="491 450 1410 640"> <thead> <tr> <th>Section 45 Committee</th> <th>Document</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Audit and Risk</td> <td>Meeting Report</td> <td>19.03.24</td> </tr> <tr> <td>Minutes</td> <td>29.11.23</td> </tr> <tr> <td rowspan="2">Finance</td> <td>Meeting Report</td> <td>20.02.24</td> </tr> <tr> <td>Minutes</td> <td>08.12.23</td> </tr> </tbody> </table> <p>The Board noted same.</p>	Section 45 Committee	Document	Meeting Date	Audit and Risk	Meeting Report	19.03.24	Minutes	29.11.23	Finance	Meeting Report	20.02.24	Minutes	08.12.23
Section 45 Committee	Document	Meeting Date												
Audit and Risk	Meeting Report	19.03.24												
	Minutes	29.11.23												
Finance	Meeting Report	20.02.24												
	Minutes	08.12.23												
7.7	<p>Partnership Schools' Boards of Management: Minutes Ms Trisha Tierney, Executive Support, presented the Partnership Schools' Boards of Management Minutes, which were circulated with the agenda, for noting:</p> <table border="1" data-bbox="537 1019 1437 1120"> <thead> <tr> <th>Partnership Schools'</th> <th>Date of Meeting</th> </tr> </thead> <tbody> <tr> <td>Scoil Phobail Sliabh Luachra</td> <td>04.12.24</td> </tr> </tbody> </table> <p>The Board noted same.</p>	Partnership Schools'	Date of Meeting	Scoil Phobail Sliabh Luachra	04.12.24									
Partnership Schools'	Date of Meeting													
Scoil Phobail Sliabh Luachra	04.12.24													
7.8	<p>Protected Disclosure Annual Report, Section 22 of the Protected Disclosures Act, 2014 Kerry ETB acknowledges the Protected Disclosures (Amendment) Act 2022 commenced on January 1st, 2023, and updates the original Act (2014). This Act provides a framework for workers to raise concerns about potential wrongdoing they have become aware of in the workplace. It assures staff that they will receive significant protection if they face penalties or suffer any detriment as a result.</p> <p>As required under Section 22 of the Protected Disclosures Act 2014, the Executive confirmed that no protected disclosures were received by Kerry ETB in 2023.</p> <p>In line with the provision of the Act, a Protected Disclosures report (for the calendar year 2023) will be returned to the Minister for Public Expenditure and Reform, confirming that no protected disclosures were received in 2023. This report will be published on the ETB's website. A copy of the report was circulated with the meeting documentation for Board Members' information.</p>													

	<p>All were reminded that the designated officer for protected disclosures could be contacted by telephone at 066-7193900, by email at corporateaffairs@kerryetb.ie or by post to Protected Disclosures Officer, Kerry ETB, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry V92 P2FE.</p> <p>Board Members noted this update.</p>
<p>7.9</p>	<p>Update re Annual Report 2023, as per Section 28 of the Education and Training Boards Act, 2013</p> <p>It was noted that the Annual Report for 2023 is in its final stages of completion, with Directors currently engaged in reviewing the draft. Following this review, it will proceed for approval at the upcoming Senior Executive Meeting, scheduled for April 15th. After that, it will be presented at the May 2024 Board meeting for Members' approval.</p> <p>The Department's submission deadline is June 30th annually. However, with the current Board's term imminently ending, the Executive has been actively expediting the report's completion.</p> <p>The Annual Report 2023 provides a comprehensive retrospective analysis of activities and performance throughout the calendar year, closely aligned with the objectives outlined in the Service Plan 2023.</p> <p>This update was noted.</p>
<p>7.10</p>	<p>Update re Chairperson's Comprehensive Report to the Minister for Education</p> <p>Members of the Board were informed that Kerry ETB had received a copy of the 2023 template Chairperson's Comprehensive Report (CCR) from the Minister for Education from the Department of Education. The CCR is a requirement under Sections 6.8 and 6.9 of Circular Letter 0002/2019.</p> <p>A signed copy of the CCR is sent to the Minister to accompany the 2023 Annual Financial Statements of Kerry ETB.</p> <p>The CCR is currently being prepared by the Finance Team and will be presented for adoption at the May 2024 Board meeting.</p> <p>The Board noted this.</p>

7.11	<p>Oversight and Performance Delivery Agreement Meeting Members were advised that the combined 2023/2024 Oversight and Performance Delivery Agreement meeting between Kerry ETB and the Department of Education will take place on October 7th, 2024, at 3 pm.</p> <p>The Chief Executive, Director of OS&D, Board and Finance Committee Chairpersons, and a member of the Executive Support team will attend on behalf of Kerry ETB.</p> <p>The Department's agenda for this meeting was included in the meeting report for Members' information.</p> <p>The Board thanked the Executive for this update.</p>
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03/2024/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<p>DE Correspondence: Noted as listed</p>
8.2	<p>DE Circular Letters: Noted as listed</p>
8.3	<p>DFHERIS Circular Letters: Noted as listed</p>
8.4	<p>DE Press Releases: Noted as listed</p>
8.5	<p>DFHERIS Correspondence: Noted as listed</p>
8.6	<p>DFHERIS Press Releases: Noted as listed</p>

8.7	Department of Children, Equality, Disability, Integration and Youth Correspondence: Noted as listed
8.8	ETBI Correspondence Noted as listed
8.9	SOLAS Correspondence Noted as listed
8.10	Other Correspondence Noted as listed

03/2024/9	MEMBERS' BUSINESS GNÓ NA GCOMHALTAÍ
	<i>Nil at this time</i>

03/2024/10	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>Record Retention/Kerry ETB Board Devices Members of the Board were informed of forthcoming correspondence regarding the return of Kerry ETB Board devices and documentation currently held by Board Members. This action aligns with the guidelines outlined in the Department's Circular Letter 0002/2019, Section 5.7, which mandates:</p> <p style="text-align: center;"><i>“Document Retention: Board members are expected to return all documentation acquired during their terms as board members to the administrative support for the Board. Alternatively, they should confirm the appropriate disposal of such documentation in accordance with relevant legislation, including GDPR.....”</i></p> <p>In accordance with the provisions of the Code, all documentation must be securely destroyed or returned to Kerry ETB for proper disposal prior to the</p>

	<p>establishment of the new Board in June/July 2024. It was added that the return of Kerry ETB Board devices should adhere to the terms outlined in the ICT Equipment Loan Agreement previously signed by Board Members.</p> <p>Members noted Kerry ETB's intention to extend an invitation for Members' cooperation in facilitating this process through its forthcoming correspondence.</p> <p>Japanese Ambassador to Ireland An Cathaoirleach provided an update on the recent KCC civic reception and meeting held on March 25th, 2024, which brought together representatives from Kerry ETB, KCC, and the Japanese Ambassador to Ireland, Mr Norio Maruyama. Discussions are ongoing between Kerry ETB and the office of the Ambassador re the possible provision of a Japanese language option at the post-primary school level in Tralee. The Director of SYM is addressing same.</p> <p>Last Meeting of the Kerry ETB Board 2019-2024 The date for the next Board meeting was noted as follows:</p> <div data-bbox="528 987 1442 1361" style="background-color: black; color: white; padding: 10px; text-align: center;"><p>Date: Tuesday, May 7th, 2024</p><p>Time: 04:15 pm</p><p>Location: To Be Confirmed</p></div>
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Sínithe/Signed: _____

Dáta/Date: _____