

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

<b>Date and Time:</b>	Tuesday January 28 <sup>th</sup> 2025
<b>Location:</b>	Centrepont Boardroom.
<b>Cathaoirleach:</b>	Cllr. Norma Moriarty
<b>Secretary:</b>	Mr Colm McEvoy, Chief Executive
<b>Attendance (Reserve Members):</b>	<ul style="list-style-type: none"> <li>• Cllr. Angie Baily (VC)</li> <li>• Cllr. Anne O'Sullivan</li> <li>• Cllr. Deirdre Ferris (VC)</li> <li>• Cllr. Liam Nolan (VC)</li> <li>• Cllr. Martin Grady (VC)</li> <li>• Cllr. Niall Kelleher</li> <li>• Cllr. Norma Moriarty</li> <li>• Cllr. Paul Daly</li> <li>• Cllr. Teddy O'Sullivan Casey</li> <li>• Cllr. Tommy Griffin (VC)</li> <li>• Ms. Annette Steinborn</li> <li>• Mr. Joseph Brennan</li> <li>• Ms. Lorraine O'Sullivan (VC)</li> <li>• Mr. Daniel O'Donoghue</li> <li>• Mr. Michael Larkin McCarthy</li> <li>• Mr. John O'Connor (VC)</li> <li>• Ms. Katherina Broderick</li> <li>• Mr. Noel Keenan (VC)</li> <li>• Ms. Maria O'Gorman</li> </ul>
<b>Attendance (Executive Members):</b>	<ul style="list-style-type: none"> <li>• Mr Colm Mc Evoy, Chief Executive</li> <li>• Ms Ann O'Dwyer, Director of Schools, Youth and Music (SYM)</li> <li>• Ms Maria Brennan, Director of Organisation Support and Development (OSD)</li> <li>• Mr. Pádraig O'Sullivan, Head of Technology, Estates and Sustainability (TES)</li> <li>• Ms. Heather Shanahan, Head of Finance</li> <li>• Ms. Donna Monson, Executive Support</li> <li>• Ms. Catherine Horgan, Executive Support</li> </ul>

	<b>CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS</b>
	<p>As per Section 1.18 of Circular Letter (CL) 0083/2024, a conflict-of-interest form was circulated to each Board Member before the meeting for signature. An Cathaoirleach reminded members re the importance of completing the conflict-of-interest form at the start of the meeting.</p> <p>There were no conflicts of interest disclosed relevant to the meeting's agenda items, as discussed.</p>
<b>01/2025/1</b>	<p style="text-align: center;"><b>APOLOGIES AND CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b></p>
<b>1.1</b>	<p><b>Apologies</b> were noted for the following Board members:</p> <ul style="list-style-type: none"> <li>• Cllr. Marie Moloney</li> <li>• Cllr. Maura Healy-Rae</li> <li>• Ms. Betty Corkey, Head of Corporate &amp; Procurement</li> <li>• Mr. Owen O'Donnell, Director of Further Education and Training</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón</b></p> <p>An Cathaoirleach expressed her sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>• Ms. Betty Corkey, Head of Corporate &amp; Procurement, on the passing of her father Mr. Patrick (Patie) Fitzgibbon.</li> <li>• Ms. Blaithín Shanahan O'Mahony, Quality Assurance (QA) Unit, Centrepont on the passing of her Father-in-law Mr. Billy Browne Jr.</li> <li>• Mr. Fergus O Connor, Castleisland Community College on the passing of his uncle Mr. Eddie O Connor.</li> <li>• Ms. Noelle Carey, Listowel Campus on the passing of her brother-in-law Mr. Richard Tattersall.</li> <li>• Ms. Lucinda Moriarty, Killarney Community College on the passing of her uncle Mr. Charles Doyle.</li> <li>• Ms. Breid Griffin, Coláiste na Ríochta on the passing of her aunt Ms. Annette Howlin.</li> <li>• Mr. Kevin O Connor, Coláiste na Scéilge on the passing of his uncle Mr. Edward O Connor.</li> <li>• Mr. Ciarán Gallagher, Killarney Community College on the passing of his Aunt Ms. Bernadette Quinn.</li> <li>• Mrs. Elizabeth Forsyth, Head Office on the passing of her Sister-In-Law Ms. Anne-Marie Lambe.</li> <li>• Mr. John Herlihy, Kerry College, Monavalley Campus on the passing of his Sister-In-Law Ms. Marion O'Grady.</li> <li>• Mr. Michael O Sullivan, Coláiste Gleann Lí on the passing of his uncle Fr. Anthony Scully.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mr. Ian Twiss, Killorglin Community College on the passing of his uncle Mr. Patrick Ferris.</li> <li>• Ms. Majella Hegarty, Killarney Youthreach on the passing of her father-in-law Mr. Pat Fleming.</li> <li>• Mr. Ruairi O’Cinneide, Principal Gael Coláiste Chiarraí on the passing of his father Mr. Patrick Kennedy.</li> <li>• Ms. Niamh O’Keeffe, Human Resources, on the passing of her uncle Mr. John O’ Keeffe.</li> <li>• Mr. Joseph Nestor, Kerry College, Monavalley, on the passing of his father Mr. Joe Nestor.</li> <li>• Mr. Padraig Dennehy, Tutor Community Education on the passing of his father Mr. Pat Joe Dennehy.</li> <li>• Ms. Niamh O’Halloran, Kerry College, Monavalley, on the passing of her mother Ms. Tess O’Halloran.</li> </ul>
<b>01/2025/2</b>	<p style="text-align: center;"><b>CONGRATULATIONS COMHGHAIRDEAS</b></p>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas</b></p> <p>An Cathaoirleach extended congratulations to the following:</p> <ul style="list-style-type: none"> <li>• Mary Reidy 5<sup>th</sup> year Causeway Comprehensive School on winning the Kerry ETB Christmas Card Competition.</li> <li>• Castleisland Community College U16 Boys team who have now qualified for the All-Ireland League Quarter Final. They defeated Patrician Academy Mallow and CBS Thurles.</li> <li>• Castleisland Community College U14 Girls cup team. They had comprehensive wins over Mount Hawk, St Aloysius College, Cork and St. Angelas College, Cork. The girls will now proceed to the next round in March.</li> <li>• Mary Reidy 5<sup>th</sup> year in Causeway Comprehensive School on winning the senior Post Primary category in the Southwest Region of the National Attendance Poster Campaign in December.</li> <li>• Laoise, Ciara and Saoirse Murphy from Presentation Secondary School in Tralee on winning the BT Young Scientist Award January 2025.</li> </ul>
<b>01/2025/3</b>	<p style="text-align: center;"><b>MINUTES MIONTUAIRISCÍ</b></p>
<b>3.1</b>	<p>The minutes of the Board meeting held on December 10<sup>th</sup> 2024, were presented to the Board for approval.</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> <p style="text-align: center;"><b>Proposed: Cllr. Teddy O'Sullivan Casey Seconded: Ms. Annette Steinborn</b></p>

	<p>The minutes of the Board meeting held on December 23<sup>rd</sup>, 2024, were presented to the Board for approval.</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> <p style="text-align: center;"><b>Proposed: Mr. Michael Larkin McCarthy</b> <b>Seconded: Mr. Joseph Brennan</b></p>
<b>01/2025/4</b>	<b>MATTERS ARISING FROM MINUTES</b> <b>NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>
<b>4.1</b>	<p><b>Standards in Public Office Statement of Interest (SIPO) Forms</b></p> <p>The CE reminded Board Members regarding the importance of returning the completed SIPO forms by the Regulatory deadline. It was agreed that follow up communications would issue from the Corporate and Procurement Department to relevant Board Members.</p>
<b>4.2</b>	<p><b>High Court Summons, Pension Proceedings</b> – <i>see Organisation Support and Development Report Section 7.3 from 10<sup>th</sup> December Board meeting.</i></p> <p>The Director of OSD advised that there was no further update currently regarding this matter.</p>
<b>4.3</b>	<p><b>Kerry College Killarney Campus Building Project</b> – <i>see Technology, Estates and Sustainability Report Section 4.4 from October 29th 2024 Board meeting.</i></p> <p>Further to the discussion at the ETB Board meeting on December 10th, 2024, regarding the Kerry College Campus Killarney building project (This initiative would involve the establishment of a Centre of Excellence for Culinary Arts and Hospitality, to be based in Killarney) members were provided with the following update:</p> <p>As was set out previously, the site selection process followed by the ETB had commenced in May 2021 with Kerry ETB adhering to the provisions of Circular 17/2016, "Policy for Property Acquisition and for Disposal of Surplus Property" and Circular 17/2016, the acquisition process adheres to Circular 11/15, "Protocols for the Transfer and Sharing of State Property Assets".</p> <p>It was noted that the meeting in DFHERIS Offices on Wednesday January 22<sup>nd</sup> 2025 was attended by Kerry ETB, SOLAS and DFHERIS and addressed the site acquisition process to date. The CE, Head of Technology, Estates and Sustainability and Director of Further Education and training attended this meeting.</p> <p>An agreed format for submission of the final site acquisition proposal, via a multi-criteria analysis was agreed.</p>

	<p>Once the site acquisition process has been finalised via the multi-criteria analysis, Kerry ETB will be permitted to engage technical expertise to assist with the refinement and re-submission of the preliminary business case, this process will take c.6 weeks following completion of the site acquisition process</p> <p>Board members welcomed the feedback regarding the project. In addressing a question re the demand for culinary course, it was clarified to the Board that this initiative would focus on Level 5 and 6 qualifications including apprenticeship programs, and would encompass a broad range of skills, to include front of house, chef, pastry chef, kitchen management etc.</p> <p>A further update will be provided at the next Board meeting on February 25<sup>th</sup>, 2025, as this will be an ongoing process.</p>
4.4	<p><b>Lease (FET) for ‘Ansaldo’- Block F Monavalley</b> – <i>see Technology, Estates and Sustainability Report Section 4.6 - December 10<sup>th</sup>, 2024, Board meeting.</i></p> <p>Board approval was sought to proceed with the revised terms of the lease between Kerry ETB and Manor Capital Properties in relation to Kerry ETB’s lease of Block F Monavalley, under the following terms:</p> <p><b>Main Building:</b></p> <ul style="list-style-type: none"> <li>• Rent: €50,000 per annum excluding VAT.</li> <li>• Area: c.10,000 square feet</li> <li>• Term: 15 years (September 1st, 2022- 31st August 2037)</li> <li>• Break Clauses: Year 5 (September 2027) and Year 10 (September 2032)</li> </ul> <p><b>Yard to Rear of Building: -</b></p> <ul style="list-style-type: none"> <li>• Rent: €2,500 per annum excluding VAT.</li> <li>• Area: c.0.7Acres</li> <li>• Term: 5 years (September 1<sup>st</sup>, 2022-August 31<sup>st</sup>, 2027)</li> </ul> <p>The terms of the lease as presented were approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Mr. Noel Keenan</b></p> <p>It was noted that the lease progression is subject to Department approval.</p>
4.5	<p><b>Gift of Land, Tahilla Community National School</b> – <i>see Technology, Estates and Sustainability Report Section 4.7 from December 10<sup>th</sup> 2024 Board meeting.</i></p> <p>The Board were advised that a meeting of the DoE Property Oversight Group is scheduled to take place on Friday January 31<sup>st</sup>, 2025, where it is anticipated this matter will be reviewed and formal feedback be issued to Kerry ETB.</p> <p>A further update will be provided at the next Board meeting on February 25<sup>th</sup>, 2025.</p>

<p>4.6</p>	<p><b>Tralee Sports and Leisure Centre Company Limited by Guarantee</b> <i>see Technology, Estates and Sustainability Report, Section 4.11 from December 10<sup>th</sup>, 2024 Board meeting.</i></p> <p>As per the CE and Head of TES Department reports (circulated in advance), members were provided with a comprehensive update re the sports hall roof collapse at Tralee Regional Sports and Leisure Centre Limited by Guarantee on the morning of January 6<sup>th</sup>, 2024, following significant snowfall.</p> <p>In terms of addressing matters arising following the roof collapse, it was clarified for members that the sports centre is jointly owned by Kerry ETB and Kerry County Council (Kerry Co. Co.) and is operated under a lease by Tralee Regional Sports and Leisure Centre Limited by Guarantee - essentially a landlord tenant relationship. Kerry ETB historically and currently insures all the Sports Centre buildings with Irish Public Bodies (IPB).</p> <p>Members noted that the roof collapse incident was promptly reported to Irish Public Bodies (IPB), on the morning of January 6<sup>th</sup>, 2024. Subsequently a claim was submitted, and IPB appointed Owens McCarthy Limited as the loss adjuster. Mr. Brian Monaghan of Owens McCarthy conducted an initial site visit on January 6<sup>th</sup>, 2024.</p> <p>In addition, members were advised that the Board of Tralee Regional Sports and Leisure Centre Limited by Guarantee held a meeting on January 6<sup>th</sup>, 2025. The Board Chairperson conducted a number of media interviews on January 6<sup>th</sup> and subsequently in addressing matters.</p> <p>Malachy Walsh and Partners (MWP), consulting Engineers, have been engaged by Kerry ETB and Kerry Co. Co. on January 6<sup>th</sup>, 2025, to provide engineering support and advice related, including determining the steps necessary to make the property safe and the potential for reopening the facility in part.</p> <p>A meeting with IPB representatives took place on January 8<sup>th</sup>, 2024, to discuss the claim and the feasibility of reopening the site once made safe. IPB noted the appointment of 2HQ Consulting Engineers to assist IPB and Owens McCarthy in assessing the claim. A joint site inspection involving all relevant parties was conducted on January 13<sup>th</sup>, 2024, to finalise the insurer's report.</p> <p>A meeting of the Company Board took place on Thursday January 9<sup>th</sup> 2025 with a full update provided re matters. As the incident was deemed a "dangerous occurrence" under Health &amp; Safety legislation, Tralee Regional Sports &amp; Leisure Centre Company Limited by Guarantee, as the employer, was required to notify the Health and Safety Authority (HSA) of the incident within ten days of its occurrence. This action was agreed at the Company Board meeting January 9<sup>th</sup> 2025 and the formal notification was completed by the Manager of Tralee Regional Sports &amp; Leisure Centre on January 13<sup>th</sup>, 2024.</p>
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	<p>Following consultations with Malachy Walsh and Partners (MWP), Kerry ETB and Kerry Co. Co. determined that the demolition of the damaged structure was necessary to mitigate safety risks and facilitate the partial reopening of the facility. The UMR Group, a specialist demolition contractor based in Limerick, was selected to undertake the works, on the recommendation to MWP, who assessed and confirmed UMR's competence and suitability for the project, ensuring competitive pricing.</p> <p>The Department of Education (DE) were briefed by the ETB as matters progressed since January 6th, 2025, with the communications to the DE of January 16th and 17<sup>th</sup> 2025 addressing the appointment of UMR group for the necessary demolition works etc.</p> <p>UMR Group commenced demolition works on January 20th, 2024, under the supervision of MWP. The Health and Safety Authority (HSA) was notified of the commencement of the demolition works in advance. All necessary health and safety obligations were met, including the appointment of Malachy Walsh and Partners as Project Supervisor for the Design Process (PSDP) and UMR as Project Supervisor for the Construction Stage (PSCS). The demolition works are progressing as planned and are expected to take approximately three weeks to complete.</p> <p>Confirmation of insurance coverage, including demolition works remains under review by IPB, pending receipt of the loss adjuster's report. As addressed above the DE have been fully advised regarding all matters including the costs associated with the demolitions works, known to date.</p> <p>In concluding the update, the CE advised that the company Chairperson and Centre Manager are fully briefed re progress in addressing matters. It was also noted that Kerry ETB have provided temporary office space for the centre manager and administration staff. The Centre manager and staff team are in ongoing communications with members etc.</p> <p>The importance of progressing the re-opening of the swimming pool, astro pitches, skate park when safe to do so was noted. It is expected that once the IPB loss adjusters report and demolitions works have been completed, a date for the partial (swimming pool, astro pitches, skate park) re-opening of the centre will be confirmed.</p> <p>Following the detailed update, members thanked all involved in addressing matters to date. An Cathaoirleach thanked the CE, Director of OSD and Head TES Department for the comprehensive update.</p> <p>A further update will be provided at the next meeting.</p>
4.7	<p><b>Climate Action Plan 2024</b> – see <i>Technology, Estates and Sustainability Report Section 7.5 from December 10<sup>th</sup>, 2024 Board meeting.</i></p> <p>As there was no further update this matter was deferred to next Board meeting on February 25<sup>th</sup>, 2025.</p>

4.8	<p><b>Overdraft renewal approval as per the provisions of CL:0066/2014 and ETB Act Sections 12(2)(k) and 49.</b> <i>(see Governance Section 6.12 from 10<sup>th</sup> December, 2024 Board meeting).</i></p> <p>As was addressed at the November 19<sup>th</sup> 2024 Board meeting, Ministerial consent was received by letter from the Department of Education on November 8<sup>th</sup>, 2024 to renew the overdraft facility of €2,000,000; from November 1<sup>st</sup> 2024 to October 31<sup>st</sup>, 2025, as per the provisions of Circular Letter (CL) 0066/2014 and ETB Act Sections 12(2)(k) and 49.</p> <p>The Head of Finance advised that Kerry ETB is still in ongoing communications with the Bank of Ireland (BOI) to renew this overdraft facility.</p> <p>An Cathaoirleach welcomed the update.</p>
01/2025/6	<p style="text-align: center;"><b>GOVERNANCE RIALACHAS</b></p>
6.1	<p><b>New Board Training/Induction.</b> Regarding the new Board training, members were provided with the following update:</p> <ul style="list-style-type: none"> <li>• Kerry ETB IPA Governance of Education and Training Boards scheduled for February 8<sup>th</sup>, 2025.</li> <li>• Interview Board member training was deferred from Thursday 9<sup>th</sup> January 2025 due to weather warnings, new date to be confirmed.</li> <li>• Section 44 Committee Chairperson and Secretary Training was deferred from January 20<sup>th</sup>, 2025, new date to be confirmed</li> </ul> <p>Regarding the phase 2 ETBI/IPA Governance Training which will be provided online via MS Teams, a schedule of dates was sent out to members and are currently being booked. Board members were advised if they hadn't yet notified Kerry ETB of a preferred date and time, members can follow up re same after the meeting.</p> <p>The dates and times were noted by members.</p>
6.2	<p><b>Ethics in Public office 1995 and 2001.</b></p> <p>The Chief Executive advised Board members that all outstanding forms must be returned as soon as possible as they need to be submitted to the Standards in Public Office Commission (SIPO) by January 31<sup>st</sup>, 2025</p> <p>It was noted that copies of the forms will be retained on file by Kerry Education and Training Board (ETB). The file may be required for future audits by either the Internal Audit Unit (IAU) of ETBs or the Comptroller and Auditor General (C&amp;AG).</p>



	<p>An Cathaoirleach thanked the CE for this update and Board members noted the urgency to have all outstanding paperwork submitted.</p>
6.3	<p><b>Risk Management update – Director of OSD</b></p> <p>The Director OSD advised the Board that the annual review of the internal controls is currently being conducted using the Internal Control Questionnaire module as part of the Governance, Compliance and Risk System.</p> <p>As per Section 7.8 of the Code of Practice, Circular Letter 0083/2024 for the Governance of ETBs, the Board, with support from the Audit and Risk Committee, is required to undertake an annual review of the effectiveness of the internal control systems. This review ensures that all aspects of risk management and internal control are thoroughly considered for the year under review, and up until the date of approval of the annual report and financial statements.</p> <p>Each Budget Holder within Kerry ETB is tasked with completing the Internal Control Questionnaire annually. The consolidated results from these ICQ, highlighting any areas of non-compliance, are compiled and presented to the Audit and Risk Committee for review.</p> <p><b>Internal Audit Reports:</b></p> <p>The final report for the Governance and Risk Management Review was received on January 6<sup>th</sup>, 2025. It is important to note that no audit opinion was provided, as this was a review. Overall, the report was positive.</p> <p>As per the terms of reference of the Internal Audit Unit, the Findings and Recommendations Report was submitted to the Department of Education (DoE) on January 8<sup>th</sup>, 2025.</p> <p>The Board members thanked the Director of OSD for the update, noting progress.</p>
6.4	<p><b>Information Security Systems Management (Cybersecurity) update</b></p> <p>In line with the provisions of Circular 0083/2024, the Director of OSD informed the Board that the Corporate Risk Register has been updated to include Information Security Systems Management as part of the Cybersecurity Baseline Standards</p> <p>In addition, the Director of OSD informed the Board members that the work of the Kerry ETB Information Security Management Systems (ISMS) Team to plan and implement the Information Security Management System aimed at protecting the confidentiality, availability, and integrity of information and associated assets from threats and vulnerabilities is ongoing.</p> <p>The Board members thanked the Director of OSD for her update and noted same.</p>

6.5	<p><b>Health and Safety update - circulated in advance</b></p> <p>The Director of OSD advised the Board members that the Risk Assessment Program continued throughout December and January, with the following activities reported:</p> <ul style="list-style-type: none"> <li>• Schools and centres were inspected and assisted with risk assessments, with 3 visits to centres and 7 visits to schools conducted.</li> <li>• In January, revisions to the woodwork rooms risk assessments took place in 5 schools.</li> </ul> <p>The following training programs were carried out:</p> <ul style="list-style-type: none"> <li>➤ Facility Manager Training: <ul style="list-style-type: none"> <li>- Principal in Coláiste Gleann Li – October 8<sup>th</sup>, 2024.</li> <li>- Head of TES – November 18<sup>th</sup>, 2024.</li> </ul> </li> <li>➤ Chemical Awareness Training for Science Staff: <ul style="list-style-type: none"> <li>- Coláiste na Sceilge – December 16<sup>th</sup>, 2024.</li> <li>- Castleisland Community College – December 19<sup>th</sup>, 2024.</li> </ul> </li> </ul> <p>In addition, all revised school/centre safety statements were reviewed by the Health and Safety Officer and the revised accident reporting procedure was submitted to the Board for approval (see 6.11 below). This procedure was circulated in advance with the meeting notice.</p> <p>In addition, in light of the frequency of recent adverse weather events, a Visual Inspection Checklist for structural and water damage in buildings after severe weather events was developed and issued to facility managers on January 9<sup>th</sup>, 2025.</p> <p>Members welcomed this update.</p>				
6.6	<p><b>Establishment of Section 44 Committees (CL 0083/2024)</b></p> <p>Further to the establishment of the Section 44 committees as was addressed at the December 10<sup>th</sup>, 2024 Board meeting, the following Kerry ETB members/nominees' appointments were presented for approval (all nominees were circulated in advance with the meeting notice).</p> <p><b><u>Kerry ETB Centres of Further Education</u></b></p> <p>Staff representative(s) appointment(s) in accordance with Section 44(11)(b) of the ETB Act 2013 to the Kerry ETB FET Centres Governance Board.</p> <table data-bbox="571 1839 1291 1962"> <tr> <th data-bbox="571 1839 885 1921">Staff Nominees</th><th data-bbox="885 1839 1291 1921">Partnership Board Nominees</th></tr> <tr> <td data-bbox="571 1921 885 1962">Ms. Kay Garvey</td><td data-bbox="885 1921 1291 1962">Carol Naughton</td></tr> </table>	Staff Nominees	Partnership Board Nominees	Ms. Kay Garvey	Carol Naughton
Staff Nominees	Partnership Board Nominees				
Ms. Kay Garvey	Carol Naughton				

	<p>The Board approved this appointment as per Section 44 ETB Act 2013.</p> <p><b>Proposed: Mr. Daniel O'Donoghue</b> <b>Seconded: Cllr. Anne O'Sullivan</b></p>		
6.7	<p><b>Establishment of Board of Management for Partnership Schools - <i>circulated in advance</i></b></p> <p>The Director of SYM outlined that a vacancy had arisen on the Board of Management (BOM) of Kerry ETB Partnership School, Pobalscoil Sliabh Luachra, following the resignation of Mr. Niall O'Callaghan. In addressing the vacancy, Ms. Teresa Lonergan was considered for appointment.</p> <table border="1"><tr><td><b>Kerry ETB Nominee</b></td></tr><tr><td>Ms. Teresa Lonergan</td></tr></table> <p>The Board approved this appointment to the BOM of Pobalscoil Sliabh Luachra.</p> <p><b>Proposed: Cllr. Teddy O'Sullivan Casey</b> <b>Seconded: Ms. Annette Steinborn</b></p>	<b>Kerry ETB Nominee</b>	Ms. Teresa Lonergan
<b>Kerry ETB Nominee</b>			
Ms. Teresa Lonergan			
6.8	<p><b>Minutes of Section 44 Committees - <i>circulated in advance</i></b></p> <p>The following Section 44 Committees' minutes, as circulated with the agenda, were presented for approval:</p> <ul style="list-style-type: none"><li>➤ Castleisland Community College – September 24<sup>th</sup>, 2024,</li><li>➤ Causeway Comprehensive School– October 21<sup>st</sup>, 2024</li></ul> <p>The Board approved the above-listed minutes as presented.</p> <p><b>Proposed: Cllr. Niall Kelleher</b> <b>Seconded: Mr. Michael Larkin McCarthy</b></p>		
6.9	<p><b>Board of Management Minutes Partnership Schools - <i>circulated in advance</i></b></p> <p>The following Board of Management (BOM) minutes, as circulated in advance with the agenda, were presented for noting.</p> <ol style="list-style-type: none"><li>1. Scoil Phobail Sliabh Luachra (Rathmore): Meeting held on September 9<sup>th</sup> 2024.</li></ol> <p>The Board noted the above minutes as presented.</p>		

<p><b>6.10</b></p>	<p><b>Minutes of Section 45 Committees</b> - <i>circulated in advance</i></p> <p>The following Section 45 Committee minutes, as circulated in advance with the agenda, were presented for noting.</p> <ul style="list-style-type: none"> <li>• Finance Committee Meeting November 28<sup>th</sup> 2024</li> </ul> <p>The Board noted the above minutes.</p>
<p><b>6.11</b></p>	<p><b>Policies for Approval</b> - <i>as circulated in advance</i></p> <p>The following policies were presented for approval by the Director of OSD.</p> <ul style="list-style-type: none"> <li>➤ Health and Safety; Accident and near miss reporting procedure</li> <li>➤ Anti-Fraud and Corruption Policy and Procedure</li> <li>➤ Revised Blended Working Policy and Procedure</li> </ul> <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall Kelleher</b> <b>Seconded: Mr. Daniel O'Donoghue</b></p> <p><b>Policies for noting</b> - <i>as circulated in advance</i></p> <p>Members were advised, of the revised Policy for the prevention and resolution of bullying at Work. As staffing is an Executive function, this policy was noted by the Board.</p>
<p><b>6.12</b></p>	<p><b>Tralee Sports and Leisure Centre Company Limited by Guarantee, Board Membership update.</b></p> <p>In addressing the Company Constitution (Articles of Association), members were advised that the Kerry ETB membership of the Board of Tralee Sports and Leisure Centre Company Limited by Guarantee is as follows:</p> <ul style="list-style-type: none"> <li>- Two members of the Board</li> <li>- The Chief Executive or his or her nominee</li> <li>- One nominee of the schools using the centre operated by the company.</li> </ul> <p>In addressing matters, the following nominees were presented for consideration for appointment to the Board of Tralee Regional Sports and Leisure Centre Company Limited by Guarantee:</p> <ul style="list-style-type: none"> <li>➤ CE Nominee: Mr. Jim Finucane</li> <li>➤ ETB Nominee (representative of schools using the Centre) Mr. Pdraig O'Sullivan, Head of TES Department</li> <li>➤ ETB Board member: Cllr. Anne O'Sullivan</li> </ul>

The nominees as listed above were appointed to the Board of Tralee Regional Sports and Leisure Centre Company Limited by Guarantee.

**Proposed: Ms. Maria O’Gorman**  
**Seconded: Cllr. Niall Kelleher**

It was noted that Board member Daniel O’ Donoghue was appointed to the Board of Tralee Regional Sports and Leisure Centre Company Limited by Guarantee at the ETB Board meeting October 29<sup>th</sup>, 2024.

A letter will issue to the Manager of Tralee Regional Sports and Leisure Centre, confirming the appointments with contact details.

**Insurance Update 2025-** circulated in advance

In addressing Kerry ETB insurance cover for 2025, Mr Danny Kerins presented the Board members with an update. The following areas of cover and premiums were noted:

Kerry Education and Training Board							
Renewal on Existing Basis of Coverage							
Class	2024 GWP	Band	Rate Adjustment	Ranking	Adj't %	GWP Adjustment	2025 GWP
Public Liability	€93,988	1 to 2 3 to 5 6 to 9 10 to 14 15 to 16	-12.50% -7.50% -5.00% -2.50% +0.00%	10	-2.50%	-€2,350	€91,638
Employers Liability	€82,543	1 to 3 4 to 6 7 to 10 11 to 12 13 to 16	-20.00% -15.00% -10.00% -5.00% +0.00%	1	-20.00%	-€16,509	€66,034
Motor Fleet	€8,439				-0.94%	-€80	€8,359
Property	€112,093				+2.66%	+€2,987	€115,080
Prof Indemnity	€17,695				+0.00%	+€0	€17,695
Engineering	€38,926				+4.00%	+€1,557	€40,483
CDC	€8,866				+0.00%	+€0	€8,866
Personal Accident	€32,795				+0.00%	+€0	€32,795
Computer	€3,495				+0.00%	+€0	€3,495
Marine	€14,050				+0.00%	+€0	€14,050
Employment Practices Liability	€11,088				+0.00%	+€0	€11,088
Crime	€14,984				+0.00%	+€0	€14,984
Cyber Liability	€10,500				+0.00%	+€0	€10,500
Environmental Impairment Liability	€7,875				+0.00%	+€0	€7,875
All Lines Combined	€457,336				-3.15%	-€14,394	€442,941

NOTE: The above synopsis of premiums is based on IPB records as of mid June 2023. Subsequent mid-term changes to the insurance portfolio may result in marginal deviations to amounts and percentages.

As was addressed at the December 10th ETB Board meeting, cyber security insurance is being addressed both locally and national with IPB.

The Board members welcomed this update.

01/2025/7	<b>CE'S REPORTS &amp; QUESTIONS ON CE'S REPORTS</b> <b>TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU</b>
7.1	<p><b>Schools Youth and Music Report</b></p> <p>The Schools, Youth and Music Report, circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the 5 top priorities for 2025, which included:</p> <ul style="list-style-type: none"> <li>➤ Excellence in Education and Training Services.</li> <li>➤ Strong, Inclusive and Respectful Organisational Culture.</li> <li>➤ Opportunities for greater Organisational Synergies.</li> <li>➤ A Leader in Education and Training Provision</li> <li>➤ Communications, Brand Awareness and shared understanding of Kerry ETB</li> </ul> <p>Board Members thanked the Director of Schools Youth and Music for the report.</p>
7.2	<p><b>Further Education and Training Report</b></p> <p>The FET Report circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the 5 top priorities for 2025, which included:</p> <ul style="list-style-type: none"> <li>➤ Completion of the Tralee Youth Provision Facility.</li> <li>➤ Validation and Delivery of Commercial Scuba Diving Courses.</li> <li>➤ Capital infrastructural Projects: Killarney FET College Campus SAR's, Monavalley Campus SUIF, Listowel Campus SUIF.</li> <li>➤ Establishment of a Singular Learner Support Unit: Create a centralised Learner Support Unit with comprehensive policies, procedures and structure for standardised provision across all FET areas.</li> <li>➤ Complete updating course specifications for all full-time and part-time certified courses to the new format, focusing initially on full-time courses.</li> </ul> <p>As was addressed in 1.1 above, the CE conveyed Mr. Owen O'Donnell's apologies for his absence from the meeting.</p>
7.3	<p><b>Director of Organisation Support and Development Report</b></p> <p>The Organisation Support and Development Report, circulated in advance of the meeting, was noted by the Board, and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>➤ <b>High Court Summons, Pensions Proceedings:</b> no further update re the KDYS Pension Scheme proceedings.</li> <li>➤ <b>Governance, Compliance &amp; Risk System:</b> The Director of OSD explained the ICQ Module where each Budget Holder within Kerry ETB is required to complete an annual Internal Control Questionnaire (ICQ) and then all consolidated ICQ results,</li> </ul>

including areas of non-compliance, are reviewed by the Audit and Risk Committee. Following the review, the Audit and Risk Committee recommends to the Board the approval of the Statement of Internal Controls to accompany the financial statements.

➤ **Internal Audit Unit (IAU) Audits:**

- Youth Services Audit:
  - Draft report received on December 17<sup>th</sup>, 2024 with an Adequate Opinion.
  - Management responses have been prepared and returned to the IAU-ETB.
  - Final report is awaited.

➤ **Information Security Management System Audit:**

- Draft Internal Audit Findings & Recommendations Report on the Public Sector Cyber Security Baseline Standards Framework was received on December 19<sup>th</sup>, 2024, covering ISMS Audit Areas 1 to 3, with an Adequate Opinion.
- Management responses are currently being prepared.

➤ **School Utilisation Recruitment and Utilisation of Teachers Audit:**

- Closing meeting took place on November 13<sup>th</sup>, 2024.
- The draft report is awaited.

➤ **School Contributions Audit:**

- Opening meeting took place on December 3<sup>rd</sup>, 2024.
- Progress meeting held on January 16<sup>th</sup>, 2025.
- Fieldwork is ongoing.

**Update to the Board – Governance and Risk Management Review**

As was referenced in 6.3 above, the final report on the Governance and Risk Management Review was received in January 2025. As this was a review rather than an audit, no formal audit opinion was provided. In accordance with the terms of reference of the IAU-ETBs and subsequent agreement, the Findings and Recommendations Report was submitted to the Department on January 8<sup>th</sup>, 2025.

In completing the report, the Director of OSD outlined the top priorities for OSD in 2025, highlighting the following:

- **Cyber Security Compliance**
- **Training and Compliance**
- **Technological Efficiencies**
- **Public Sector Duty**
- **Asset Review Schedule**
- **Sustainable Progress**

Board Members thanked the Director of Organisation Support and Development for the report.

#### Finance Report - as circulated in advance

This report was presented (which was circulated in advance) by the Head of Finance and addressed the following topics:

- **Kerry ETB Cash Grants.**
- **Financial Status of:**
  - Head Office
  - Schools
  - Community National Schools.
  - Further Education and Training
- **Annual Financial Statements 2023 – 2024.**
- **Funding 2025.**

In addressing the report, the Head of Finance advised the Board of the Kerry ETB Cash Grants as at December 31<sup>st</sup>, 2024, were as follows:

KERRY ETB CASH GRANTS AS AT 31 <sup>st</sup> DECEMBER 2024				
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance
Main Scheme Pay			(31,582,657)	
Non Pay			(1,990,037)	
<b>Main Scheme Total</b>	<b>216,344</b>	<b>33,792,234</b>	<b>(33,572,694)</b>	<b>435,884</b>
<b>Associated Main Scheme</b>	<b>564,377</b>	<b>1,712,961</b>	<b>(1,400,101)</b>	<b>877,236</b>
<b>Capital</b>	<b>747,096</b>	<b>28,903,486</b>	<b>(17,905,918)</b>	<b>11,744,665</b>
<b>Further Education</b>	<b>(37,477)</b>	<b>50,353,757</b>	<b>(49,577,042)</b>	<b>739,238</b>
<b>Youth Affairs</b>	<b>65,310</b>	<b>1,699,202</b>	<b>(1,464,138)</b>	<b>300,374</b>
<b>Agency</b>	<b>437,957</b>	<b>1,655,827</b>	<b>(1,393,761)</b>	<b>700,024</b>
<b>Self-Financing</b>	<b>515,585</b>	<b>1,138,304</b>	<b>(1,138,253)</b>	<b>515,636</b>
<b>Total:</b>	<b>2,509,192</b>	<b>119,255,772</b>	<b>(106,451,907)</b>	<b>15,313,057</b>

\* January 2024 Opening Balances are as per audited 2023 Financial Statements' Closing Balances

The current strong cash position was noted by the Board.

Regarding the current Financial Status, as was addressed in the report, the following was noted:

- Bank balance remains strong c. €15 million at end of December.
- Pre-funding of capital projects is contributing significantly to the strong cash position, i.e. c. €11.7 million.
- In December Kerry ETB have received c. €6.7 million funding of which:
  - C.€2.8 million relates to Capital
  - SOLAS c.€1.84 million
  - Department of Education c. €939K
  - c.€2.7 million from Department of Education
  - Additional €260 K was received from SOLAS towards operational costs



	<ul style="list-style-type: none"> <li>▪ TUSLA funding of Schools Completion Programme c.€119 K</li> <li>▪ State Exams Commission Refund of 2024 Examination supervision costs – c.€116 K</li> </ul> <p><b>Annual Financial Statements 2023 – 2024:</b></p> <p>Regarding the 2023 Financial Statement Audit, members were advised that the Comptroller and Auditor General Audit Team have completed the audit and have signed Kerry ETB's 2023 Annual Financial Statement. The letter confirming the completion of the Audit was received from the Comptroller and Auditor General December 24<sup>th</sup>, 2024. The December 24<sup>th</sup>, 2024, communication addressed the following:</p> <ul style="list-style-type: none"> <li>• Cover letter outlining the completion of the audit;</li> <li>• Audit certificate; and</li> <li>• Signed financial statements.</li> </ul> <p>In addition, it was noted that the preparatory work has begun for the 2024 Annual Financial Statements with the 2024 audit due to commence mid-May 2025.</p> <p>Regarding the funding for 2025, members were advised that the letter of Determination from Department of Education which sets out our funding for 2025 has not been received to date. On receipt of this letter, the budgets for Post Primary, Community National Schools and Head Office will be finalised.</p> <p>Regarding FET matters, the Head of Finance advised that the Planning Letter from SOLAS for 2025 which outlines the minimum amount of funding and proposed allocation by funding pot for 2025 has not been received. On receipt of this latter the budgets for FET Programmes, Centres and FET funded Head Office will be finalised.</p> <p>In addition, it was noted that funding allocations for Youth and Music for 2025 are being addressed.</p> <p>An Cathaoirleach thanked the Head of Finance for the comprehensive report. The CE thanked the Director of OSD and the Head of Finance for all their work with the completion of the 2023 Audit of the Financial Statements.</p>
	<p><b>Technology Estates and Sustainability Report</b></p> <p>The Technology Estates and Sustainability Report, circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>➤ Matters Arising: <ul style="list-style-type: none"> <li>▪ Kerry College Killarney Campus Building Project</li> <li>▪ Lease (FET) for 'Ansaldo'- Block F Monavalley</li> <li>▪ Gift of Land, Tahilla Community National School</li> <li>▪ Tralee Sports and Leisure Centre Company Limited by Guarantee</li> <li>▪ Kerry ETB Climate Action Plan</li> </ul> </li> <li>➤ ICT Update.</li> </ul>

## 7.5

- Sustainability:
  - SEAI Monitoring and Recording (M&R).
  - FET Pathfinder Programme.
  - Code Green Primary Programme.
- Estates, Land & Leases:
  - Lease Approvals.
  - Lease for Approval.
  - Use of Seal.
  - Applications awaiting DoE/DFHERIS approval

Regarding matters for Board approval, approval was sought for the lease with North East West Kerry Development (NEWKD) for Kerry ETB's lease of Aras an Phobail, Tralee. This lease is for the building that accommodates the Youthreach LCA. The following lease terms were presented for approval:

- Rent: €45,000 per annum, (VAT is not applicable)
- Area: c.3,850 square feet
- Term: 1 year (August 1<sup>st</sup>, 2024 - July 31<sup>st</sup> 2025)

The Board approved the lease as per the terms presented.

**Proposed: Mr. Joseph Brennan**  
**Seconded: Ms. Maria O'Gorman**

Members were advised that the lease is subject to Department approval.

In addition, it was noted that following expiry of this lease in July 2025, it is Kerry ETB's plan to relocate LCA Youthreach to the refurbished Moyderwell Building.

### **Use of the Seal**

The Head of TES Department advised members that in accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, the seal of Kerry Education & Training Board was used to execute the following documents at the January 28<sup>th</sup>, 2025 ETB Board meeting:

- The rent review and lease extension between Kerry ETB and Kelcol Ltd. with respect to Kerry College Denny St Campus.
  - This unit comprises of: -
    - 5 Denny St Tralee (Ground Floor, 1st Floor, and 2nd Floor)
    - 6 Denny St Tralee (Ground Floor and 2nd Floor)
    - 7 Denny St Tralee (1st Floor and 2nd Floor)
    - 8 Denny St Tralee (Ground Floor, 1st Floor, and 2nd Floor)
- Lease between Kerry ETB and Tadhg and Marian McGillicuddy with respect to Kerry College/ABE – 3rd Floor, 37 High Street, Killarney.

	<p>It was noted that Kerry ETB awaits DFHERIS/SOLAS approval for the following:</p> <ul style="list-style-type: none"> <li>▪ Licence Agreement between Kerry ETB and Castleisland AFC with respect to the astro-turf pitch at Castleisland Community College</li> <li>▪ Boundary Rectification between Kerry ETB and Mr. Wym O’Connell, Causeway.</li> <li>▪ Land acquisition at Tahilla CNS.</li> <li>▪ Killorglin Sports and Leisure Company Limited by Guarantee – Amendment to Lease Map,</li> <li>▪ Lease between Kerry ETB and St. Brendan’s Trust in respect of Lyreacrompane Community National School.</li> </ul> <p>An Cathaoirleach thanked the Head of TES for the report.</p>
7.6	<p><b>Chief Executive’s Report</b></p> <p>The Chief Executive’s Report, circulated in advance of the meeting addressed the following matters:</p> <ul style="list-style-type: none"> <li>• <b>Position of Acting Chief Executive</b></li> <li>• <b>2023 Financial Statements Certificate of Audit</b></li> <li>• <b>Statutory Planning and Reporting Requirements Q1 and Q2 2025</b></li> <li>• <b>Publication of the Kerry ETB 2023 Annual Report</b></li> <li>• <b>CE Top 5 Work Priorities 2025</b></li> <li>• <b>Weather Alerts January 2025</b></li> <li>• <b>Update on New ETB Board Establishment</b></li> <li>• <b>ETB Head Office Accommodation update</b></li> <li>• <b>Kerry ETB Insurance Schedule 2025</b></li> <li>• <b>Tralee Regional Sports and Leisure Centre Company Limited by Guarantee</b></li> <li>• <b>Over the Water Sports Centre Company Limited by Guarantee</b></li> <li>• <b>Killarney FET College of the Future Proposal</b></li> </ul> <p>Regarding the post of <b>Acting Chief Executive</b>, the Chief Executive informed members that the commencement of a 2-year secondment with DFHERIS as Strategic Advisor: FET College of the Future, was pending and consequently approval was received by the Head of Human Resource (HR) from the DE on January 20<sup>th</sup>, 2025, for the appointment of an Action Chief Executive. Members noted that the Acting Chief Executive position will be advertised internally to the scheme on January 29<sup>th</sup>, 2024. Based on the current schedule, it is planned that the recruitment process will be completed in advance of the next ETB Board meeting, scheduled for February 25<sup>th</sup>, 2025.</p> <p>As set out in the CE report (and addressed in 7.4 above), members were advised <b>that the 2023 Financial Statements Certificate of Audit Completion</b> was received from the Office of the Comptroller and Auditor General dated December 24<sup>th</sup>, 2024. The CE stated that the Comptroller and Auditor General Management letter will issue in due course.</p> <p>In addition, members noted that notification of the <b>Publication of the 2023 Kerry ETB Annual Report</b> was received by email dated January 20<sup>th</sup>, 2024, from the Department of Education. This email confirmed that the ETB 2023 Annual Report had been laid before the Houses of the Oireachtas. The ETB have published 2023 Annual Report on the website as per the provisions of the ETB Act Section 28.</p>

	<p>In addition, the CE addressed the top 5 priorities for 2025 aligned to the ETB Strategy Statement 2023-2027:</p> <ul style="list-style-type: none"> <li>➤ Advance to completion, the proposal for the acquisition of MTU South Campus by Kerry ETB providing a Kerry ETB Head Office and FET Permanent Accommodation Solution in Tralee.</li> <li>➤ Artificial Intelligence Organisation Strategy – adoption, up skilling and reskilling.</li> <li>➤ New Board, Section 45, Section 44 Committees training and embedding.</li> <li>➤ Organisation Culture Audit to be completed.</li> <li>➤ Continued Financial Stability for the organisation in 2025.</li> </ul> <p>The CE report also set out the following Statutory Planning and Reporting Requirements Q1 and Q2 2025:</p> <ul style="list-style-type: none"> <li>➤ ETB Act Section 47, submission of the Annual Service Plan by March 1<sup>st</sup>, 2025. The Annual Service Plan sets out the statement of services to be provided and the estimates income and expenditure.</li> <li>➤ ETB Act Section 51, submit the 2024 Accounts by April 1<sup>st</sup>, 2025.</li> <li>➤ ETB Act Section 28, submit the 2024 Annual Report by June 30<sup>th</sup>, 2025.</li> </ul> <p>An Cathaoirleach welcomed the successful completion of the 2023 Financial Statements Audit, the Publication of the 2023 Annual Report and thanked the CE for the report.</p>
<b>01/2025/8</b>	<b>CORRESPONDENCE COMHFHREAGRAS</b>
<b>8.1</b>	<b>DES Correspondence/Comhfhreagras na Roinne O&amp;S:</b> Noted as listed
<b>8.2</b>	<b>DES Press Releases/Preaseisiúintí na Roinne O&amp;S:</b> Noted as listed
<b>8.3</b>	<b>ETBI Correspondence/Comhfhreagras BOOÉ:</b> Noted as listed
<b>8.4</b>	<b>Other Correspondence/Comhfhreagras Eile:</b> Noted as listed
<b>01/2025/9</b>	<b>MEMBERS BUSINESS GNÓ NA MBALL</b>
<b>9.1</b>	<i>Nil at this time</i>

01/2025/10	<p align="center"><b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b></p>
10.1	<p>Cllr. Martin Grady inquired whether the CE would ensure that a suitable location would be found in Killarney for some staff members living in Killarney during the summer months. These staff members had availed of the remote working hub in Killarney under the blended working pilot for the duration of the pilot. The use of the remote working hub in Killarney was stood down after the review of the pilot due to the cost of same. In addressing the matter, the CE confirmed, as he had advised previously, the situation is currently under review, and there is a commitment to accommodate these staff in Kerry ETB owned buildings/office space in or near Killarney during the summer months, where possible. This aligns with the blended working policy and sustainability objectives.</p> <p align="center"><b>Members noted that the next Board meeting will be Hybrid and is scheduled for Tuesday February 25<sup>th</sup> 2025 at 3.00 p.m. in the Boardroom, Centrepont Building, Tralee.</b></p> <p align="center"><i><b>This concluded the business of the meeting.</b></i></p>