

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of Kerry Education and Training Board (Kerry ETB) meeting held via Video Conference on Wednesday June 23rd 2021.

In Attendance:

Cllr. Jim Finucane
Cllr. Michael Cahill
Cllr. Fionnán Fitzgerald
Cllr. Maura Healy-Rae
Cllr. Niall O'Callaghan
Mr. Joe Brennan
Mr. Tim Daly
Ms. Joan McCrohan
Ms. Celia O'Shea

Cllr. Terry O'Brien
Cllr. Johnnie Wall
Cllr. Deirdre Ferris
Cllr. Norma Moriarty
Cllr. Aoife Thornton
Mr. Noel Keenan
Mr. John O'Roarke
Mr. Zaid Kassoob

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Owen O'Donnell, Director of Further Education and Training (FET), Ms. Ann O'Dwyer, Director of Schools, Youth and Music (SYM), Mr. Tommy Conroy, Head of Finance, Ms. Aileen O'Connor, Head of Corporate, Capital and Technology (CCT) Department, Ms. Betty Corkey, Head of Human Resources, Mr. Padraig O'Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support, Ms. Karen Griffin, Executive Support and Ms. Catherine Horgan, Executive Support were also in attendance.

As per Section 1.18 of Circular Letter 0002/2019, the conflict of interest document was circulated electronically to be signed prior to the meeting to the Members (a copy of which is attached to the minutes). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting.

06/2021/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta:</p> <ul style="list-style-type: none"> ➤ Cllr. Cathal Foley ➤ Cllr. Marie Moloney ➤ Ms. Maria O'Gorman ➤ Ms. Catriona Kerin
1.2	<p>Condolences/Comhbhrón:</p> <p>There were no condolences notified this month.</p>

06/2021/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas: Congratulations to:</p> <ul style="list-style-type: none"> ➤ Castleisland Community College on being selected by the Department of Education (DoE) to give a presentation addressing sustainability and climate action to the Minister of Education, Ms. Norma Foley, T.D. ➤ Coláiste Gleann Lí on being awarded its 3rd Green Flag for Water Conservation following their recent inspection. ➤ Gaelcholáiste Chiarraí students who were winners in the Young Environmentalist Awards (YEA) by ECO-UNESCO. ➤ Killorglin Community College students who won €1,000 towards STEM equipment thanks to Cross Refrigeration. ➤ Student Luke Diggin from Killorglin Community College who won the prestigious Central Bank of Ireland Award at the Young Economist of the Year Competition. ➤ Killarney Community College Transition Year students who came 3rd at PsychSlam 2021. ➤ Eight Killarney Community College 2nd year students who were recognised for their hard work, dedication and academic achievements in the fields of Mathematics, English, Irish and European Languages in the prestigious UCC+ Achievement Awards. ➤ Director of SYM, Ms. Ann O'Dwyer and her team following the Centre for School Leadership's endorsement of Kerry ETB's Leadership and Management training carried out since 2019 with Assistant Principals.
06/2021/3	MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD - LE GLACADH
3.1	<p>The minutes of the Kerry ETB meeting held on May 25th 2021 were adopted and signed.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Deirdre Ferris</p>

06/2021/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
	<p>Further to the feedback received at the Board Self-Assessment (CL0002/2019, Section 4) meeting held on 11th May 2021, Matters Arising will now be addressed under the relevant Agenda item i.e. Governance, Executive Reports etc.</p> <ul style="list-style-type: none"> ➤ Gaelcholáiste Nua School Building Project Update – update provided under Capital and Buildings Report (see section 7.2) ➤ Listowel School Accommodation Update – update provided under Capital and Buildings Report (see section 7.2) ➤ Listellick National School Building Project Update – update provided under Capital and Buildings Report (see section 7.2) ➤ Head Office Rent Review update – update provided under Finance Officer’s Report (see section 7.1) ➤ Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate and Unit 1, Listowel Business Development Centre Sale Updates – update provided under Capital and Buildings Report (see section 7.2) ➤ Update re the English Language requirements for some Kerry ETB FET courses – update provided under Further Education and Training (FET) Report (see section 7.4) ➤ Update re All-Irish post-primary provision in Killarney – update provided under Schools Youth and Music (SYM) Report (see section 7.3)

06/2021/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
5.1	<p>Presentation re Future Development of Community National Schools – The Education and Training Boards Ireland (ETBI) Director of Schools, Mr. Seamus Conboy provided an update on the ETBI and Government’s strategy to expand the Community National School (CNS) model across the country. The Report addressed:</p> <ul style="list-style-type: none"> ➤ Setting the context ➤ What are CNSs? ➤ Goodness Me, Goodness You ➤ Supports available to Boards of Management of CNSs from ETBs ➤ Supports available for Principals from ETBs ➤ The future of CNSs ➤ Supporting the Growth of CNSs <p>An Cathaoirleach thanked Seamus on behalf of the Board for his update on the expansion of CNS model.</p>

<p>5.2</p>	<p>Board Members were advised a copy of the presentation will circulate following the meeting.</p> <p>Presentation re Kerry College proposals for FET provision in Tralee and related building matters</p> <p>The Director of FET, Mr. Owen O'Donnell gave a detailed update on the proposals for FET provision in Tralee. An advert was placed by Kerry ETB in the Kerry's Eye newspaper on April 15th 2021, seeking expressions of interest for leased buildings of c. 20,000 sq. ft. in Tralee, Co. Kerry. The additional accommodation is required to address the need for additional apprenticeship provision and contingency planning in respect of Block F. The ETB has been leasing Block F for many years. The current lease term is due to expire on the 30th June 2021 and the ETB is not aware of the new Landlords identity despite requesting details of same. The new owners plan for the building or expectations re lease terms are unknown at this time.</p> <p>The following proposals were submitted in response to the advert.:</p> <ul style="list-style-type: none"> ➤ Bio Atlantis, Clash Industrial Estate, Tralee c. 42,000 sq. feet ➤ Davan Borg Ltd., Monavalley, Tralee, (former Borg Warner Factory Buildings) c. 70,000 sq. feet with 2 options, c. 34,000 sq. feet Building 1, c. 36,500 sq. feet Building 2. <p>The Director of FET's presentation addressed the following matters:</p> <ul style="list-style-type: none"> ➤ Current Kerry College Monavalley Campus property portfolio in Monavalley Industrial Estate, Tralee ➤ Planned/Approved Expansion of Apprenticeships ➤ Expressions of Interest – two received ➤ Options Available ➤ FET Management Options ➤ Courses proposed in new facility <p>The Director of FET explained that having not secured the purchase of Block F Building (Ansaldo) in Monavalley and with the lease due to expire, alternative accommodation options have to be examined. Block F had overall capacity for c. 20,000 sq. feet, if purchased by the ETB. The ETB had been leasing c. 10,000 sq. feet of Block F for many years – 1998. The purchase of this building would have provided an additional c.10,000 sq. feet of accommodation for training apprentices etc. The purchase price for Block F was c. €750,000. Block F is sale agreed by Shannon Commercial Properties (SCP) to a third party. In addition to Block F the ETB has a number of other buildings leased for use by the Kerry College Monavalley Campus, Unit 9 Block T, Davcon House, Liber House rooms, Unit 5, Units 7 and 8 Monavalley Industrial Estate.</p> <p>Currently all the FET accommodation, ETB owned and leased for use by the Kerry College Monavalley Campus is fully in use. With the national backlog</p>
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	<p>in apprenticeship training the ETB has been requested to examine potential to schedule for additionality.</p> <p>The Director of FET advised of the following with regard to an analysis of the proposals received in response to the advertisement April 15th 2021:</p> <table border="1" data-bbox="464 434 1509 994"> <tr> <th data-bbox="464 434 924 501">Bio Atlantis, Clash Industrial Estate</th> <th data-bbox="924 434 1509 501">Davan Borg Ltd., Monavalley, Tralee (former Borg Warner Factory Buildings)</th> </tr> <tr> <td data-bbox="464 501 924 568">c. 42,000 sq. feet</td> <td data-bbox="924 501 1509 568">c. 70,000 sq. feet with 2 options, c. 34,000 sq. feet Building 1, c. 36,500 sq. feet Building 2</td> </tr> <tr> <td data-bbox="464 568 924 994"> <ul style="list-style-type: none"> • Requirement for significant Capital Investment, potentially in excess of c. €1.5 Million Capital Investment • Location 3.5 km from Monavalley Management and Administration • Timeline for Completion for use c. 18 months • This building could provide for accommodation in respect of the current Block F building and additionality for apprenticeship training needs etc. </td> <td data-bbox="924 568 1509 994"> <ul style="list-style-type: none"> • Borg Warner site would require minimal Capital Investment • Location adjacent to existing Monavalley Campus • c. 3 months' timeline for first phase use • This building could provide for accommodation in respect of the current Block F building, additionality for apprenticeship training needs, the managed collapse of all existing Kerry College Monavalley Campus Leases over a 1 year period with the consolidation of accommodation i.e. c. 70,000 sq feet option. </td> </tr> </table> <p>The Director of FET set out the commercial terms as provided by Bio Atlantis and Davan Borg Ltd for the Board members.</p> <p>Following discussions, it was agreed to schedule a Board meeting for July 14th 2021 to finalise matters re these proposals. A copy of the presentation will be circulated to the Board members after the meeting.</p> <p>The ETB Legal Agents, Murphy Ramsey Walsh Solicitors will engage with Bio Atlantis and Davan Borg Ltd. seeking fully clarification re the commercial terms being proposed etc. in advance of the July 14th 2021 Board meeting.</p> <p>An Cathaoirleach thanked the Director of FET for the presentation.</p>	Bio Atlantis, Clash Industrial Estate	Davan Borg Ltd., Monavalley, Tralee (former Borg Warner Factory Buildings)	c. 42,000 sq. feet	c. 70,000 sq. feet with 2 options, c. 34,000 sq. feet Building 1, c. 36,500 sq. feet Building 2	<ul style="list-style-type: none"> • Requirement for significant Capital Investment, potentially in excess of c. €1.5 Million Capital Investment • Location 3.5 km from Monavalley Management and Administration • Timeline for Completion for use c. 18 months • This building could provide for accommodation in respect of the current Block F building and additionality for apprenticeship training needs etc. 	<ul style="list-style-type: none"> • Borg Warner site would require minimal Capital Investment • Location adjacent to existing Monavalley Campus • c. 3 months' timeline for first phase use • This building could provide for accommodation in respect of the current Block F building, additionality for apprenticeship training needs, the managed collapse of all existing Kerry College Monavalley Campus Leases over a 1 year period with the consolidation of accommodation i.e. c. 70,000 sq feet option.
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06/2021/6	GOVERNANCE RIALACHAS						
6.1	<p>Risk Management The Director of OS&D, Ms. Maria Brennan, provided an update on Risk Management and advised the following:</p> <p>Risk Management Framework</p> <ul style="list-style-type: none"> ➤ The Director of FET is finalising his register for Quarters 1 and 2 i.e. FET Risk Register Version 1.1 2021. 						

- SYM Risk Register Version 1.1 2021 has been updated. Director of SYM to update and finalise Version 1.2 for September 2021.
- Six Post-Primary Schools have updated their register. Three Community National Schools, Youth and Music due to commence the process of updating their registers for the forthcoming year.
- Corporate Risk Register Version 1.2 was updated at the Senior Executive Meeting on June 8th 2021 to include reference to “Cyber Threats/ Attacks”. This risk has been escalated from the CCT Register.
- Corporate Risk Register is now accessible to all staff on the Kerry ETB Policy SharePoint.
- Breakdown of Corporate Register is as follows:

Risk Category	Number of risks aligned to risk category
Environmental	0
Compliance	1
Reputational	1
Operational	4
Strategic	0
Financial	0
Strategic/ Operational	2
Total	8

Strategy Statement Goals	Number of risks aligned to Strategy Statement goals
Productive Partnerships (5)	1
Governance and Leadership (7)	1
Working and Learning Environment (9)	6
Total	8

The Board thanked the Director of OS&D for the update.

6.2

Internal Controls/Assurances Update

The Director of OS&D, Ms. Maria Brennan addressed the following in respect of the ETB’s control framework:

- **CEO and Wider Management:** Line Management In-Service programme to be rolled out for 2021/22 addressing key control areas/requirements with our Senior Management Team. The programme consists of c. 15

sessions delivered via MS Teams platform. The first three sessions are scheduled for September 3rd 2021 addressing the Role of the Line Manager and Key Policy Updates (two sessions) respectively. This programme replaces the traditional one-day “on-site” in-service held for senior management annually in August/September.

- **Board/Board Committees:** An Audit and Risk (A&R) Committee meeting took place on June 22nd 2021. The annual A&R Committee Report as per Section 45(3) of the ETB Act 2013 was tabled and noted by the Board Members at the meeting June 23rd 2021. The A&R Committee sought an update from Kerry ETB Management on the requested external ‘Review of the Audit on Specialist Training Providers’ and was informed that external auditors will be engaged in Quarter 4 to carry out this work.
- **Audit External/Internal:** The Community Training Centre (CTC) Audit is progressing.
- **Internal Systems:** Training is ongoing across the scheme for management with the responsibility for returning an internal control questionnaire (ICQ). The completion of these ICQs, in January 2022, will form the basis for the 2021 annual review of internal controls and the completion of the 2021 Statement of Internal Control (SIC) to be signed by An Cathaoirleach. All sessions have been arranged and delivered by the ETB’s Audit and Compliance Unit. Training schedule as follows:

	ICQ	Training Date	ICQ Status
Stage A	1. Section 44	29.04.2021	Template finalised and issued
	2. Grants	19.05.2021	Template finalised and issued
	3. CCT	25.05.2021	Template finalised and issued
	4. HR	26.05.2021	Template finalised and issued
	5. Finance	27.05.2021	In progress
Stage B	6. Co-operation Hours	17.06.2021	In progress
	7. Community National Schools	16.06.2021	In progress
	8. FET	17.06.2021	In progress
Stage C	9. School Completion	24.06.2021	In progress
	10. Youth	24.06.2021	In progress
	11. Music	24.06.2021	In progress
Final Stage (D)	12. Post-Primary Schools	24.08.2021	In progress
	13. Motor	TBC	In progress
	14. Directors	TBC	TBC
	15. Procurement and Centralised Purchasing	TBC	TBC

The Board noted this update.

6.3

Section 44 Committee Minutes – for approval

The minutes of the following Section 44 Committee meetings were noted and formally approved by the Board:

Section 44 Committee (Board of Management)	Meeting Date	Board Member/s in Attendance
Two Mile CNS	January 18 th 2021	N/A
Scoil an Ghleanna	January 20 th 2021	N/A

Proposed: Cllr. Johnnie Wall
Seconded: Cllr. Deirdre Ferris

Section 44 Committee (Board of Management)	Meeting Date	Board Member/s in Attendance
Castleisland Community College	January 28 th 2021	Cllr. Fionnán Fitzgerald, Joan McCrohan and Tim Daly
Causeway Comprehensive School	April 19 th 2020	Cllr. Aoife Thornton, Maria O’Gorman and Noel Keenan
Coláiste Gleann Lí	September 18 th 2020	Cllr. Terry O’Brien
	October 22 nd 2020	Cllr. Terry O’Brien
	November 5 th 2020	Cllr. Terry O’Brien
	December 10 th 2020	Joan McCrohan
	March 5 th 2021	Cllr. Terry O’Brien
	April 28 th 2021	Cllr. Terry O’Brien and Joan McCrohan

Proposed: Cllr. Fionnán Fitzgerald
Seconded: Cllr. Aoife Thornton

Section 44 Committee (Board of Management)	Meeting Date	Board Member/s in Attendance
Coláiste na Sceilge	October 14 th 2020	Cllr. Norma Moriarty and Joan McCrohan
	December 16 th 2020	Cllr. Norma Moriarty and Joan McCrohan
	January 15 th 2020	None
Gaelcholáiste Chiarraí	September 16 th 2020	Cllr. Deirdre Ferris
	December 7 th 2020	Cllr. Deirdre Ferris

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Cappanalea NCOET	May 6 th 2021	Cllr. Jim Finucane and Noel Keenan																		
6.4	Section 44 Committee – Appointments - for approval There were no appointments for approval at this month's meeting.																			
6.5	<p>Kerry College Governance Board Composition re-structuring proposal The Director of FET, Mr. Owen O'Donnell addressed the following;</p> <p>➤ As advised at the May 2021 Board Meeting, discussions have been ongoing re a proposed new membership composition for the Kerry College Governance Board. The current membership composition is as follows:</p> <table border="1"> <thead> <tr> <th>Kerry ETB Nominee</th> <th>Staff Nominee</th> <th>Learner Nominee</th> <th>Business & Industry Nominee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">12</td> </tr> </tbody> </table> <p>The following revised Governance Board membership composition to be effective from September 1st 2021 was proposed to the Board for approval:</p>	Kerry ETB Nominee	Staff Nominee	Learner Nominee	Business & Industry Nominee	Total	3	6	1	2	12									
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	Kerry ETB Nominee	Staff Nominee	Learner Nominee	Business & Industry Nominee	Total
	3	4	1	4	12
	<p>The Board approved the revised membership composition as presented.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms. Joan McCrohan</p> <p>The Terms of Reference for the Governance Board will be updated to reflect these changes.</p>				
6.6	<p>Minutes of Partnership School BOM Meetings There were no Partnership BOM Minutes for noting this month.</p>				
6.7	<p>Kerry ETB Policies for Approval The following policies were circulated prior to the meeting with the meeting agenda and presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> ➤ Corporate Compliance with Children First Act (2015) and the DoE Child Protection Procedures for Primary and Post Primary Schools (2017) Policy ➤ Kerry ETB Adult Safeguarding Policy & Procedure 2021 ➤ Travel and Subsistence Policy and Procedure – Revised ➤ Purchase Card Policy and Procedure ➤ Emergency Lighting Policy ➤ Electrical Installation Testing Policy ➤ Outreach Centre Inspection Policy ➤ Contractor Safety Management Procedure ➤ Third Party Governance Policy <ul style="list-style-type: none"> ➤ Procedures for Alleged Breaches/Infringements of Third Party Agreements <p>The Board approved the policies as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Deirdre Ferris</p>				
6.8	<p>Annual Report 2020 as per Section 28 of the ETB Act 2013 The 2020 Annual report was circulated prior to the meeting. The Director of OS&D, Ms. Maria Brennan, presented the report for approval and adoption. Some minor amendments to the draft were noted. The Annual Report 2020</p>				

	<p>will be submitted to the Minister of Education by 30th June 2021 for presentation to both Houses of the Oireachtas.</p> <p>As per the provisions of Section 28 of the ETB Act 2013, the Annual Report 2020 was approved and adopted by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Aoife Thornton Seconded: Cllr. Norma Moriarty</p> <p>An Cathaoirleach, Cllr. Jim Finucane thanked the Director of OS&D and her staff for producing the Annual Report. The Director of OS&D noted the work of Ms. Patricia Tierney, Staff Officer, in preparing the document.</p>
6.9	<p>Update to Kerry ETB Standing Orders to provide for the implementation of hybrid meeting arrangements</p> <p>As a result of the COVID-19 pandemic, the Standing Orders for Board meetings were updated at the meeting on April 28th 2020 as follows:</p> <p><i>‘Kerry ETB can hold meetings by teleconference calls or video conference should the need arise due to exceptional matters, for example; health pandemics, adverse weather conditions, etc.’</i></p> <p>As a follow-up action to the Board Self-Evaluation process (CL: 0002/2019, Section 4), Board members completed a Board Meeting Arrangements Survey indicating their preferred meeting arrangements for the remaining tenure of the Board. The closing date for responses was June 9th 2021. The consensus reached by members, as indicated by the survey, is to implement a ‘hybrid in attendance meeting approach’ allowing for some members to attend the meeting in person and others to attend the same meeting remotely.</p> <p>It was noted that advice has been sought from the DoE in respect of this matter and the advice received by email, on June 11th 2021, was as follows: <i>‘... if an ETB Board wishes to implement this procedure, it should pass a resolution on same and set out the circumstances when it will be permitted for meetings, i.e. set out the procedure for the use of the facility, e.g. will it be allowed for a maximum number of attendances by each member or will there be a maximum number of members allowed to attend in this way for each meeting...’</i></p> <p>The Board agreed, by resolution on June 23rd 2021 to a ‘hybrid in attendance meeting approach’ allowing for some members to attend the meeting in person and others to attend the same meeting remotely.</p> <p style="text-align: center;">Proposed: Cllr. Terry O’Brien Seconded: Cllr. Deirdre Ferris</p>

	The standing orders will be updated to reflect this change.
6.10	<p>Kerry ETB Board Meeting Schedule 2021-2022 The proposed Kerry ETB Board Meeting Schedule for 2021-2022, as circulated with the Agenda, was presented at the meeting for approval:</p> <p style="text-align: center;">Tuesday September 28th 2021</p> <p style="text-align: center;">Tuesday October 26th 2021</p> <p style="text-align: center;">Tuesday December 7th 2021</p> <p style="text-align: center;">Tuesday January 25th 2022</p> <p style="text-align: center;">Tuesday February 22nd 2022</p> <p style="text-align: center;">Tuesday March 29th 2022</p> <p style="text-align: center;">Tuesday April 26th 2022</p> <p style="text-align: center;">Tuesday May 24th 2022</p> <p style="text-align: center;">Tuesday June 28th 2022</p> <p>The Board agreed the Kerry ETB Board Meeting Schedule for 2021-2022 as presented.</p> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. Terry O'Brien</p>
6.11	<p>Oversight Agreement and Performance Delivery Agreement between Kerry ETB and the Department of Education The Director of OS&D advised the following:</p> <ul style="list-style-type: none"> ➤ The original Oversight Agreement and Performance Delivery Agreement commenced between Kerry ETB and DoE on 14th May 2020. ➤ The DoE updated these agreements, in 2021, following consultation with the ETBI and the ETB Chief Executive Forum. ➤ Kerry ETB's updated agreements were received by email on June 14th, 2021, from the DoE. The agreements will be reviewed by the Senior Executive and, if approved, signed by the CEO. <p>The Board noted this update.</p>

06/2021/7	EXECUTIVE UPDATES UASDÁTÚ ÓN BHFEIDHMEANNAS
7.1	<p>Finance Update Finance Report – Matters Arising <u>Head Office Rent Review Update</u> (Item 4.4) An update was provided by the Finance Officer addressing the ongoing engagement as part of the arbitration process with Ger Carmody Auctioneers re same.</p> <p>The Board noted this update.</p> <p><u>Finance Report – Monthly Figures</u> The Finance Report up to 31st May 2021, as circulated with the Meeting Agenda, was presented by the Head of Finance, Mr. Tommy Conroy.</p> <p>The Finance Officer updated members re the Report and the Report was noted by the Board.</p> <p><u>Chairperson’s Comprehensive Report (CCR) 2020</u> As per Section 6.8 of the Code of Practice of Governance of ETBs (CL0002/2019), the Head of Finance, Mr. Tommy Conroy addressed the Chairperson’s Comprehensive Report. Specifically, the Head of Finance referenced the following:</p> <ul style="list-style-type: none"> ➤ Together with the Annual Report and Financial Statements of Kerry ETB, a comprehensive report, signed by the Chairperson, must be furnished to the Minister - the Chairperson’s Comprehensive Report (CCR). ➤ The template CCR is as per Section 6.8 of CL0002/2019 (pg. 32). <p>The CCR 2020 is to be signed by An Cathaoirleach, following resolution of the Board, and returned to the Minister with the annual report for the ETB.</p> <p>The Chairperson’s Comprehensive Report (CCR) as presented was approved by the Board and signed by An Cathaoirleach.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr. Deirdre Ferris</p> <p><u>Negative Interest</u> Background The Head of Finance raised the matter of Negative Interest which has been applied to Kerry ETB since 1st April 2017. It was noted that for the period January to June 2021 Negative Interest of €29,996 had been charged. The Head of Finance noted that strong cash balances particularly in relation to Capital Projects was increasing the Negative Interest charges. Kerry ETB</p>

have approached a number of financial institutions, and all have confirmed Negative Interest will apply to funds held.

With a view to reducing the Negative Interest, the Head of Finance approached the National Treasury Management Agency (NTMA) who confirmed that they can hold deposits for short term (a rolling weekly basis) which will not incur Negative Interest.

The Board was advised that in order to set up an account with NTMA a certified extract of Kerry ETB Board Meeting minutes, confirming authorisation to invest in Central Treasury notes, is required.

The Board formally authorised the Head of Finance, Kerry ETB, to invest in Central Treasury notes with NTMA, in order to reduce the Negative Interest being incurred.

Proposed: Cllr. Norma Moriarty
Seconded: Cllr. Aoife Thornton

Kerry ETB Electronic Funds Transfers Policy

The Director of OS&D advised that Kerry ETB had transitioned to ESBS Payroll Shared Services (ESBS) on 11th June 2021.

The Head of Finance explained, that following this transition, there was a requirement for Kerry ETB to transfer funds via Electronic Funds Transfer to ESBS. As a result, the Finance Department have undertaken a full review of Kerry ETB Banking processes and drafted the Kerry ETB Policy re Electronic Funds Transfers.

This policy addresses:

- Head Office Staff with authority to authorise Electronic Funds Transfers (EFTs).
- The limits and thresholds applying to daily EFTs.
- The steps Kerry ETB have taken to mitigate risks when completing EFTs.

The Policy was presented to the Audit & Risk Committee on 22nd June 2021.

As the Policy identified individual staff members with access to Banking On-Line and detailed Kerry ETB's internal Banking processes the document was not circulated.

The Board noted the provisions of the policy as set out by the Head of Finance.

7.2

Corporate, Capital and Technology Update**Health and Safety (H&S) Update**

The Head of CCT Department, Ms. Aileen O'Connor provided an update addressing the following;

Activity	Update
Central Safety Policies	<ul style="list-style-type: none"> ➤ New school/centre safety statement template issued to centres and schools – to be edited and completed by each school/centre by the start of new term ➤ Q2 Review meetings with Directors of SYM and FET held in June – included in the agenda were annual reviews of risk assessments of school/centre reports. High priorities progress update and training plan
COVID-19 Measures	<ul style="list-style-type: none"> ➤ Review of COVID Response plan in line with updates to the Work Safely protocol ➤ Risk Assessment for Leaving cert template issued ➤ Air quality meters purchased for FET and Head Office and supplied to Schools by DES
Risk Assessment Program	<ul style="list-style-type: none"> ➤ Annual reviews completed for all centres and schools apart from Karry College OETC Campus which will take place next week.
Safety Committee	<ul style="list-style-type: none"> ➤ Meeting took place on 2nd June 2021, next meeting to be scheduled in September.
Training Programme	<ul style="list-style-type: none"> ➤ Training provided to new safety officer in Kerry College, Monavalley, new manager of Killarney ABE and Principals of Primary schools ➤ Training for Principals/Centre Managers planned for August/September on delivering safety induction ➤ Safety induction to be delivered to all staff by Principals/Centre Managers at the beginning of the new term and for new staff thereafter.
Audit	<ul style="list-style-type: none"> ➤ Health & Safety is an area identified by the Internal Audit Unit to be audited in 2021.

This update was noted by the Board.

Sustainability Strategy 2020-2022 Update

The Head of CCT, Ms. Aileen O'Connor provided the following update;

Sustainability Strategy 2020-2022:

- Work is ongoing, the focus is currently on short term goals outlined in Strategy, including:
 - The development of Kerry ETB Recycling Policy
 - The establishment of Green Teams in all centres
 - The progression of SEAI Energy Training for Q3 of 2021
 - The roll out of installation of Electric Car Charging points in a number of locations across the Organisation

In addition, a presentation was made by Sustainability Officer to the FET Forum on May 25th 2021. The SEAI remote Conference on reducing Carbon Emissions was attended on Jun 3rd 2021 and a second meeting with Sustainability Reps being held on Jun 23rd 2021.

The next Kerry ETB Sustainability Group Meeting is scheduled for 24th June 2021

The Board noted and welcomed this update.

Cyber Insurance Update

The Head of CCT advised that Kerry ETB currently have limited cyber insurance cover in place with IPB – Policy limit of €150,000. In November 2020, IPB forwarded two questionnaires to be completed by ETBs to obtain a quotation for comprehensive cyber insurance cover – Policy limits up to €10m. Some difficulties with completing the questionnaire were encountered across the ETB sector and on 2nd June 2021, the ETBI facilitated a meeting with IPB to address the questionnaire matters arising. A revised questionnaire format was developed by IPB and once the questionnaire is completed, IPB will revert back with a proposed cost to Kerry ETB to purchase the full cyber Insurance cover.

The Director of OS&D and Head of CCT held a preliminary meeting with IPB on Friday 18th June 2021 to progress the completion of the revised questionnaire.

The Board welcomed this update. It was agreed that this matter should be progressed as a priority.

An update will be provided at the next Board meeting.

Capital and Buildings Report – Matters Arising

Gaelcholáiste Nua School Building Project Update (Item 4.1)

An update was provided by the Buildings Officer, Mr. Pdraig O’Sullivan addressing the following:

- As advised at the ETB Board meeting on May 25th 2021, Kerry ETB received, on May 12th 2021, approval from the DoE, to proceed with the "Value Engineering Proposal" and switch to precast concrete panels.
- The first of these concrete panels will be arriving on site week1 July 2021, with installation commencing from July 19th 2021.
- Vision Contracting Limited, at present, remains on target for construction contract completion by August 31st, 2022, the programme is reviewed monthly and detailed progress reports are provided in advance of each site meeting.
- A site meeting was undertaken with all stakeholders and the main contractor on June 2nd 2021.

- Bi-Weekly meetings have been arranged with school management to ensure updates are provided on all matters associated with the project.
- The contractor is currently finalizing the laying of foundations for the school as well as installing the site drainage system.

The Board welcomed this update and the progress with this project.

Listowel School Accommodation Update (Item 4.2)

An update was provided by the Buildings Officer, Mr. Padraig O'Sullivan that addressed the following:

- As advised at the ETB Board meeting on May 25th 2021 Kerry ETB, on May 19th 2021, submitted a detailed extension application to the DoE outlining the requirements of the school. The application was submitted on the basis of FET provision in Listowel relocating to a new premises currently being purchased by Kerry ETB.
- The DoE have sought to confirm the future needs of Coláiste na Ríochta to allow for a master plan of the Coláiste na Ríochta site, Kerry ETB awaits further feedback from the DoE in this regard.
- Kerry ETB, CCT Department, have received approval from the DoE to proceed with the installation and refurbishment of a Dust Extraction System and the upgrade of the Heating System at Coláiste na Ríochta. Letters of Intent for both projects have been issued to Contractors and await their reply. It is anticipated the works will take place during Summer 2021.
- Matters re the proposed purchase of Unit 1, Listowel Business Development Centre, Listowel Business Park, Listowel, Co. Kerry, V31 PC79 are addressed below.

The Board noted this update.

Listellick National School Building Project Update (Item 4.3)

An update was provided by the Buildings Officer, Mr. Padraig O'Sullivan that addressed the following:

- As advised at the ETB Board meeting, on May 25th 2021, Oppermann Associates issued the Stage 3 Tender Report to Kerry ETB on May 5th 2021 recommending the appointment of the main contractor.
- On May 6th 2021, Kerry ETB issued the Stage 3 Tender Report to the DoE requesting their approval to commence the appointment process in line with the Service Level Agreement (SLA) for the project.
- Kerry ETB on June 8th, 2021 received approval from DoE to commence process for the appointment of the contractor.
- Following this approval, Kerry ETB issued letters to both successful and unsuccessful parties on June 9th 2021 informing them of the successful tenderer.
- There is a standstill period of sixteen calendar days before Kerry ETB can issue the Letter of Acceptance. The standstill period will finish on June 25th 2021.

- The successful main contractor has been identified as Cahalane Bros Ltd, Dunmanway, Co. Cork
- Following the elapsing of the standstill period on June 25th 2021, Kerry ETB will issue a supplementary tender report to the DoE requesting approval to issue the Letter of Acceptance to the successful main contractor.
- Oppermann Associates are currently finalising the appointment of a full time Clerk of Works for the school project.
- Based on current project timelines Kerry ETB expect to commence on site in late July 2021 with a programme of c. 12 months for construction.

The Board welcomed this update.

Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate and Unit 1, Listowel Business Development Centre Sale Updates (Item 4.5)

An update was provided by the Buildings Officer; Mr. Pdraig O’Sullivan as follows:

Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate

- The Property remains sale agreed to a third party.
- An issue has arisen re the boundary mapping between Kerry ETB owned lands at Monavalley and lands of the Block F site owned by Shannon Commercial Properties (SCP). Following submission of the Business Case to the DFHERIS and SOLAS for consideration to purchase the property at Block F, Monavalley, Tralee, the DFHERIS requested that a structural survey be undertaken to assess the overall condition of the building in question. Kerry ETB appointed SJK Engineering to undertake a review of the property. Following this review it became evident that the boundary as indicated on the folio map between Kerry ETB owned lands at Monavalley and lands owned by Shannon Commercial Properties (SCP) did not correspond with the boundary location on the ground.
- Since March 2021, Communications have been ongoing between Kerry ETB legal agents, Murphy Ramsay Walsh, and SCP legal agents in addressing this matter re the boundary mapping
- It is hoped that matters will have been addressed by the September meeting whereby a full update will be provided to the Board.

The Board noted this update.

Unit 1, Listowel Business Centre, Listowel

The following update was provided in respect of the proposed acquisition of Unit 1, Listowel Business Centre, Listowel:

- Head of CCT informed the Board that Kerry ETB’s legal advisors received the contracts from SCP for the sale of Unit 1, Listowel Business Centre on week ending 18th June 2021
- The contract is currently being reviewed by the legal advisors. There are a number of clarifications that will need to be sought from SCP prior to

Kerry ETB signing the contract. Adequate time is require for the completion of the due diligence re the contracts for sale. A further update will be provided at the July 14th 2021 Board meeting.

The Board noted this update.

Capital and Buildings Report – Project Update

Ongoing Projects

The Capital and Buildings Report, as circulated with the meeting Agenda, was noted by the Board and addressed projects in the following locations:

- Knocknagoshel National School
- Killarney Community College
- Killorglin Community College
- Causeway Comprehensive School – extension
- Coláiste Gleann Lí
- Coláiste na Sceilge
- Castleisland Community College
- Coláiste na Ríochta
- Scoil an Ghleanna
- St. Oliver’s National School, Killarney
- An Tóchar Further Education and Training Centre
- Tech Amergin Further Education and Training Centre
- Kenmare Further Education and Training Centre
- O’Connell Further Education and Training Centre

Capital and Buildings Report – Land and Leases

Use of the Kerry ETB Seal

Prior to the meeting commencing and in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, Cllr. Norma Moriarty declared a conflict of interest and advised the Board that she was a Member of the Waterville Men’s Shed Board.

In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, the Head of the CCT Department advised that the seal of Kerry Education & Training Board was used prior to the meeting to execute the following documents:

- Lease Renewal for Collis Sandes House Tralee (Gaelcholáiste Chiarraí) for the period from July 31st 2021 to July 30th 2022, as approved by the ETB Board on February 23rd 2021.
- Lease from Kerry ETB to Waterville Men's Shed (Shed at Tech Amergin Waterville) for a period of 20 years from October 1st 2020 to October 1st 2040 as approved at the ETB Board meeting on September 22nd 2020.

This was noted. There was no discussion re the lease from Kerry ETB to Waterville Men's Shed.

Cllr. Norma Moriarty welcomed the update re the signing of the Waterville Men's Shed lease and thanked Buildings Officer, Mr. Pdraig O'Sullivan and everyone involved in finalising this matter.

Kerry ETB Lands at Cloonmore, Tralee – Site of Gaelcholáiste Chiarraí Nua

An update was provided by the Buildings Officer; Mr. Pdraig O'Sullivan as follows:

- As advised at the ETB Board meeting, on January 26th Kerry ETB received a letter and concept drawings from John Phelan Architects (agents for Tulfarris CG LTD) on January 11th 2021 in relation to proposed development works on site adjacent to Kerry ETB lands at Cloonmore, Tralee (site of Gaelcholáiste Chiarraí Nua)
- Following the decision taken at the ETB Board meeting on January 26th 2021, Kerry ETB issued a letter on February 2nd 2021 in reply to Mr. Phelan's request, confirming that the Board had decided not to approve the proposal as submitted by John Phelan Architects on January 11th 2021. This update was provided to the Kerry ETB Board at the February 23rd Board Meeting.
- On May 13th 2021, the CCT Department of Kerry ETB became aware of site notices and planning notices in the Kerry's Eye newspaper stating that a planning application had been submitted in relation to a housing development on the lands in question.
- Tulfarris CG Limited have applied for planning permission to construct a housing development on the site to include '*construction of new vehicular access to the site via 2 new road connections to the new School Shared Public Access Road accessed off the new Ballymullen-Marion Park Relief Road*'
- The site layout plan which is contained within the application was presented to the Board.
- The Buildings Officer referenced a drawing, provided by Oppermann Associates, clearly highlighting lands within the map in the ownership of Kerry ETB and the block boundary wall in the ownership of Kerry ETB.
- Kerry ETB, engaged with MRW Solicitors, Oppermann Associates Architects & Atkins Engineering and reviewed the planning application (Application Register Reference 21/513) in assessing if this development would have an adverse impact on the new school.
- Following this review, a number of concerns were raised including the following:
 1. From a traffic perspective the applicant has not included a Traffic Assessment and Road Safety Audit to determine the impact of the development on the adjacent Kerry ETB property and the potential traffic issues arising from the proposed development.
 2. The potential for adverse impact on Kerry ETB property due to the proposals by the applicant for dealing with storm water and foul water within the proposed development.
 3. The potential Health & Safety risks to the school.

4. The use of Kerry ETB lands within the planning application without the ETB's consent.
 5. The applicant proposed to remove the entirety of the Kerry ETB boundary wall to facilitate the integration of the Kerry ETB site within the development to create a 'Public Realm'.
- Kerry ETB on June 16th made a submission on the Planning File highlighting the concerns of Kerry ETB as laid out above in relation to the application as submitted.

The Board members were advised that the CEO addressed this matter with An Cathaoirleach, highlighting Kerry ETB's concerns, prior to submitting the planning submission.

The Board noted the actions taken and were fully supportive re the decision taken to make a planning submission re same.

Land & Leases

Lease Agreements for Approval

The Director of FET presented the following leases for approval to accommodate FET programmes/courses:

Castleisland Community Centre - Delivery of Adult Basic Education (ABE) - Renewal

Board approval is being sought for the renewal of the current lease for Castleisland Community Centre for the delivery of FET Courses namely ABE, BTEI and Community Education under the following terms:

- Rental €9,990 per annum (VAT not applicable)
- Area c.1150 sq. ft.
- Term 1 Year - July 1st 2021 to June 30th 2022

The lease agreement was approved by the Board as per the terms presented.

Proposed: Cllr. Fionnán Fitzgerald

Seconded: Mr. Noel Keenan

This lease is subject to approval by SOLAS and the Department.

Lease Agreements for Approval

Killarney VTOS, Ivy House, New Street Car Park, Killarney

Board approval is being sought for the renewal of the current lease for Ivy House, Killarney (Killarney VTOS) under the following terms:

- Rent: €44,400 per annum (VAT not applicable)
- Area: c. 3,460 sq. ft.
- Term: 1 year from September 1st 2021 to August 31st 2022

The lease agreement was approved by the Board as per the terms presented.

	<p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Ms. Joan McCrohan</p> <p>This lease is subject to approval by the SOLAS and the Department.</p> <p><u>Licence Agreements for Approval</u> Causeway GAA Club</p> <ul style="list-style-type: none"> ➤ The Buildings officer provided an update to the Board in relation to the proposed licence agreement between Kerry ETB and Causeway GAA ➤ Presently Causeway GAA Club hold a Licence Agreement with Kerry ETB for the use of the dressing rooms and pitch on the grounds of Causeway Comprehensive School. ➤ Causeway GAA club have held this Licence Agreement since January 26th 1982 (the present Licence Agreement does not have an expiration date). ➤ In March 2019 representatives from Kerry ETB and Causeway GAA club met to discuss the current Licence Agreement and proposed development plans for the pitch. ➤ It has been agreed between both parties that the 1982 Licence Agreement was in need of updating to safeguard the interests of both Kerry ETB and Causeway GAA Club. ➤ Following consultation with MRW Solicitors, both Kerry ETB and Causeway GAA Club have agreed to the proposed terms contained within the revised Licence Agreement. ➤ This License Agreement replaces the Agreement dated January 26th 1982 and made between the Board of Management of Causeway Comprehensive School and Causeway GAA Club. ➤ The Buildings Officer advised that Board approval is being sought for the proposed Licence Agreement between Kerry ETB and Causeway GAA Club under the following terms: <ul style="list-style-type: none"> ➤ Licence Fee: €10 per annum ➤ Licensed Area: Pitch and Dressing Rooms ➤ Term: 30 years from May 1st 2019 to May 1st 2049 <p>The license agreement was approved by the Board as per the terms presented.</p> <p style="text-align: center;">Proposed: Ms. Joan McCrohan Seconded: Cllr. Terry O'Brien</p> <p>The Licence Agreement will be subject to approval by the Department.</p>
7.3	<p>Schools, Youth & Music (SYM) Update – Director of SYM <u>Update re All-Irish post primary provision in Killarney</u> (Item 4.7)</p> <p>The Director of Schools provided the following update: Progress in addressing this matter has been ongoing since 29th April 2021.</p>

	<ul style="list-style-type: none"> ➤ June 22nd 2021: the ETBI Irish Officer met and briefed Director of Schools, Ann O’Dwyer and the Principal and Deputy Principal of Killarney Community College, Stella Loughnane and Eilish O’Leary re the setting up on an Aonad. ➤ June 23rd 2021: the ETBI Irish Officer, met parent reps re the setting up of an Aonad. ➤ Killarney Community College carried out a survey among school staff which determined that there is a high level of interest and commitment amongst staff to setting up an Aonad. ➤ Killarney Community College carried out an initial survey with the Killarney primary feeder schools in June and a further follow up survey will be carried out in September to determine the level of interest in the Aonad. ➤ Adverts and an article will be placed in the local newspapers in advance of the survey. ➤ A formalised Aonad Steering Committee will be set up in September 2021 which will be representative of Killarney Community College Management, Gaelscoil Faithleann Management and parents. <p>The Board welcomed this update.</p> <p><u>SYM Report</u></p> <p>The SYM Report, as circulated with the meeting Agenda, was noted by the Board. The Report addressed the following:</p> <ul style="list-style-type: none"> ➤ School updates since May 25th 2021 ➤ DoE CSL Endorsement ➤ Leadership and Management Sessions with APIs and APIIs ➤ Findings from Annual Report 2020 ➤ Enrolments ➤ Retention rates to Leaving Certificate ➤ Subjects taken at Higher Level ➤ ASD Classes ➤ Sustainability ➤ Wellbeing ➤ Youth ➤ Local Creative Youth Project ➤ Music Generation
7.4	<p><u>Further Education and Training (FET) Update – Director of FET Update re the English Language requirements for some Kerry ETB FET courses</u> (Item 4.6)</p> <p>The Director of FET, Mr. Owen O’Donnell advised that this matter is being progressed as per discussions at the May 25th 2021 Board Meeting</p> <p>The Board noted this update.</p>

	<p><u>FET Report</u> The FET Report, as circulated with the meeting Agenda, was noted by the Board. The Report addressed:</p> <ul style="list-style-type: none"> ➤ COVID-19 Incident Reports ➤ FET Buildings Tralee ➤ Existing Leases Monavalley ➤ Planned/Approved Expansion of Apprenticeship ➤ National Apprenticeship Backlog ➤ Kerry ETB New Approved Apprenticeships ➤ Advert seeking Expressions of Interest ➤ FET Management Options ➤ Courses Proposed in New Facility
7.5	<p>Organisation Support and Development Report – Director of OS&D As per the Governance Section 6.0 of the Minutes.</p> <p>The Board noted this update.</p>
7.6	<p>Chief Executive Officer’s Report The CEO’s Report, as circulated prior to the meeting, was noted by the Board.</p> <p>Prior to this report being addressed, in accordance with the provisions of Paragraph (10), Schedule 3 Education and Training Boards (ETB) Act 2013, Cllr. Deirdre Ferris declared a conflict of interest and advised the Board that she was a Member of the Tralee CTC Board.</p> <p>The Report addressed the following:</p> <ul style="list-style-type: none"> ➤ Matters Arising ➤ Buildings Acquisition, Listowel and Tralee ➤ Head Office COVID-19 Update ➤ COVID-19 Arrangements ➤ Education Shared Business Services (ESBS Payroll) ➤ Department of Education launch Strategy 2021-2023 ➤ Tralee Community Training Centre Company Limited by Guarantee (Tralee CTC) ➤ Tralee Regional Sports and Leisure Company Limited by Guarantee ➤ Annual Report ➤ Executive Summer Message ➤ Kerry ETB and MTU South Campus Acquisition <p>Save for the update provided in the report as circulated in advance of the meeting, there were no discussions at the meeting regarding Tralee CTC.</p>

7.7	Members' Business
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06/2021/8	CORRESPONDENCE COMHFHREAGRAS
8.1	DoE Correspondence: Noted as listed
8.2	DoE Circular Letters: Noted as listed
8.3	DoE Press Releases: Noted as listed
8.4	Department of Further and Higher Education, Research, Innovation and Science Correspondence: Noted as listed
8.5	Department of Further and Higher Education, Research, Innovation and Science Press Releases: Noted as listed
8.6	Department of Children, Equality, Disability, Integration and Youth: Noted as listed
8.7	ETBI Correspondence: Noted as listed
8.8	SOLAS Correspondence: Noted as listed
8.9	Other Correspondence: Noted as listed.

06/2021/9	<p style="text-align: center;">ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
	<p>Board Member, Ms. Joan McCrohan acknowledge the work of all staff, students and the wider school communities in supporting the continuity of education, whether onsite or remotely during the 2020/21 academic year.</p> <p>An Cathaoirleach thanked all staff across the scheme for their commitment over the past twelve months in primary, post primary and FET Colleges/Centres. The CEO concurred with these comments.</p> <p>The CEO thanked An Cathaoirleach and the Board Members for attending the meeting. It was noted that meeting will be scheduled for July 14th 2021 to finalise matters re the Tralee FET accommodation proposals.</p> <p>Next Kerry ETB Board Meeting:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Tuesday July 14th 2021 Via Videoconference 4.15pm</p> </div>

Signed/Síithe: _____

Date/Dáta: _____