

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) meeting held at the Meadowlands Hotel, Tralee on Tuesday, October 26th 2021.

In Attendance:

Cllr. Jim Finucane
Cllr. Fionnán Fitzgerald
Cllr. Norma Moriarty
Cllr. Aoife Thornton
Mr. John O’Roarke
Ms. Maria O’Gorman

Cllr. Terry O’Brien
Cllr. Deirdre Ferris (remotely)
Ms. Celia O’Shea
Cllr. Johnnie Wall
Mr. Zaid Kassoob
Cllr. Niall O’Callaghan (in-person initially and then remotely)

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), 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. 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.

10/2021/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta:</p> <ul style="list-style-type: none"> ➤ Mr. Tim Daly ➤ Mr. Joseph Brennan ➤ Ms. Joan McCrohan ➤ Mr. Owen O’Donnell
1.2	<p>Condolences/Comhbhrón:</p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> ➤ Mr. Jeremy Wrenn, Technology Enhanced Learning Officer, on the death of his Uncle, Mr. Sean Murphy. ➤ The Kennelly Family on the death of Mr. Brendan Kennelly, Poet and Professor Emeritus. <p>An Cathaoirleach, Cllr. Jim Finucane paid tribute to the late Brendan Kennelly and proposed that we consider, in full consultation with his family, commemorating across our schools and centres his contribution to the world of modern literature and poetry.</p> <p style="text-align: right;">Proposed: Cllr. Jim Finucane</p>

	<p style="text-align: center;">Seconded: Ms. Maria O’Gorman</p> <p>This was unanimously supported by the Board who agreed to consider further in full consultation with his family the form the proposed commemoration may take.</p>
10/2021/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas: Congratulations to: ➤ Coláiste na Sceilge’s Gaelic Football team on reaching the final of the O’Sullivan Cup.</p>
10/2021/3	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 September 29th 2021 were adopted and signed.</p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Cllr. Aoife Thornton</p>
10/2021/4	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 May 11th 2021, Matters Arising will now be addressed under the relevant Department/Executive Report in the Agenda:</p>
4.1	Gaelcholáiste Nua School Building Project Update – update under Capital and Buildings Report (Section 7.2)
4.2	Listowel School Accommodation Update – update under Capital and Buildings Report (Section 7.2)

4.3	Listellick National School Building Project Update – update under Capital and Buildings Report (Section 7.2)
4.4	Head Office Rent Review update – update under Finance Officer’s Report (Section 7.1)
4.5	Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate Boundary Issue – update under Capital and Buildings Report (Section 7.2)
4.6	Unit 1, Listowel Business Development Centre Sale Updates – update under Capital and Buildings Report (Section 7.2)
4.7	Update re the English Language requirements for some Kerry ETB FET courses – update under Further Education and Training (FET) Report (Section 7.4)
4.8	Update re All-Irish post-primary provision in Killarney – update under Schools Youth and Music (SYM) Report (Section 7.3)
4.9	FET Provision in Killarney Update – update under Capital and Buildings Report (Section 5.1)
4.10	Kerry ETB Lands at Cloonmore Tralee – Site of Gaelcholáiste Chiarraí Nua – update under Capital and Buildings Report (Section 7.2)
4.11	Anaerobic Digestion Facility – Planning Appeal Update – update under Capital and Buildings Report (Section 7.2)
4.12	Tralee Bay Sailing Club – submission of expenses – update under Finance Report (Section 7.1)

10/2021/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
5.1	<p>FET Provision in Killarney Proposal Presentation</p> <p>Kerry ETB’s Head of CCT, Ms. Aileen O’Connor and CEO, Mr. Colm Mc Evoy provided an update on the FET provision proposal in Killarney, addressing the following:</p> <ul style="list-style-type: none"> ➤ As discussed at the ETB Board meeting on September 29th 2021, the ETB is aware that SOLAS plan to make a call for submissions in relation to strategic capital investments (as advised by the Chief Executive of SOLAS May 27th 2021) later in 2021 or early 2022. ➤ In preparing for same, Kerry ETB are in the process of completing a high-level proposal for submission to SOLAS and the Department of Further

and Higher Education, Research, Innovation and Science (DFHERIS) re the proposed acquisition and development of the "Sara Lee Site" in Killarney. This report will address the strategic development proposal for a full Kerry College Campus in Killarney.

- Kerry County Council is aware that the ETB is considering this site as a possible location for the development of the Killarney Kerry College FET Campus.
- Essentially this Campus, if developed, would provide a modern apprenticeship and further education training space in Killarney, with significant emphasis on training supporting sustainability and the green economy.
- Draft floor plans/ layouts for the "Sara Lee Site" have been completed. A site meeting took place with Kerry County Council's Facility Engineer and Kerry ETB appointed Design Team on October 19th 2021.
- A Kerry ETB initial works design team consisting of John J. Casey Quantity Surveyors, John Fahey M&E Engineer and Ciaran Cronin C&S Engineer to develop an initial preliminary cost plan has been appointed.
- On October 26th 2021, Kerry ETB received the preliminary cost plan from the appointed Design Team. The proposed, estimated cost of the development of the Site is in the range of c. €17m to €20m. Board members were advised that this estimate was preliminary and the full extent of costs could not be ascertained until the completion of a full detailed business case etc.
- The Board was advised that the development of a full business case for this proposal would require the appointment of a full design team with associated costs.

The Board discussed this proposal addressing the potential benefits a centre of this scale would provide, not just to Killarney, but for all of Co. Kerry.

Board Members expressed strong support for this proposal. Cllr. Niall O' Callaghan expressed the view that this would provide a huge service to the people of Kerry and the South West of Ireland. Cllr. Terry O'Brien voiced his agreement with Cllr. O' Callaghan's views.

The Board formally approved the ETB executive to complete the high-level proposal for submission to SOLAS and DFHERIS re the proposed acquisition and development of the "Sara Lee Site" in Killarney as the Kerry College Killarney Campus.

Proposed: Cllr. Niall O'Callaghan
Seconded: Cllr. Terry O'Brien

It was agreed that no formal ETB statement, re. this proposal, should be made at this time.

	An Cathaoirleach thanked Aileen and the CEO on behalf of the Board for the update on the proposal.
10/2021/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Staff Officer, Ms. Patricia Tierney, Executive Support, provided an overview of the implementation of the risk management framework, as follows:</p> <p>Risk Management Update</p> <ul style="list-style-type: none"> ➤ Following a consolidation process ahead of the Board’s October meeting, the majority of functional areas under the respective pillars (SYM, FET and OSD) have updated their registers according to the risk management policy (i.e. twice per annum). The areas requiring further follow up include: <ul style="list-style-type: none"> ➤ FET Risk Register ➤ Nine schools (two community national schools and seven post-primary schools) ➤ Music Generation ➤ The complete corporate risk register was circulated to members for information. There were no further changes to the register to note since the inclusion of the cyberattack risk, as tabled at the Board’s September meeting. <p>The Board welcomed the update.</p>
6.2	<p>Internal Controls/Assurances Update The Director of OS&D, Ms. Maria Brennan addressed the following in respect of the ETB’s control framework:</p> <ul style="list-style-type: none"> ➤ CEO and Wider Management: <ul style="list-style-type: none"> ➤ Roll out of the Line Management In-Service programme is ongoing. Forthcoming sessions address Cyber Security and Health and Safety. ➤ Board/Board Committees: <ul style="list-style-type: none"> ➤ The Finance Committee meeting scheduled for October 18th 2021 did not proceed as there was not a quorum. The rescheduled meeting took place on October 26th 2021. ➤ Professional advice re the management of Section 45 Committee minutes has been obtained. ➤ Audit External/Internal: <ul style="list-style-type: none"> ➤ Independent audit of the National Learning Network (NLN) is ongoing. ➤ The Comptroller and Auditor General (C&AG) confirmed the audit of the ETB’s annual financial statements (AFS) 2020, while commenced, will not be fully progressed until later in 2021.

	<ul style="list-style-type: none"> ➤ Health and Safety audit is currently underway. Progress meeting took place on October 5th 2021 ➤ Internal Systems: <ul style="list-style-type: none"> ➤ Audit and Compliance Unit: Work is ongoing. Weekly update meetings with the Director of OSD. Current priorities include Review of Previous Audits, Authority Matrix, NLN Audit, Health and Safety audit. ➤ Centralised Purchasing and Procurement Unit: Six Post-Primary Schools and three Community National Schools have transferred to the Centralised Purchasing Unit. The five FET Centres, stand-alone VTOS and Youthreach Centres remain to be transferred before the end of 2021. ➤ Sun Financial System, work ongoing with the go-live date January 1st 2022. ➤ Works on the Compliance/Centralised Purchasing Unit in head office are expected to be completed by mid-November. <p>The Board noted this update.</p>																						
6.3	<p>Section 44 Committee Minutes – for approval The minutes of the following Section 44 Committee meetings were noted and formally approved by the Board:</p> <table border="1" data-bbox="639 1095 1326 1424" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #800040; color: white;">Section 44 Committee</th> <th style="background-color: #800040; color: white;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="background-color: #d9ead3;">Scoil an Ghleanna Pobalscoil Náisiúnta</td> <td style="background-color: #d9ead3;">21st April 2021</td> </tr> <tr> <td style="background-color: #d9ead3;">23rd June 2021</td> </tr> <tr> <td rowspan="2" style="background-color: #d9ead3;">Tahilla Community National School</td> <td style="background-color: #d9ead3;">20th April 2021</td> </tr> <tr> <td style="background-color: #d9ead3;">22nd June 2021</td> </tr> <tr> <td style="background-color: #d9ead3;">Two Mile Community National School</td> <td style="background-color: #d9ead3;">19th April 2021</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Terry O'Brien</p> <table border="1" data-bbox="459 1574 1489 1973" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #800040; color: white;">Section 44 Committee</th> <th style="background-color: #800040; color: white;">Meeting Date</th> <th style="background-color: #800040; color: white;">Board Member in Attendance at S.44 Meeting</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9ead3;">Castleisland Community College</td> <td style="background-color: #d9ead3;">10th June 2021</td> <td style="background-color: #d9ead3;">Cllr. Fionnán Fitzgerald, Ms. Joan McCrohan and Mr. Tim Daly</td> </tr> <tr> <td style="background-color: #d9ead3;">Coláiste Gleann Lí</td> <td style="background-color: #d9ead3;">25th May 2021</td> <td style="background-color: #d9ead3;">Cllr. Terry O'Brien and Ms. Joan McCrohan</td> </tr> <tr> <td style="background-color: #d9ead3;">Killarney Community College</td> <td style="background-color: #d9ead3;">26th May 2021</td> <td style="background-color: #d9ead3;">Cllr. Marie Moloney, Mr. Zaid Kassoob and Joan Mc Crohan</td> </tr> </tbody> </table>	Section 44 Committee	Meeting Date	Scoil an Ghleanna Pobalscoil Náisiúnta	21 st April 2021	23 rd June 2021	Tahilla Community National School	20 th April 2021	22 nd June 2021	Two Mile Community National School	19 th April 2021	Section 44 Committee	Meeting Date	Board Member in Attendance at S.44 Meeting	Castleisland Community College	10 th June 2021	Cllr. Fionnán Fitzgerald, Ms. Joan McCrohan and Mr. Tim Daly	Coláiste Gleann Lí	25 th May 2021	Cllr. Terry O'Brien and Ms. Joan McCrohan	Killarney Community College	26 th May 2021	Cllr. Marie Moloney, Mr. Zaid Kassoob and Joan Mc Crohan
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6.4	<p>Section 44 Committee – Appointments - for approval The following appointments were made by the Board:</p> <table border="1" data-bbox="459 1151 1506 1294"> <thead> <tr> <th colspan="3" data-bbox="459 1151 1506 1205">Youthwork Committee</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1205 753 1294">Leah Williams-Morgan</td> <td data-bbox="753 1205 1182 1294">Young person from Comhairle na nOg (or similar) Nominee</td> <td data-bbox="1182 1205 1506 1294">Replacing Ms. Saoirse Maloney</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. Deirdre Ferris</p>	Youthwork Committee			Leah Williams-Morgan	Young person from Comhairle na nOg (or similar) Nominee	Replacing Ms. Saoirse Maloney								
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6.5	<p>Section 44 Committee – Vacancies – for consideration The following Section 44 Committee vacancies were highlighted for consideration at the next meeting of the Board:</p> <table border="1" data-bbox="571 1644 1394 1899"> <thead> <tr> <th data-bbox="571 1644 865 1711">Section 44 Committee</th> <th data-bbox="865 1644 1152 1711">Vacancy</th> <th data-bbox="1152 1644 1394 1711">Replacing</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1711 865 1778">Gaelcholáiste Chiarraí</td> <td data-bbox="865 1711 1152 1778">Board Member</td> <td data-bbox="1152 1711 1394 1778">Cllr. Deirdre Ferris</td> </tr> <tr> <td data-bbox="571 1778 865 1845">FET Centres</td> <td data-bbox="865 1778 1152 1845">Community Nominee</td> <td data-bbox="1152 1778 1394 1845">Ms. Judith Hayes</td> </tr> <tr> <td data-bbox="571 1845 865 1899">Youthreach</td> <td data-bbox="865 1845 1152 1899">Parent/Guardian</td> <td data-bbox="1152 1845 1394 1899">-</td> </tr> </tbody> </table>	Section 44 Committee	Vacancy	Replacing	Gaelcholáiste Chiarraí	Board Member	Cllr. Deirdre Ferris	FET Centres	Community Nominee	Ms. Judith Hayes	Youthreach	Parent/Guardian	-		
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Gaelcholáiste Chiarraí	Board Member	Cllr. Deirdre Ferris													
FET Centres	Community Nominee	Ms. Judith Hayes													
Youthreach	Parent/Guardian	-													

<p>6.6</p>	<p>Establishment of a Music Generation Section 44 Committee – structure for approval</p> <p>The Director of SYM, Ms. Ann O’Dwyer proposed the following structure for the Music Generation Section 44 Committee:</p> <table border="1" data-bbox="512 398 1457 562"> <thead> <tr> <th>ETB Board Nominees</th> <th>Statutory Sector</th> <th>Education Sector</th> <th>Community – Relevant to music</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>4</td> <td>2</td> </tr> </tbody> </table> <p>The Board formally approved the structure for the new Section 44 Committee.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Norma Moriarty</p> <p>The proposals re appointments to this committee will be brought to the next Board meeting.</p>	ETB Board Nominees	Statutory Sector	Education Sector	Community – Relevant to music	3	3	4	2
ETB Board Nominees	Statutory Sector	Education Sector	Community – Relevant to music						
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<p>6.7</p>	<p>Minutes of Partnership School Board of Management (BOM) Meetings</p> <p>The minutes of the following Partnership BOM meetings were noted by the Board:</p> <table border="1" data-bbox="560 1133 1406 1453"> <thead> <tr> <th>Partnership School</th> <th>Meeting Date</th> <th>Board Member in Attendance at BOM Meeting</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Scoil Phobail Sliabh Luachra</td> <td>1st March 2021</td> <td>Cllr. Niall O’Callaghan Cllr. Marie Moloney</td> </tr> <tr> <td>10th May 2021</td> <td>Cllr. Marie Moloney</td> </tr> </tbody> </table>	Partnership School	Meeting Date	Board Member in Attendance at BOM Meeting	Scoil Phobail Sliabh Luachra	1 st March 2021	Cllr. Niall O’Callaghan Cllr. Marie Moloney	10 th May 2021	Cllr. Marie Moloney
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	10 th May 2021	Cllr. Marie Moloney							
<p>6.8</p>	<p>Kerry ETB Policies for Approval</p> <p>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"> ➤ Guidelines to Prepare for Official Visits ➤ Overpayments Policy and Procedure ➤ Bad Debts Policy and Procedures ➤ Fundraising Activities Policy <p>The Board approved the policies as presented by the Director of OS&D.</p>								

	Proposed: Ms. Celia O'Shea Seconded: Cllr. Johnnie Wall
6.9	<p>Notice of Board Membership Resignation as per Section 36 of the ETB Act 201</p> <p>The CEO provided the following update:</p> <ul style="list-style-type: none"> ➤ Ms. Catriona Kerin, Parent Representative tendered her resignation from the Board on September 29th 2021. ➤ Mr. Noel Keenan, Parent Representative will be resigning from the Board, effective from December 1st 2021, as per Section 33(1)(c)(i) of the ETB Act 2013. <p>An Cathaoirleach requested that a letter of thanks, for their service to the Board, be issued to the former Board Members. This was unanimously agreed.</p>
6.10	<p>Charities Code Correspondence – for approval</p> <p>Staff Officer, Ms. Patricia Tierney, Executive Support, provided the following update:</p> <p>The Charities Governance Code applies to all charities registered in Ireland, including educational bodies, e.g. Kerry ETB. In 2020, the Charities Regulator introduced a revised Code of Governance for Charities, which made the process of demonstrating compliance mandatory for all registered charities.</p> <p>Consequently, under the revised Code, Kerry ETB is expected to submit a Charities Regulator Annual Report at the end of October each year.</p> <p>The concern arising for Kerry ETB is that the organisation already demonstrates compliance to the Department of Education (DoE) under the Code of Practice for the Governance of ETBs (Circular Letter 0002/2019) in June each year. Therefore, introducing a second compliance process could potentially lead to confusion at Board level and throughout the ETB.</p> <p>Kerry ETB have sought to address this matter through the appropriate channels and highlighted the correspondence to Members:</p> <ul style="list-style-type: none"> ➤ February 24th 2021, a query was raised with ETBI's Legal Services Support regarding the ETB's legal obligations under the revised Charities Code. ➤ March 10th 2021, the ETBI issued a Summary Note of the Charities Act, 2009 to the ETB Sector. ➤ March 16th 2021, a query was raised with Kerry ETB's Legal Agents regarding the matter.

	<ul style="list-style-type: none"> ➤ July 2021, concern was raised verbally with the DoE. ➤ September 10th 2021, the ETBI issued a draft Compliance Record Form to support ETB's in demonstrating compliance with the Charities Code. However, the correspondence also confirmed that the ETBI was consulting with the DoE to seek a special arrangement for ETBs regarding compliance with the Charities Code. ➤ On September 23rd 2021, formal clarification from the DoE was sought. Email acknowledgement received on September 24th 2021. <p>On September 26th 2021, legal advice was received from the ETB's Legal. This guidance set out the options available to the ETB in line with the Charities Code 'comply or explain' principle. The legal agents further advised on the basis that a special arrangement for ETBs may soon be put in place that Kerry ETB when reporting to the Charities' Regulator – should confirm that Kerry ETB has 'not started implementing the Code'.</p> <p>If the Board is agreeable, Kerry ETB would respond in line with the advice received (draft response circulated with the Agenda).</p> <p>The Board formally approved the response in line with advice from Kerry ETB's legal agents.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr. Aoife Thornton</p>
6.11	<p>Kerry ETB Governance Calendar - for noting</p> <p>Staff Officer, Ms. Patricia Tierney, Executive Support, provided the following update:</p> <ul style="list-style-type: none"> ➤ The Kerry ETB Governance Calendar was approved by Senior Executive Management at its meeting on May 17th 2021. ➤ The calendar sets out the key milestones and deadlines for the Kerry ETB Board and Section 44 Committees. These milestones include disclosures of interests, the Service Plan, the Statement of Internal Control (SIC), the Chairperson's Report, Annual Financial Statements, etc. ➤ The calendar was developed to support management and staff with governance-related issues by setting out a clear timeline for same. The calendar has been included in Member's October Board pack. <p>The Board welcomed and noted this update.</p>
6.12	<p>ETB Board Self-Assessment 2020 - for noting</p> <p>Staff Officer, Ms. Patricia Tierney, Executive Support, provided the following update:</p> <ul style="list-style-type: none"> ➤ The Code of Practice for the Governance of Education and Training Boards (CL 0002/2019), Section Four - Board Effectiveness, sets out that the

	<p>Board of Kerry ETB should “undertake an annual self-assessment evaluation of its performance and that of its board committees.”</p> <ul style="list-style-type: none"> ➤ The 2020 self-assessment evaluation (SAE) report was tabled at the ETB Board meeting on May 11th 2021. ➤ Process for the 2021 SAE has commenced. Correspondence issued to all Section 44 and 45 Committee Secretaries on August 19th 2021, with a reminder sent on September 24th 2021. ➤ Final copies of the SAE should be signed by the Section 44 and 45 Committee Chairperson. ➤ Board Members’ review of the draft SAE report will be aligned to the May 2022 workshops to develop the ETB’s new strategy statement (2023-27). ➤ Accordingly, the Board’s SAE will issue to Members for completion in November. <p>The Board noted this update.</p>
6.13	<p>Strategic Planning for 2022 (notice) - for noting</p> <p>Staff Officer, Ms. Patricia Tierney, Executive Support, provided the following update:</p> <ul style="list-style-type: none"> ➤ The Executive are due to commence identifying their priorities for the calendar year 2022. ➤ As part of this process, time will be allocated at the December meeting for Board members to review the submissions, provide feedback and advise the Board’s preferred priorities for the year ahead. <p>The Board noted this update.</p>
6.14	<p>Governance Forum: Programme 2021 - for noting</p> <p>Staff Officer, Ms. Patricia Tierney, Executive Support, provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB is a member of the Institute of Public Administration’s Governance Forum 2021. ➤ 18 topical events were scheduled over the course of the year, to include ‘Culture and the Role of the Board and Senior Team,’ ‘Communicating and Engaging with Impact,’ ‘Strategy – Assessing Progress and Impact’ etc. ➤ A session on Board Members’ Roles and Responsibilities took place Thursday, October 7th 2021. This one-day online event provided an overview of the roles and responsibilities of Boards and Board members. Resources from the training are included in the October Board pack for information. ➤ Members are welcome to attend the next session on Board-Executive Relations on December 2nd 2021 from 11:00 – 12:30 pm. ➤ Attendance at the event is not compulsory but is recommended to members. ➤ Members interested in attending should contact PTierney@kerryetb.ie.

	The Board noted this update.
6.15	<p>Oversight Agreement and Performance Delivery Agreement between Kerry ETB and the Department of Education - for noting</p> <p>The Director of OS&D provided the following update:</p> <ul style="list-style-type: none"> ➤ DoE signed copies of the OA and PDA (for 2021) were received by Kerry ETB on Thursday, October 14th 2021. ➤ The original agreements, as commenced on May 14th 2020, were updated for 2021 following consultation with ETBI and the Chief Executive Forum. ➤ Kerry ETB's CEO signed both agreements on July 6th 2021. ➤ Signing on behalf of the DoE is Ms. Deirdre Shanley, Assistant Secretary (September 27th 2021). ➤ The sectoral agreements set out the terms of the relationship between the DoE and the ETB. <p>The Board noted this update.</p>
10/2021/7	<p>EXECUTIVE UPDATES UASDÁTÚ ÓN BHFEIDHMEANNAS</p>
7.1	<p>Finance Update Finance Report – Matters Arising <u>Head Office Rent Review Update</u> (Item 4.4)</p> <p>As has been addressed previously at the Board meeting this matter is being progressed. A further update was provided by the Head of Finance addressing progress re the ongoing rent review process between Kerry ETB and the Kerry ETB Head Office Landlord, Glencar Healthcare. The Board were advised that the information, as presented at the meeting, was of a commercially sensitive nature and as per Schedule 3, Paragraph 13 of the ETB Act 2013 was not to be disclosed unless authorised to do so by the Board. The Report, as presented at the meeting, will be circulated to the Board once matters have been finalised.</p> <p>The proposal, including costs, was presented to the Board. The proposal outlined the potential increase, of c. €33,300.00, in the current rent figure. It was also highlighted that this increase did not include the Service Charge or insurance costs (as per the Lease, Kerry ETB will be liable for Service Charges and a portion of the overall insurance costs from the date of the first rent review). These costs will have to be agreed separately with the Landlord.</p> <p>The Head of Finance sought approval to instruct Kerry ETB representatives to engage with the Landlords representative in order to formally agree the proposed revised rent figure as outlined within the presentation. If the</p>

representatives of both parties can reach an agreement, there will be no requirement to proceed to arbitration.

The Board formally approved the Head of Finance to proceed as proposed.

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

Tralee Bay Sailing Club - submission of expenses

The Head of Finance advised the Board of the following:

- As discussed at the Kerry ETB Board meeting on September 29th 2021, Tralee Bay Sailing Club (TBSC) is seeking reimbursement from Kerry ETB of expenditure incurred in relation to Solicitor and Engineer fees arising from the proposed lease of a building to Kerry ETB for FET provision.
- The fees were incurred as TBSC undertook a review of the planning permission, fire safety certificate etc. relating to the property which Kerry ETB had expressed an interest in leasing for Marine FET course provision.
- Invoices addressed to TBSC and all marked as paid, totalling €4,343.00, were provided with the breakdown as follows:

Engineer (a):	€540
Engineer (b):	€962
Solicitor:	€2,841
- TBSC subsequently appointed engineer (b) to complete the work.
- No commitment was made at the time by the ETB to TBSC to pay any fees. All parties had entered into and conducted the negotiation in good faith.

Following a review of the file, it is proposed to pay 50% of Engineer (b) fees and 50% of Solicitors fees. This would mean a payment of €1,901.50.

The Board discussed this matter. As the fees being presented were incurred by TBSC in preparation for the completion of the proposed lease with Kerry ETB, the Board formally approved the proposal as presented i.e. payment of €1,901.50 of TBSC.

Proposed: Cllr. Johnnie Wall
Seconded: Cllr. Terry O'Brien

Finance Report - Monthly Figures

The Finance Report up to September 30th 2021, as circulated with the Meeting Agenda, was presented by the Head of Finance, Mr. Tommy Conroy.

The Head of Finance highlighted a strong cash balance as of September 30th 2021. The Head of Finance noted that large capital receipts in relation to devolved Capital projects contributed significantly to the strong cash balances.

The Report was noted by the Board.

7.2

CCT Update**Health and Safety (H&S) Update**

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

Activity	Update
Central Safety Policies	<ul style="list-style-type: none"> ➤ Health and Safety was audited by the Internal Audit Unit. Initial feedback at the progress meeting was positive. ➤ Q3 Review meeting with Director of SYM held on 7th October 2021 – included in the agenda were high priorities progress update and training plan. Review meeting with Director of FET planned for November.
COVID-19 Measures	<ul style="list-style-type: none"> ➤ Weekly Kerry ETB Response Team Meetings still ongoing. ➤ Kerry ETB Head Office re-opened to the public with controls put in place to mitigate the risk of Covid-19. ➤ Review to be carried out on recommendations issued by the Government on Covid-19 guidelines after October 22nd 2021.
Risk Assessment Program	<ul style="list-style-type: none"> ➤ Inspection program began in October with the Kenmare FET Centre.
Safety Committee	<ul style="list-style-type: none"> ➤ Meeting took place on October 6th 2021.
Training Programme	<ul style="list-style-type: none"> ➤ PAT Policy training for Safety Officers and Caretakers took place on September 24th 2021 and October 11th 2021 provided by Eamon Egan, Egan Safety Solutions (ESS). ➤ Machinery training for woodwork Teachers scheduled for October 20th and October 21st 2021 at Castleisland Community College provided by Lee Saw, specialist providers of woodwork servicing and machinery.

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:**Sustainability Strategy:**

- Meeting with Sustainability Strategy Implementation Group held October 14th 2021.
- Internal Communication Campaign to be carried out across Kerry ETB in Q1 2022.

Goal 1 - Staff Engagement

- Sustainability Reps in place/Green Teams being established at each Kerry ETB location.
- “Sustainable Practices for Buildings” Line Management In-Service Training held on October 4th 2021.
 - Presentations from KWD (Waste Management), SEAI (Energy Management) and Kerry ETB Sustainability Officer (Biodiversity)

The Board noted this update and welcomed the progress to date.

Capital and Buildings Report – Matters Arising

Gaelcholáiste Nua School Building Project Update (Item 4.1)

An update was provided by the Head of CCT, Ms. Aileen O'Connor addressing the following:

- As advised at the ETB Board meeting on September 29th 2021, works are generally in line with the programme with some slight delays encountered to the floor screed, which has had a negative impact on the installation of 2nd floor precast panels. It is presently anticipated that all precast installation will be completed by December 21st 2021, two weeks later than initially scheduled.
- Vision Contracting Limited has commenced the first-fix mechanical and electrical on the ground floor of the building, four weeks ahead of programme and it is anticipated that this will contribute to minimising the programme delay.
- As advised at the ETB Board meeting on September 29th 2021, Kerry ETB have applied to the DoE for approval of Change Orders CO Nr 1 - 3
 - CO Nr 1 - Controlled Dig due to Archaeological Find - €2,875.07 ex VAT.
 - CO Nr 2 – Fencing Required for Archaeological Segregation - €852 ex VAT
 - CO Nr 3 – Additional Electrical Costs Associated with Energy Conservation and Electrical Building Services Design - €96,391.37 ex VAT
- Change orders will be subject to DoE approval.
- A site meeting took place with the Design Team and Main Contractor on-site, on October 20th 2021. Technical workshops are undertaken bi-weekly via video conference.
- Bi-weekly meetings have been arranged, between school management and the Kerry ETB Buildings Officer, to ensure updates are provided on all matters associated with the project.
- Monthly meetings have been arranged with school management, CEO, Director of SYM and members of Kerry ETB CCT Department in relation to the transition program and plan re procurement of loose furniture and equipment.

The Board welcomed this update and the progress to date with this major capital project.

Listowel School Accommodation Update (Item 4.2)

An update was provided by the Head of CCT, Ms. Aileen O'Connor addressing the following:

- Kerry ETB continues to liaise and follow up with the DoE in relation to the post-primary school extension and overall campus development. As advised previously, on May 19th 2021, Kerry ETB submitted a detailed extension application to the DoE outlining the requirements of the school.

- The extension application was submitted on the basis of FET provision in Listowel relocating to new premises currently being purchased by Kerry ETB.
- The CCT Department are working to finalise, over the October Mid-Term break, two projects, commenced during summer 2021 under the Emergency Works Scheme. These works, when completed, will represent an investment of c. €180,000 for the school.
- In addition, matters re the proposed purchase of the Listowel Building (Unit 1 Listowel Business Development Centre, Listowel Business Park, Listowel Co. Kerry, V31 PC79) are addressed under Section 4.6 of Matters Arising, below.

The Board noted this update.

Listellick National School Building Project Update (Item 4.3)

An update was provided by the Head of CCT, Ms. Aileen O'Connor addressing the following:

- As advised at the ETB Board meeting on September 29th 2021, Cahalane Bros Limited, the main contractor for the construction of Listellick National School, commenced on site on August 9th 2021. Kerry ETB at present expects substantial completion by October 7th 2022.
- Works have progressed well - site clearance and bulk excavation to formation level has been completed, steel reinforcement has been installed for foundations and foundation have been completed.
- The contractor has commenced works on external blockwork and rising walls.
- A site meeting took place with the Design Team and Main Contractor, on-site, on October 20th 2021.
- Kerry ETB has commenced liaising with the school in relation to the transition program and plan re procurement of loose furniture and equipment.

The Board welcomed this update.

Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate boundary issue update (Item 4.5)

An update was provided by the Head of CCT, Ms. Aileen O'Connor addressing the following:

- As advised at the ETB Board Meeting on September 29th 2021, MRW Solicitors have been in ongoing communication with Shannon Commercial Property's (SCP) legal agents in addressing this matter re the boundary mapping.
- Further to a letter issued to SCP Legal Agents on May 7th 2021, Kerry ETB legal agents stated that Kerry ETB will if necessary make application to the Land Registry to secure its registration either by way of rectification of boundaries or by way of application for registration based on possession. To date, Kerry ETB have not received a reply to this letter.

- Kerry ETB have been advised that the property remains "sale agreed" to a third party.

The Board noted this update.

Unit 1, Listowel Business Development Centre Sale Update – Contract of Sale (Item 4.6)

An update was provided by the Head of CCT, Ms. Aileen O'Connor addressing the following:

- As advised at the Kerry ETB Board meeting on September 29th 2021, Kerry ETB, on June 29th 2021, received a letter from MRW Solicitors confirming that the draft "contract for sale" had been received from Shannon Commercial Properties (SCP) legal agents.
- Kerry ETB legal agents MRW Solicitors have reviewed the documentation, Kerry ETB understands MRW Solicitors continues to engage and follow up with SCP on the final matters to allow the contracts to be exchanged.
- **As addressed at the ETB Board meeting on September 29th 2021, MRW Solicitors have advised that the transfer of title to Kerry ETB will proceed by way of a "leasehold folio" for a period of 999 years.**
- Kerry ETB during the initial stage of the proposed purchase of the property, in January 2021, appointed SJK Engineering to undertake a structural survey of the property and identify any areas that may be of concern to Kerry ETB as a prospective purchaser. The Engineering Report was received by Kerry ETB on January 14th 2021 and highlighted some works, which should be undertaken to the property, these works did not bring into question the structural integrity of the property.
- Kerry ETB issued the report to SOLAS and DFHERIS when seeking approval to purchase the property. Furthermore, Kerry ETB requested MRW Solicitors to engage with SCP and advise them of the findings within the report and seek feedback on same.
- On September 28th 2021, Kerry ETB received an e-mail from MRW Solicitors confirming that SCP are willing to reduce the purchase price of the property by €25,000 in recognition of the works which need to be undertaken.
- Having received feedback from MRW Solicitors and having reviewed the matter with the CEO and An Cathaoirleach, Kerry ETB issued instruction to MRW Solicitors on October 12th 2021 confirming agreement to proceed with the sale based on a €25,000 reduction in the overall sale price in recognizing the fact that the ETB will be undertaking extensive refurbishment works to the building on completion of the purchase.
- **The purchase price for the property is now €445,000 with no VAT applicable.**

Members of Kerry ETB met with SOLAS re Capital Projects on October 12th 2021, Kerry ETB were advised at the meeting that SOLAS have requested Kerry ETB provide them with a finalized file to draw down the funds to purchase the property by November 20th 2021. SOLAS advised that if the

contracts have not issued by the week of November 20th 2021 it may be January 2022 before Kerry ETB will receive the necessary funds for the purchase of the property. MRW Solicitors have been advised of this matter.

A meeting of the Board to formally approve the execution of the purchase contracts will be scheduled later in November, should these matters be finalised.

In order for Kerry ETB to achieve its target date, of September 2022, for occupation of the property, Kerry ETB is proposing, with the consent of the SCP, engaging an engineer/architect to prepare a planning application for change of use of the facility to education and training. The planning process will take 12 weeks and could proceed while the contracts are being finalised. This proposed course of action is deemed necessary and prudent.

The Board formally approved this proposal as presented, to engage an engineer/architect to prepare a planning application for change of use of the facility to education and training.

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

Capital and Buildings Report – Project Update (as circulated)

Ongoing Projects

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

- Killarney FET Provision
- Knocknagoshel National School
- Killarney Community College
- Killorglin Community College
- Causeway Comprehensive School
- 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 Centre
- Kenmare Further Education Centre
- O’Connell Further Education Centre
- Kerry College Clash Campus

Capital and Buildings Report – Land and Leases (as circulated)

The Capital and Buildings Report – Land and Leases, was circulated with the meeting Agenda, was noted by the Board and addressed the following:

- Use of Kerry ETB Seal

- Lease sanctions received
- Rice House Dingle - Lease
- Kerry County Board Pitch at Tralee Sport and Leisure Complex – Licence
- Unit 9, Block T, Monavalley Industrial Estate, Tralee - Lease
- Leases for Tahilla CNS and Scoil an Ghleanna PSN
- Pre-school at Two Mile CNS
- Tahilla CNS – Proposed land acquisition
- Killorglin Community College – Sports Complex Update
- Anaerobic Digestion Facility Causeway – Planning Update
- Causeway Comprehensive School - Land swap
- Lands at Cloonmore Tralee – Gaelcholáiste site
- Lands at Block F, Kerry College Monavalley Campus – Boundary dispute

Killarney FET Accommodation Update

As addressed under **Section 5**.

Lands at Cloonmore, Tralee Update

- As advised at the ETB Board meeting on September 29th 2021, Kerry ETB, on August 27th 2021, following consultation with MRW Solicitors, Oppermann Associates Architects, Atkins Engineering, and Coakley O'Neill Town Planning, made an observation, on the appeal submitted by Tulfarris CG Limited, highlighting the concerns of Kerry ETB.

From review of An Bord Pleanála's website, the appeal application is not due to be decided until after December 6th 2021.

The Board noted this update.

Anaerobic Digestion Facility Causeway Update

- As advised at the ETB Board meeting on September 29th 2021, the most recent application by Sandford Energy Limited (Planning Ref 21/984) was invalidated by letter dated September 13th 2021, Kerry County Council invalidated the application due to feedback from the Biodiversity Officer within Kerry County Council in relation to the Natura Impact Statement submitted as part of the application.

The Board noted this update.

Lease at Rice House Dingle Update

- Kerry ETB's current lease in Rice House Dingle is up for renewal on December 20th 2021. The present lease has an option to renew. As Kerry ETB wishes to renew, then notice in writing must be served not more than 6 months beforehand (i.e. June 1st 2021) and not less than 2 months beforehand (i.e. September 30th 2021).
- On August 4th 2021, Kerry ETB requested MRW Solicitors to serve the formal renewal notice on the company directly (West Kerry Care of the Aged).

- MRW Solicitors have written to the West Kerry Care of the Aged's legal agents, Lynch and Bradley, Killarney and given them a copy of the notice.
- As part of the renewal process, the rent will be reviewed and we await hearing from the landlord with regard to the proposed lease terms.
- All agreements will be subject to Board and DFHERIS approval.

The Board noted this update.

Pre-school at Two Mile CNS Update

- As advised at the ETB Board meeting on September 29th 2021, Kerry ETB will have a requirement for use of the third classroom in the school from September 2022. This requirement will result in the displacement of the pre-School from within the school building. Kerry ETB will seek to facilitate the continued provision of a pre-school in the form of pre-fabricated accommodation within the site at no cost to the ETB.
- Kerry ETB cannot contribute to the funding of the pre-school as early years childcare facilities are not funded by the DoE; this was referenced in the letter received from the DoE on August 18th 2021.
- Kerry ETB in a letter to the Diocese of Kerry on August 17th 2021 sought approval from the Diocese for the location of the pre-school on the school site. Kerry ETB requires the consent from the Diocese as per our subsisting lease agreement for the Community National School.
- Kerry ETB, through adverts placed in the Kerry's Eye & The Kerryman newspapers on September 8th and 9th 2021 respectively, sought expressions of interest, from childcare providers, for the provision of this service on-site from September 2022.
- The successful pre-school provider will be responsible for all costs and outlays associated with the provision of the pre-school on the school site. The pre-school provider may apply for grants to DCYA for the proposed development.
- The closing date for Stage 1 receipt of expressions of interest was September 24th 2021. Candidates will now be invited to progress to the next stage of the process and asked to complete an application form for assessment by Kerry ETB.
- Commensurate with the costs associated with establishing the pre-school on the school site in a pre-fabricated accommodation, Kerry ETB would seek to issue a lease to the successful pre-school provider for in the region of 10 years from September 2022, subject to ETB Board and DoE approval.
- Kerry ETB are preparing a planning application for a prefab on the school site to accommodate the pre-school from September 2022, the costs of the planning application and development works will be borne by the successful pre-school provider.

The Board noted this update.

Tahilla CNS and Scoil an Ghleanna Pobail Scoil Náisiúnta Lease Update

- As advised at the ETB Board meeting on September 29th 2021, Kerry ETB on August 17th 2021 issued a letter and further documentation to the DoE seeking approval to proceed with the proposed CNS Leases.
- Kerry ETB awaits a reply from the DoE in relation to finalising the leases for Tahilla CNS and Scoil an Ghleanna PSN.

The Board noted this update.

Use of the Kerry ETB Seal

In accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the Kerry ETB Seal was used during the meeting to execute the following documents:

1. Licence Agreement between Kerry ETB and Ms. Sharon O'Riordan T/A Little Explorers Pre-School for the use of a classroom as a pre-school at Two Mile CNS for the Academic Year 2021/2022. The Licence Agreement was previously approved by the Board at the ETB Board meeting on March 30th 2021 and by the DoE on August 18th 2021.
2. Lease between Kerry ETB and John Keane for Ivy House, New Street Car Park, Killarney to accommodate Killarney VTOS. The Lease was approved by the Board at the ETB Board meeting on June 23rd 2021. The lease was approved by DFHERIS on October 5th 2021.

The Board noted the use of the seal.

Land & Leases

Lease Agreement for Approval

Unit 9, Block T, Monavalley Industrial Estate, Tralee

Board approval is being sought for a lease (Further Education and Training) at Unit 9, Block T, Monavalley Industrial Estate, Tralee. The proposed lease will be used for the provision of expanded apprenticeship training as detailed below:

- As advised at the ETB Board meeting on April 27th Kerry ETB placed an advert in the Kerry's Eye newspaper on April 15th 2021 seeking expressions of interest from those in a position to lease buildings of c. 20,000 sq. in Tralee, Co. Kerry to Kerry ETB.
- Kerry ETB ahead of the deadline received two submissions in relation to third parties seeking to lease space to Kerry ETB, the properties in question were reviewed and deemed unsuitable at the ETB Board meeting on June 23rd and July 14th 2021.
- While the building owner of "Unit 9 Block T" did not respond to the expression of interest at the time Kerry ETB's Head of CCT subsequently received an email, on September 14th 2021, setting out additional space available with "Unit 9 Block T" available for lease.
- Given the ongoing need to address the training space accommodation needs for the Kerry College Monavalley Campus, a site visit was arranged for the week commencing September 20th 2021.

	<ul style="list-style-type: none"> ➤ On September 13th 2021, Kerry ETB requested MRW Solicitors to write to the building owners (Peter Clifford c/o Clifford's Cash & Carry) seeking the building owners finalised terms re the proposed lease. ➤ MRW Solicitors on October 18th 2021 received confirmation from the building owners re the proposed lease. ➤ It was noted that the Director of FET has reviewed the lease terms etc. and is recommending the ETB proceed with same. ➤ The terms of the lease are as follows: <ul style="list-style-type: none"> Area: 12,568 sq. ft. Rental: €92,751.84 including vat (€7.38 per sq. ft.) Duration: 10 years lease (with 5 years break clause) Term: January 1st 2022 to January 1st 2032 <p>The Board considered the lease proposal and approved the lease as per the terms above.</p> <p style="text-align: center;">Proposed: Mr. John O’Roarke Seconded: Cllr. Terry O’Brien</p>
7.3	<p>Schools, Youth & Music (SYM) Update – Director of SYM</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"> ➤ Two Mile Community National School Newsletter ➤ Training Updates in Schools since the September Meeting ➤ Wellbeing Coordinator Input and Student Support Team Training ➤ Community National School Working Group ➤ Aonad Lán Gaeilge – Killarney ➤ Youth Development Office ➤ Kerry Local Creative Youth Project ➤ Music Generation <p><u>Update re All-Irish post-primary provision in Killarney (Aonad Lán Gaeilge – Killarney) (Item 4.7)</u></p> <p>The Director of SYM provided the following update:</p> <ul style="list-style-type: none"> ➤ Advisory Committee Meeting with parent representatives took place on October 14th 2021 where the results of the Primary School Survey, the Terms of Reference, options for teacher training and the next steps were discussed. ➤ A parents’ information webinar is scheduled for November 23rd 2021. <p>The Board noted this update.</p>

Lessons Learned for Education 2021 – as circulated in the SYM Report with the Agenda

The Director of SYM provided the following update:

- At the May 25th 2021, Board Meeting, Ms. Catriona Kerin, former Board Member referenced a recent Parents Forum meeting she had attended in which Kerry ETB's Technology Enhanced Learning (TEL) Officer, Mr. Jeremy Wrenn presented research from Trinity College and Maynooth University re Teaching and Learning during COVID-19 school closures and lessons learned from this.
- There was a recommendation from the Parents Forum, in line with the Maynooth recommendation, that a committee/citizens' assembly be set up to build on the lessons learned and how to address the losses experienced by many in education. Ms. Kerin expressed her opinion that this initiative should receive Board support.
- Following circulation of this research to Board Members, the following recommendations were put forward for support:
 - Setting up a committee, a citizens' assembly where all the bodies involved in education including DoE, policymakers, management bodies, unions, parents, teachers, and students would meet with the aim of focusing on resolving emerging issues in education. There is a need to build on the lessons learned in this time of change, such as the use of technology to support learning, the enhanced role of parents in education, the competencies developed by young people around independent learning. We need to also look at how to address the losses experienced by many in education.
 - Enhanced funding for psychological services for teachers and planning for targeted supports for teacher wellbeing.
 - Enhanced funding to address the digital divide for schools.
 - Further research on the impact of the pandemic on education and school communities.

The Board unanimously supported these recommendations, as presented by the Director of SYM.

Proposed: Cllr. Terry O'Brien
Seconded: Cllr. Aoife Thornton

Gaelscoil Lios Tuathail

The Director of SYM provided the following update:

- An email was received from Seána Ní Chuain, Príomhoide of Gaelscoil Lios Tuathail on October 15th 2021 advising that the school will require a fifth classroom in September and possibly a Special Education Tuition (SET) room and a Principal's Office. Gaelscoil Lios Tuathail is seeking ETB approval to put an additional prefab on the site.
- Director of SYM responded to this email on October 18th 2021, seeking clarification as to whether the school building is being fully utilised by the primary school or if there is a pre-school on site.

	<p>Following a general discussion regarding the Gaelscoil Lios Tuathail, the request for an additional prefab and the ongoing discussions regarding the site of a new school building, it was agreed that a meeting should be arranged as soon as possible between Kerry ETB, representatives from Gaelscoil Lios Tuathail and either the Bishop of Kerry or the diocesan representative.</p> <p>The Board noted this update.</p>
7.4	<p>Further Education and Training (FET) Update 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 ➤ QQI Online Introductory Meeting ➤ Q3 Financial Returns ➤ 2021 Budget Q3 by provision ➤ FET Beneficiaries September YTD ➤ Kerry College Learner Registration/Starts October 2021 ➤ Emergency Apprenticeship Update/Posts Sanctioned ➤ CAO Process Further Education and Training ➤ Disadvantaged Learner Devices 2021/2022/continued TEL Strategy ➤ Mitigating Against Educational Disadvantage 2021 Fund <p><u>Update re the English Language requirements for some Kerry ETB FET courses</u> (Item 4.6) As the Director of FET, Mr. Owen O'Donnell was unable to attend the meeting, this matter will be addressed at the next Board meeting.</p>
7.5	<p>Organisation Support and Development Update – 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 (CEO) Update – CEO The CEO's Report, as circulated prior to the meeting, was noted by the Board. The Report addressed the following:</p> <ul style="list-style-type: none"> ➤ Matters Arising ➤ Chief Executive Officer Sectoral Meetings Update ➤ Buildings Acquisition Listowel and Tralee ➤ Head Office COVID-19 Update ➤ COVID-19 Arrangements ➤ KDYS Mediation Agreement ➤ Tralee Community Training Centre CLG ➤ Tralee Regional Sports and Leisure CLG

	<ul style="list-style-type: none"> ➤ Kerry ETB and MTU South Campus Acquisition Proposal ➤ Evolution of Kerry College 2018-21 ➤ Facility Visits <p><u>Tralee Community Training Centre CLG Update</u></p> <p>The Director of OS&D and CEO provided the following update:</p> <ul style="list-style-type: none"> ➤ Kerry ETB appointed Crowley's DFK in April 2021, by way of a competitive tender process, to perform an audit of the operations of the Tralee Community Training Centre CLG (Tralee CTC) for the calendar years 2018, 2019 and 2020. ➤ The draft audit report was received in August 2021. ➤ A meeting took place with Mr George Dineen, CTC Chairperson, and Cllr. Deirdre Ferris, CTC Board Member, on September 23rd 2021, at which Kerry ETB recommended the Board publically advertise to seek expressions of interest in CTC Board membership. Representing Kerry ETB at the meeting were the Director of FET and the Director of OSD. ➤ A letter was issued to Mr George Dineen on September 29th 2021, addressing the agreed actions from the meeting of September 23rd 2021. <p>The Board welcomed and noted this update.</p>
7.7	<p>Members' Business</p> <p>Cllr. Norma Moriarty raised concerns regarding the provision of Youthreach in South Kerry and asked that the ETB review the services provided in the area. The CEO advised that the Directors of SYM and FET will be asked to review same and provide an update at the next ETB Board meeting.</p>

10/2021/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<p>DoE Correspondence: Noted as listed</p>
8.2	<p>DoE Circular Letters: Noted as listed</p>
8.3	<p>DoE Press Releases: Noted as listed</p>
8.4	<p>Department of Further and Higher Education, Research, Innovation and Science Correspondence: Noted as listed</p>

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.

10/2021/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>It is proposed to hold the December 7th 2021 Board meeting in Killarney, subject to the prevailing public health advice at that time.</p> <p>Next Kerry ETB Board Meeting:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Tuesday, December 7th 2021 at 4.15 pm</p> </div>

Signed/Sínithe: _____

Date/Dáta: _____