

**Kerry Education and Training Board Special Meeting**  
**Cruinniú Speisialta Bhord Oideachais agus Oiliúna Chiarraí**

**Minutes** of the Kerry Education and Training Board (Kerry ETB) meeting held in the Kerry ETB Head Office Boardroom, Centrepoint, Tralee, County Kerry on Tuesday, July 12<sup>th</sup> 2022.

**In Attendance:**

Cllr. Aoife Thornton

Cllr. Deirdre Ferris

Ms Celia O'Shea (VC)

Cllr. Fionnán Fitzgerald (VC)

Ms Maria O'Gorman

Cllr. Michael Cahill

Cllr. Jim Finucane

Cllr. Johnnie Wall (VC)

Cllr. Maura Healy Rae (VC)

Cllr. Norma Moriarty

Cllr. Terry O'Brien (VC)

Cllr. Zaid Kassoob (VC)

Mr Colm Mc Evoy, Chief Executive Officer (CEO); Mr Owen O'Donnell, Director of Further Education and Training (FET); Ms Aileen O'Connor, Head of Corporate, Capital and Technology (CCT); Mr Tommy Conroy, Head of Finance; Mr Pdraig O'Sullivan, Buildings Officer; Ms Trisha Tierney and Ms Catherine Horgan, Executive Support, were also in attendance.

<b>07/2022/0</b>	<b>CONFLICT OF INTEREST COIMHLINT LEASA</b>
	As per Section 1.18 of Circular Letter (CL) 0002/2019, the conflict of interest form was circulated electronically before the meeting to be signed by Board Members. An Cathaoirleach asked Board Members to declare any conflicts of interest before commencing the meeting.

07/2022/1	<p style="text-align: center;"><b>APOLOGIES AND CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b></p>
1.1	<p><b>Apologies/Leithscéalta:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Cathal Foley, Board Member</li> <li>• Ms Joan McCrohan, Board Member</li> <li>• Mr John O’Roarke, Board Member</li> <li>• Mr Joe Brennan, Board Member</li> <li>• Cllr. Marie Moloney, Board Member</li> <li>• Mr Niall Lucey, Board Member</li> <li>• Cllr. Niall O’Callaghan, Board Member</li> <li>• Ms Tara Donoghue, Board Member</li> <li>• Mr Tim Daly, Board Member</li> <li>• Ms Ann O’Dwyer, Director of Schools, Youth and Music (SYM)</li> <li>• Ms Betty Corkey, Head of Human Resources</li> <li>• Ms Maria Brennan, Director of Organisation Support and Development (OSD)</li> </ul>
1.2	<p><b>Condolences/Comhbhrón:</b></p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board:</p> <ul style="list-style-type: none"> <li>• To Mr Eamonn O’Reilly, North, East and West Kerry Development, on the death of his Mother, Ms Mary O’Reilly;</li> <li>• To the Chute family, on the death of Mr Richard Chute, former deputy principal of Tralee Community College;</li> <li>• To Mr Thomas Dillon, Youthreach, on the death of his Father, Mr Thomas Dillon;</li> <li>• To Mr Tony Noctor, Youthreach, on the death of his Brother-in-Law, Mr Padraig Doyle;</li> <li>• To Ms Assumpta Nolan, Head Office, and Ms Monica Dillane, Kerry College, on the death of their Aunt, Ms Maureen Savage;</li> <li>• To Ms Collette Corridan, Head Office, on the death of her Mother, and Ms Tracey Corridon, on the death of her Grandmother, Ms Eileen Corridon;</li> <li>• To Ms Brenda Kelly, Youth Development Office, on the death of her Uncle, Mr Danny O’Hagan;</li> <li>• To Mr Noel King, Community Education, on the death of his Mother, Ms Margaret King;</li> <li>• To Mr Padraig Houlihan, Kerry College, on the death of his Aunt, Ms Mary Ann Tweedle;</li> <li>• To Ms Caroline O’Sullivan, Kerry College, on the death of her Aunt, Ms Elizabeth Corridan.</li> </ul>

07/2022/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p><b>Congratulations/Comhghairdeas:</b> Congratulations were shared:</p> <ul style="list-style-type: none"> <li>• To the pupils in Two Mile Community National School on receiving the Science Foundation Ireland Award for Primary Science and Maths for the fifth consecutive year;</li> <li>• To Transition Year Students Ms Chloe O’Sullivan and Ms Victoria Angelova (Castleisland Community College) on their impressive donation to the Second Chance Charity Shop/Kerry Mental Health Association in Castleisland;</li> <li>• To the Castleisland Community College Senior Ladies Football Team on winning the Senior Munster School Football Championship in May 2022, and to their trainers and managers – Ms Anna Kerin, Ms Annie Potts and Ms Jacinta Buckley.</li> <li>• To Teacher, Ms Cáit McEllistrem (Castleisland Community College) following her involvement and local encouragement of the STEM Passport for Inclusion programme, a national project run collaboratively by Microsoft Dream Space and Maynooth University, and the 26 female students who took part in the programme.</li> <li>• To Transition Year Students (Castleisland Community College) Ms Shauna O’Keefe, Mr David Peskett, Ms Mary-Kate Culhane and Mr Pierce Flynn on winning the National Design Team Competition 2022, and their supervision, Mr Michael Mc Sweeney.</li> <li>• To Fifth-Year Students (Coláiste Gleann Lí) Ms Aisling O’Connell, Ms Michaela Duffy, Ms Rachael Jordan Banks, Mr Jamie O’Sullivan, Ms Emma McCluskey and Ms Caoimhe O’Gorman following receipt of their Gaisce Bronze Awards, and their Gaisce Leaders and Teachers, Ms Casey and Ms Collins.</li> <li>• To Transition Year Student (Coláiste na Sceilge) Ms Maddie Courtney on being offered an ensemble role in the Irish Youth Musical Theatre national production of Evita, The Musical.</li> <li>• To Gaelcholáiste Chiarraí on winning first prize in the Biology and Chemistry Category at the Hong Kong Global Youth and Technology Bowl 2022.</li> <li>• To Ms Angelika Kulesza (Listowel Youthreach) on winning the Project One Sky Competition.</li> <li>• To Killarney Youthreach for their collective efforts in securing the Pieta House Amber Flag.</li> </ul>

07/2022/3	<b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION</b> <b>MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH</b>
	<p>The minutes of the previous Board meeting held on June 14<sup>th</sup> 2022, were circulated to members in advance of the meeting.</p> <p>The minutes were adopted and signed at the meeting.</p> <p style="text-align: center;"><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Cllr. Michael Cahill</b></p>
07/2022/4	<b>Agenda</b> <b>Clár</b>
4.1	<p><b>Ukrainian Response Update</b></p> <p>Mr Colm Mc Evoy, CEO, and Mr Owen O'Donnell, Director of FET, provided a comprehensive update on the Kerry ETB Ukrainian Response, addressing the following:</p> <ul style="list-style-type: none"> <li>• The Ukrainian Response Lead Manager was appointed following the conclusion of a recruitment process throughout June 2022; this appointment completes the establishment of the ETB's collaborative, cross-pillar 'Ukrainian Response Unit.' The Kerry ETB Ukrainian Response Unit will work under the direction of the ETB's three directors to directly support Ukrainian people arriving locally.</li> <li>• On July 5<sup>th</sup> 2022, correspondence received from the Department of Education (DE) Assistant Secretary General TOR advised all ETBs that 'every group of 12 children enrolled in a summer activity funded by DCEDIY who are in need of ESOL tuition, up to 5 hours per week may be applied for from the local ESOL panel,' i.e. Kerry ETB's ESOL Tutor Pool in this context.</li> <li>• To meet the demands arising from summer activity, i.e. schools, FET and DCEDIY (Department of Children, Equality, Disability, Integration and Youth) funded programmes, Kerry ETB has extended the capacity of its ESOL Tutor Panel by c. 30 individuals. It was noted that recruitment to the Kerry ETB ESOL Tutor Pool would remain open in the coming weeks and months to meet the growing community demands.</li> <li>• c. 54 Ukrainian students have confirmed that they will transition to first year in September 2022/2023 (Kerry-based schools).</li> <li>• Kerry College of Further Education and Training (Kerry College) has reported an increase in enrolments, contributing same to the 'Ukrainian Hubs' that run weekly or fortnightly in towns throughout the county, including Caherciveen, Kenmare and Dingle.</li> <li>• To date, c. 97 Ukrainians have enrolled on FET courses, with c. 211 having either accepted a place/are in progress. Most of these learners have</li> </ul>

enrolled on the 'ESOL Technical Courses,' i.e. specialised courses designed to help Ukrainians learn the English terminology in crucial areas of employment like hospitality, childcare, IT, healthcare and culinary.

- Kerry College branded high-visibility jackets are being provided to the Ukrainian community to encourage safe travel for individuals using public roads to access education and training services.

In addition, the following statistical summary was presented to Members. Members were advised that the statistics provided were prepared in advance of the meeting (i.e. July 6<sup>th</sup> and 7<sup>th</sup> 2022) and may be subject to minor change.

Preschool Location	Preschools Enrolment Numbers
Tralee	16
Killorglin	6
<b>Total</b>	<b>22</b>

***Table 1: REALT Enrolments in Preschools***

School Location	Primary Enrolment Numbers	Post-Primary Enrolment Numbers
North Kerry	13	14
South Kerry	48	64
East Kerry	0	16
West Kerry	95	46
Killarney	137	43
Tralee	129	57
<b>Total</b>	<b>422</b>	<b>240</b>

***Table 2: REALT Enrolments in Kerry Schools***

Kerry ETB School	Enrolment Numbers
Two Mile Community National School (CNS)	4
Tahilla CNS	5
Scoil an Ghleanna	0
Castleisland Community College (CC)	0
Causeway Comprehensive School	2
Coláiste Gleann Lí	21
Coláiste na Ríochta	0
Coláiste na Sceilge	37
Killarney CC	27
Killorglin CC	21
<b>Total</b>	<b>117</b>

***Table 3: Ukrainian Enrolments in Kerry ETB Schools***

Location	ESOL Active Learners Total Numbers	ESOL Learners In Progress	Community Education Active Learner Numbers	Community Education Learners in Progress	Total Number of Hours Allocated
Caherciveen	336	10	64	1	416.25
Dingle	31	2	57	20	233
Kenmare	34	25	0	0	198
Killarney	229	57	0	0	468
Killorglin	64	53	0	0	326
Listowel	36	5	0	0	60
Tralee	353	16	0	0	436.25
Waterville	0	0	0	0	92
<b>Total</b>	<b>1,083</b>	<b>168</b>	<b>121</b>	<b>21</b>	<b>2,229.5</b>

***Table 4: FET Enrolment Figures***

Effective from July 7<sup>th</sup> 2022, Board Members were advised that Kerry ETB had engaged c. 2,385 people from the Ukrainian community across its REALT and FET provision.

In concluding the presentation, the Board was advised that some schools, primarily in Killarney and Tralee, are reporting potential capacity issues for September 2022 (see below for vacancies reported by schools).

School Name	Total Number of Vacancies
Killarney CC	15
St Brendan's College	10
St Brigid's Presentation Secondary	20
Carnegie Intermediate School	43
Killorglin CC	18
Scoil Phobail Sliabh Luachra	27
CBS The Green	0
Coláiste Gleann Lí	27
Mercy Mounthawk	0
Presentation Secondary	37

***Table 5: Vacancies Reported by Schools for September 2022***

Following the presentation, Cllr. Michael Cahill highlighted his concerns regarding the onward movement of Ukrainian and the impact this onward movement is having on already stretched community services.

In the discussion that followed, it was noted that Kerry ETB had flagged this issue with the Kerry County Council-led Community Response Forum in early May 2022. Kerry County Council has implemented a communication structure to alert local agencies/stakeholders of new arrivals and movements throughout the county. Board Members were advised that this structure had been operating effectively since its implementation.

	<p>The Board thanked all involved in this important work.</p> <p>Board Members were advised that the PDF copy of the presentation was available on the Kerry ETB Board Microsoft Teams.</p>																				
4.2	<p><b>Board Self-Assessment Evaluation Questionnaire (2021)</b> Opening the discussion, An Cathaoirleach addressed the results of the Board Self-Assessment Evaluation Questionnaire 2021.</p> <p>The Board completed the questionnaires throughout the latter months of 2021 in line with Section 4 of the Code of Practice for the Governance of Education and Training Boards (CL 0002/2019). Section 4 of the Code sets out that the Board should undertake an annual self-assessment of its performance and that of its subcommittees. Accordingly, in 2021, all Board Members and Section 44/45 Committee Secretaries received correspondence requesting the completion of the questionnaire.</p> <p>As circulated in advance of the meeting, the 2021 report indicated consistent good scores throughout the Board and its subcommittees. An overview of the Board's results was presented at the meeting as below. It was clarified that questions were scored between 1 to 5, <u>1 being satisfied</u> and 5 being dissatisfied.</p> <table border="1" data-bbox="405 1055 1474 1518"> <thead> <tr> <th>Categories</th> <th>Average 2021</th> </tr> </thead> <tbody> <tr> <td>Role of the Board</td> <td>1.26</td> </tr> <tr> <td>Oversight Agreement</td> <td>1.28</td> </tr> <tr> <td>Division of Responsibilities</td> <td>1.22</td> </tr> <tr> <td>Board Effectiveness</td> <td>1.44</td> </tr> <tr> <td>Code of Conduct and Conflict of Interests</td> <td>1.19</td> </tr> <tr> <td>Business and Financial Reporting</td> <td>1.17</td> </tr> <tr> <td>Risk Management, Internal Control Audit and Risk</td> <td>1.41</td> </tr> <tr> <td>Performance Evaluation</td> <td>1.28</td> </tr> <tr> <td>Boards relationship with Management</td> <td>1.22</td> </tr> </tbody> </table> <p><i><b>Table 6: Board Self Assessment Evaluation Results Summary 2021</b></i></p> <p>An Cathaoirleach reminded Members that the periodic self-assessment is a constructive means through which the Board evaluates its performance and determines areas that may need attention. He encouraged further feedback on the performance evaluation results, particularly where Members had any recommendations for improvement.</p> <p>All Board Members noted the positive report and thanked the Executive for coordinating the process.</p> <p>In concluding the discussion, Board members were advised that a third party would carry out the 2022 self-assessment evaluation process after the summer months – in line with provisions of CL 0002/2019.</p>	Categories	Average 2021	Role of the Board	1.26	Oversight Agreement	1.28	Division of Responsibilities	1.22	Board Effectiveness	1.44	Code of Conduct and Conflict of Interests	1.19	Business and Financial Reporting	1.17	Risk Management, Internal Control Audit and Risk	1.41	Performance Evaluation	1.28	Boards relationship with Management	1.22
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	<p>All noted this update.</p> <p>Board Members were advised that the PDF copy of the report was available on the Kerry ETB Board Microsoft Teams.</p>
<p><b>4.3</b></p>	<p><b>Capital and Buildings Update</b></p> <p>As per the circulated agenda, Mr Pdraig O’Sullivan, Buildings Officer, addressed the following updates with the Board:</p> <ul style="list-style-type: none"> <li>• Addendum to CNS Leases</li> <li>• Gaelcholáiste Chiarraí Nua School Build Project</li> <li>• FET Accommodation in Killarney - Kerry College Killarney Admissions Office</li> <li>• Head Office Accommodation</li> <li>• Lands Adjacent to Tralee Regional Sports and Leisure Centre Company Limited by Guarantee (CLG)</li> <li>• Lands and Leases: <ul style="list-style-type: none"> <li>○ Lease Update: The Butler Centre, Listowel</li> <li>○ Lease Update/Approval: Expressions of Interest for Tralee Properties</li> <li>○ Lease Approval: Unit 1, Liber House, Monavalley</li> <li>○ Lease Approval: Unit 1A, Liber House, Monavalley</li> <li>○ Licence Agreement Approval: Orchard House Limited (<i>Added to Agenda on July 11th 2022</i>)</li> <li>○ Nominations to the Management Pitch Management Committee as per the provision of the Licence Agreement between Kerry ETB and Kerry County Board GAA</li> </ul> </li> </ul> <p><u>Addendum to CNS Leases</u></p> <p>At a meeting between Kerry ETB and the Dioceses and in Kerry Diocesan Offices, on June 3<sup>rd</sup>, 2022, Kerry ETB was requested to amend the current CNS leases to include an addendum regarding the use of these school premises (Two Mile CNS, Scoil an Ghleanna and Tahilla CNS) for sacramental preparation outside of school hours.</p> <p>Upon this request, a review of the leases was completed by the CCT Department. This review confirmed that all three leases included the following provision:</p> <p style="text-align: center;"><i>"to allow the School to be used, during non-school hours for community purposes where members of the local parishes, or groups within the local parishes, request the use of the School (subject to the consent of the Board of the Lessee, which said consent shall not be unreasonably be withheld and subject to reasonable stipulations as the said board might attach to such consent)."</i></p>



On July 4<sup>th</sup> 2022, Ms Aileen O'Connor, Head of CCT, communicated this provision to Mr Shane O'Donoghue, St. Brendan's Trust, seeking confirmation that the trust was satisfied with the wording in the leases or whether the trust's preference was to amend the leases to reference 'sacramental preparation' specifically.

The Head of CCT advised the Board that no response had been received from St. Brendan's Trust to date. She further advised that an update would be provided in due course.

Members thanked the Head of CCT for this update.

#### Gaelcholáiste Chiarraí Nua School Build Project



*Gaelcholáiste Chiarraí Nua Drone Image - June 26th 2022*

The Buildings Officer provided the following project update:

- Roof installation works are well underway (attention was drawn to the drone image above).
- At the June 19<sup>th</sup>, 2022, site meeting with the Design Team (Oppermann Associates) and the main contractor (Vision Contracting Limited (VCL)), VCL outlined that it remains c. 12 weeks behind the original programme but anticipates the completion date to be December 22<sup>nd</sup>, 2022.
- On June 27<sup>th</sup>, 2022, Kerry ETB received a 'Change Order' request from the Design Team Lead. The change order relates to additional mechanical installation costs associated with the 'Energy Conservation and Electrical Building Services Design Note 2020.' The cost referenced was €75,236.08, excluding VAT. It was noted that Kerry ETB had submitted the change order to the DE for approval. The DE has advised of approval in principle, pending receipt of the updated drawings from the ETB. In this regard, the Buildings Officer is following up accordingly
- Kerry ETB continues to await approval from the DE to proceed with the 'Burden Sharing Principle' proposal, i.e. split costs (50%) associated with the inflationary material/input cost increases since the project commenced (report issued to DE on April 22<sup>nd</sup> 2022).
- The procurement of furniture and equipment for the fit-out of the school is ongoing between the CCT Department and the school's management.

In addition to the above updates, the Board was advised of an advertisement posted to local auctioneer Ger Carmody's website of land for sale adjacent to the Gaelcholaiste Chiarraí Nua site at a reserve sale price of €450,000. The total c. 2 acres of land comprise Folios KY 27355 and KY 23750 (outlined in blue on the below map; highlighted in pink is the land owned by Kerry ETB, and in blue is the land for sale).



**Lands for sale adjacent to Gaelcholaiste Chiarraí Nua**

Following discussion, the Board agreed that this matter should be discussed with the DE.

**Proposed: Cllr. Norma Moriarty**

**Seconded: Cllr. Deirdre Ferris**

**FET Accommodation in Killarney - Kerry College Killarney Admissions Office**

The Head of CCT and Director of FET addressed with the Board a delay in handover with respect to the Kerry College Killarney Admissions Office. This delay is primarily due to water ingress from the pedestrian walkway serving the apartments above Kerry ETB's ground floor unit. Kerry ETB's appointed contractors withdrew from the site during the first week of June as the programme of works continued to be interrupted by this water ingress. In this regard, remedial works were undertaken by the Landlord (completed on June 14<sup>th</sup> 2022).

Kerry ETB's solicitors have been engaging with the Landlord in relation to this matter (correspondence sent on April 7<sup>th</sup> and June 27<sup>th</sup> 2022). In his letter of

June 27<sup>th</sup> 2022, Murphy Ramsey Walsh (MRW) solicitors addressed the remedial works with the Landlord and sought assurances of the completed work quality. Presently, Kerry ETB is liaising with the contractors regarding a potential return to the site.

Board Members were advised that the contractor has completed a large proportion of the building works. Flooring and fitted joinery remain to be completed.

It was noted that a further update would be provided at the September 2022 Board meeting.

#### Head Office Accommodation

The Board was advised of a draft proposal under consideration to lease hard-standing lands adjacent to head office. In addressing this proposal, the Buildings Officer noted that the growing number of staff in head office has led to a significant strain on the availability of storage and car parking space; this issue has become more notable since the Primary Care Centre opened in the building in 2021.

This proposal would involve locating some storage containers previously purchased for schools and centres during COVID-19 on this site, essentially re-purposing these containers to meet head office storage needs.

Members were advised that engagements with the landowner remain at the preliminary stage.

It was noted that a further update would be provided at the September 2022 Board meeting.

#### Lands Adjacent to Tralee Regional Sports and Leisure Centre CLG

Further to the June Board meeting, the ETB commissioned an independent site evaluation of the lands for sale adjacent to Tralee Regional Sports and Leisure Centre CLG (Folio KY 9655F – 0.57 acres). The valuation report, as conducted by Walsh O’Sullivan Auctioneers, valued the lands at €56,000 (the advertised sale price was c. €135,000).

Following discussion, Board approval was agreed to submit the valuation to the DE for consideration.

**Proposed: Cllr. Terry O’Brien**  
**Seconded: Cllr. Deirdre Ferris**

It was noted that a further update would be provided at the September 2022 Board meeting.

Lease Update: The Butler Centre, Listowel

As agreed at the June 12<sup>th</sup> 2022, Board meeting, members were advised of the request from the Landlord for the ETB to agree to remove the current “5-year” break clause” in the lease.

In addressing same at the June 12<sup>th</sup> Board meeting, it was agreed to request MRW solicitors to engage with the Landlord’s legal agents regarding the ETB’s rights for renewal/scope for extension after the current lease period (ten years, i.e., January 1<sup>st</sup>, 2029). At the meeting, the Director of FET explained that the FET service delivery in Listowel would require the building for the entire lease period and possibly beyond, given difficulties securing the FET accommodation in the town.

In this regard, the Board members were advised that the Landlord agreed to include an option to renew the lease for an additional five years further to its expiry, i.e. at the end of the ten years.

In preparing for the meeting, a deed of variation has been drafted by MRW Solicitors to address these proposed changes to the lease should the Board be agreeable to same, i.e. the removal from the lease the five-year break option and the inclusion of a clause to allow for the option to extend the lease for a further five years following the current lease expiry date.

In addressing same, the Board agreed the following:

1. Remove from the lease the five-year break option (in favour of Kerry ETB).
2. Include a clause to allow for the option to extend the lease for a further five years following the current lease expiry (should this be required at the time).
3. Proceed with the deed of variation as per 1 and 2 above.

**Proposed: Ms Maria O’Gorman**  
**Seconded: Cllr. Aoife Thornton**

The Board was advised that the lease matters are subject to approval by the Department.

Lease Update/Approval: Expressions of Interest for Tralee Properties

On June 30<sup>th</sup> 2022, Kerry ETB sought expressions of interest (EOI) from Tralee-based properties for leased accommodation via an advertisement in the Kerry’s Eye newspaper. This need for additional classrooms and offices is primarily to accommodate the increase in staff and student/learner enrolments in responding to the Ukrainian crisis. The Board was advised that only one of the EOIs submitted met the ETB’s specifications: Unit 1, Liber House, Monavalley (as submitted by Liber House Developments on July 1<sup>st</sup> 2022).

Further to a review of the submission, the CCT Department and Director of FET established that the proposed lease could provide interim fit-for-purpose accommodation for the organisation’s new Ukrainian Response Unit, ABE and

additional space for Youthreach and administrative staff; all of whom are currently located in other rented accommodation. The Board noted costs of up to c. €300,000 to fit out a new unit/space elsewhere to similar specifications at Unit 1, Liber House.

At the Board meeting, with particular reference to Tralee Youthreach, the Director of FET outlined his plans to move the Youthreach provision to the current Gaelcholáiste Charraí building (Moyderwell, Tralee) when vacated (in 2023); thus providing the basis for this proposed two years lease term.

Board approval was sought for the lease of Unit 1, Liber House, Monavalley, per the terms below.

<b>Unit 1, Liber House, Monavalley</b>	
<b>Justification:</b>	<ul style="list-style-type: none"> <li>Accommodate the increase in staff and enrolments following Kerry ETB response to the Ukrainian crisis.</li> <li>Accommodation for ABE, additional space for Youthreach and administrative staff</li> </ul>
<b>Rental:</b>	€75,408 (VAT not applicable) plus an annual service charge of €4,713
<b>Area:</b>	c. 4,713 square feet
<b>Term:</b>	2 Years: August 1st 2022 – July 31st 2024

The Board approved the lease as per the terms presented.

**Proposed: Ms Maria O’Gorman**  
**Seconded: Cllr. Norma Moriarty**

The Board was advised that the lease is subject to approval by the Department.

In the discussion that followed, the Board expressed concern about the apparent lack of progress made by the Departments to address the need for a permanent ETB head office solution. As previously advised, some options for a permanent solution have been communicated to the Departments (see CEO meeting reports for updates re progress in addressing this matter). The current head office lease will expire in 2027.

Following some discussion, the Board unanimously agreed to seek a meeting with the respective Ministers to address these matters further. The CEO took note to follow up in relation to same.

Lease Approval: Unit 1A, Liber House, Monavalley

At the February 2022 Board meeting, the Board approved the lease for Unit 1A, Liber House, Tralee, to accommodate Tralee Youthreach (FET lease) as per the following terms:

Rent:	€106,192 (€16 per sq. ft.)(VAT not applicable)
Service charge:	€6,637 per annum (€1 per sq. ft.)
Area:	6,637 sq. ft.
Term:	Two Years (1 <sup>st</sup> March 2022 – 28 <sup>th</sup> February 2024).

***Extract from February 22nd 2022, ETB Board Meeting Minutes***

On June 29<sup>th</sup> 2022, Kerry ETB received correspondence from DFHERIS Higher Executive Officer, Mr Finbarr Lane, confirming sanction for the lease. The Board noted receipt of same.

**Licence Agreement Approval: Orchard House Limited (Added July 11<sup>th</sup> 2022)**

Following Board approval at the June 2022 meeting, it was noted that Kerry ETB intends to enter into a lease agreement with Orchard House Limited to provide a preschool at Two Mile CNS (ten-year lease effective from September 2022) – subject to DE approval. In this regard, Kerry ETB intends to lease a section of the school site (c. 90 square meters) to Orchard House Limited for the prefab. It was clarified that the prefab would be Orchard House Limited's property, not Kerry ETB.

The Board was advised that due to some delays in the planning process, it will not be possible to meet the original project deadline of having the prefab installed by September 2022. Consequently, the school management is arranging to temporarily accommodate the preschool service in the school building until the end of October 2022. In making the decision to accommodate the preschool in the school building for this short time, the school management was very conscious of the local community's need for same, i.e. to meet the local expectation that this service will be available from September 2022.

In addressing this interim measure, Board approval was sought for the ETB to enter into a license agreement with Orchard House Limited to use a room in the school building until October 28<sup>th</sup> 2022. It was noted that the Orchard House Limited's prefab might be ready in advance of October 28<sup>th</sup> 2022, to accommodate the preschool service.

Board approval was sought for the licence agreement as per the following terms:

<b>Orchard House Limited – License Agreement</b>	
<b>Justification:</b>	Interim measure to accommodate the preschool service in the school building until the end of October 2022
<b>Rental:</b>	€50 per week (comprising €30 rental and €20 light and heat Heat)
<b>Area:</b>	86 metres squared (one classroom)
<b>Term:</b>	August 1 <sup>st</sup> – October 28 <sup>th</sup> 2022

The Board approved the above, as per the terms presented.

**Proposed: Cllr. Johnnie Wall**

**Seconded: Cllr. Jim Finucane**

In concluding the discussion, the importance of continued effective and clear communications to the local community and stakeholders re this matter by the schools' management and board of management was highlighted.

Nominations to the Management Pitch Management Committee as per the provision of the Licence Agreement between Kerry ETB and Kerry County Board GAA

Since 2014, Kerry ETB has had a 21-year licence agreement with the Kerry County Board to use the GAA pitch at Tralee Regional Sports and Leisure Complex CLG. Stipulated in this agreement is the need to establish a Pitch Management Committee to 'administer the facility, to review the implementation of the within agreement terms and to monitor further development and liaison between the licensor and the licensee.' The committee should consist of 7 nominees from Kerry ETB (4) and the Kerry County Board (3).

Board approval was sought to appoint the following Kerry ETB nominees to the Pitch Management Committee under the provisions of the licence agreement:

- Ms Aileen O' Connor, Head of CCT Department (Chairperson)
- Mr Stephen Goulding, Principal, Kerry College Clash Campus
- Mr Liam McGill, Principal, Coláiste Gleann Lí
- Mr Conall O' Cruadhlaich, Gaelcholáiste Chiarraí

The Board approved the nominees as named above.

**Proposed: Ms Maria O'Gorman**  
**Seconded: Cllr Johnnie Wall**

The Board noted receipt of correspondence on May 3<sup>rd</sup> 2022, from Tralee Parnells Hurling and Camogie Club regarding its proposed nominations to the committee.

The importance of keeping the Tralee Regional Sports and Leisure Centre Manager updated on all pitch-related matters following each committee meeting was noted.

Leases: Seanchaí Centre and 58 Church Street, Listowel - FET Programmes

As advised previously, Kerry ETB submitted a capital application to significantly refurbish Unit 1, Listowel Business Development Centre, earlier in the year. This building was purchased by Kerry ETB primarily to accommodate the FET provision currently co-located in Kerry ETB's post-primary school, Colaiste na Ríochta.

Given the recent increase in the school's enrolments and the requirement for additional space to accommodate same, the Director of FET advised the Board of his decision to move the aforementioned FET provision to the new Unit 1 building, effective from September 2022. Some minor building works would be required to have the building fitted out for the September learner intake.

	<p>Consequently, the Board was advised that this decision has negated the need to proceed with the leases for the Seanchaí Centre and 58 Church Street, Listowel, as were approved at the June 2022 Board meeting. This decision will generate a reduction in expenditure of c. €42,000.</p> <p>This decision was noted, and the Board welcomed this progress with Unit 1.</p> <p>At the conclusion of the Capital and Buildings update, An Cathaoirleach thanked the CCT Department for the comprehensive update noting the progress made across several projects.</p> <p>Board Members were advised that the PDF copy of the presentation was available on the Kerry ETB Board Microsoft Teams.</p>
4.4	<p><b>Finance Update</b></p> <p>As per the circulated agenda, Mr Tommy Conroy, Head of Finance, addressed the following updates with the Board:</p> <ul style="list-style-type: none"> <li>• Head Office Service Charges</li> <li>• Insurance RED Dividend Correspondence</li> <li>• Audit of the Annual Financial Statements 2020 and 2021</li> </ul> <p><u>Head Office Service Charges</u></p> <p>The Head of Finance advised that engagements with the Landlord’s legal agents, Valley Healthcare, regarding the head office service charges remain ongoing. To date, the Landlord has provided no backup documentation to clarify how the proposed €2.50 service charge has been calculated.</p> <p>The Head of Finance advised of the Landlord’s assertion that the service charge was agreed as part of the recent rent review process. In addressing this matter, clarification communication from Ger Carmody Auctioneers (auctioneer who conducted the rent review) was issued to the Landlord on June 27<sup>th</sup> 2022, setting out the following:</p> <p style="text-align: center;"><i>“I can confirm the only matter we engaged with Savills on was the revision of rent as per the rent review clause in the lease. At no time did we or Savills discuss the Service Charge, Insurance or oil costs as clearly these are unrelated to the rent”.</i></p> <p>Kerry ETB awaits a response from the Landlord’s legal agents.</p> <p>In the discussion that followed regarding head office generally, concerns were again raised regarding the absence of a management company structure in the building (previously raised at the June 2022 Board meeting). It was noted that establishing a management committee/company for an integrated building like Centrepont was the ETB’s preference.</p> <p>The Board unanimously agreed to issue a letter to the Landlord to propose the establishment of a management committee/company for the building complex.</p>



	<p><b><u>Insurance RED Dividend Correspondence</u></b> The Head of Finance advised to Board that the correspondence regarding the Insurance RED Dividend was issued to DE Principal Officer, TM, on June 21<sup>st</sup> 2022 (action identified by the Board at June 2022 Board meeting).</p> <p>A further update will be provided to the Board in due course.</p> <p><b><u>Audit of the Annual Financial Statements 2020 and 2021</u></b> The Head of Finance briefed the Board on the status of both audits, Annual Financial Statements (AFS) 2020 and 2021. The closing meeting for the AFS 2020 audit is scheduled for July 22<sup>nd</sup> 2022.</p> <p>The Board noted all updates and shared their thanks to the Head of Finance.</p> <p>Board Members were advised that the PDF copy of the presentation was available on the Kerry ETB Board Microsoft Teams.</p>
4.5	<p><b><u>Director of Schools, Youth and Music Update</u></b> <b><u>Official Opening Scoil an Ghleanna</u></b> The CEO advised the Board of an invitation sent from his office on June 30<sup>th</sup>, 2022, to the Minister for Education, Ms Norma Foley TD, to perform the official opening of Kerry ETB CNS – Scoil an Ghleanna Scoil Náisiunta Phobail. Members were asked to provisionally add Friday, October 28<sup>th</sup>, 2022, to the diaries.</p> <p>A further update will be provided following receipt of correspondence from the Minister’s Office.</p> <p>The Board noted this update.</p>
4.6	<p><b><u>Director of FET Update</u></b> <b><u>Hairdressing Provision</u></b> The Director of FET provided a comprehensive update concerning hairdressing provision in Kerry College, which addressed the structure of the traineeship compared to the apprenticeship and the current insufficient demand for a hairdressing apprenticeship in Kerry (as evidenced by a recent scoping exercise).</p> <p>The Board thanked the Director of FET for his update.</p> <p>Board Members were advised that the PDF copy of the presentation was available on the Kerry ETB Board Microsoft Teams.</p> <p><b><u>Irish Language Courses for Adults</u></b> Agenda item deferred to September 2022 Board meeting.</p>

4.7	<p><b>Agency Staff Expenditure</b> Agenda item deferred to September 2022 Board meeting.</p>
4.8	<p><b>CEO Update</b> As per the circulated agenda, the CEO addressed the following updates with the Board:</p> <ul style="list-style-type: none"> <li>• Tralee Community Training Centre (CTC)</li> <li>• Tech Amergin FET Centre</li> <li>• Mid-Year Board Attendance</li> <li>• Kerry ETB Branding Development</li> <li>• Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013</li> <li>• Over the Water Sports Centre CLG</li> <li>• Strategic Priorities Quarters 3 and 4</li> </ul> <p><u>Tralee CTC</u> As per the <i>CEO's Board Report June 2022</i>, Kerry ETB wrote to SOLAS on April 1<sup>st</sup> 2022, to advise of its preference to integrate Tralee CTC provision into Kerry ETB, i.e. move to direct delivery. A meeting with SOLAS and the DFHERIS subsequently took place on June 2<sup>nd</sup> 2022, at which the ETB's proposal was discussed in further detail. At that time, the Department indicated that it would consider matters further.</p> <p>On June 24<sup>th</sup> 2022, correspondence was received from the Tralee CTC Board Chairperson addressing the apparent lack of progress re the 'proposed amalgamation of the CTC' into Kerry ETB's direct provision. Kerry ETB's CEO and Directors of FET and OSD met with the Board of the Tralee CTC on July 6<sup>th</sup> 2022, to discuss these concerns and to explore the available options. Following this meeting, the decision was made to appoint a new manager to the centre.</p> <p>The Board were advised that ETB continues to engage with the Tralee CTC Board and staff on all such matters.</p> <p>In concluding the discussion, the CEO and Director of FET reiterated to Board Members Kerry ETB's commitment to ensuring the need/demand for skills training at Levels 3 and 4 for early school leavers continues to be met in Kerry, with potential for expansion and growth into the future.</p> <p>A further update will be provided at the September 2022 Board meeting.</p> <p><u>Tech Amergin FET Centre</u> The CEO advised Board Members of a recent meeting in the Tech Amergin FET Centre with local community members at which the centre's arts and performance programme was discussed. The new Centre Manager, Ms Marion O'Neill, the Director FET and Cllr. Norma Moriarty was also in attendance.</p>

At the meeting, the CEO advised the local community members that correspondence was sent to the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media on April 25<sup>th</sup> 2022, addressing Kerry ETB's commitment to the continuation of the programme beyond the date of expiry in November 2023 (the 15-year indenture agreement was executed in 2008). An extract from that letter read as follows:

*'The term of this indenture expires on November 4<sup>th</sup> 2023. The purpose of this letter is to advise you that Kerry ETB, in the spirit of the 2008 indenture will continue to encourage, develop, foster, and stimulate public interest in all aspects of Arts and in general social, economic, and cultural affairs at Tech Amergin beyond the end of the indenture.'*

In discussing plans for the programmes, the CEO advised the local community members that an expression of interest for a staff member to support the programme's future provision has been issued to all ETB staff. Relatedly, at the meeting, it was agreed that the Autumn programme would commence effective from October 1<sup>st</sup> 2022, with an official launch taking place early in the month.

In concluding the discussion, Board Members' agreed to the following statement of support for the continuation of the Performing Arts Programme in Tech Amergin:

*The meeting recognises the need to recommence a regular, twice-monthly programme of professional-level performing arts (musical, theatrical, literary, comedic etc.) as well as visual art exhibitions (visual arts, photography, sculpture, architecture etc.) to Tech Amergin.*

*The meeting also recognises the importance of the Irish language's appropriate place in this and other programmes. Kerry Education and Training Board will ensure that the events programme will commence presentation no later than October 1<sup>st</sup>, 2022 and continue through 2023 and into the future.*

**Proposed: Cllr. Fionnán Fitzgerald**  
**Seconded: Cllr. Terry O'Brien**

A letter will issue in respect of same.

Cllr. Norma Moriarty thanked the CEO and Director of FET for their ongoing support of the arts programme and the Tech Amergin FET Centre. She welcomed Members to visit the centre, proposing to hold the September 2022 Board meeting in the centre.

The Board agreed to hold the September 2022 Board meeting in Tech Amergin FET Centre.

**Proposed: Cllr. Michael Cahill**  
**Seconded: Cllr. Jim Finucane**

The approved annual Board meeting schedule will be updated to reflect this change.

Kerry ETB Branding Development

Member's noted receipt of the provisional 'Project Cost of Kerry ETB Branding Rollout' report, which estimates how much it will cost the organisation to rebrand. As the ETB is currently engaging with a local designer to incorporate Members' previous feedback, it was noted that time would be set aside at the September 2022 Board meeting to discuss same further.

Board Members noted this update.

Over the Water Sports Centre CLG

As agreed previously, the CEO engaged with the Kerry County Council and South Kerry Development Partnership Limited CEOs regarding the Over the Water Sports Centre CLG.

It was noted that a further update would be provided at the September 2022 Board meeting.

The Board thanked the CEO for his update.

Board Members were advised that the PDF copy of the presentation was available on the Kerry ETB Board Microsoft Teams.

4.9

**Section 44 Committee Minutes – for approval**

Minutes of the following Section 44 Committee Minutes, as circulated to Members in advance of the meeting, were approved by the Board:

Section 44 Committee	Date Meeting Minutes	Board Member in Attendance
Two Mile Community National School	April 25 <sup>th</sup> 2022	n/a
Tahilla Community National School	April 26 <sup>th</sup> 2022	n/a
Castleisland Community College	March 31 <sup>st</sup> 2022	Fionnán and Tim
Coláiste na Ríochta	March 28 <sup>th</sup> 2022 May 23 <sup>rd</sup> 2022	Celia Maria, Celia
Coláiste na Sceilge	June 22 <sup>nd</sup> 2021 June 28 <sup>th</sup> 2021 November 23 <sup>rd</sup> 2011 December 15 <sup>th</sup> 2021 February 9 <sup>th</sup> 2022	Norma, Joan Norma Joan Norma, Joan Norma, Joan
Gaelcholáiste Chiarraí	February 16 <sup>th</sup> 2022	Fionnán
Music Generation Committee	March 9 <sup>th</sup> 2022	Deirdre, Niall, Tara
Kerry College of Further Education and Training	May 3 <sup>rd</sup> 2022	Jim

**Proposed: Cllr. Michael Cahill**

**Seconded: Ms Maria O’Gorman**

4.10

**Section 44 Committee – Appointments and Vacancies**

The Board approved the following appointments to the Section 44 Committee for Capital and Buildings:

<b>Kerry ETB Section 44 Capital and Buildings</b>	
<b>ETB Board Members</b>	Ms Maria O’Gorman
	Cllr. Norma Moriarty
	Cllr. Jim Finucane
	Cllr Aoife Thornton

**Proposed: Cllr. Michael Cahill**

**Seconded: Cllr. Deirdre Ferris**

It was proposed and agreed that Cllr. Norma Moriarty would serve as the committee’s chairperson.

**Proposed: Cllr. Michael Cahill**

**Seconded: Cllr. Terry O’Brien**

	<p>To allow sufficient time to prepare for meetings of the Capital and Buildings Committee, Cllr. Aoife Thornton stated that she wished to resign from the Section 45 Finance Committee. Thanks were shared to Cllr. Thornton, for the time served on the Finance Committee.</p>
<p><b>4.11</b></p>	<p><b>ETBI Invoice Annual Subscription 2022</b>  The Board noted receipt of the 2022 Annual Subscription to ETBI, which amounts to €42,700 (as circulated with the agenda).</p> <p>In 2021, Kerry ETB contributed €85,104 to ETBI. In addition to the annual subscription (2021), Kerry ETB also was requested to make contributions to the following initiatives:</p> <ul style="list-style-type: none"> <li>• ICT Support Officer (€10,000)</li> <li>• Primary Schools support (€5,000)</li> <li>• Educational Policy and Development Officer (€5,000)</li> <li>• Communication Strategy Implementation (€10,000)</li> <li>• Data Analytics Project (€6,250)</li> </ul> <p>The Board noted this update.</p>
<p><b>4.12</b></p>	<p><b>Notice: ETBI Annual General Meeting (2022) September 21st, 2022</b>  On June 27th, 2022, Kerry ETB received a save-the-date from the ETBI Secretary General in relation to this year’s ETBI Annual General Meeting (AGM); the AGM is taking place on September 21<sup>st</sup>, 2022, at 12:30 pm, at a location that has yet to be confirmed. It will also be remotely facilitated.</p> <p>As the ETBI constitution allows for the provision of five-voting delegates to attend the AGM, the decision to appoint delegates was put to the Board, with the Board appointing the following:</p> <ol style="list-style-type: none"> <li>1. Maria O’Gorman</li> <li>2. Cllr. Deirdre Ferris</li> <li>3. Cllr. Johnnie Wall</li> <li>4. Cllr. Norma Moriarty</li> <li>5. Cllr. Jim Finucane</li> </ol> <p style="text-align: center;"><b>Proposed: Cllr. Fionnán Fitzgerald</b>  <b>Seconded: Cllr. Terry O’Brien</b></p> <p>It was noted that these five delegates would also attend this year’s ETBI Conference, which is expected to take place the following week, i.e. week commencing September 26<sup>th</sup> 2022,</p> <p>Members were advised that further information would issue from ETBI in due course.</p>

4.13	<p><b>Kerry ETB's Nomination to the ETBI Reserve Members Forum</b></p> <p>The Board was advised that since 2019, Cllr. Jim Finucane, An Cathaoirleach, has served as the Kerry ETB representative on the Reserve Members Forum, with his current term due to expire after the Annual General Meeting in September 2022. Correspondence received from ETBI General Secretary on June 20<sup>th</sup>, 2022, requested that this matter be brought to the next ETB Board meeting (July 12<sup>th</sup>, 2022).</p> <p>The Constitution and Standing Orders of ETBI, Section 10, The Reserve Members Forum, states that an ETB can nominate a Board Member to the Reserve Members Forum for two or three years.</p> <p>Following consideration, it was agreed to re-nominate Cllr. Jim Finucane for two years, which would align with the remaining term of the ETB Board, i.e., to align with the next local election in June 2024.</p> <p style="text-align: center;"><b>Proposed: Cllr. Johnnie Wall</b> <b>Seconded: Cllr. Terry O'Brien</b></p>
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07/2022/5	<b>MEMBERS' BUSINESS</b> <b>GNÓ NA gCOMHALTAÍ</b>
	<p><b>Members' Business</b></p> <p><u>Kerry ETB Head Office Boardroom Table</u></p> <p>Board Member Ms Maria O'Gorman shared her compliments to Teacher, Mr Joe Kelly, Kerry College, and his student, Mr Stanislav Goreanschi, for the work put into designing and crafting the new Kerry ETB Head Office boardroom table.</p> <p>The new boardroom table will be in place for September 2022. It was agreed to invite Mr Kelly and Mr Goreanschi to a future Board meeting to acknowledge their work and convey the Board's thanks.</p>

07/2022/6	<p style="text-align: center;"><b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b></p>
	<p><b>Next Kerry ETB Board Meeting:</b> The date for a Board meeting in September was noted:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p><b>Date: September 27<sup>th</sup>, 2022</b>  <b>Time: 4:15 pm</b>  <b>Location: Kerry ETB Boardroom, Centrepoint, Tralee, Co. Kerry</b></p> </div>

Signed/Sínithe: \_\_\_\_\_ Date/Dáta: \_\_\_\_\_