

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

Date and Time:	Tuesday, February 28, 2023, at 04:00 pm (earlier start time)
Location:	Kerry ETB Head Office Boardroom, Centrepont, Tralee, County Kerry/via videoconference
Chairperson:	Cllr. Jim Finucane
Secretary:	Mr Colm McEvoy, Chief Executive Officer (CEO)
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Aoife Thornton (VC) • Ms Celia O'Shea • Cllr. Deirdre Ferris • Cllr. Fionnán Fitzgerald (VC) • Cllr. Jim Finucane • Cllr. Johnnie Wall • Mr Joseph Brennan (VC) • Cllr. Michael Cahill (VC) • Mr Niall Lucey • Cllr. Niall O'Callaghan • Cllr. Norma Moriarty • Ms Tara Donoghue • Cllr. Terry O'Brien • Mr Tim Daly • Mr Zaid Kassoob (VC)
Attendance (Executive Members):	<ul style="list-style-type: none"> • Mr Colm McEvoy, CEO • Ms Ann O'Dwyer, Director of Schools, Youth and Music (SY&M) • Ms Maria Brennan, Director of Organisation Support and Development (OS&D) • Mr Owen O'Donnell, Director of Further Education and Training (FET) • Ms Aileen O'Connor, Head of Corporate, Capital and Technology (CCT) • Ms Betty Corkey, Head of Human Resources (HR) • Mr Tommy Conroy, Head of Finance • Mr Padraig O'Sullivan, Buildings Officer • Ms Trisha Tierney, Executive Support
Apologies:	<ul style="list-style-type: none"> • Cllr. Cathal Foley, Board Member • Ms Joan McCrohan, Board Member • Mr John O'Roarke, Board Member • Ms Maria O'Gorman, Board Member • Cllr. Marie Moloney, Board Member • Cllr. Maura Healy-Rae, Board Member

02/2023/0	Conflict of Interest Coimhlint Leasa
	<p>As per Section 1.18 of Circular Letter (CL) 0002/2019, a conflict of interest form was circulated electronically before the meeting to each Board Member for signing. In addition, An Cathaoirleach asked Board Members to declare any conflicts of interest before commencing the meeting.</p> <p>Board Member Cllr. Deirdre Ferris raised a potential or a perceived conflict in relation to her membership on the Board of the Tralee Community Training Centre. An Cathaoirleach noted receipt of same.</p>

02/2023/1	Condolences Comhbhrón
	<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 Andrew Finnegan, Killorglin Community College, on the death of his uncle, Mr Martin Gleeson • Ms Eimear O'Mahony, BTEI and Community Education, on the death of her grandmother, Ms Bridget O'Grady • Ms Sharon Ní Chonchúir, Dingle FET Centre, on the death of her brother-in-law, Mr Stephen Smallwood • Mr Christopher Foley, Kerry College, on the death of his aunt, Ms Frances Dorrian • Ms Claire O'Shea, Kerry College, on the death of her uncle, Mr Dan O'Shea • Mr Eoin McKenna, Kerry College, on the death of his brother-in-law, Mr Pat O'Connor • Ms Mary Galvin, Kerry College, on the death of her uncle, Mr Gerard Murphy • Ms Noranne Enright, Kerry College, on the death of her aunt, Ms Peggy Walsh • Ms Karen O'Sullivan, Kerry College, on the death of her grandfather, Mr Patrick O'Sullivan • Mr Ed O'Connor, Head Office, on the death of his mother, Ms Philomena O'Connor

02/2023/2	Congratulations Comhghairdeas
	<p>Congratulations/Comhghairdeas An Cathaoirleach Cllr. Jim Finucane shared congratulations to:</p> <ul style="list-style-type: none"> • To the staff and students in Killorglin Community College for winning the Languages Connect #Think Languages Social Media Competition 2022 • To the community development group in Kerry College's Listowel Campus following their awareness and fund-raising coffee morning in aid of St Vincent de Paul in early February 2023 • To Kerry College apprentice Mr Adam Nagy, on winning overall category winner for 'Best Hygiene Practices' and a silver medal in the 'National Chef Apprenticeship Skills' at the Irish Culinary Championships at CATEX 2023 • To the Director of OS&D, Head of CCT and the CCT team on the practical completion and handover of Listellick National School on February 16, 2023 <p>In addition, the Board congratulated the CEO, Directors and An Cathaoirleach following their recent interviews with Radio Kerry on February 27, 2023. The interviews were organised by Events and PR Officer Ms Lisa O'Flaherty to mark the ETB's tenth anniversary (national ETB week). The show has received positive feedback from the community, highlighting the value of the education and training services provided by Kerry ETB to the wider public.</p>
02/2023/3	Minutes of Last Board Meeting - For Adoption Miontuairiscí ón Gcruinniú Deireanach Boird – Le Glacadh
	<p>The minutes of the previous Board meeting held on January 31, 2023, were circulated to Members in advance of the meeting.</p> <p>The minutes were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Mr Niall Lucey</p> <p>The minutes were adopted and signed at the meeting.</p>

02/2023/4

**Matters Arising from Minutes
Nithe Atá ag Éirí as na Miontuairiscí**

The following 'Matters Arising From Minutes' were addressed under the relevant reports as follows:

4.1	Tralee Community Training Centre Accommodation
4.2	National Parks Wildlife Service and Kerry ETB Environmental Education Memorandum of Understanding <i>– see Further Education and Training Report Section 6.2</i>
4.3	Head Office Service Charges – <i>see Finance Report Section 6.4</i>
4.4	Audit of Annual Financial Statements for 2021 and 2022 – <i>see Finance Report Section 6.4</i>
4.5	Kerry College Killarney Campus Building Project – <i>see Capital and Buildings Report Section 6.6</i>
4.6	Gaelcholáiste Chiarraí Nua Building Project – <i>see Capital and Buildings Report Section 6.6</i>
4.7	Listellick National School Building Project – <i>see Capital and Buildings Report Section 6.6</i>
4.8	Update re 5-year Strategy Statement (as per Section 27 ETB Act 2013) – <i>see CEO's Report Section 6.7</i>
4.9	Over the Water Sports Centre Company Limited By Guarantee – <i>see CEO's Report Section 6.7</i>
4.10	#ETB Day 2023 – <i>see CEO's Report Section 6.7</i>
4.11	Human Capital, Diversity and Talent Management (Skills Gap) – <i>see Governance Section 7.1</i>
4.12	Update re Oversight Agreement with the Department of Education – <i>see Governance Section 7.7</i>
4.13	Service Plan 2023 (as per Section 47 ETB Act 2013) – <i>for adoption</i> – <i>see Governance Section 7.8</i>

02/2023/5

Education and Training Topics for Discussion
Ábhair Oideachas Agus Oiliúint Le Plé

Kerry ETB Launch of the ETBI Patrons' Framework

The Director of SY&M welcomed students and teachers (below listed) to present on the implementation of the ETBI Patrons' Framework addressing how these values are being lived in their respective school communities.

Coláiste na Ríochta	Gavin Dillon Ayo Azeem Annaliese Slemon Grace Scanlon Murphy Mr Pat O'Sullivan
Coláiste Gleann Lí	Kaitlyn O'Connell Abigail O'Shea Amanda Diggin Ms Myrna Egan

Following the presentations, Cllr. Finucane highlighted the importance of fostering positive values within schools as a foundation for promoting an ethical and responsible learning society in Kerry. In addition, An Cathaoirleach outlined that the students' presentations served as a powerful reminder of the significant role the Board of Kerry ETB has in implementing and promoting positive values and driving positive change in local communities.

The CEO thanked the teachers and students for their valuable contributions to the meeting and for their achievements to date implemented the ETBI Patrons' Framework.

Concluding the discussion, the Director of SY&M extended thanks to the attending teachers and local school leaders for their unwavering dedication and commitment to implementing the framework's values across Kerry ETB schools.

Kerry ETB's Local Creative Youth Partnership

The Director of SY&M welcomed Kerry ETB's Local Creative Youth Partnership (LCYP) Coordinator, Ms Deirdre Enright, to present an overview of the LCYP programme.

Following the informative presentation, Board Member Cllr Niall O'Callaghan queried the possibility of the programme engaging with a named Killarney neighbourhood. The Dir. of SY&M took note to follow up with Cllr O'Callaghan in this regard.

The Director of SY&M praised the work of the LCYP Coordinator and emphasised the importance of making available creative opportunities for young learners, particularly in light of the societal challenges exacerbated by the COVID-19 pandemic.

	<p>On behalf of the Board, An Cathaoirleach and Cllr. Norma Moriarty thanked Ms Enright for attending and commended the programme's capacity to provide a secure environment for young people and effectively break down barriers for those most marginalised. The CEO concurred with the commendations.</p> <p>The Board was advised that copies of the presentations would be available on the Board's shared drive.</p> <p>The Board noted same.</p>
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02/2023/6	<p style="text-align: center;">Executive Updates Uasdátú ón bhFeidhmeannas</p>
6.1	<p>Schools, Youth and Music Report</p> <p>The Schools, Youth and Music Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Schools/FET Synergies Update • Student Awards • Traveller Education Support Programme • Initial Teacher Allocations • Kerry REALT Update • Local Creative Youth Partnership • Youth Development Office • Music Generation Kerry • ETB Week 2023 <p><u>REALT Update</u></p> <p>In addition to the circulated update on the Kerry REALT, the Director of SY&M welcomed the receipt of an additional funding allocation from the Department of Children, Equality, Disability, Integration and Youth for the integration of young people fleeing the war in Ukraine. An allocation of €126,000 will be made available to Kerry ETB's UBU Your Place Your Space funded organisation and youth clubs.</p> <p>The Board welcomed this update.</p> <p>Concluding the discussion, Board Members reflected on the fact that Kerry has the third largest national intake of internationally protected learners in its schools, noting that this process is coordinated and overseen by Kerry ETB's REALT.</p> <p>The Board thanked the Director of SY&M for her comprehensive updates.</p>

6.2

Further Education and Training Report

The Further Education and Training Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:

- FET Financials/Transition to SUN
- Kerry College Model
- National Sales Apprenticeship
- Irish Wind Industry Awards 2023
- Kerry College Open Week 2023
- Quality Assurance Update
- Ukrainian/International Protection Response
- FET Centre Capital and Buildings Upgrades
- National Parks Wildlife Service and Kerry ETB Environmental Education Memorandum of Understanding (*as per Matters Arising 4.2*)

National Parks Wildlife Service and Kerry ETB Environmental Education Memorandum of Understanding (*as per Matters Arising 4.2*)

At the January 2023 Board meeting, the Board was updated that the National Parks Wildlife Service (NPWS) had confirmed to Kerry ETB its intention to restructure, taking a more active role in the direct provision of education services. It advised its intention to stand down the long-standing memorandum of understanding (MOU) between both parties.

In addressing this matter, the Director of FET referenced correspondence between the Director of FET and the NPWS. The main points of the communications are summarised below (*correspondence included in the Director of FET report as circulated to Board Members*):

<p>Letter October 26, 2022</p>	<p>National Parks Wildlife Service (NPWS) indicates its intention to stand down the MOU between both parties.</p> <p>NPWS Divisional Manager Mr E M outlines several conditions for this decision, including failure to finalise a new MOU, the shift in delivery by the Kerry ETB's FET provision since the transition to SOLAS and the levels of education courses and provision since 2020.</p>
<p>Letter November 7, 2022</p>	<p>Director of FET issues a response, offering several important clarifications.</p> <ol style="list-style-type: none"> 1. Kerry ETB had unsuccessfully, on numerous occasions, sought meetings with the NPWS to finalise the MOU 2. The only suspension of services at the education centre was due to COVID-19 restrictions <p>Director of FET reaffirms Kerry ETB's commitment to the MOU and the delivery of the environmental education programmes from Killarney National Park Education Centre.</p> <p>A meeting was sought to clarify any further issues and to move forward.</p>

<p>Letter December 13, 2022</p>	<p>Both parties meet at Muckcross House, Killarney.</p> <p>NPWS advises a national restructuring strategy to consolidate and increase its educational provision. <u>The NPWS had not mentioned this in their initial correspondence to the Director of FET on October 25, 2022.</u></p>
<p>Letter December 15, 2022</p>	<p>Kerry ETB receives written confirmation of the NPWS' intention to restructure.</p> <p>NPWS sets out plans to resume the management of the Killarney National Park Education Centre in its entirety, formally taking over the centre no later than February 1, 2023.</p>
<p>Letter January 30, 2023</p>	<p>Director of FET issues correspondence to the NPWS in which he sets out that Kerry ETB understands 'that it is not the intention of the NPWS to progress this long-standing and mutually beneficial collaboration.'</p>

The Director of FET advised the Board that Kerry ETB had subsequently ceased all environmental education provision at the Killarney National Park Education Centre at the request of the NPWS (correspondence dated December 15, 2022). It was noted that Kerry ETB had been instructed by the NPWS to vacate all premises owned by the NPWS by February 1, 2023.

Regarding the provision of the programmes to school and staffing of same, the NPWS is taking responsibility going forward. Previously the NPWS outlined its preference to possibly retain the Kerry ETB staff working at the Killarney National Park Education Centre (extract from the letter included below).

- It is the wish of NPWS that the staff be retained as core staff in this new NPWS Centre. We would very much like to see this transition done soonest in cooperation with Kerry College.

Figure 1 NPWS Correspondence to Kerry ETB, December 15, 2022

For the purposes of clarification, the Director of FET advised that to date these staff members had not indicated a preference for move/transfer to NPWS/Killarney National Park Education Centre. This matter may require further engagement with the NPWS, the staff members and their Union representatives.

Board members were advised by the CEO that matters re staffing are an executive function and will be addressed by the Executive.

The Director of FET also re-affirmed (referenced in the January 2023 Board meeting minutes) to Board Members that Kerry ETB had sourced a rental facility at Muckcross Road in Killarney to continue Kerry College's ecology courses and, therefore, no disruption to delivery has arisen to date.

In the discussion that followed, the below key points were noted:

- All correspondence referenced by the Executive was included in the February 2023 Further Education and Training Report for Board Members to review.

- The NPWS has indicated that as part of its restructuring it will be taking a more direct involvement in the provision of education services, including provision to schools.
- Kerry ETB has recently answered a parliamentary question about this matter.
- The need for continued access to the Killarney National Park for the Kerry College ecology course is very important.
- Schools have been contacting Kerry ETB seeking clarity re the continuation of courses for schools.

Drawing the discussion to a close, it was agreed to issue a letter to the Assistant Secretary at the Department of Arts, Heritage and the Gaeltacht responsible for the NPWS seeking a meeting to clarify matters and address the plans for the continuation of the education programmes for schools etc.

The CEO highlighted the importance of clarifying the provision of the programme in the future for schools.

A further update will be provided at the next Board meeting.

Official Launch of the Wind Turbine Maintenance Technician Apprenticeship

In addition to his report, as circulated, the Director of FET outlined to Board Members that the official launch of the Kerry ETB Wind Turbine Maintenance Technician Apprenticeship would take place on March 23, 2023. It was noted that the Minister of State at the Department of Further and Higher Education, Research, Innovation and Science, Mr Niall Collins TD, would officiate the launch.

The CEO, in welcoming the formal launch of this important new apprenticeship, advised that invitations to the launch will issue to Board Members.

Board Members noted same.

The Board shared its thanks to the Director of FET for his update.

6.3

Organisation Support and Development Report

The Organisation Support and Development Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:

- Internal Control Update
- Kerry ETB Gender Pay Report 2022

Kerry ETB Gender Pay Report 2022

The Director of OS&D, Ms Maria Brennan, advised that the Gender Pay Gap Information Act 2021 provides the legislative basis for gender pay gap reporting in Ireland. The regulations in the Act require organisations with over 250 employees to report their gender pay gap publically.

The Director OS&D presented the Board with the Kerry ETB Gender Pay Report 2022, as developed in line with the provisions of the Gender Pay Gap Information Act 2021. It was noted that the report was developed by Kerry ETB in collaboration with Education Shared Business Services (ESBS), ESBS producing the data for the ETB sector.

An overview of the report's results was discussed as follows:

Overall representation	35% male and 65% female
Mean gender pay gap	-11.16%
Median gender pay gap	-5.7%

The results of the report as presented were noted.

Concluding the discussion, it was noted that the report is available on www.kerryetb.ie in [English](#) and [Irish](#).

The Board noted this update.

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

6.4

Finance Report

The Finance Report was presented at the meeting. The report addressed the following:

- Finance Update
- Head Office Service Charges (*as per Matters Arising 4.3*)
- Audit of Annual Financial Statements for 2021 and 2022 (*as per Matters Arising 4.4*)
- Service Plan 2023 Financials

Finance Update

The Head of Finance, Mr Tommy Conroy, presented a summary of finances as of January 31, 2023, as follows:

KERRY ETB CASH GRANTS AS AT 31st JANUARY 2023				
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance
Main Scheme				
Pay			(2,146,099)	
Non Pay			(169,923)	
Main Scheme Total	358,872	4,612,072	(2,316,022)	2,654,921
Associated Main Scheme	949,495	4,027	(75,197)	878,324
Capital	5,331,615	734,067	(893,775)	5,471,907
Further Education	1,378,160	7,171,478	(3,186,891)	5,362,747
Youth Affairs	95,237	0	(38,953)	56,285
Agency	461,389	262,957	(76,486)	647,859
Self-Financing	822,500	72,866	(82,780)	812,586
Total:	9,397,267	12,857,467	(6,370,104)	15,884,630

* January 2023 Opening Balances are as per draft 2022 December Report Closing Balances.

The Board noted this update.

Head Office Service Charges (*as per Matters Arising 4.3*)

The Head of Finance advised that the ETB had received no further correspondence from the landlord or landlord's legal representatives since the correspondence issued from Murphy, Ramsey Walsh Solicitors, on January 24, 2023.

An Cathaoirleach addressed the need to conclude these matters.

The Head of Finance took note to follow up with the ETB's legal agents.

Audit of Annual Financial Statements for 2021 and 2022 (*as per Matters Arising 4.4*)

In addressing the 2021 financial statements audit, it was noted that the audit fieldwork and all requested samples/documentation are to be submitted by March 3, 2023.

The preparation of the 2022 financial statements is in progress and will be submitted to the Department of Education by the statutory deadline of April 1, 2023. This matter will be addressed at the March 2023 Board meeting.

	<p>Kerry ETB has received confirmation that the Office of the Comptroller and Auditor General (C&AG) will conduct the 2022 financial statements audit. The 'conduct of audit letter 2022' was received on February 10, 2023, with the ETB now awaiting confirmation of the commencement date (of the audit).</p> <p>A further update will be provided at the March 2023 Board meeting.</p> <p><u>Service Plan 2023 Financials.</u> <i>Please refer to Governance Report, Section 7.8 for full details.</i></p> <p>The Board shared its thanks to the Head of Finance for his update.</p>
6.5	<p>Corporate, Capital and Technology Report As circulated in advance of the meeting, the Corporate, Capital and Technology (CCT) Report was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Cyber Security Update • Health and Safety Update • Climate Action Update <p><u>Cyber Security Update</u> Considering the recent cyber-attack at the MTU Cork campus, the Head of CCT, Ms Aileen O'Connor, updated on several reviews being conducted of Kerry ETB networks, particularly across identified high-risk areas, i.e. Finance, HR, Directorate etc.</p> <p>In addition, the Head of CCT advised that a key organisational focus at present is raising cyber security awareness across the scheme, including for staff and learners. These measures include making phishing training and associated materials, i.e. National Cyber Security Centre's Quick Guide to Phishing document, available to staff and learners and issuing regular communications advising of the need to be vigilant.</p> <p>The Board were advised that while steps are being taken to re-enforce controls across these high-risk areas, this area is not without risk.</p> <p>The Board noted this important update.</p> <p><u>Climate Action Update</u> The Head of CCT provided an update on climate action, which addressed the following (non-exhaustive):</p> <ul style="list-style-type: none"> • Kerry ETB is currently focused on developing its new Sustainability Strategy (incorporating the Climate Action Plan for 2023-2025),

	<p>which will provide continuity from the previous strategy (2020-2022).</p> <ul style="list-style-type: none"> • To facilitate the development of climate action plans for the entire ETB sector, ETBI has engaged Deloitte to develop a template climate action plan that all ETBs can utilise in the coming months. <p>The CEO advised, given the evolving nature and magnitude of this area, access to professional, qualified expertise is essential for the organisation. This is specialist area and decisions re expenditure need to be underpinned by expert advice and the organisation cannot have a fragmented approach to expenditure in relation to sustainability. A lack of professional, qualified expertise to underpin decisions could give rise to a risk for the organisation.</p> <p>In terms of accessing qualified expertise, Board Members were advised that Kerry ETB is finalising a tender for a contracted service for its sustainability/climate action function. The appointed contractor will work with Kerry ETB to provide expert advice and assurances to deliver on its sustainability/climate action goals across key areas, including climate, energy, waste, and biodiversity.</p> <p>The Head of CCT added that the appointment of this third-party supplier is strategically important to Kerry ETB and, therefore, has been identified as a key objective in the organisation's new Strategy Statement for 2023-2027.</p> <p>The Board agreed fully with the proposed approach to the appointment of this third-party supplier for this key area.</p> <p>An Cathaoirleach thanked the Head of CCT for the updates.</p>
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6.6

Capital and Buildings Report

The Capital and Buildings Report, as circulated with the agenda, was noted by the Board, and taken as read. The report addressed the following:

- Kerry College Killarney Campus Building Project (*as per Matters Arising 4.5*)
- Gaelcholáiste Nua School Building Project (*as per Matters Arising 4.6*)
- Listellick National School (*as per Matters Arising 4.7*)
- Proposed Purchase of House and Lands in Listowel
- Major Devolved Projects Summary
- Additional School Accommodation Project Summary
- EWS/SWS Project Summary
- FET Projects Current Status
- Lands and Leases:
 - Lease Renewal for Approval (FET): Ansaldo Block F Monavalley, Tralee
 - Scamps and Scholars Lease
 - Applications awaiting DoE/DFHERIS Approval
 - **Added February 27, 2023:** Castleisland Community College Dressing Rooms
 - **Added February 27, 2023:** Killorglin Community College – Sports Complex

In addition, the Buildings Officer provided an update on a proposed lease at 9-10 Denny Street (former AIB Business Banking), see below.

Kerry College Killarney Campus Building Project (*as per Matters Arising 4.5*)

Buildings Officer, Mr Pdraig O’Sullivan, advised Members that no further correspondence from SOLAS/DFHERIS regarding the planned workshops, (as addressed at the January meeting). These workshops are expected to be convened imminently to support ETBs with their preliminary business cases.

Work on the formal preliminary business case and estates strategy will progress upon receipt of the template documents and guidance notes from SOLAS/DFHERIS.

Board Members thanked the Buildings Officer for this update.

A further update will be provided at the next meeting.

Gaelcholáiste Chiarraí Nua Building Project (*as per Matters Arising 4.6*)

A review meeting took place onsite on February 22, 2023, at which all stakeholders reviewed the final programme and schedule for handover. It was noted that Vision Contracting Limited (VCL) remain on target for the

	<p>handover of the school site in March 2023: the school’s management planning to commence classes onsite after the Easter Break.</p> <p>The April 2023 Board meeting will take place at the school on April 25, 2023.</p> <p>Board Members were advised that Kerry ETB’s project board members continue to engage with VCL in relation to the claim referred to the Project Board by VCL on December 19, 2022 (reference January 31, 2023, Board meeting minutes).</p> <p>The Board noted this update and welcomed the progress.</p> <p>A further update will be provided at the next meeting.</p> <p><u>Listellick National School (as per Matters Arising 4.7)</u> Kerry ETB achieved handover and practical completion of Listellick National School (NS) on February 16, 2023. The project, on completion, consisted of an 8-classroom primary school with a general-purpose hall, library, and resource rooms across a total of c. 16,400 square feet. The project represents a total investment of c. €6.23 million delivered by Kerry ETB (on behalf of the Listellick NS Board of Management) under a service level agreement (SLA) with the Department of Education (DoE).</p> <p>Addressing the Board, the CEO stated that the handover marked the successful completion of the organisation’s first devolved capital project, where Kerry ETB constructed a third-party building under SLA with the DoE. Given the project's significance, the CEO and Director of OS&D shared their appreciation to the CCT team for their work on the project. An Cathaoirleach and Board members concurred with the sentiments expressed.</p> <p>In addition, it was noted that Opperman Associated had been shortlisted for “Building of the Year – Educational” at the Building and Architect of the Year Award 2023 for the design of the building. The winners will be announced at the gala awards in Dublin on April 20, 2023.</p> <p>The Board welcomed this update.</p> <p><u>Lease Renewal for Approval (FET): Ansaldo Block F Monavalley, Tralee</u> Board approval was sought for the renewal of the following lease with respect to “Ansaldo,” Block F, Monavalley, Tralee. It was noted that Kerry ETB was unsuccessful in trying to purchase this building in 2021.</p>
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“Ansaldo,” Block F, Monavalley, Tralee	
Justification:	Continue providing plumbing and joinery apprenticeships and delivery of overhead lines training
Fee:	€52,500 per annum (ex VAT) Annual service charge est. €500
Area	c. 10,000 (internal) square feet, and c. 0.7 acres to the rear
Term:	15 years (break option in favour of Kerry at year 10): September 1, 2022, to August 31, 2037

The Board approved the lease as per the terms presented.

Proposed: Cllr. Johnnie Wall
Seconded: Cllr. Niall O’Callaghan

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

Scamps and Scholars Lease

At the November 2022 Board meeting, Kerry ETB approved a lease renewal for Scamps and Scholars (Killorglin Community Childcare), with the DoE approving same by letter dated January 18, 2023.

The Buildings Officer advised that Kerry ETB now awaits the signed lease from Scamps and Scholars (Killorglin Community Childcare). Once received, the signing and sealing of the lease by Kerry ETB will be arranged.

All Board Members noted this update.

A further update will be provided at the next meeting.

Castleisland Community College Dressing Rooms (Added February 27, 2023)

In a letter dated February 7, 2023, Ms Teresa Lonergan, Board of Management (BOM) secretary and Castleisland Community College Principal, advised that her school’s BOM had reviewed Castleisland AFC’s proposal for the development of dressing rooms. The proposal centres on an extension to the current licence agreement for a further 20 years (2023-2043) and the payment by the school of an annual €5,600 fee for the use of the pitch, lights, and dressing rooms (i.e. usage for the full duration of the proposed new 20 year licence agreement). It was noted that the school’s BOM is in agreement with this proposal (reference to February 20, 2023 draft minutes).

The Board were advised that this matters had been addressed at the pitch management committee meeting on January 30, 2023. The pitch management committee is established as per the current licence agreement provisions.

Given the proposal for a new licence agreement, i.e. 20 years from 2023 to 2043, and replacing the existing licence agreement, it was agreed that the

new licence agreement need to be drawn up by the respective legal agents for Castleisland AFC's and Kerry ETB. When drafted, the new licence agreement must be issued for review by the Castleisland CC BOM. This matter cannot be progressed further by the ETB Board until receipt of confirmation from Castleisland CC BOM that it is in full agreement with the terms of the proposed new licence agreement.

The Buildings Officer will progress matters as agreed.

A further update will be provide at the March 2023 Board meeting.

The Board noted this update.

Killorglin Community College – Sports Complex (Added February 27, 2023)
Please refer to CEO's Report, Section 6.7 for full details.

Proposed Lease at 9-10 Denny Street (former AIB Business Banking)

Members were advised that Kerry ETB has identified 9-10 Denny Street, Tralee, as a potential property for additional FET and administration accommodation. The property is c. 4,900 square feet and was previously occupied by AIB Business Banking, who are vacating the premises in the near future. Members were advised that if leased by the ETB it could be used to provide additional office space for head office functions (for example the centralised procurement and purchasing function) and additional space for Kerry College, i.e. admissions function, classrooms etc. The Director of FET and Buildings Officer have viewed the building.

The Buildings Officer advised that the former occupants had completed a large-scale fit-out of the offices, making them well-suited for Kerry ETB's needs. By leasing these offices, Kerry ETB can acquire fit-for-purpose accommodation without requiring a costly fit-out of alternative shell and core office space. It was noted that a similar shell and core office space fit-out would cost around €784,000 (€160 per square foot).

An Cathaoirleach queried if this proposed lease would impact on the decisions re securing a permanent head office solution in the future. In response to the query raised, the Buildings Officer confirmed to the Board that the proposed lease terms has a 5-year break clause which the ETB could avail of should it acquire alternative, permanent accommodation. The current Head Office lease expires in 2027.

Additionally, the Director of FET clarified his long-term need for additional space on Denny Street for FET/Kerry College provision.

The proposed lease terms were noted, as follows:

	<table border="1" data-bbox="509 199 1366 439"> <tr> <th colspan="2" data-bbox="509 199 1366 232">9-10 Denny Street (former AIB Business Banking)</th> </tr> <tr> <td data-bbox="509 232 730 327">Justification:</td> <td data-bbox="730 232 1366 327">Provision of additional FET accommodation for Kerry College Denny St. Campus and Admissions Office while also providing additional admin offices for Kerry ETB</td> </tr> <tr> <td data-bbox="509 327 730 360">Fee:</td> <td data-bbox="730 327 1366 360">€55,000 per annum (no VAT)</td> </tr> <tr> <td data-bbox="509 360 730 394">Area</td> <td data-bbox="730 360 1366 394">c. 4,900 square feet</td> </tr> <tr> <td data-bbox="509 394 730 439">Term:</td> <td data-bbox="730 394 1366 439">10-year lease with a 5-year break clause</td> </tr> </table> <p data-bbox="419 495 1449 600">As this matter was presented for consideration only, no decision was made re this matter and it will be considered further at the March 2023 Board meeting.</p> <p data-bbox="419 645 1453 750">A business case addressing the rationale for the proposed leasing of this building will be prepared and a visit to review the property is provisionally scheduled for March 1, 2023.</p> <p data-bbox="419 795 1437 900">The CEO advised that the future impact of blended working arrangements needs to be considered in assessing any such needs for additional head office space in Tralee.</p> <p data-bbox="419 945 820 978">The Board noted this update.</p> <p data-bbox="419 1023 1390 1057">The Board thanked the Buildings Officer for his comprehensive report.</p>	9-10 Denny Street (former AIB Business Banking)		Justification:	Provision of additional FET accommodation for Kerry College Denny St. Campus and Admissions Office while also providing additional admin offices for Kerry ETB	Fee:	€55,000 per annum (no VAT)	Area	c. 4,900 square feet	Term:	10-year lease with a 5-year break clause
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Term:	10-year lease with a 5-year break clause										
6.7	<p data-bbox="419 1133 887 1167">Chief Executive Officer's Report</p> <p data-bbox="419 1171 1453 1245">As circulated with the agenda, the Chief Executive Officer Report was noted by the Board and taken as read. The report addressed the following:</p> <ul data-bbox="469 1283 1453 1742" style="list-style-type: none"> • Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (<i>as per Matters Arising Section 4.8</i>) • Tralee Regional Sports and Leisure Company Limited by Guarantee • Over the Water Sports Centre Company Limited by Guarantee (<i>as per Matters Arising Section 4.9</i>) • Head Office Accommodation • #ETBDay 2023 (<i>as per Matters Arising Section 4.10</i>) • Kerry College Killorglin Outdoor Education and Training Campus Correspondence • Killorglin Sports and Leisure Centre Company Limited by Guarantee • Cork/Kerry FE-HE Pathways Project • Notice of ETBI Annual General Meeting 2023 <p data-bbox="419 1787 1430 1861"><u>Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (<i>as per Matters Arising Section 4.8</i>)</u></p> <p data-bbox="419 1865 1442 2000">Board Members noted recent progress on developing the new Strategy Statement 2023-2027. It was noted that matters are progressing well with the completion of the strategic dialogue sessions with leadership teams (Directorate areas) and the stakeholder consultation process ongoing. The</p>										

finalised draft strategy will be presented that the May 2023 Board meeting, with the provisional date to launch the new strategy on June 20, 2023.

The Board welcomed this progress.

Over the Water Sports Centre Company Limited by Guarantee (as per Matters Arising Section 4.9)

In addition to his report, as circulated, the CEO advised that there has been no further progress re this matter.

The Board noted this progress.

Head Office Accommodation

Members were advised that the tender process to procure a consultant to complete a building condition report for the Moyderwell, Tralee building (“old” Gaelcholáiste Chiarraí) is complete. This building condition report will be finalised by the end of March 2023.

The findings of this building’s condition report will form a part of the overall report being prepared for the Board addressing the possible options for the future of Head Office accommodation (the Board agreed to the ETB’s request to produce this report in December 2022).

When completed, this overall report will form the basis for engagement with the Department regarding the long-term head office accommodation.

The CEO advised that with the expansion of services, the need for additional head office space is emerging. However, the impact of decisions re the roll out of blended working arrangements needs to be considered in assessing any such needs for additional head office space in Tralee.

The Board noted this update.

#ETBDay 2023 (as per Matters Arising Section 4.10)

In addition to his report, as circulated, the CEO confirmed that the following Kerry ETB projects were shortlisted for the ETB Awards 2023 which will take place on March 2, 2023, in Croke Park.

Award Title	Detail of Entry	Location
Equality	Bright Mind	Castleisland Community College
Excellence in Education	Kerry ETB UDL Champions Project	Scheme-wide

The CEO thanked all involved and wished the nominees well at the event.

Kerry College Killorglin Outdoor Education and Training Campus Correspondence

As addressed at the January 2023 Board meeting, email correspondence was received on January 6, 2023, from Mr H R, a member of the Killorglin Chamber Alliance. This correspondence addressed concerns about the services provided by Kerry College Killorglin Outdoor Education and Training Centre (OETC).

Previously, these matters had been addressed with local groups by the Director of FET and Kerry College Killorglin Campus Manager, Ms Aodhnait Carroll.

The CEO advised Members that he has spoken with Mr H R. A meeting was scheduled address the correspondence for February 24, 2023 with Mr H R and two colleagues from the Killorglin Chamber Alliance. In attendance for Kerry ETB were the CEO, Director of FET and the Kerry College Killorglin Campus Manager.

The CEO advised that overall the February 24, 2023, meeting was positive and provided an opportunity for all present to address the historical, current and proposed future provision from the centre. In addition, some concerns arising locally re the continuation of services provided by Kerry College's Killorglin Campus to schools and access for the local community to the centre were discussed.

Further to the meeting, the CEO issued an email to Mr H R on February 27, 2023, addressing the following:

- The traditional self-financing model used previously by the centre and how it was overtaken by legislative developments, national pay agreements etc.
- Additional suggestions re community use were welcomed, acknowledging some suggestions as submitted previously by the Killorglin Chamber Alliance.
- The role envisaged for the ETB sector as per the National Outdoor Recreation Strategy 2023-2027.
- The value placed by Kerry ETB on the community's role in the establishment of the centre and the importance of continued good relationships with the community.

The CEO advised that communications with Mr H R, Killorglin Chamber Alliance will continue, focused positively on accommodating community use of the facility.

A further update will be provided at the next meeting.

Killorglin Sports and Leisure Centre Limited by Guarantee

In recent times, concerns were raised at ETB Board level re the permitted use of the Killorglin Sports and Leisure Centre. Specifically, there were concerns regarding permitted use (i.e. use of the building for youth discos).

A meeting took place with representatives of the Killorglin company on February 16, 2023, at which Kerry ETB addressed the following concerns in the context of the lease provisions:

- Permitted use of the building.
- Governance arrangements.
- Land map/boundary

It was noted that the revised lease agreement has been in effect between Kerry ETB and Killorglin Sports and Leisure Centre Limited by Guarantee since December 1, 2019.

Kerry ETB issued a follow-up letter on February 20, 2023, addressing the concerns highlighted (i.e. permitted use, governance arrangements, and land map/boundary).

Kerry ETB received a response from Killorglin Sports and Leisure Centre Limited by Guarantee on February 22, 2023, which positively addressed all the concerns raised. Specifically, the letter set out that the centre will no longer be used for entertainment purposes and no more discos will be held in the centre.

The Board expressed its satisfaction with the progress made in resolving these issues.

The lease includes a provision for Kerry ETB to appoint two nominees to the Board of Killorglin Sports and Leisure Company CLG as per Clause 6.9.1. Members were advised that at present, Ms Fiona O'Brien (Principal Killorglin Community College) and Mr Pdraig O'Sullivan (Buildings Officer) are Kerry ETB's nominees to the Board of Killorglin Sports and Leisure CLG.

It was proposed to replace Ms Fiona O'Brien with Ms Ann O'Dwyer as one of Kerry ETB nominees.

The Board approved Ms Ann O'Dwyer to replace Ms Fiona O'Brien.

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

The Board thanked the CEO for his updates.

02/2023/7	Governance Rialachas
7.1	<p>Risk Management Update Ms Maria Brennan, Director of OS&D (Chief Risk Officer), and Ms Trisha Tierney, Executive Support, advised the Board that the first quarterly Risk and Compliance meeting is scheduled for March 6, 2023. The Corporate Risk Register and key risks from the pillar registers will be reviewed in detail at the meeting.</p> <p>The Corporate Risk Register, Version 1.1, 2023, is currently being updated on foot of the Board's approval/adoption of Service Plan 2023 and will be tabled at the April 2023 Board meeting.</p> <p>The CEO, Director of OS&D (Chief Risk Officer), and the Directors of SY&M and FET will attend the Risk and Compliance meeting.</p> <p>The Board noted this update.</p>
7.2	<p>Kerry ETB Policies – for approval The following policy, as circulated with the agenda, was presented for approval by Ms Maria Brennan, Director of OS&D:</p> <ul style="list-style-type: none"> • Contractor Management and Construction Compliance Procedure for Building Works (Non-Capital) <p>The Board approved the above-listed policy as presented.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr Niall O'Callaghan</p> <p>In addition, Ms Betty Corkey, Head of HR, advised receipt of the following documents from ETBI on February 27, 2023:</p> <ul style="list-style-type: none"> • Grievance Procedures for Staff Employed by Education and Training Boards 2023 • Grievance Procedure MOU 2023 • Peer-to-Peer Procedure 2023 <p>The Board noted this update.</p>

7.3

Section 44 Committees: Minutes – for approval

The following Section 44 Committees' minutes, as circulated with the agenda, were presented for approval:

Section 44 Committee	Date of Meeting	Board Member in Attendance
Two Mile Community National School	28.11.22	N/A
Tahilla Community National School	17.10.22 06.12.22	N/A
Castleisland Community College	24.11.22	Ms Joan McCrohan, Mr Tim Daly, Cllr. Fionnán Fitzgerald
Coláiste Gleann Lí	18.11.22	Cllr. Terry O'Brien, Ms Joan McCrohan
Coláiste na Ríochta	10.10.22	Ms Maria O'Gorman, Ms Celia O'Shea
	17.10.22	Ms Maria O'Gorman, Ms Celia O'Shea
Gaelcholáiste Chiarraí	24.11.22	Mr Niall Lucey
Killarney Community College	28.09.22	Ms Marie Moloney
	23.11.22	Ms Marie Moloney
Music Generation Kerry	22.09.22	Cllr. Deirdre Ferris, Cllr. Niall O'Callaghan, Ms Tara Donoghue
Further Education and Training Centres	05.10.22	Ms Maria O'Gorman, Cllr. Deirdre Ferris, Cllr. Michael Cahill, Cllr. Niall O'Callaghan
Youthreach	19.05.22	Mr Zaid Kassoob, Cllr. Deirdre Ferris
	27.10.22	Mr Zaid Kassoob, Cllr. Deirdre Ferris

The Board approved the above-listed minutes.

Proposed: Cllr. Michael Cahill

Seconded: Cllr Terry O'Brien

7.4

Section 44 Committees: Appointments and Vacancies – for approval

The following Section 44 Committee appointments, as circulated with the agenda, were presented for approval:

Section 44 Committee	Proposed Individual	Nomination
Killarney Community College	Ms Catherine Barry	Non-ETB Board member nominee
Coláiste na Ríochta	Mr Daniel O'Donoghue (<i>replacing Gordan Sheehy</i>)	Parent nominee

The Board approved the above-listed nominations.

Proposed: Cllr. Johnnie Wall

Seconded: Cllr Terry O'Brien

7.5	<p>Section 45 Committees: Minutes and Meeting Notes The following Section 45 Committees minutes and meeting notes were circulated before the meeting:</p> <table border="1" data-bbox="509 387 1361 577"> <thead> <tr> <th>Section 45 Committee</th> <th>Meeting Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Finance</td> <td>24.02.23</td> <td>Meeting Note</td> </tr> <tr> <td>Finance</td> <td>24.02.23</td> <td>Proposal</td> </tr> </tbody> </table> <p>Members noted same.</p>	Section 45 Committee	Meeting Date	Document	Finance	24.02.23	Meeting Note	Finance	24.02.23	Proposal
Section 45 Committee	Meeting Date	Document								
Finance	24.02.23	Meeting Note								
Finance	24.02.23	Proposal								
7.6	<p>Partnership Schools Boards of Management: Minutes The following Partnership Schools Boards of Management minutes were circulated before the meeting:</p> <table border="1" data-bbox="624 864 1246 1043"> <thead> <tr> <th>Partnership Boards of Management</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Scoil Phobail Sliabh Luachra</td> <td>12.09.22</td> </tr> </tbody> </table> <p>Members noted same.</p>	Partnership Boards of Management	Meeting Date	Scoil Phobail Sliabh Luachra	12.09.22					
Partnership Boards of Management	Meeting Date									
Scoil Phobail Sliabh Luachra	12.09.22									
7.7	<p>Oversight Agreement with the Department of Education (2020/2022) (as per Matters Arising Section 4.12) Kerry ETB has entered into a three-year Oversight Agreement (OA) and annual Performance Delivery Agreement (PDA) with the Department of Education (DE), which are due to expire at the end of 2023.</p> <p>The Oversight Agreement aims to set out the terms of the relationship between Kerry ETB and the DE, with the PDA detailing the respective ‘performance aspects.’</p> <p>The Oversight Agreement makes provision for ‘one formal meeting per annum between senior Department officials, representatives of the Board and senior management of the ETB to review the overall performance of the ETB for the previous year, to review the Oversight Agreement and the Performance Delivery Agreement, to consider the appraisal of the submitted Service Plan for the current year and to strengthen the relationship between the two organisations.’</p> <p>This meeting with the DoE was rescheduled to March 7, 2023.</p> <p>A further update will be provided at the March 2023 Board meeting.</p>									

7.8	<p>Service Plan 2023 (as per Section 47 ETB Act 2013) – for adoption (as per Matters Arising Section 4.13)</p> <p>Annually, Kerry ETB identifies its strategic priorities for the Department of Education for the year ahead. The submission of the annual "Service Plan" is in line with the provisions of Section 47 of the Education and Training Board (ETB) Act 2013 and specifically advises the Minister for Education of:</p> <ul style="list-style-type: none"> • Services that Kerry ETB will provide in 2023 • An estimate of income and expenditure for 2023 <p>Compiling this report takes place over the first two months of the year and is a collaborative initiative across the three pillars, led by Finance and Executive Support team members, respectively.</p> <p>The Service Plan 2023 was reviewed by the Finance Committee on February 24, 2023, which recommended the Board's adoption of same.</p> <p>As per Section 47(3) of the ETB Act 2013, the Service Plan for 2023 as presented was adopted by the Board.</p> <p style="text-align: center;">Proposed: Cllr Terry O'Brien Seconded: Cllr. Johnnie Wall</p>
7.9	<p>Use of the Seal (Schedule 3, Paragraph 1(2), ETB Act 2013)</p> <p>As per Schedule 3, paragraph 1(2) of the ETB Act 2013, Kerry ETB has an approved seal use witness register. The approved witness register includes:</p> <ul style="list-style-type: none"> • Betty Corkey, Head of HR • Tommy Conroy, Head of Finance • Aileen O'Connor, Head of CCT • Pdraig O'Sullivan – Buildings Officer <p>Board approval was sought to remove the following names from the seal use witness register:</p> <ul style="list-style-type: none"> • Danny Kerins, Data Protection Officer • Edward O'Neill, Procurement Officer <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Cllr. Niall O'Callaghan</p>

02/2023/8	CORRESPONDENCE COMHFHREAGRAS
8.1	DoE Correspondence: Noted as listed
8.2	DoE Circular Letters: Noted as listed
8.3	DoE Press Releases: Noted as listed
8.4	DFHERIS Correspondence: Noted as listed
8.5	DFHERIS Press Releases: Noted as listed
8.6	Department of Children, Equality, Disability, Integration and Youth Correspondence: Noted as listed
8.7	ETBI Correspondence Noted as listed
8.8	SOLAS Correspondence Noted as listed
8.9	Other Correspondence Noted as listed

02/2023/9	MEMBERS' BUSINESS GNÓ NA gCOMHALTAÍ
9.1	<p>Two Mile Community National School Pre-school Service Members were advised by the Director of SY&M re ongoing discussions with the approved third party for the provision of the pre-school from September 2023.</p> <p>This matter will be addressed further at the March 2023 Board meeting.</p> <p>The Board noted this update.</p>

02/2023/10	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>Next Kerry ETB Board Meeting: The date for the March 2023 Board meeting was noted as follows:</p> <div data-bbox="480 1059 1396 1527" style="background-color: black; color: white; padding: 20px; text-align: center;"> <p>Date: March 28, 2023</p> <p>Time: 04:15 pm</p> <p>Location: Kerry ETB Head Office, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry/via video conference</p> </div>

Signed/Sínithe: _____ Date/Dáta: _____