



**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

ANNUAL REPORT 2017



Ireland's European Structural and
Investment Funds Programmes
2014-2020

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QQI AWARD

AN CATHAOIRLEACH



As Chairperson of Kerry ETB I am delighted to present the Kerry ETB 2017 Annual Report. This is the fourth annual report since the formation of Kerry ETB. This report charts the organisation's success in developing its role as the states local education authority in Kerry.

Highlights from 2017

- In September, Kerry ETB welcomed students to its first Community National School in Two Mile, Killarney.
- Establishment of Coláiste Gleann Lí and Kerry College of Further Education as separate entities.
- Kerry ETB was requested by the Department of Education and Skills (DoES) to take responsibility for the construction of a new eight classroom National School and ancillary accommodation in Tralee. On October 23rd 2017 Kerry ETB signed a Service Level Agreement for the delivery of a Devolved Major Project for Listellick National School.
- Also in October, Minister of State at the Department of Transport, Tourism and Sport, Mr. Brendan Griffin, TD opened the new Kerry ETB Further Education and Training Centre in Dingle.

I wish to take the opportunity to thank all the members of the Kerry ETB Board, members of the Audit & Risk Committee, Finance Committee and Boards of Management for their commitment in promoting the work of Kerry ETB.

I would like to commend the Chief Executive Officer, the Directors and all the staff of the ETB for their hard work and dedication to achieving the highest standards of delivery across the County.

Cllr. Jim Finucane
An Cathaoirleach

CHIEF EXECUTIVE OFFICER



This report provides an opportunity to reflect on the comprehensive range of activities undertaken by Kerry ETB schools and centres during 2017. The year was focused on maintaining high quality locally based education and training underpinned by a strong commitment to continuous improvement by expanding our services, developing our staff and endeavouring to ensure that the principles of Good Governance and Management are applied.

During 2017 an extensive consultation process took place in order to develop the first Kerry ETB Strategy Statement. Over several months Kerry ETB consulted with board members, learners, students, managers, staff, parents, industry and key community partners and agencies looking at the challenges and opportunities the next five years will bring. The Strategy aims to promote a shared vision across all of Kerry ETB's programmes, centres, colleges, schools and services. This shared vision will help to ensure an integrated and seamless approach to the provision of education and training opportunities across the county.

The Strategy Statement sets out nine Strategic Goals for the organisation namely:

Goal 1: Nationally and Internationally Recognised and Quality Assured Programmes

Goal 2: Quality Teaching and Learning

Goal 3: Innovative Education and Training Responses

Goal 4: Access and Progression

Goal 5: Develop Productive Partnerships

Goal 6: Stakeholder Engagement

Goal 7: Effectiveness and Accountability in Governance and Leadership

Goal 8: Marketing, Branding and Communication

Goal 9: Enhancing the Working and Learning Environment

I would like to take this opportunity to thank An Cathaoirleach, Members of the Board, Audit & Risk Committee, Finance Committee and Boards of Management. I would also like to express my appreciation to the Directors and all staff of Kerry ETB for their hard work and commitment during 2017. I also wish to acknowledge the service of those staff who retired during 2017 and wish them well in their retirement.

Colm Mc Evoy
Chief Executive Officer

KERRY EDUCATION AND TRAINING BOARD MEMBERS

Local Representatives	Cllr. Séamus Cosáí Fitzgerald
	Cllr. Jim Finucane
	Cllr. Norma Foley
	Cllr. Norma Moriarty
	Cllr. Terry O'Brien
	Cllr. Damien Quigg
	Cllr. Michael Cahill
	Cllr. Toiréasa Ferris ¹
	Cllr. John Francis Flynn
	Cllr. Jimmy Moloney
	Cllr. Dianne Nolan ²
	Cllr. Aoife Thornton
	Cllr. Pa Daly
Cllr. Niall Kelleher	
Staff Representatives	Mr. Leonard O'Donnell (RIP) ³
	Ms. Maryanne Slattery
Parent Representatives	Ms. Noel Keenan
	Mr. Hugh O'Connell ⁴
	Ms. Francisse Walsh
Bodies Representatives Schedule 30(11) ETB Act 2013	Fr. Gearoid Godley ⁵
	Ms. Mary McGillicuddy
	Ms. Maria O'Gorman
	Ms. Brid McElligott
	Mr. Eugene Moriarty

¹ Cllr. Toiréasa Ferris resigned from the Board in June 2017 and was replaced by Cllr. Pa Daly in September 2017

² Cllr. Dianne Nolan resigned from the Board in September 2017 and was replaced by Cllr. Niall Kelleher in December 2017

³ Mr. Leonard O'Donnell resigned from the Board in November 2017 and sadly passed away on 12th December 2017. May He Rest in Peace.

⁴ Mr. Hugh O'Connell resigned from the Board in April 2017 and was replaced by Mr. Noel Keenan.

⁵ Fr. Gearoid Godley resigned from the Board in November 2017 and was replaced by Mr. Michael O'Mahony in February 2018.

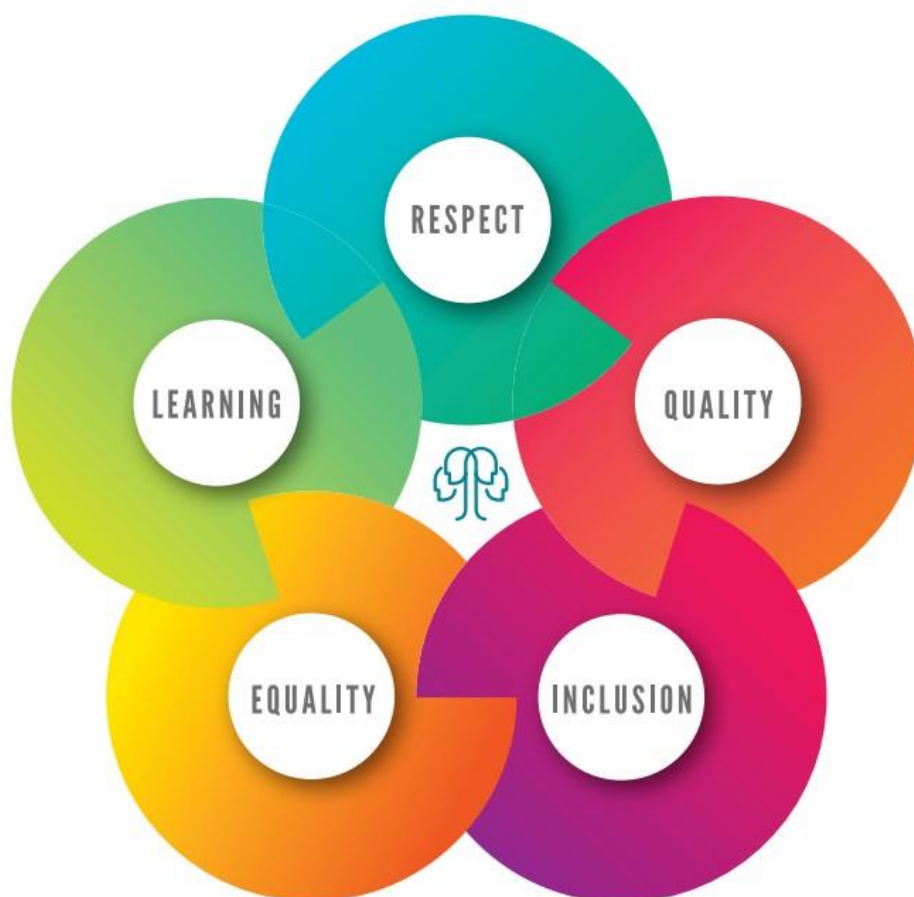
Section 1: Kerry Education and Training Board Mission Statement and Core Values

KERRY ETB MISSION STATEMENT

To create and promote the development of a lifelong learning society in Kerry, so that all who live in Kerry have access to the education and training required to fulfil their potential and to meet their personal, social, cultural, economic and civic needs.

KERRY ETB CORE VALUES

Our core values centre on ensuring that every person has a right to access education and training opportunities to realise their potential. These values are Respect, Quality, Equality, Inclusion and Learning.





Section 2: Education and Training Services Report

POST PRIMARY SCHOOLS, YOUTH AND MUSIC

Kerry ETB has eight Post Primary schools and one Community National school. Mainstream Enrolments in Kerry ETB schools for 2017 were as follows:

2016/17 – Total Post Primary Enrolment: 2,422

2017/18 – Total Post Primary Enrolment: 2,382 Total Primary Enrolment: 12

OPENING OF TWO MILE COMMUNITY NATIONAL SCHOOL

Kerry ETB was delighted to open the doors of the Two Mile Community National School on Wednesday 30th August 2017. This is the first Community National School of its kind in Kerry

DEVELOPING SCHOOLS AND ENRICHING LEARNING (DSEL)

Over the last year Kerry ETB together with school management have continued to provide a comprehensive programme of continuous professional development (CPD) and support for teachers, Special Needs Assistants (SNAs) and school management.

Kerry ETB believe investment in CPD ensures that the education that it delivers is of the highest quality and that its staff are continuously encouraged and motivated to be the best educators in their field.

The DSEL approach assists in the embedding of Kerry ETB's core values of Respect, Quality, Equality, Inclusion and Learning.

SCHOOL LEADERSHIP DEVELOPMENT

REFLECTIVE PRACTICE

Principals and Deputy Principals participated in CPD on Reflective Practice for Effective Leadership. This experiential programme was provided by Social and Health Education Programme. The course uses the 'Critical Reflection' model (Fool & Gardner, 2007) and is designed to create a place for Principals and Deputy Principals to reflect on their commitment to enabling and supporting educational change.

LEADING LEARNING WORKSHOPS FOR PRINCIPALS AND DEPUTY PRINCIPALS

This year the Professional Development for Teachers (PDST) delivered a Leading Learning Workshop with Principals and Deputy Principals and with Subject Coordinators. This in-service raised awareness of the importance of Subject Department Planning in line with the Department of Education and Skills Looking at our Schools Framework and the new Junior Cycle. English, Irish, Mathematics and Science Departments participated in the training and implementation in 2017.

INSTRUCTIONAL LEADERSHIP

At least ten teachers from each Kerry ETB school have participated in the ETBI Instructional Leadership Training. Instructional Leadership is now embedded in

classrooms across Kerry ETB with subject and Whole School Inspections highlighting the impact of the varied evidence informed methodologies being practiced in our schools.

WELLBEING

Kerry ETB are implementing the new Junior Cycle Wellbeing Guidelines in all schools. Programmes including ALERT, Friends for Life and Check and Connect were provided by schools in 2017. Base Groups were put in place to support the transition of first years.

Kerry Life Skills led the development of a Student Support Working Group and developed and implemented a three day training course for Student Support Teams. All schools participated. The training programme was informed by the Limerick and Clare ETB Student Support Team Model.

The Student Support Team Training was one of the great successes of this academic year, the highlight being the forging and improving of relationships between all the agencies i.e. the National Educational Psychological Service (NEPS), Child and Adolescent Mental Health Service (CAMHS) and JigSaw etc.

NEW TEACHER INDUCTION

Four sessions of New Teacher Induction Training took place 2017. The first session covered the Code of Professional Conduct for Teachers, Formative Assessment and Student Feedback. The second session outlines Positive Behaviour Management and Restorative Practice. The third session dealt with Human Resources and Financial systems that operate within the ETB structure with the final session covering Battelle online.

JOINT COLLABORATIVE PRACTICE WITH TEACHING AND LEARNING TEAMS

Collaborative practice is a highly developed model supported by international research whereby peers observe and learn from each other's successful work practices.

Team teaching strategies and peer learning were prioritised in 2017. In the past academic year schools began to implement peer observation weeks where teachers invited their colleagues to visit and learn from each other's practice. This has been hugely successful and has raised curiosity and interest among staff. Workshops on effective team teaching were also provided by Mary Immaculate College.

ORAL LANGUAGE EXAMS AT JUNIOR CYCLE

The Oral Examinations at Junior Cycle have gone from strength to strength. Gaeilge, French and Spanish were examined this year. The feedback is that students going into Leaving Certificate Oral exams are more confident. Thanks to our teachers who are collaborating and examining in each other's schools and to our examiners who work with us every year to make this such a successful piece of work. From 2018, we will be using the Oral Irish as a classroom-based assessment (CBA) for the new Junior Cert. This will give a great impetus to our students to excel in the oral element of the language.



TEACH MEETS

In 2017 six subject areas met to discuss their curriculum and share ideas. This platform of shared learning and communication is invaluable in ensuring that teachers are supporting each other, good practices are shared and quality knowledge imparted amongst colleagues in a productive environment. This results in a common approach to high quality teaching and learning in Kerry ETB schools. It is also an opportunity to initiate new projects and share new ideas across subjects. Microsoft 365 One Note training was provided for subject departments to enable teachers to manage and share content with colleagues and students.

ART

Art teachers met for three workshops in 2017. This year the agenda focused on the new Leaving Certificate course and the challenges contained therein, the development of ICT to enhance teaching and learning. Art teachers described the Art Teach Meet as an ‘invaluable resource’ to share learning with such discussions giving teachers more ‘insight and confidence’. Ideas were shared especially with regards to the ten week project and the standard of student art work was discussed.

ICT

There were three meetings of ICT teachers in 2017. It was noted that these sessions help give more structure to lessons and assessments and provided more information on the new Digital literacy course. Managing and using OneNote for CBAs, for planning purposes and for assessments was explored. Teachers noted that these meetings help to structure the Kerry ETB computing course with the general consensus being it is a ‘positive development to be able to come together’.

METAL WORK

Metal work teachers met on one occasion in 2017 and have agreed to meet twice in 2018 with specific agendas. They explored the use of ICT to help enhance teaching and learning. They agreed to communicate and collaborate more frequently with the use of ICT tools. Teachers learned ‘how to organize subjects better’, the advantages of ICT as a resource ‘for sharing information/concerns/resources’ and the benefits of sharing ideas that can be used in the classroom to enrich the learning experience.

PHYSICAL EDUCATION (PE)

Kerry ETB is to the forefront of advancing the PE curriculum in its schools. 2017 saw the development of a Kerry ETB PE Strategic Plan that will be launched in the 2018/2019 school year. Under this plan priorities are as follows; Wellbeing, the JC Short Course, the Senior Cycle framework (non-examinable), LC PE Examinable Subject (open to all schools in 2020) and the participation of young women in PE and sports. Further developments include a project to trial a new app developed by the National Council for Curriculum and Assessment (NCAA) for the senior cycle framework. A senior PE teacher in Coláiste na Sceilge, sits on the NCAA Working Group set up to develop materials for the new curriculum, therefore keeping Kerry ETB at the heart of new developments in the PE curriculum.

In addition PE teachers met as a Community of Practice on three occasions in 2017. Due to the development of the new JC programme, these meetings proved invaluable in ‘sharing good practice, starting conversations, talking about assessments and sharing good ideas’. ICT was a point of focus for teachers and how the same could be further used to enhance teaching and learning. The gymnastic module and the PE short course were also key agenda items with PE teachers acknowledging that ‘collaboration with other teachers is very useful’ and that these meetings will ‘improve my teaching and planning’.

SCIENCE

The new Junior Cycle Science curriculum, Extended Experimental Investigation (EEI) projects and ICT were the discussion points for the Science Teach Meet in 2017. It was enthusiastically embraced as a great opportunity to clarify areas of uncertainty while gathering relevant information that will ‘benefit lesson planning’.

TRANSITION YEAR (TY)

TY Co-coordinators met twice in 2017. These meetings proved to be a very useful platform to discuss practical issues that TY teaching staff and students encounter. Some of these issues included financial management, Garda Vetting and the benefits of utilizing ICT more proactively in the approach to teaching and learning. This year the TY Coordinator teach meet platform was used to initiate a writing competition for TY Students. TY students were invited to write about their ‘Terrific TY’. The top three articles from each school were submitted thereafter to a regional Kerry ETB judging panel for review. One winning article from each school was selected by the panel and will be published in the next Kerry ETB Newsletter. TY Co-Ordinators used these teach meets to share ideas about what has worked and what has not for TY students and thus help standardise the approach to TY in all Kerry ETB schools.

STUDENT FORUM

Kerry ETB Youth Officer and Kerry ETB SEN Support Teacher continued to support the Kerry ETB Student Forum in 2017. The Forum met three times this year and shared their experiences across the schools. Elections were held in every school, adhering to all necessary rules, with each student council acknowledging the need to follow three key priorities to:

1. Engage with School Principals and teachers
2. Engage with Kerry ETB
3. Engage with Kerry ETB Parents Forum
4. Support the development of school policies.

PARENTS FORUM

Kerry ETB held four Parents Forum meetings in 2017. Parents attending this forum are representing members from their respective Parent's Councils. The forum was first established in 2006 to promote effective liaison and consultation between schools and parents and to promote the interests of the students in the eight ETB schools.

This year's agenda covered areas such as the Kerry ETB Strategy, ICT advancements, Physical Education priorities, mental health awareness, new Junior Cycle curriculum developments and discussions on healthy eating and wellbeing. Of major interest was the feedback from the first online Applied Math's curriculum that was piloted in Kerry ETB Schools this year. This involved fifth year students undertaking online classes via skype on Tuesdays from 6pm – 8pm with professional teaching support delivered during Saturday classes hosted in the IT Tralee. This proposal came from the Parents Forum in 2016.

BOARD OF MANAGEMENT TRAINING

Kerry ETB provided two training sessions for School Boards of Management in 2017, one for the North Kerry schools and one for South Kerry schools. The sessions covered the new Special Needs Allocation Model and the Children First 2015 Act and the new Department of Education and Skills (DoES) Procedures for Child Protection.

NEW SEN ALLOCATION MODEL TRAINING

The Head of Post Primary Education in Mary Immaculate College Thurles delivered training on the new SEN Allocation Model. The aim of this was to clarify for principals and teachers the implications of the new resource model, as set out under CL0014/2017.


JIGSAW TRAINING


Jigsaw Kerry delivered training on Mental Health Awareness for teachers during 2017. Feedback from this 'very informative' and 'very beneficial and topical' session was uniformly positive.


TRAINING FOR SNA'S


SNAs training workshops we provided in June 2017 on the following areas: Understanding Autism/Boundaries, Managing Aggression and Potential Aggression (M.A.P.A), Epilepsy Awareness and Manual and Patient Handling.


POST PRIMARY SCHOOL PROFILES

	Castleisland Community College, Castleisland Co. Kerry. Tel: 066 7141196; Email: info@castleislandcc.com ; Website: www.castleislandcc.ie	
	Principal: Ms. Carmel Kelly	Deputy Principal: Ms. Teresa Lonergan
	Acting Principal: Ms. Teresa Lonergan	Acting Deputy: Ms. Mairéad Corridan
	BOM Chairperson: Mr. Hugh O'Connell/Ms. Mary McGillicuddy	
Enrolments 2016/2017: 231		Enrolments 2017/2018: 222

	Causeway Comprehensive School, Causeway, Co. Kerry Tel: 066 7131197; Email: admin@causeway.ie ; Website: www.causewaycs.ie	
	Principal: Mr. Cathal Fitzgerald	Deputy Principal: Ms. Anne Marie Hassett
	Acting Deputy: Ms. Jennifer Barry	
	BOM Chairperson: Ms. Aoife Thornton	
Enrolments 2016/2017: 523		Enrolments 2017/2018: 484

	Coláiste Gleann Lí, Clash, Tralee, Co. Kerry Tel: 066 7122552; Email: office@gleannli.ie ; Website: www.gleannli.ie	
	Principal: Mr. Richard Lawlor	Deputy Principal: Mr. Liam McGill
	BOM Chairperson: Cllr. Terry O'Brien	
	Enrolments 2016/2017: 149	

	Coláiste na Ríochta, Listowel, Co. Kerry. Tel: 068 21023; Email: principal@colaistenariochta.ie ; Website: www.colaistenariochta.ie	
	Principal: Mr. Stephen Goulding	Deputy Principal: Ms. Iseult Glynn
	BOM Chairperson: Mr. Dick Carmody	
	Enrolments 2016/2017: 62	

	Coláiste na Sceilge, Caherciveen, Co. Kerry Tel: 066 9473335; Email: info@colaistenasceilge.ie ; Website: www.colaistenasceilge.ie	
	Principal: Mr. John O'Connor	Deputy Principal: Ms. Ann Marie Killen
	BOM Chairperson: Mr. Liam McGill/Mr. Denis Cournane	
	Enrolments 2016/2017: 464	



	Gaelcholáiste Chiarraí, Tobar Mhaigh Dor, Trá Lí, Co. Chiarraí. Fón: 066 7121650; Ríomhphost: eolas@gcchiarrai.ie; Suíomh idirlín: www.gcchiarrai.ie	
	Príomhoide: Austin Ó Seachnasaigh/ Ruairí Ó Cinnéide	Leasphríomhoide: Ruairí Ó Cinnéide/Conall Ó Cruadhlaoidh
	Cathaoirleach BB: Tomás Ó Conchúir	
	Rolla 2016/2017: 359	Rolla 2017/2018: 349

	Killarney Community College, New Road, Killarney, Co. Kerry. Tel: 064 6632164; Email: kcccom@iol.ie; Website: www.killarneycc.ie	
	Acting Principal: Ms. Stella Loughnane	Deputy Principal: Ms. Eilish O'Leary
	BOM Chairperson: Ms. Mary McGillicuddy	
	Enrolments 2016/2017: 375 PLC: 20	Enrolments 2017/2018: 353 PLC: 14

	Killorglin Community College, Killorglin, Co. Kerry. Tel: 066 9761168; Email: info@killorglincc.ie; Website: www.killorglincc.ie	
	Principal: Mr. Con Moynihan	Deputy Principal: Mr. Donal O'Reilly
	BOM Chairperson: Mr. Emmet Spring	
	Enrolments 2016/2017: 259	Enrolments 2017/2018: 275

PRIMARY SCHOOL PROFILE

	Two Mile Community National School, Killarney, Co. Kerry. Tel: 086 418 3558; Email: info@twomilecns; Website:	
	Principal: Ms. Catherine Barry	
	BOM Chairperson: Pádraig Ó Donnabháin	
	Enrolments 2017/2018: 12 (School opened September, 2017)	

YOUTH WORK

Kerry ETB administered the following Youth Work schemes/grants in 2017

DCYA 2017 Funding

Grant Name/Type	Funding/Grant Value	Awarded to/Grantee
DCYA Special Project for Youth	€186,616	KDYS Tralee
DCYA Capital One (Equipment Grant)	€9,583	KDYS Tralee
DCYA Local Youth Club Equipment Scheme	€281,491	Youth Clubs/groups
DCYA Local Youth Club Grant Scheme	€35,501	Youth Clubs /groups

LOCAL YOUTH CLUB GRANT SCHEME

Number of Groups funded:

Youth Service Grant Scheme-funded Organisation	Number Funded
Foróige	1
Irish Girl Guides	2
No Name Club	2
Ógras	4
Scouting Ireland	12
Youth Work Ireland	28
Other Organisations (not funded through Youth Service Grant Scheme)	Number Funded
Irish Red Cross Youth	1
Other (specify) Non Affiliated	3

Total number of young people involved	2,156
Total number of volunteer leaders	491
Total amount spent on grants	€42,978
Average amount of grant paid to groups	€811

Summary of Groups Funded by Kerry ETB	Total
Groups in organisations funded by Youth Service Grant Scheme	49
Groups in organisations not funded by Youth Service Grant Scheme	4
Totals	53



Equipment Grant

Youth Service Grant Scheme-funded Organisations	Number Funded
Foróige	1
Irish Girl Guides	2
No Name Club	2
Ógras	5
Scouting Ireland	12
The Boys Brigade and The Girls Association	1
Youth Work Ireland	35
Other Organisations (not funded through Youth Service Grant Scheme)	Number Funded
Irish Red Cross Youth	1
Other (specify) Non Affiliated	3

Total number of young people involved	2,156
Total number of volunteer leaders	491
Total amount spent on grants	€281,599
Average amount of grant paid to groups	€4,470

Summary of Groups Funded by Kerry ETB	Total
Groups in organisations funded by Youth Service Grant Scheme	59
Groups in organisations not funded by Youth Service Grant Scheme	4
Totals	63

IRISH LANGUAGE OFFICE

Beatha agus sláinte chugaibh ar fad! Seo tuairisc bheag daoibh ar na rudaí éagsúla atá ar bun agam i mo ról mar Oifigeach Gaeilge Bhord Oideachais agus Oiliúna Chiarraí. Bím ag díriú ar thrí réimse éagsúla: (i) Kerry ETB's Irish language needs; (ii) supporting the Gaeltacht community and (iii) supporting the wider language community in the county. The Irish Officer continued the implementation of the Kerry ETB Language Scheme and assisted in formulating a Language Plan and a Language Policy for the organisation.

Táimid ag leanúint ar aghaidh le togra a cuireadh ar bun anuraidh agus tá rudaí nua tagtha i bhfeidhm i mbliana chomh maith. A Music Initiative was delivered through Irish for the second year in a row for teenagers in West Kerry. Our renowned local singer and musician, Muireann Nic Amhlaoibh, worked with young people who composed their own original songs.

In May, we had a Tionól Scoile held in Feothanach in West Kerry for First Year students



from three different schools. It was the culmination of a letter writing project throughout the year where students from Gaelcholáiste Chiarraí and the Aonad Gaeilge in Coláiste na Sceilge were paired with students from Pobalscoil Chorca Dhuibhne. The students wrote to one another in their Irish classes at school and it was a novelty for them to send and receive a letter as opposed to an email. When they finally got to meet on the 15th May, we had organised games for them in the morning, followed by a Tráth na gCeist and we finished off with an energetic Céilí. It was a very enjoyable experience.

TechSpace provided training this year in technology for young people through Irish. As a result of that, we made a short film with native Irish speaker teenagers and their friends.

Focussing on primary level Irish language speakers, we developed a Multi Media Summer Camp for 6th class students in collaboration with local media professionals. On the camp, students learned about filming, animation and radio work all through Irish and on the last day of camp they went to Tralee to visit the excellent Digital Media Centre in the Training Centre.

KERRY MUSIC EDUCATION PARTNERSHIP: KERRY TAKE NOTE

Kerry Music Education Partnership (KMEP) is a performance music education initiative led by Kerry ETB.

The project is a partnership initiative with a number of statutory, voluntary and local agencies including Kerry County Council, the Institute of Technology, Tralee, Kerry Diocesan Youth Service (KDYS), Ealain na Gaeltachta and local music educators and youth organisations.

KMEP oversees the delivery of the Take Note Music Project, the aim of which is to broaden access to affordable, multi-genre music performance and education programmes for children and young people. It is a self-financing project which is made possible thanks to the continued commitment and support of all the project partners.

Partnership Programmes for 2017 included a Vocal and Instrumental Tuition Service, a Youth Choral Initiative, an Irish language Youth Music Project, a Musician-in-Residence programme and the launch of two Level 5 programmes in Music and Sound Production.

In 2017 Kerry ETB applied for inclusion in the National Music Education Programme Music Generation Scheme but unfortunately were unsuccessful.

VOCAL AND INSTRUMENTAL TUITION

Led by Kerry ETB, the Take Note Vocal and Instrumental Tuition programme was piloted in a number of primary and post-primary schools across the County. The self-funding initiative gives opportunities to tutors and musicians to provide tailored music programmes of between 10-30 weeks to children and young people in school environments.



YOUTH CHORAL PROJECT

In partnership with Kerry ETB and Creative Ireland a number of youth choral projects were launched across the four Municipal Districts of Kerry during 2017. The workshops, led by experienced Choral Directors, provided opportunities for children to engage in choral music and participate in local community performances. The initiative proved a great success and plans are already in place to further develop the project over the coming year.

FURTHER EDUCATION AND TRAINING (FET)

FET PROVISION

Kerry ETB 2017

No. commencing courses:	10,342
No. completing courses:	10,007
No. of overall beneficiaries:	12,341

Kerry ETB supported over 12,000 beneficiaries¹ in 2017, receiving SOLAS funding of €27m. In common with all ETBs, FET provision is spread across a myriad of different programmes. An outline of the number of beneficiaries and different courses offered under each programme is provided in the table below.

Table 1: 2017 FET Provision by Programme

Programme	Beneficiaries	Courses
Apprenticeship Training	332	23
Adult Basic Education	1,764	172
Blended Training	17	3
Bridging and Foundation	61	4
BTEI	1,945	211
Community Education	2,723	321
Community Training Centre	72	7
ESOL	724	47
Evening Training	930	106
FET Co-operation Hours	12	1
ITABE	67	10
PLC	1,616	150
Refugee Resettlement	68	4
Skills for Work	77	11
Specialist Training Providers	209	16
Specific Skills Training	928	68
Traineeship Training	272	20
Voluntary Literacy Tuition	18	1
VTOS	247	33
Youthreach	271	35
Total	12,353	1,243

Apart from its unique specialist provision (described further below), generally speaking, Kerry ETB is aligned with other ETBs around Ireland in the skill mix that it delivers to beneficiaries. There are however a few notable differences which are driven by the make-up of the local economy, the rural nature and demographic profile of Kerry, the low manufacturing base but high level of tourism and hospitality activity and low educational attainment rates in certain pockets of the county. Provision planning is based on available employment opportunities, business, social and cultural need. The analysis of provision by broad skills cluster is set out in Table 2.

¹ Beneficiary numbers include those already enrolled at 1st January 2017



Table 2: 2017 FET Provision by Skills Cluster

Skills Cluster	Beneficiaries	Courses
Agriculture, Horticulture and Mari culture	98	7
Animal Science	98	6
Arts & Crafts	307	40
Built Environment	270	27
Business, Administration	669	57
Core ICT	460	30
Core Personal	4207	434
Engineering	67	5
Engineering (Electrical)	73	7
Engineering (IT)	23	3
Engineering (Mechanical)	215	23
Financial Services	47	4
Food and Beverage	170	18
General Learning	2658	312
Hairdressing, Beauty Complementary Therapies	229	20
Health, Family other Social Services	1476	122
Information Technology	127	9
Management	55	7
Manufacturing	55	4
Media Graphics Communications	151	16
Research and Education-Training	21	2
Sales & Marketing	63	8
Science and Technology	17	4
Security, Guarding & Emergency Services	80	6
Skills Sampling, General Learning & Core Personal	190	22
Sport and Leisure	238	20
Tourism	139	18
Transport, Distribution & Logistics	67	6
Web Development & Design	83	6
Total	12,353	1,243

KERRY ETB FET STRATEGIC OUTCOMES FOR 2017

The five goals of the SOLAS National FET Strategy 2014 – 2019 are as follows:

1. Skills for the Economy
2. Active Inclusion. Literacy and Numeracy
3. Quality Provision
4. Integrated Funding and Planning
5. Standing of FET

SKILLS FOR THE ECONOMY

In 2017 Kerry ETB continued to provide skills necessary for the local, regional and national economy to ensure that the needs of business and industry are met in terms of pipeline talent supply, meeting skill gaps and upskilling people in employment. This work is also designed to aid people to adapt to new technologies and insulate themselves from the possibility of unemployment.

APPRENTICESHIP

In 2017 Ministers Bruton and Halligan announced that an additional 50,000 Apprenticeships and Traineeships are to be in place in Ireland by 2020. An allocation of €17.5 million will be made available nationally for extra existing Apprenticeship Provision and €10.7 million for New Apprenticeships.

Kerry ETB led the way nationally in developing the Commis Chef Apprenticeship for the FET sector, establishing the Consortium Steering Group with industry and writing the new programme and preparing it for validation. Kerry ETB is now the National Coordinating provider. New facilities to accommodate an additional Electrical Apprenticeship class to meet the rising demand from the building trade were constructed in the Kerry ETB Training Centre. As part of the Second Call for New Apprenticeships in Ireland, Kerry ETB submitted a Phase 2 proposal for Wind Turbine Apprenticeship after consultation with key industry partners in the energy distribution sector.



TOURISM

Given that tourism is a key economic driver, in 2017 Kerry ETB focused on further developing a broad suite of programmes to serve various parts of this sector from hotels to tour operators, food establishments to spas and beauty salons, adventure holidays and the craft and design retail market. These included:

- National Tour Guiding; Regional Tour Guiding; Marine Angling; Inland Angling; An RPL (Recognition of Prior Learning) system has been developed for Tour Guiding courses. Tourism with Business.
- Developing the Commis Chef Apprenticeship for Ireland for delivery in 2018; Food Preparation & Cooking (Culinary Arts); Hotel & Catering; Advanced Professional Cookery; Barista Skills; Bar Tending; Cocktail Making.
- Outdoor Activity Instructor Traineeships at Level 5 & 6; Surf Instructor & Beach Life Guard; Leisure Scuba Diving Instructor; Sport & Recreation; Sport Therapy; Sports Nutrition.
- Hairdressing Traineeship; Beauty Therapy Traineeship; Beauty Sales Consultant.

ENERGY TRANSMISSION & DISTRIBUTION

Kerry ETB specialises in servicing the Renewable and Electrical Power Engineering, Distribution and Transmission sector with the following courses: Wind Turbine Maintenance Technician Traineeship; Overhead Lines Operative Traineeship, Fibre Installation Technician. These are unique in Ireland and draw learners from across the country and prepare them for entry to employment locally, regionally, nationally and internationally.

MARINE

Given that we are an island nation with a large fishing fleet and a growing fish processing industry, in 2017 Kerry ETB scoped out the development of a new Marine Engineering Traineeship and is currently planning a Marine Skills Training Centre of Excellence. The annual turnover of the marine industry is €4.5 Billion and involves the employment of 18,500 people (direct full time equivalents). ²The purpose of the scope is to research the need for the following courses: Small/Medium Marine Engine Repair; Marine Electrical; Marine Instrumentation/Electronics; Marine Hydraulics; Hull Repair; Under Water Welding; Fishing Net Repair; Occupational Tickets for Marine – Health & Safety (H&S), Standards of Training Certification and Watchkeeping for Seafarers (STCW).

HEALTHCARE & LIFE SCIENCES

The public sector is also a major source of employment in Kerry, especially given the aging profile of the population and the location of Kerry University Hospital in Tralee. The Kerry ETB cluster of courses in this area covers: Nursing Studies; Health Care Support and Emergency Services; Physiotherapy Assistant Studies. A new Dental Nursing Assistant programme is in development. PLC provision has a strong emphasis in this area with excellent progression outcomes to the labour market and higher education.

NATIONAL DIGITAL SKILLS CENTRE

The National Digital Skills Centre continued to play a strong role in employer engagement and delivering skills for the economy over the course of 2017. The Centre partnered with Radio Kerry in the delivery of the Radio Broadcasting Course. In 2017 the Centre hosted and ran several

²Harnessing Our Ocean Wealth - An Integrated Marine Plan for Ireland (2014)

workshops for the broadcast and film industry through the “Dawn Workshops”. This includes both National and International participants.

KERRY COLLEGE OF FURTHER EDUCATION

In 2017 the DoES sanctioned standalone status for Kerry College of Further Education (KCFE) as a PLC College and assigned the college a new roll number.

RURAL FET CENTRES: Tech Amergin Waterville, An Tochar Causeway, O’Connell Centre Caherciveen, Dingle FET Centre, Kenmare FET Centre.

Much of the business and employment base in Kerry is comprised of micro SMEs. Given that the majority of the population live outside of the main large county towns, Kerry ETB has a strong focus on supporting FET provision in the smaller towns with large rural hinterlands. These are key to local businesses and the local population - both employed and unemployed. All centres have a focus on providing digital skills to ensure the local population have access to new and evolving technologies.

DINGLE FET CENTRE

Kerry ETB opened a new FET Centre in Dingle on 23 October 2017. The centre has five multi-purpose class rooms plus an IT Lab, office accommodation and kitchenette. A range of education and training opportunities are provided from Irish language to craft and design, the main focus is on providing skills for local people to gain employment, while also filling skill gaps in local businesses. Courses for the economy have been in the area of health care support, horticulture and front line office and reception skills.

EMPLOYER ENGAGEMENT

In order to ensure that FET provision is based on the real needs of business and the labour market Kerry ETB continued to develop its employer engagement strategy in 2017. Here are some examples:

- Service to Business / Authorised Officers working from the Training Centre formally engaged with employers in the context of apprenticeship and employer registration.
- Contact with employers was also a feature of the work of staff at centres delivering courses which include a work experience/work practice element.
- Kerry ETB also participated in the South West Regional Skills Forum - engaging in structured dialogue with enterprise agencies, sectoral groups, higher education providers and state support agencies with a view to agreeing tailored FET courses.
- Employers were represented on the main Kerry ETB Board and various other sub structures such as the following Boards of Management: Kerry ETB Training Centre; Kerry College of Further Education; North Kerry College of Further Education.
- Industry expertise was also drafted in for the planning and development of the new Kerry ETB Quality Council.
- Consortium Steering for the Commis Chef Apprenticeship which has representatives from IHF (Irish Hotel Federation), RAI (Restaurant Association of Ireland) and across the food and hospitality sector.
- Contact with over 100 marine companies in scoping out the Marine Engineering Traineeship.

OUTDOOR EDUCATION

Under the auspices of Kerry ETB both Cappanalea Outdoor Education and Training Centre (OETC) and Killarney National Park Education Centre (KNPEC) deliver educational components on the National Curriculum at primary and post primary levels and within Further Education and



Training. Through the work of the Centres in environmental and outdoor adventure education, subject areas such as Physical Education; Primary School Science; Discover Science; Junior Science; Geography; Biology/Ecology and SPHE are offered in its programmes.

In 2017 both Centres accounted for 30,000 student days for the year, with students from all spheres of both formal and informal education being represented. In the area of Further Education Cappanalea OETC and KNPEC delivered modules at Certificate, Diploma and Degree level in Wildlife Biology and Health and Leisure Studies. Cappanalea OETC continues to offer full time training at QQI Level 5 and introduced a QQI Major award at Level 6 full time Advanced Outdoor Activity Instructor Traineeship for those seeking to upskill for their career in the outdoors. KNPEC delivered a module Ecology and the Environment on the Level 6 programme. In all there were 24 places in total for the Traineeships with twelve places assigned to each programme. A number of graduates from previously delivered level 5 traineeship returned and signed up for the level 6 offering an endorsement and validation for the training provided. The Centre has established a strong network of employers in the outdoor sector and through our ongoing engagement trainees are successfully placed for work experience modules and are recruited for full time employment following completion of their training.

In other areas of FET Cappanalea OETC successfully works with the IT Tralee and the PLC sector in Sports and Recreation Programmes. The Centre contributes to VTOS programmes and the Back to Education Initiative (BTEI).

KNPEC and Cappanalea through Community Education works with a wide range of community groups and individuals. Courses vary to include the widest possible range of programmes and activities and are inclusive to those with special educational or physical needs.

ACTIVE INCLUSION, LITERACY AND NUMERACY

Kerry ETB has a strong inclusion role, through specific programmes such as Community Education, Adult Literacy & Basic Education, FET Cooperation Hours, Community and Specialist Training Provision. Inclusion is also a key integrated theme throughout our work which is evidenced through measures such as Open Learning Centres and Student Support Offices, Reasonable Accommodations, Literacy and Numeracy Supports for Apprentices, Counselling Supports, Wellbeing and Mental Health Initiatives in our centres, Adult Guidance & Information. Kerry ETB will continue to consider and prioritise support to address the needs of particular cohorts of learners including the long-term unemployed, people with disabilities, lone parents, jobless households, Travellers and other under-represented groups.

ADULT LITERACY & BASIC EDUCATION (ABE)

The Kerry ETB Literacy and Adult Basic Education Programme (ABE) was restructured in 2017. The ABE programme is designed to equip the people of Kerry with the literacy, numeracy and basic ICT skills necessary to effectively participate in everyday life. ESOL and the Refugee Resettlement Programme were areas of rapid growth in 2017 as Syrian and other refugees came to Kerry. ABE continued to have high participation rates of people with disabilities and other vulnerable people with low levels of education and training.



COMMUNITY EDUCATION

The Kerry ETB Community Education programme, in consultation with the community and voluntary sector, organised and delivered 321 courses in the communities of County Kerry, to 2,723 beneficiaries in 2017. The extent of this outreach programme ensures that all adults in Kerry have an opportunity to participate in education.

The Community Education programme aims to provide a locally based education programme that is responsive to the local community's needs. We strive at all times to ensure that the programme is accessible, inclusive and culturally appropriate. Community Education is learning that takes place in the community and embraces the principles of empowerment, consideration, collective consciousness, social justice and equality of access.

It is a key starting space for many people who wish to develop their confidence and social skills, before progressing to other courses. The programme is also a key support service in the county to voluntary and community groups. It aids community engagement and inclusion through a vast array of groups and people, ranging from active retired groups and older people in rurally isolated areas, to Men's Sheds, Women's Groups, Biodiversity and Environmental Groups, as well as mental health recovery groups. Among the many innovative community projects for 2017 Community Education supported the Peer Mentoring Network in the county, building on the huge success of this mental health community based recovery programme in 2016.

ACCESS, SUPPORT & PROGRESSION

In 2017 Kerry ETB continued to work on supporting learners to access education and training opportunities, sustain their participation to completion and to aid their progression to further education and training, employment and/or personal development / community participation. Below are specific new initiatives that took place in 2017:

- **Access:** Work on childcare and transport learner barriers in collaboration with Children and Young Persons Services Committee (CYPSC) and Local Link Kerry, the community and public transport service in the county run by the national transport Authority (NTA). In 2017 Kerry ETB became a member of the Board of Local Link Kerry (LLK) and has since worked with LLK on helping community education groups' access social inclusion transport at reduced rates.
- **Supports:** Maintained and further developed the learner support units in the PLC Colleges and the supports integrated into VTOS and Youthreach, including access to psychological counselling for those who needed it.
- **Internal Progression:** The suite of Kerry ETB provision offers options starting with literacy, numeracy, ESOL and basic education, from unaccredited to QQI levels 2 and 3. The Kerry ETB Training Centre also provides a number of Bridging and Foundation courses that are specifically designed to allow learners to progress to higher level programmes and Apprenticeships within the organisation. The next rung on the ladder is VTOS at QQI Levels 3 and 4, as well as Leaving Certificate options, providing essential pathways that may then lead on to PLC or Training Centre provision with accreditation at levels 5 & 6 as well as a number of bespoke industry certification opportunities or progression to HE. There is also specific special interest provision. This ranges from Community Education, Arts in Hospital, and FET Cooperation hours for people with disabilities, to National Learning Network specialist training provision as well as Community Training Centre and Youthreach provision for early school leavers.

- **External Progression:** Kerry ETB learners benefit from progression options to a range of Institutes of Technology and Universities. All new Kerry ETB validated programmes will specifically outline progression paths to Higher Education. There is a Memorandum of Understanding between Kerry ETB and IT Tralee for Advanced Progression to year two on certain Degree programmes. These are available to eligible learners with Level 5 Major Awards from certain programmes and an additional number of level 6 minor awards. Primary feedback from the IT Tralee has indicated that third level students who complete a PLC programmes prior to HE engagement have higher completion and certification rates than standard Leaving Certificate CAO entrants. Pre-University courses have been developed and are being delivered with a view to potential progression to Mary Immaculate College (MIC), University of Limerick (UL), University College Cork (UCC) and St. Angela's Training College, Sligo.

QUALITY PROVISION

A decision was made in 2016 by the Director of FET to establish a dedicated Quality Assurance Unit - liaising between management and staff and the governance of Kerry ETB, and providing a bridge between the outcomes of governance at centre level and the governance of the ETB.

In November a Quality Assurance Steering Group was established to undertake the preparatory work needed to agree new Quality Assurance Policies and Procedures with QQI. Kerry ETB and QQI engaged in formal dialogue at the close of November on plans for new governance and undertook an Executive Self Evaluation of its governance and management of the quality of FET provision. A plan to improve the effectiveness was drawn up-supporting Kerry ETB to meet its statutory requirements for the establishment and operation of QA procedures.

A new Adult Education Officer (AEO) was appointed to lead this process, holding responsibility for the new Quality Assurance Unit. The AEO will set up the QA Unit in 2018, monitor the implementation of the Kerry ETB Quality Improvement Plan and report on its progress.

Work on programme development continued in 2017. A certificate of validation was issued to Kerry ETB for the Advanced Certificate in Culinary Arts in July; following the recommendation of an independent evaluation panel established by QQI. The panel experts commended Kerry ETB on our work in developing the programme, noting that it was the first application made following major changes by QQI to its validation policy and criteria and quality assurance guidelines. Establishing governance structures to monitor and report on the quality of FET services has been key to establishing new programmes such as the Advanced Certificate in Culinary Arts.

Over the course of the year the Kerry ETB National and Regional Tour Guiding Curriculums; developed in 2016 to meet local industry needs, were shared with a number of our partner ETB's. In November, our National and Regional Tour Guiding Programmes were published in the national repository of programmes (the National Programme Database) - an indication of the quality of programmes developed by Kerry ETB. 2017 also saw the development of a bespoke Digital Skills Production Programme. The delivery of this training programme at the Kerry ETB Training Centre is recognised by City and Guilds- through its Accreditation benchmark - again a recognition by a key awarding body of our programmes quality and credibility.



PROGRESSION TRACKING

Annually Kerry ETB conducts a telephone survey with up to one thousand learners to track their progression outcomes. This is completed for full time programmes on a cyclical basis. Progression to FET/HET and employment are the key indicators. Results show very positive results and inform FET management reviews and planning. In 2017 the project tracked the progression of PLC and VTOS learners for the academic year 2015/16.

Another key activity for the year was the ongoing implementation of the PLSS and FARR systems. PLSS is the Programme Learners Support System. FARR is the Funding Allocations Requests and Reporting. Both are new SOLAS systems that aid internal planning and monitoring as well as accountability and oversight. PLSS has a course calendar for scheduling courses that can then be migrated to FETCH (an acronym for Further Education and Training Course Hub) Courses. FETCH Courses is an online course search facility that the public can use. A big focus of 2017 was to ensure the timely input of accurate data into these systems. This had serious resource implications.

As part of our annual planning at strategic level Kerry ETB is cognisant of its role in delivering government policy around education and training, employment and inclusion. Here are some of the key policies and strategies that have informed our work in 2017.

- SOLAS FET Strategy 2014-2019
- Action Plan for Jobs
- Pathways to Work
- Action Plan for Education 2015-2019
- Better Outcomes Brighter Futures: The National Policy Framework for Children & Young People 2014 – 2020
- National Youth Strategy 2015-2020
- Comprehensive Employment Strategy for People with Disabilities 2015-2024.
- National Disability Inclusion Strategy 2017-2021
- Migrant Integration Strategy 2017-2020
- Kerry Local Economic and Community Plan 2016-2021
- Action Plan for Rural Development
- FET Literacy & Numeracy Strategy

STANDING OF FET

In 2017 Kerry ETB continued to work on the standing of FET and its promotion as a quality pathway to skills and careers. The ETB audience is wide and the message is broad. Fine tuning this to distil and effectively communicate our unique selling points is part of our ongoing work. Key parts of this work include the production of the Kerry ETB Course Directory and the annual Further Education and Training Fair that bring together all programmes and centres under one roof for a one day special showcase event. This gives our learners and staff an opportunity to demonstrate their skills by running interactive workshops and demonstrations that the public can participate in.

Over 1,500 people attended the main FET Fair, which was held in Tralee on 22 March 2017 to sample a vast array of courses, talks and free workshops all about lifelong learning, personal and professional development, skills for work, life, family and community. The event targeted jobseekers, second chance learners, school leavers, employers, parents, guidance counsellors and anyone interested in lifelong learning. While all FET centres host their own Open Days and Kerry



ETB presents course listings and information in a variety of formats from course directories, to centre brochures and college prospectus, as well as the new online search system www.fetchcourses.ie, the idea of the FET Fair was to show the public what we do, not just tell them about it. A North Kerry FET Fair was held on 29 May 2017 in Listowel leading to 31 new course applications in the week that followed the event.

Section 3: Corporate Governance and Finance

In 2017 the first Strategy Statement of Kerry ETB was developed. The development of the Strategy involved a comprehensive consultation process. The consultation consisted of focus groups involving the Kerry ETB Board, Boards of Management, managers, staff and parents. An online survey was made available to students and learners. Key community partners were also consulted and feedback sought on the draft strategy.

ETHICS IN PUBLIC OFFICE ACT 1995 AND STANDARDS IN PUBLIC OFFICE ACT 2001

Board members and designated staff are required to provide annual Disclosures of Interests in respect of issues that could materially influence the performance of functions. Disclosures for 2017 were completed and where relevant forwarded to the Standards in Public Office Commission.

BOARD STRUCTURE

Membership of the Kerry ETB Board is comprised as follows:

- 12 Local Authority Representatives
- 2 Parent Representatives
- 2 Staff Representatives
- 5 Special Interest Members

The Board has a formal schedule of reserved functions as set out in Section 12 of the ETB Act 2013. The Executive is responsible for implementation of plans, day to day management and functions not reserved for the Board.

The Kerry ETB Board met 9 times in 2017. A register of attendance was maintained. A record of Member's attendance at the Board Meetings and details of their expenses are set out on page 31 of this report. Members received agenda and documents in advance of meetings. Minutes are maintained and adopted in support of ETB meetings all meeting presentations are circulated electronically to Members, following the meetings, for reference purposes.

COMMITTEES

The Board has established an Audit and Risk Committee and Finance Committees as per the requirements of Section 45 of the ETB Act 2013.

AUDIT & RISK COMMITTEE

Audit & Risk Committee Members during 2017	
Ms. Maria O’Gorman	Kerry ETB
Cllr. Niall Kelleher	Kerry ETB
Mr. Donal Fitzgibbon – Chair	External
Mr. John O’Connor	External
Mr. Tim Buckley	External
Mr. Ted Fitzgerald	External

MEETINGS - The Audit & Risk Committee met on the following dates in 2017:

17 th February 2017	21 st June 2017
31 st March 2017	28 th September 2017
19 th May 2017	17 th November 2017
7 th June 2017	14 th December 2017

REPORTS – The Audit & Risk Committee reported to the ETB Board on the following dates in 2017:

- 17th February 2017
- 25th April 2017
- 4th December 2017
- 15th January 2018 (presented Annual report of the Audit Committee for 2017)



FINANCE COMMITTEE

Finance Committee members during 2017	
Mr. John O'Connor – Chair	External
Cllr. Séamus Cosáí Fitzgerald	Kerry ETB
Cllr. Jim Finucane	Kerry ETB
Cllr. Jimmy Moloney	Kerry ETB
Ms. Hilary Scanlan	External

MEETINGS - The Finance Committee met on the following dates in 2017:

20 th April 2017	19 th October 2017
29 th June 2017	23 rd November 2017

REPORTS – The Finance Committee reported to the ETB Board on the following dates in 2017:

- 4th September 2017
- 4th December 2017

PROTECTED DISCLOSURES ANNUAL REPORT 2017

The Protected Disclosures Act 2014 came into effect on 15 July 2014. This Act provides a framework within which workers can raise concerns regarding potential wrongdoing that has come to their attention in the workplace in the knowledge that they can avail of protections if they are penalised by their employer or suffer any detriment for doing so.

Kerry ETB has put in place a policy, which in tandem with the legislation, will encourage workers to report potential wrongdoing in the knowledge that their concerns will be taken seriously and investigated, where appropriate, and that their confidentiality will be respected. The policy also provides workers with guidance on how to raise concerns.

As required under Section 22 of the Protected Disclosures Act 2014 Kerry ETB confirms that no protected disclosures were received to the end of 2017. Consequently no action was required to be taken by Kerry ETB in relation to Protected Disclosures.



POLICIES AND PROCEDURES

The following Policies and Procedures were adopted by the Board of Kerry ETB in 2017:

Policy & Procedure Adopted:	Date Adopted:
Travel and Subsistence (revised) Policy & Procedures	22 nd May 2017
Email Communication Policy	22 nd May 2017
Procurement Policy, Procedures & Purchasing Guidelines	4 th September 2017
Fixed Asset Management Policy & Procedures	23 rd October 2017
Disposal of Fixed Assets Policy & Procedures	23 rd October 2017
Hospitality and Gifts Policy & Procedures	23 rd October 2017
Garda Vetting Student Policy & Procedures	23 rd October 2017
Garda Vetting Employee/Volunteer Policy & Procedure	4 th December 2017

CAPITAL/BUILDING PROJECTS 2017

Castleisland Community College
Provision of new Science Lab - Additional Accommodation Scheme 2017
Causeway Comprehensive School
Metalwork Room Refurbishment
Review of Accommodation
Partial Roof Replacement - Emergency Works Scheme 2017
Electrical Refurbishment - Summer Works Scheme 2017
Colaiste na Sceilge, Caherciveen
Ventilation - Emergency Works Scheme 2017
Heating & Piping Upgrade - Emergency Works Scheme 2017
Electrical Upgrade - Summer Works Scheme 2017
Gaelcholáiste Chiarraí
Gaelcholáiste Chiarraí Nua
Killarney Community College
ASD Unit - Additional Accommodation 2017
Roof Repairs - Emergency Works 2017
Killorglin Community College
Boiler Replacement - Summer Works Scheme 2017
Coláiste na Ríochta
Boiler Replacement - Summer Works Scheme 2017
Special Needs Unit - Additional Accommodation 2017
Separation of Toilets - Emergency Works Scheme 2017
Coláiste Gleann Lí
ASD Unit / Separation of Post Primary and PLC
Kenmare Adult Education Centre
Culinary Kitchen and Toilets



Kerry College of Further Education (KCFE)
Separation of KCFE / Coláiste Gleann Lí
Dingle Kerry ETB Further Education and Training Centre
Fit out of Centre at Rice House, Dingle
Administration Office, Centrepont
Development of New Unit - Boardroom and Offices
Listellick NS
Procurement of Design Team for New School Build
Two Mile Community NS
Refurbishment of School for opening in September 2017

CHIEF EXECUTIVE'S PAY

In accordance with pay scales approved by the Department of Education and Skills the Chief Executive Officer's salary was €117,729 (excluding employer's PRSI) in the year ended 31st December 2017. Employer's PRSI of €2,550.99 was also paid.

The CEO did not undertake any foreign travel for ETB business purposes during the period.

The CEO is a member of an unfunded defined benefit public sector Superannuation Scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.



BOARD MEMBERS EXPENSES

In accordance with the requirements of DoES Circular Letter 0018/2015, the following table outlines ETB Members' expenses and meetings attended.

Board Member	Statutory Meetings	Interview Boards	Attendances at Conferences /Seminars	Other	Total	Board Meetings Attended
	€	€	€	€	€	
Cllr Michael Cahill	401	0	503	57	961	5
Cllr Jim Finucane (Chair)	234	2,828	1,618	3,218	7,898	9
Cllr Séamus Fitzgerald	758	614	584	300	2,256	9
Cllr John Francis Flynn	332	0	0	118	450	6
Cllr Norma Foley	162	0	0	0	162	8
Ms Maria O'Gorman	574	1,486	488	848	3,396	7
Fr Gearoid Godley	145	0	0	70	215	5
Ms Maryann Slattery	173	0	0	32	205	5
Ms Brid McElligott	81	0	0	44	125	4
Ms Mary McGillicuddy	333	347	0	431	1,111	7
Cllr Norma Moriarty	779	3,811	0	417	5,007	5
Cllr Jimmy Moloney	387	1,529	0	151	2,067	8
Mr Eugene Moriarty	480	167	0	0	647	8
Cllr Toiréasa Ferris	257	0	0	0	257	5
Cllr Dianne Nolan	170	163	0	168	501	3
Cllr Terry O'Brien	128	446	0	59	633	7
Mr Hugh O'Connell	304	0	0	911	1,215	3
Mr Leonard O'Donnell, RIP	162	0	0	78	240	5
Cllr Damien Quigg	222	309	0	37	568	3
Cllr Aoife Thornton	61	0	0	42	103	0
Ms Francis Walsh	200	0	0	81	281	9
Mr Noel Keenan	142	0	0	678	820	4
Cllr Pa Daly	0	0	0	0	0	2
Cllr Niall Kelleher	0	0	0	0	0	1
TOTAL	6,485	11,700	3,193	7,740	29,118	

Mr. Hugh O'Connell resigned from the Board in April 2017 and was replaced by Mr. Noel Keenan in May 2017. Cllr. Toiréasa Ferris resigned from the Board in June 2017 and was replaced by Cllr. Pa Daly in September 2017. Cllr. Dianne Nolan resigned from the Board in September 2017 and was replaced by Cllr. Niall Kelleher in December 2017. Fr. Ger Godley resigned from the Board in November 2017 and was replaced by Mr. Michael O'Mahony in February 2018.

FINANCE STRATEGY

The objective of the Finance function is to support the Board in the achievement, within budget, of objectives set out in the Service Plan. Finance support includes decision-making support, corporate control of public money, transaction processing and statutory accountability.

STATUTORY ACCOUNTABILITY

Strict accountability requirements apply to Kerry ETB. These requirements include the preparation of annual financial statements in a form prescribed by the Minister for Education and Skills with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform and the audit of these accounts by the Comptroller and Auditors General. They consist of a Statement of Accounting Policies, an Operating Account, a Statement of Current Assets and Current Liabilities and notes to the financial statements.

Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives. The accounts for 2016 have been audited and approved by the Comptroller and Auditor General's Office.

Kerry ETB complies with its obligations under taxation laws and ensures that all tax liabilities are paid on or before the relevant due dates, as set out under Section 27 of the Code of Practice for the Governance of ETBs.

FINANCIAL SUMMARY

Kerry ETB is funded primarily by the DoES for the delivery of its post-primary provision and SOLAS and DoES for further education and training programmes.

GIFTS

In 2017 Kerry ETB received a donation of €10,000 to facilitate the upgrading of the Wi-Fi facility in Killorglin Community College.

Kerry Education & Training Board

Operating Statement for the Year Ended 31st December, 2017

	Year ended 31/12/2017 €
RECEIPTS	
Post Primary Schools & Head Office Grants	24,307,478
Primary School Grants	25,179
Further Education and Training Grants	25,115,812
Student Support Services Grants	13,967
Youth Services Grants	616,623
Agencies & Self-Financing Projects	2,922,023
Capital	1,979,122
Joint Venture	43,284
	55,023,488
PAYMENTS	
Post Primary Schools & Head Office	24,922,484
Primary School Grants	48,095
Further Education and Training	25,662,112
Student Support Services	11,862
Youth Services	585,784
Agencies & Self-Financing Projects	3,055,475
Capital	1,266,435
Joint Venture	-
	55,552,247
Cash Surplus / (Deficit) for the year	(528,759)
Movement in Other Net Current Assets	514,381
Accrual Revenue Surplus/(Deficit) for the year	(14,378)
Revenue Surplus / (Deficit) at 01/01/2017	(107,819)
Revenue Surplus / (Deficit) at 31/12/2017	(122,197)