

**CRUINNIÚ BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD MEETING**

Date and Time:	Tuesday December 10 th 2024 at 3 p.m.
Location:	The Rose Hotel, Tralee
Cathaoirleach:	Cllr. Norma Moriarty
Secretary:	Mr Colm McEvoy, Chief Executive
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Norma Moriarty • Cllr. Deirdre Ferris • Cllr. Anne O’Sullivan • Cllr. Paul Daly • Cllr. Teddy O’Sullivan Casey • Cllr. Tommy Griffin • Mr. Michael Larkin McCarthy • Mr. Noel Keenan • Ms Maria O’Gorman • Ms. Lorraine O’Sullivan • Cllr. Liam Nolan • Ms. Annette Steinborn • Mr. John O’Connor • Ms. Katherina Broderick
Attendance (Executive Members):	<ul style="list-style-type: none"> • Mr Colm Mc Evoy, Chief Executive (CE) - Remote • Ms Ann O’Dwyer, Director of Schools, Youth and Music (SYM) • Mr Owen O’Donnell, Director of Further Education and Training (FET) • Ms Maria Brennan, Director of Organisation Support and Development (OSD) • Ms Betty Corkey, Head of Corporate and Procurement • Mr. Pádraig O’Sullivan, Head of Technology, Estates and Sustainability • Ms. Heather Shanahan, Head of Finance • Ms. Donna Monson, Executive Support • Ms. Catherine Horgan, Executive Support
	CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS
	<p>As per Section 1.18 of Circular Letter (CL) 0002/2019, a conflict of interest form was circulated to each Board Member before the meeting for signature. An Cathaoirleach reminded members re the conflict of interest form at the start of the meeting.</p> <p>There were no conflicts of interest disclosed relevant to the meeting’s agenda items, as discussed.</p>

	SECTION 17, STANDING ORDERS OF THE BOARD
	An Cathaoirleach adjourned the Board meeting for 15 minutes in memory of the passing of Board member Cllr. Martin O’Grady’s father, Mr. Donal O’Grady, in accordance with Section 17 of the Board’s Standing Orders.
12/2024/1	APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies were noted for the following Board members:</p> <ul style="list-style-type: none"> • Cllr. Maura Healy Rae • Cllr. Angie Baily • Cllr. Marie Moloney • Cllr. Niall Kelleher • Mr. Joe Brennan • Mr. Daniel O’Donoghue • Cllr. Martin O’Grady
1.2	<p>Condolences/Comhbhrón</p> <p>An Cathaoirleach expressed her sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • Ms. Laura McCrohan, Killarney Community College on the death of her grandmother Ms. Eileen McCrohan. • Ms. Doreen Killington, Castleisland Community College on the death of her uncle Mr. James Hickey. • Ms. Lorraine McGrath, Kerry College Killorglin Campus on the death of her aunt Ms. Noreen Kiely. • Ms. Helen Slattery, Killorglin Community College on the death of her uncle Mr. John Slattery. • Ms. Margaret Morrissey, Kerry College on the death of her brother in law Mr. Oliver Moran. • Mr. Ed O’Connor, Tralee (ABE) Adult Basic Education on the death of his uncle Mr. Gerald Griffin. • Mr. JJ Herlihy, Castleisland Community College on the death of his grandmother Ms. Annie Herlihy. • Ms. Kathryn Connolly, HR Department on the death of her father Don Dineen. • Ms. Elaine Sharp of Kerry College, Monavalley Campus on the passing of her father Mr. Tom O’Connor. • The family of Mr Bill Kavanagh of SOLAS, formally of Dublin and Dun Laoghaire ETB.

	<ul style="list-style-type: none"> • Mr. William Beausang of SOLAS, on the death of his mother Ms. Ita Margaret Beausang. • Ms. Catherine Lyons, Admissions Office on the death of her Father Mr. Dan Lyons. • Mr. Martin O’Grady, Board Member on the death of his father Mr. Donal O’Grady. • Ms. Ann Feeney, CEO of State Exams Commission, on the death of her mother Ms. Josephine Feeney. • Cllr. Marie Moloney, Board Member, on the death of her sister-in-law Ms. Paula Lockwood. • Ms. Clair Horan, Kerry College, on the death of her father Mr. Tommy Horan. • Mr. Colm Horan, Kerry College, on the death of his Uncle Mr. Tommy Horan.
12/2024/2	<p style="text-align: center;">CONGRATULATIONS COMHGHAIRDEAS</p>
2.1	<p>Congratulations/Comhghairdeas</p> <p>An Cathaoirleach shared congratulations to the following:</p> <p>➤ Jean Reale, Assistant Professor in Academic Practice, Mary Immaculate College (MIC), on the outstanding body of work competed for her thesis; “From theory to practice: Empowering teacher Agency and Confidence through Cross-sectoral Communities of Practice to Implement Universal Design for Learning”.</p> <p>➤ Coláiste na Sceilge:</p> <ul style="list-style-type: none"> • Cathal Alan O’Sullivan - Top Marks Leaving Certificate (LC) Engineering - ETТА Award Sligo & both the Quercus Entrance Scholarship & Naughton Scholarship UCC. • Aidan O’Sullivan - Top Marks LC Technology - ETТА Award Sligo & Quercus Entrance Scholarship UCC. • Emmet Daly - Quercus Entrance Scholarship UCC • Niall O’Sullivan - Top marks Junior Certificate (JC) Engineering- ETТА Award Sligo. <p>➤ Gaelcholáiste Chiarraí:</p> <ul style="list-style-type: none"> • Daithí Ó Loinsigh, Entrance Scholarship to University of Galway. • Gráinne Ní Choirc, Entrance scholarship to MIC Limerick. <p>➤ Coláiste na Ríochta:</p> <ul style="list-style-type: none"> • Kady Acocal Moran – Entrance Scholarship to UCD to study Medicine. <p>➤ Killarney Community College:</p> <ul style="list-style-type: none"> • Matthew Daly, UCC Quercus Entrance Scholarship - College of Science, Engineering and Food Science, UCC and All Ireland scholarship (JP McManus). • Amy Healy, Mary immaculate Entrance scholarship

	<p>➤ Coláiste Gleann Lí:</p> <ul style="list-style-type: none"> Coláiste Gleann Lí on winning the Tech Industry Alliance Excellence in Education Award 2024
12/2024/3	<p style="text-align: center;">MINUTES MIONTUAIRISCÍ</p>
3.1	<p>The minutes of the Board meeting held on October 29th, 2024, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Mr. Michael Larkin McCarthy Seconded: Cllr. Norma Moriarty</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> <p>The minutes of the Board meeting held on November 19th, 2024, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Teddy O’Sullivan Casey Seconded: Ms. Annette Steinborn</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p>
12/2024/4	<p style="text-align: center;">MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</p>
4.1	<p>Standards in Public Office Statement of Interest (SIPO)Forms</p> <p>The Head of Corporate and Procurement reminded Board Members regarding the return of SIPO forms. It was agreed that follow up communications would issue from the Corporate and Procurement Department to relevant Board Members.</p>
4.2	<p>High Court Summons, Pension Proceedings – <i>see Organisation Support and Development Report Section 7.3 from 29th October 2024 Board meeting.</i></p> <p>The Director of OSD advised that there was no further update currently regarding this matter.</p>
4.3	<p>Kerry College Killarney Campus Building Project – <i>see Technology, Estates and Sustainability Report Section 4.4 from 29th October 2024 Board meeting.</i></p> <p>Further to the discussion at the ETB Board meeting on October 29th, 2024, matters were progressed at follows:</p>

	<ul style="list-style-type: none"> • Kerry ETB met with Kerry County Council (KCC) on October 30th, 2024, to seek feedback from KCC on the availability of sites within Killarney MD, as requested by SOLAS. • A further email was received from Email from SOLAS on November 3rd, 2024, outlining the site acquisition process. • A letter was received from the Acting CEO, Kerry County Council on November 13th, 2024, confirming that KCC does not hold suitable alternative lands, for the proposed College of the Future Development. • Following receipt of the letter from KCC on 13th November 2024, Kerry ETB provided a copy of this letter to SOLAS on 13rd November 2024 in which feedback was received from SOLAS on November 21st, 2024. <p>As was set out previously, the site selection process followed by the ETB had commenced in May 2021 with Kerry ETB adhering to the provisions of Circular 17/2016, "Policy for Property Acquisition and for Disposal of Surplus Property" and Circular 17/2016, the acquisition process adheres to Circular 11/15, "Protocols for the Transfer and Sharing of State Property Assets".</p> <p>It was noted that the meeting that was scheduled with Assistant Secretary, Corporate Services & Capital Division, DFHERIS, Kerry ETB and SOLAS in relation to the site acquisition process on 11th December 2024 was deferred to January 2025, due to CE Kerry ETB Covid Positive.</p> <p>A further update will be provided at the ETB Board meeting on 28th January 2025.</p>
<p>4.4</p>	<p>Lease (FET) for 'Ansaldo'- Block F Monavalley – see Technology, Estates and Sustainability Report Section 4.6 from 29th October 2024 Board meeting.</p> <p>This matter was addressed in detail at the previous Board meeting. Following the ETB Board meeting on October 29th, 2024, it was noted that the present terms proposed by the landlord are: -</p> <ul style="list-style-type: none"> - Annual rent for the property of €50,000 per annum, excluding VAT, plus - €2,500 per annum for the land located at the rear of the property for 5 years - Lease term 15 years with 10-year break clause <p>As advised, Kerry ETB have sought inclusion of a break clause at year 5 to the lease. The revised terms sought by Kerry ETB are as follows: -</p> <ul style="list-style-type: none"> - Annual rent for the property of €50,000 per annum, excluding VAT, plus - €2,500 per annum for the land located at the rear of the property for 5 years only - Lease term 15 years with a break clause at Year 5 (2027) and Year 10 (2032)

	<p>This matter will be considered further at the next meeting, following feedback from the landlord re the revised terms set out by Kerry ETB. Further consideration of matters was Deferred to next Board meeting on 28th January 2025.</p>
4.5	<p>Gift of Land, Tahilla Community National School – <i>see Technology, Estates and Sustainability Report Section 4.7 from 29th October 2024 Board meeting.</i></p> <p>Further to the letter dated 10th September 2024 to the Department of Education (DE), Kerry ETB sought clarification regarding future funding and governance considerations on land proposed to be gifted to Kerry ETB adjacent to Tahilla CNS.</p> <p>The feedback required from the DE stems from the unique situation where the school building is leased by Kerry ETB from St. Brendan’s Trust, while the gifted land, if acquired, would be owned outright by Kerry ETB.</p> <p>Board members were informed that the matter remains under consideration by the DE. It was reiterated that clarity is essential on funding provisions for future developments on the gifted land, given the proposed dual ownership arrangement of the respective properties properties.</p> <p>A further update will be provided at the next Board meeting on January 28th 2025.</p>
4.6	<p>Lease for Lyreacrompane National School (NS) <i>see Technology, Estates and Sustainability Report Section 4.9 from 29th October 2024 Board meeting.</i></p> <p>Head of Technology, Estates and Sustainability advised the Board that Kerry ETB received the draft lease and terms from St. Brendan’s Trust on the 3rd December 2024. Board approval was sought to proceed with the lease between Kerry ETB and St. Brendan’s Trust for Lyreacrompane National School as follows:</p> <ul style="list-style-type: none"> • Term – 24 Years (1st September 2024 – 31st August 2048) • Rent - €3000 per annum • Landlord – St. Brendan’s Trust • Folio – Primary School and lands comprised within Folio KY29822 <p>Head of Technology, Estates and Sustainability notified the Board that Kerry ETB will also be required to pay the following costs in relation to the grant of this lease:</p> <ol style="list-style-type: none"> a) Payment of the Diocesan Administration Charge in the sum of €350.00 b) Payment of the Trust's legal fees in this matter measured in the sum of €3,250.00 for professional fee, €250.00 for office outlays with VAT thereon at 23% (€805.00), totalling €4,305.00; <p>The above costs are in line with that previously charged for other Community National Schools leased by Kerry ETB.</p> <p>The Board approved the leases as per the terms presented and detailed above.</p>

Proposed: Cllr. Liam Nolan
Seconded: Mr. Noel Keenan

It was noted that the lease is subject to Departmental approval.

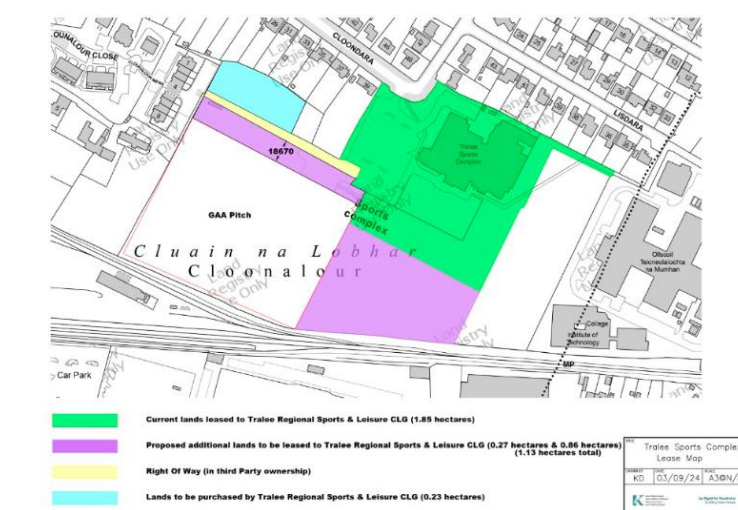
Tralee Sports and Leisure Centre Company Limited by Guarantee *see Technology, Estates and Sustainability Report, Section 4.11 from 29th October 2024 Board meeting.*

As was addressed in details at the October 29th 2024 Board meeting, members were advised that Kerry ETB were seeking approval to proceed to extend the term of the current lease between Kerry ETB and Tralee Regional Sports and Leisure Company Limited by Guarantee and amend the lease map.

The proposed revised lease terms are as follows:

- Extend the term of the current lease expiry form January 31st 2047 to January 31st 2054
- Amend the map top include the lands highlighted in purple. The additional lands to be included within the lease are comprised within Folio's KY75872F, KY76622F and KY75872F.
- Rent: €1 per annum

4.7



Having discussed matters, the Board approved the extension of the current lease term to January 31st 2054 and the inclusion of the lands marked in purple in the lease.

Proposed: Cllr. Tommy Griffin
Seconded: Cllr. Deirdre Ferris

	<p>It was noted this lease terms approval is subject to DE approval. As the lease with Tralee Sports and Leisure Centre Company Limited by Guarantee is a joint lease with Kerry Co. Co. any lease amendment will also require Kerry Co. Co. approval etc.</p>
4.8	<p>Climate Action Plan 2024 – see <i>Technology, Estates and Sustainability Report Section 7.5 from 29th October 2024 Board meeting.</i></p> <p>As there was no further update this matter was deferred to next meeting on 28th January 2025.</p>
4.9	<p>Overdraft renewal approval as per the provisions of CL:0066/2014 and ETB Act Sections 12(2)(k) and 49. (see <i>Governance Section 6.12 from 29th October 2024 Board meeting</i>).</p> <p>As was addressed at the November 19th 2024 Board meeting, Ministerial consent was received by letter from the Department of Education on 8th November, 2024 to renew the overdraft facility of €2,000,000; from 1st November 2024 to 31st October, 2025, as per the provisions of Circular Letter (CL) 0066/2014 and ETB Act Sections 12(2)(k) and 49.</p> <p>At the November 19th 2024 Board meeting, the Board formally approved same.</p> <p>The Head of Finance advised that Kerry ETB is in ongoing communications, liaising with the Bank of Ireland to renew this overdraft facility.</p> <p>An Cathaoirleach welcomed the update.</p>
12/2024/6	<p style="text-align: center;">GOVERNANCE RIALACHAS</p>
6.1	<p>Circular Letter 0083/2024: Code of Practice for the Governance of Education and Training Boards 2024 - <i>circulated in advance</i></p> <p>The CE addressed Circular Letter 0083/2024 Code of Practice for the Governance of Education and Training Boards 2024, which issued on 25th November 2024. This new circular replaces Circular Letter 0002/2019 Code of Practice for the Governance of Education and Training Boards.</p> <p>This circular sets out the updated Code of Practice for the Governance of Education and Training Boards and replaces the 2019 Code which issued under Circular 0002/2019. This Code should be primarily considered as a set of standards for board members, committee members and staff of ETBs who are expected to ensure that their activities in relation to the ETB are governed at all times by these standards, in letter and in spirit. All Board members, committee members and staff</p>

	<p>of ETBs should ensure they have the necessary familiarity with this updated Code to enable them to fulfil their responsibilities as set out therein.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • this Code should be read in conjunction with the legislative provisions which govern the ETB sector and the Public Sector generally; • existing legislative provisions on matters that are also the subject of this Code continue to apply and for the avoidance of doubt, in the event of any conflict or inconsistency, the legislative provisions prevail; • provisions contained in this Code may be amended from time to time by the Minister for Education; • the Minister for Education or the Minister for Public Expenditure, NDP Delivery and Reform may issue circulars and/or guidance notes, from time to time, on matters set out in this Code or related matters. <p>Copies of this circular were provided to all members of the Board with the meeting notice.</p> <p>The Board approved in full Circular Letter 0083/2024.</p> <p style="text-align: center;">Proposed: Ms. Annette Steinborn Seconded: Cllr. Teddy O’Sullivan Casey</p> <p>It was noted, following Board approval CL 0083/2024 will be issued to members of Committees established under sections 44 and 45 of the Education and Training Board Act 2013 and members of staff of the ETB in the coming weeks.</p>
6.2	<p>The Kerry ETB Code of Conduct for Board Members as per Appendix 9(a) Circular Letter 0083/2024 - circulated in advance</p> <p>The Kerry ETB Code of Conduct for Board Members, as it was updated in line with Appendix 9(a) of Circular Letter 0083/2024 was approved by the Board.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Anne O’Sullivan</p>
6.3	<p>The Kerry ETB Code of Conduct for Staff Members as per Appendix 9(b) Circular Letter 0083/2024 - circulated in advance</p> <p>The Kerry ETB Code of Conduct for Staff Members as per Appendix 9(b) Circular Letter 0083/2024 was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Liam Nolan Seconded: Cllr. Paul Daly</p>

6.4	<p>Kerry ETB Section 44 Committees Charter including Terms of Reference as per Section 4.9 Circular Letter 0083/2024 - <i>circulated in advance</i></p> <p>The Kerry ETB Section 44 Committees Charter including Terms of Reference as per Section 4.9 Circular Letter 0083/2024 was approved by the Board.</p> <p>Proposed: Cllr. Teddy O’Sullivan Casey Seconded: Ms. Katherina Broderick</p>
6.5	<p>Kerry ETB Section 45 Audit and Risk Committee Charter and Terms of Reference; as per Appendix 11 of Circular 0083/2024 - <i>circulated in advance</i></p> <p>The Kerry ETB Section 45 Audit and Risk Committee Charter and Terms of Reference as per Appendix 11 of Circular 0083/2024 was approved by the Board.</p> <p>Proposed: Ms. Lorraine O’Sullivan Seconded: Mr. Noel Keenan</p>
6.6	<p>Kerry ETB Section 45 Finance Committee Charter and Terms of Reference as per Appendix 13 of Circular Letter 0083/2024 - <i>circulated in advance</i></p> <p>The Kerry ETB Section 45 Finance Committee Charter and Terms of Reference as per Appendix 13 of Circular Letter 0083/2024 was approved by the Board.</p> <p>Proposed: Ms. Annette Steinborn Seconded: Cllr. Liam Nolan</p>
6.7	<p>Charter and Terms of Reference for Internal Audit Unit as per Appendix 10 and Appendix 14 of Circular Letter 0083/2024 - <i>circulated in advance</i></p> <p>The Charter and Terms of Reference for Internal Audit Unit as per Appendix 10 and Appendix 14 of Circular Letter 0083/2024 was approved by the Board.</p> <p>Proposed: Mr. Michael Larkin McCarthy Seconded: Ms. Lorraine O’Sullivan</p>
6.8	<p>Kerry ETB Conflict of Interest Form as per Section 1.18 of Circular Letter 0083/2024 - <i>circulated in advance</i></p> <p>The Kerry ETB Conflict of Interest Form as per Section 1.18 of Circular Letter 0083/2024 was approved by the Board.</p> <p>Proposed: Cllr. Anne O’Sullivan Seconded: Cllr. Teddy O’Sullivan Casey</p>
6.9	<p>New Board Training/Induction</p>

	<p>Re the new Board training, members were advised by the Head of Corporate and Procurement that we are currently awaiting revised date for Kerry ETB/IPA training than was originally scheduled for 7th December 2024. This training was deferred due to the weather alerts. Members will be advised of same in due course.</p> <p>In addition, it was noted that interview training for Board members that expressed an interest in Interview Board membership, is proposed to take place 3 p.m. on Thursday 9th January 2025.</p> <p>The Section 44 Committee Chairperson and Secretary Training is proposed to take place 3 p.m. on Monday 20th January 2025. It was agreed to defer that start time for this training from 3 pm to 3.30 pm.</p> <p>These dates and times were noted by members.</p> <p>An Cathaoirleach, thanked the Head of Corporate and Procurement for amending the time and noted same.</p>
6.10	<p>Revised Standing Orders - <i>circulated in advance</i></p> <p>The Head of Corporate and Procurement addressed the Revised Standing orders as per IAU Governance Audit 2024 recommendations.</p> <p>Members were advised that the change related to reference to intervals within which the terms of reference for the Finance Committee and Audit and Risk Committee should be reviewed annually.</p> <p>The updated Standing Orders were circulated in advance with the meeting notice.</p> <p>The updated Standing Orders as presented were approved.</p> <p style="text-align: center;">Proposed: Cllr. Teddy O’Sullivan Casey Seconded: Cllr. Liam Nolan</p>
6.11	<p>Risk Management update – Director of OSD</p> <p>In line with the provisions of Circular 0002/2019, the Director of OSD and Chief Risk Officer Ms. Maria Brennan informed the Board that the Corporate Risk Register has been updated to include Information Security Systems Management as part of the Cybersecurity Baseline Standards. Ms. Brennan informed the Board members that the recent ISMS Audit went well and advised the board that there were no further updates at this time.</p> <p>The Board members thanked the Director of OSD for the update, noting the positive progress.</p>

6.12	<p>Information Security Systems Management (Cybersecurity) update</p> <p>In line with the provisions of Circular 0002/2019, Provision 7.3, the Director of OSD Ms. Maria Brennan informed the Board that the Corporate Risk Register has been updated to include Information Security Systems Management as part of the Cybersecurity Baseline Standards (as addressed above - risk management). Kerry ETB is currently engaged with the support of IAU-ETB/KOSI in the development of an Information Security Management System. This system will include an ISMS Manual, Risk Assessment, Risk Treatments including Policy Development and Controls.</p> <p>In addition, the Director of OSD informed the Board members that Kerry ETB have established a Kerry ETB Information Security Management Systems (ISMS) Team to plan and implement the Information Security Management System aimed at protecting the confidentiality, availability, and integrity of information and associated assets from threats and vulnerabilities.</p> <p>The Board members thanked the Director of OSD for her update and noted same.</p>				
6.13	<p>Health and Safety update - <i>circulated in advance</i></p> <p>Board members were updated as follows:</p> <ul style="list-style-type: none"> • Training sessions in Fire safety, Email Etiquette and Fraud prevention were completed in October, November and early December 2024. • Schedule of Safety Management meetings that were held in November and early December 2024. <p>Board members were advised the Accident Reporting Procedure is currently under review.</p> <p>An Cathaoirleach welcomed this update.</p>				
6.14	<p>Establishment of Section 44 Committees (CL 0002/2019)</p> <p>Further to the establishment of the section 44 committees as was addressed at the 29th October 2024, Board meeting, Kerry ETB members/nominees' appointments were addressed. All proposed nominees were circulated in advance.</p> <p><u>Community National Schools (CNS)- Boards of Management</u></p> <p>Kerry ETB Board members/nominees' appointments in accordance with Section 44(11)(a) of the ETB Act 2013 - Primary/Community National Schools</p> <p style="text-align: center;">Lyreacrompane Community National School</p> <table data-bbox="593 1930 1286 2049"> <tr> <th data-bbox="593 1930 960 2011">Parent Nominees</th><th data-bbox="960 1930 1286 2011">Staff Nominees</th></tr> <tr> <td data-bbox="593 2011 960 2049">Izabela Witowska</td><td data-bbox="960 2011 1286 2049">Eilish Lyons</td></tr> </table>	Parent Nominees	Staff Nominees	Izabela Witowska	Eilish Lyons
Parent Nominees	Staff Nominees				
Izabela Witowska	Eilish Lyons				

Michael Nash	Stephanie O'Carroll
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All the Section 44 Committee Board Members/Nominee's as listed above were appointed.

Proposed: Ms. Maria O'Gorman

Seconded: Mr. Noel Keenan

Post Primary Schools - Boards of Management

Kerry ETB Board members/nominees' appointments in accordance with Section 44(11)(a) of the ETB Act 2013 – Post Primary Schools

Castleisland Community College

BOM / Community Representative
Mary Walsh
Michael Bolger
Tim Daly

Coláiste Gleann Lí

BOM / Community Representative
Gerard O'Carroll
Brendan Smith
Margaret Culloty

Killarney Community College

BOM / Community Representative
Colm O'Suilleabhain
Siobhán O'Brien

Coláiste na Ríochta

BOM / Community Representative
Seana Quane
Jackie Barrett Madigan

Causeway Comprehensive

BOM / Community Representative	Parent Nominee
Sean Maunsell	Sean Slattery

Fiona Casey	
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Coláiste na Sceilge

BOM / Community Representative
Dermot Walsh

Gaelcholáiste Chiarraí

BOM / Community Representative
Olive Sharp
Caitriona de Barra
Mairead Ni Chathain Ui Chonchuir

Killorglin Community College

BOM / Community Representative
Edel O'Shea
Evan Mangan
Sinead Piggot

Youthwork Committee

Kerry ETB Board members/nominees' appointments in accordance with Section 44(11) of the ETB Act 2013

Young Person Comhairle na nÓg	Agency Section Nominee	BOM/Community Representative	Statutory Sector Nominees
Keira Griffin	Laura O Halloran	Nora Curran	Liz O Donnell
Joseph Scanlan		Jim Fox	Ann Moynihan
			Cecila Scanlon

Music Generation Kerry Committee

Kerry ETB Board members/nominees' appointments in accordance with Section 44(11) of the ETB Act 2013

Statutory Sector Nominees	BOM/ Community Representative	Education and Training Sector Nominees
Kate Kennelly	Marie Logue	Susan Motherway
Marina Ní Dhubháin		Magdalena Jankowska

Youth Reach Board of Management

Kerry ETB Board members/nominees' appointments in accordance with

Section 44(11)(a) of the ETB Act 2013

BOM/ Community Representative	Staff Nominees
Frank O 'Rahilly	Niamh Nic Gearailt
	Mark Deely

Kerry ETB College of Further Education (Kerry College)

Kerry ETB Board members/nominees' appointments in accordance with Section 44(11)(b) of the ETB Act 2013

Staff Nominees	Learner/ Aontas Rep	Agency Nominees	Business and Industry Nominees
Angela O'Sullivan	Maria O'Gorman	Michael Larkin McCarthy	Tracey Grimes
Mary Jo Staunton		Noreen Gillespie	Collette O'Connor
Mary Theresa Buckley			

Further Education and Training Centre's – Governance Board

Kerry ETB Board members/nominees' appointments in accordance with Section 44(11)(b) of the ETB Act 2013

Staff Nominee	Community Representatives	Education and Training Nominee
Sean O'Leary	Michael O'Mahony	Pamela Dillane
	Sean McCarthy	

All the Section 44 Committee Board Members/Nominee's as listed above were appointed.

Proposed: Cllr. Teddy O'Sullivan Casey

Seconded: Cllr. Norma Moriarty

Establishment of Section 45 Committees (CL 0002/2019)

As per the provisions of Section 45 of the ETB Act 2013, the following External Member appointments were made to the Section 45 committee – Finance:

Finance Committee

External Member 1	Brendan Tuohy
External Member 2	Finn Ó Murchú
External Member 3	Joan McCrohan

6.15

	<table border="1"> <tr> <td>External Member 4</td><td>Brendan Daly</td></tr> </table> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Anne O’Sullivan</p> <p>As per the provisions of Section 45 of the ETB Act 2013, the following Chairperson appointment was made to the Section 45 Finance committee:</p> <table border="1"> <tr> <td>Chairperson</td><td>Brendan Tuohy (External Member)</td></tr> </table> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Annette Steinborn</p> <p>As per the provisions of Section 45 of the ETB Act 2013, the following External Member appointments were made to the Section 45 committee – Audit and Risk:</p> <p><u>Audit & Risk Committee</u></p> <table border="1"> <tr> <td>External Member 1</td><td>John O'Connor</td></tr> <tr> <td>External Member 2</td><td>Gerard O'Donoghue</td></tr> <tr> <td>External Member 3</td><td>Michael Scannell</td></tr> <tr> <td>External Member 4</td><td>Michael Kennelly</td></tr> </table> <p style="text-align: center;">Proposed: Cllr. Teddy O’Sullivan Casey Seconded: Ms. Lorraine O’Sullivan</p> <p>As per the provisions of Section 45 of the ETB Act 2013, the following Chairperson appointment was made to the Section 45 Audit and Risk committee:</p> <table border="1"> <tr> <td>Chairperson</td><td>John O’Connor (External Member)</td></tr> </table> <p style="text-align: center;">Proposed: Mr. John O’Connor (Board Member) Seconded: Cllr. Anne O’Sullivan</p> <p>It was noted that the full membership of the new Section 45 committees is now finalised.</p>	External Member 4	Brendan Daly	Chairperson	Brendan Tuohy (External Member)	External Member 1	John O'Connor	External Member 2	Gerard O'Donoghue	External Member 3	Michael Scannell	External Member 4	Michael Kennelly	Chairperson	John O’Connor (External Member)
External Member 4	Brendan Daly														
Chairperson	Brendan Tuohy (External Member)														
External Member 1	John O'Connor														
External Member 2	Gerard O'Donoghue														
External Member 3	Michael Scannell														
External Member 4	Michael Kennelly														
Chairperson	John O’Connor (External Member)														
<p style="text-align: center;">6.16</p>	<p>Minutes of Section 44 Committees</p> <p>The following Section 44 Committees’ minutes, as circulated with the agenda, were presented for approval:</p> <ol style="list-style-type: none"> 1. Castleisland Community College; Meeting held 12th June 2024. 2. Castleisland Community College; Meeting held 24th September 2024. 3. Causeway Comprehensive; Meeting held 27th May 2024. 														

	<p>The Board approved the above-listed minutes.</p> <p style="text-align: center;">Proposed: Mr. Michael Larkin McCarthy Seconded: Cllr. Teddy O’Sullivan Casey</p>
6.17	<p>Board of Management (BOM) Minutes Partnership Schools</p> <p>The following BOM minutes, as circulated in advance with the agenda, were presented for noting.</p> <ol style="list-style-type: none"> 1. Scoil Phobail Sliabh Luachra (Rathmore): Meeting held on 9th September 2024. <p>The Board noted the above minutes.</p>
6.18	<p>Minutes of Section 45 Committees</p> <p>The following Section 45 Committees’ minutes, as circulated in advance with the agenda, were presented for noting.</p> <ol style="list-style-type: none"> 1. Audit & Risk Committee meeting minutes 20th November 2024. 2. Audit & Risk Committee meeting minutes 5th December 2024. <p>The Board noted the above minutes.</p>
6.19	<p>Policies for Approval - as circulated in advance</p> <p>The following policies were presented for approval by the Director of OSD.</p> <ul style="list-style-type: none"> ✓ Corporate Health and Safety Statement ✓ Events Management Policy and Procedure ✓ Information Security Policy ✓ Maintaining Professional Staff Student Boundaries - Schools ✓ Procedures for responding to Oireachtas Enquiries & Parliamentary Questions (V3) ✓ Public Sector Duty Action Plan 2024 ✓ Public Sector Duty Assessment 2024 ✓ Safety Inspection Checklist <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;">Proposed: Cllr. Tommy Griffin Seconded: Cllr. Teddy O’Sullivan Casey</p>
6.20	<p>IPB Commercial Dividend (MCD) - as circulated in advance</p>

	<p>The Head of Finance notified the board of the IPB Commercial Dividend that Kerry ETB is due to receive, setting out the following:</p> <ul style="list-style-type: none"> ➤ The Dividend is based on the performance of IPB in the 2023 Financial Year. ➤ Kerry ETB's Member Commercial Dividend of €38,590 will be payable in May 2025. <p>In addition to the Commercial Dividend Kerry ETB will also receive a share in a Special Dividend.</p> <ul style="list-style-type: none"> ➤ Kerry ETB's share of the Special Dividend is €64,317 due in the first half of 2025. <p>Board Members noted this and thanked the Head of Finance for this update.</p>
6.21	<p>Proposal by Board of Management to change the name of Two-Mile Community National School as per ETB Act 2013, Section 12 - as circulated in advance</p> <p>The Director of SYM addressed a letter dated December 2nd 2024 from the Two-Mile Community National School Principal Ms. Catherine Barry. This letter, on behalf of the School BOM, sought approval to change the name of Two Mile Community School to Killarney Community National School.</p> <p>The letter from Ms. Barry advised that:</p> <ul style="list-style-type: none"> • the Board of Two Mile Community National School had the name change under consideration for several months and had consulted with parents and also with pupils. • At the BOM meeting it was decided on 25th November 2024. • the strong consensus is that the name change is in the interest to the school, serving as it does the broad region as a Community National School and offering multi-denominational provision under the aegis of Kerry Education and Training Board and in full compliance with the values espoused by Kerry ETB. <p>The Board approved the name change of the School from Two-Mile Community National School to Killarney Community National School, effective from the start of the next academic year.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Teddy O'Sullivan Casey</p>
6.22	<p>Schedule of Fees (Section 50 of the ETB Act, 2013) - as circulated in advance</p> <p>In line with the provisions of Section 50 of the ETB Act, 2013, an overview of the current level of contributions charged (revised fee structure) by Kerry ETB for</p>

Schools, Music Generation and Further Education and Training was presented to the Board.

Schools

The Director of Schools Youth and Music presented the Board members with an update on the Fees, along with the Schedule of fees that was circulated in advance, with the agenda. The following was discussed:

The Kerry ETB school fee goes directly towards providing essential services to enhance the students educational experience in the school, for example:

1. Buses - contributions will depend on the number of trips students will undertake.
2. Lockers, IT Licenses, testing, academic tracking, guest speakers.
3. Communications, such as printing, photocopying, texting, VS Ware, phone & stamps.

The Director of Schools Youth and Music reported a change to fees this year to make them equal across all levels of education. There was an increase in Junior Cycle Fees and a decrease in Senior Cycle Fees.

School Fees | Post-Primary Schools 2024-25

School	School Fees
Castleisland Community College	€100
Causeway Comprehensive School	€100
Coláiste Gleann Lí	€100
Coláiste na Ríochta	€100
Coláiste na Sceilge	€100
Gaelcholáiste Chiarraí	€100
Killarney Community College	€100
Killorglin Community College	€100

- A concession of €80 for a second or subsequent siblings.

Regarding Transition year (TY) the Director of SYM advised a fee range of **€350 to €600** is proposed for Transition Year across Kerry ETB schools for 2025/2026. It was noted that the cost may vary depending on the additional travel cost incurred during the year.

Schools will publish this Fee Schedule on the Schools websites in January 2025 and will fees will be reviewed on an annual basis. The Director advised that schools have a fee waiver policy where required.

Music Generation

The Director of Schools Youth and Music presented the Board members with an update on the Fees, along with the Schedule of fees for Music Generation, that was circulated in advance, with the agenda. The following was addressed:

- Music Generation Kerry operates via a matched funding model whereby funding of up to €200,000 can be drawn down subject to €150,000 of local funding being generated from funding partners and the generation of fee income.
- Fees are set locally to cover 50% of programming costs where possible.

2025 Fee Schedule as follows:

Programme	Programme Names	Period	Rate
One-Off/Short Course	Taster Courses/Special Events	Terms 2 & 3	€30ph
		Term 1	€50ph
School Programmes	Ukulele/Traditional/Singing/Wind/Music Technology	Terms 2 & 3	€30ph
		Term 1	€32.40ph
Medium Group Lessons 4 - 8 per group	ETB After-School Guitar/Keys/Vox	Terms 2 & 3	€6
		Term 1	€7
Small Group Lessons (2 - 3 per group)	Castleisland Brass, Guitar	Terms 2 & 3	€8
		Term 1	€8
One-to-One Lessons	Singing/Strings/Piano	Terms 2 & 3	€12
		Term 1	€15
Large Group Lessons	Band Projects/Portmagee Hub/Oidhreacht/String Ensemble/Wind Ensemble/Choir	Terms 2 & 3	€4
		Term 1	€4.50
Instrument Rental		Terms 2 & 3	€5 per month
		Term 1	€6 per month

Cllr. Deirdre Ferris addressed the Board and highlighted how Music Generation has become a great asset to communities in County Kerry, especially for the youth. Cllr Ferris emphasised how it has helped so many young people, offering them opportunities to excel in music.

Cllr. Ferris recommended that everyone speak to people in their local areas and find out if there is interest in such a programme and that if an individual area doesn't yet have something like Music Generation, she encouraged reaching out directly to the

	<p>Board and that they will do everything possible to bring this music education to those who need it.</p> <p>Board Members noted this and thanked the Director of Schools, Youth and Music for this positive update.</p> <p><u>Further Education and Training</u></p> <p>The Director of Further Education and Training presented his schedule of Fees to Board members, as circulated in advance, with agenda. He noted that there were no changes to last years model where there are no Fees.</p> <p>The Director of FET advised the Fee schedule for FET in 2025 is as follows:</p> <table><tr><th colspan="4">Fee Schedule 2024/2025 Academic Year</th></tr><tr><th>Type</th><th>Purpose</th><th colspan="2">Rate</th></tr><tr><td rowspan="3">FET Part-Time Provision</td><td>Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.</td><td>Evening Training</td><td>The fee for evening/weekend training is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400</td></tr><tr><td rowspan="2">Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.</td><td rowspan="2">Skills to Advance</td><td>The fee for Level 5 courses is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400</td></tr><tr><td>The fee for Level 6 courses is calculated is 30% of the total cost of the course €150</td></tr><tr><td rowspan="3">FET Provision</td><td></td><td>Recognition of Prior Learning</td><td>€40 per module</td></tr><tr><td>The fee covers the administration of the appeal.</td><td>QQI assessment appeals</td><td>€150.00</td></tr><tr><td>The fee covers the administration of the appeal.</td><td>ITEC assessment appeals</td><td>€150.00</td></tr></table> <p>Board Members thanked the Director of Further Education and Training for the update.</p> <p>The Board Members approved the proposed fees.</p> <p>Proposed: Ms. Annette Steinborn Seconded: Ms. Lorraine O’Sullivan</p>	Fee Schedule 2024/2025 Academic Year				Type	Purpose	Rate		FET Part-Time Provision	Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.	Evening Training	The fee for evening/weekend training is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400	Part-time courses scheduled after 6 pm on weekdays or on weekends may require a fee.	Skills to Advance	The fee for Level 5 courses is calculated by dividing the total provision cost by the course capacity, ensuring that the cost of a course ranges from a minimum of €75 to a maximum of €400	The fee for Level 6 courses is calculated is 30% of the total cost of the course €150	FET Provision		Recognition of Prior Learning	€40 per module	The fee covers the administration of the appeal.	QQI assessment appeals	€150.00	The fee covers the administration of the appeal.	ITEC assessment appeals	€150.00
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6.23	<p>Approval for the Schedule of Board meetings for 2025</p> <p>The Head of Corporate and Procurement set out the proposed schedule of dates for the 2025 Board Meetings.</p>																										

2025
Sceideal Cruinnithe/ Schedule of Meetings

January Meeting	28 Eanáir/January 2025
February Meeting	25 Feabhra /February 2025
March Meeting	25 Márta/ March 2025
April Meeting	29 Aibreán/April 2025
May Meeting	27 Bealtaine /May 2025
June Meeting	24 Meitheamh / June 2025
September Meeting	30 Meán Fómhair/September 2025
October Meeting	4 Samhain/November 2025
November Meeting	2 Nollag/December 2025

The Board meeting schedule as presented was approved.

Proposed: Mr. Michael Larkin McCarthy
Seconded: Cllr. Liam Nolan

IPB – Insurance Schedules

Members were advised by the CE that the ETB's Insurance provider is Irish Public Bodies (IPB). The CE addressed the IPB Insurance policies for 2025, as circulated in advance (CE Board Report), with the agenda. The Insurance cover areas were noted:

6.24

COVER TYPE
DESCRIPTION
Legal Liability for Third Party Bodily Injury and Property Damage
Asset Protection/Business Interruption/Money - Specified All Risks
Legal Liability for Employee Accidents
Asset/Data Protection - Computer Equipment
Asset Protection/Legal Liability/Inspections - Statutory Plant & Equipment
Legal Liability – Administrative/Professional Negligence
Financial Loss from employee theft, dishonesty or certain types of Fraud by third parties
Asset Protection/Legal Liability
Death/Serious Injury/Income Replacement - Students
Death/Serious Injury/Income Replacement - Employees
Legal Liability - Breach of Employment Law
Legal Fees - Criminal Investigations & Prosecutions
Legal Liability - Gradual Pollution
Asset Protection/Legal Liability - Motor Fleet
Death/Serious Injury/Income Replacement - OEC Participants
Death/Serious Injury/Income Replacement
Legal Liability - Computer & Internet
Legal Liability for Third Party Bodily Injury and Property Damage - CTC/LTI
Legal Liability for Employee Accidents - CTC/LTI

Insurance renews January 1st, 2025, in line with financial year. A letter was received December 9th, 2025, from IPB confirming pricing movements for the 2025 ETB Insurance Portfolio.

Letter received form IPB December 9th, 2024, set out the following re 2025 insurance cover:

Kerry Education and Training Board 2025 Pricing by Line of Business

Kerry Education and Training Board							
Renewal on Existing Basis of Coverage							
Class	2024 GWP	Band	Rate Adjustment	Ranking	Adj't %	GWP Adjustment	2025 GWP
Public Liability	€93,988	1 to 2 3 to 5 6 to 9 10 to 14 15 to 16	-12.50% -7.50% -5.00% -2.50% +0.00%	10	-2.50%	-€2,350	€91,638
Employers Liability	€82,543	1 to 3 4 to 6 7 to 10 11 to 12 13 to 16	-20.00% -15.00% -10.00% -5.00% +0.00%	1	-20.00%	-€16,509	€66,034
Motor Fleet	€8,439				-0.94%	-€80	€8,359
Property	€112,093				+2.66%	+€2,987	€115,080
Prof Indemnity	€17,695				+0.00%	+€0	€17,695
Engineering	€38,926				+4.00%	+€1,557	€40,483
CDC	€8,866				+0.00%	+€0	€8,866
Personal Accident	€32,795				+0.00%	+€0	€32,795
Computer	€3,495				+0.00%	+€0	€3,495
Marine	€14,050				+0.00%	+€0	€14,050
Employment Practices Liability	€11,088				+0.00%	+€0	€11,088
Crime	€14,984				+0.00%	+€0	€14,984
Cyber Liability	€10,500				+0.00%	+€0	€10,500
Enviromental Impairment Liability	€7,875				+0.00%	+€0	€7,875
All Lines Combined	€457,336				-3.15%	-€14,394	€442,941

NOTE: The above synopsis of premiums is based on IPB records as of mid June 2023. Subsequent mid-term changes to the insurance portfolio may result in marginal deviations to amounts and percentages.

Issued Date: December 9, 2024

The Insurance Premium 2024 was: €457,336 and the Premium 2025 is estimated at c. €442,941. This represents a c. 3.15% overall premium reduction for 2025. However, when provision is made for the new “Risk Eye (cyber area)” cover of an additional c. €15,750 the overall for 2025 would be c. €458,691.

Members were advised that the ETB does not have full cover for Cyber Security. Currently the ETB’s insurance in this area extends to €100,000. As was addressed under 6.12 above, Kerry ETB are working in addressing additional controls in this area. Full IPB insurance in this area would provide cover in this area of €3 million for any one occurrence.

An Cathaoirleach thanked the CE for the update.

10/2024/7	CE'S REPORTS & QUESTIONS ON CE'S REPORTS TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU
7.1	<p>Schools Youth and Music Report- as circulated in advance</p> <p>The Schools, Youth and Music Report, circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following topics:</p> <ol style="list-style-type: none"> 1. Enrolment Numbers 2024/25 2. Ukrainian Response Update 3. Student Scholarships Awards 2024 4. Technology Industry Alliance (TIA) Awards 2024 5. Board of Management Update 6. Community National Schools Update 7. Irish Language Update 8. SCP Update 9. Active Consent 10. School Fees 11. SEN Update 12. TEL Update 13. FET/TY Synergy Update 14. Youth Development & Music Generation Update 15. Kerry ETB Schools Christmas Card Competition 16. Hospice Coffee Morning in honour of Norma Thompson RIP SCP Coordinator <p>The Director of Schools, Youth and Music advised on the implementation of the official Language Act in the Public Service and advised that Kerry ETB is the lead agency in the appointment of a Language Planning Officer in Tralee. The newly appointed Language Planning Officer took up position on November 6th 2024, employed by Glór na nGael.</p> <p>Board Members thanked the Director of Schools Youth and Music for her report.</p>
7.2	<p>Further Education and Training Report - as circulated in advance</p> <p>The Further Education and Training Report as tabled addressed the following topics:</p> <ol style="list-style-type: none"> 1. Kerry ETB FET 2024 Funding Bid 2. Kerry ETB 2024 Year to Date Beneficiaries 3. Kerry College Graduation Ceremony – Thursday 30th January 2025, Brandon Hotel 4. Kerry College Open Week – 24th to the 28th February 2025 <p>In addition the Director of Further Education and Training set out the Board with the 2024 Year to Date Beneficiaries.</p> <ul style="list-style-type: none"> • 2024 Planned Beneficiaries 13,740 • Actual Beneficiaries YTD November 16,001

	<p style="text-align: right;">+2,161 (117%)</p> <p>The Director of Further Education and Training extended an invitation to all Board members to the Kerry College Open week from 24th to 28th February 2024. Further communications will issue to members re same.</p> <p>Board Members thanked the Director of Further Education and Training for his report.</p>
7.3	<p>Director of Organisation Support and Development Report - <i>as circulated in advance</i></p> <p>The Organisation Support and Development Report, circulated in advance of the meeting, was noted by the Board, and taken as read. The report addressed the following topics:</p> <ol style="list-style-type: none"> 1. Governance, Compliance and Risk System 2. Internal Audit Unit (IAU) Audits 2023/2024 3. High Court Proceedings 4. Audit of the 2023 Financial Statements <p>In addressing the Internal Audit Unit (IAU) Audits for 2023/2024 members were advised of the following:</p> <ul style="list-style-type: none"> ➤ Governance and Risk Management Review has been completed; draft report received 11th October 2024. Management responses will be prepared over the coming weeks. There is no audit opinion as it was a review. ➤ School Utilisation Recruitment and Utilisation of Teachers closing meeting took place 13th November 2024. Kerry ETB are awaiting the draft report. <p>The Director of OSD notified the Board members that the audit of the Kerry ETB 2023 Financial Statements is currently taking place with the Comptroller & Auditor General (C&AG) representatives onsite. In addressing same, the Director of OSD advised Board members, should the Audit be completed in December 2024, it will be necessary to schedule a single item agenda Board meeting before Christmas break to sign the 2023 Letter of Representation and the 2023 Financial Statements. Details will issue in due course if required.</p> <p>Board Members thanked the Director of Organisation Support and Development for her report.</p>
7.4	<p>Finance Report - <i>as circulated in advance</i></p> <p>The report addressed the following topics:</p> <ol style="list-style-type: none"> 1. Kerry ETB Cash Grants as at 30th November 2024 2. Financial status <ul style="list-style-type: none"> • Head Office • Schools – Post Primary • Community National Schools • Further Education and Training

3. Annual Financial Statement 2023
4. Bank Overdraft Renewal
5. Bad Debts Written off in 2024
6. IPB Dividend

The Head of Finance presented the Board members with all Kerry ETB Cash Grants as at 30th November 2024.



KERRY ETB CASH GRANTS AS AT 30th NOVEMBER 2024

ITEM	Opening Grant Cash Balance - Jan 2024 *	Receipts	Payments	Closing Grant Cash Balance - Nov 2024
Main Scheme				
Pay			(28,956,301)	
Non Pay			(1,932,148)	
Main Scheme Total	111,400	30,978,230	(30,888,449)	201,180
Associated Main Scheme	554,936	1,416,255	(1,294,445)	676,746
Capital	830,045	26,123,876	(15,252,603)	11,701,319
Further Education	(44,890)	50,003,751	(45,027,359)	4,931,502
Youth Affairs	59,066	1,699,202	(1,428,471)	329,798
Agency	458,742	1,351,216	(1,261,988)	547,970
Self-Financing	779,686	977,954	(1,055,047)	702,593
Total:	2,748,985	112,550,484	(96,208,361)	19,091,108

* January 2024 Opening Balances are as per draft 2023 Financial Statements Closing Balances

Financial Status

Members were advised by the Head of Finance of the following:

- Bank balance is strong €19 million at end of November.
- Pre-funding of capital projects is responsible for the strong cash position €11.7 million of which over €2 million was received in November.
- In November we have received €11.2 million funding from SOLAS.
- Cost of Living grant for schools announced in the budget for 2024/25 has been received in full €183 thousand.

Bad Debts written off in 2024

In line with Kerry ETB's Bad Debts policy and Circular letter 03/2019, the Head of Finance advised that the following Bad Debts have been written off in 2024, overall value €4,710.38.

An Cathaoirleach thanked the Head of Finance for the report.

7.5

Technology Estates and Sustainability Report - as circulated in advance

The Technology Estates and Sustainability Report, circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following topics:

- ICT Update
- Sustainability
 - Green Devolved Capital Grant
 - SEAI Monitoring and Recording (M&R).
- Estates – Land & Leases
 - Kerry ETB – Purchase of House and Lands Listowel.
 - Killorglin Sports and Leisure Company Limited by Guarantee – Amendment to Lease Map
 - Castleisland AFC Licence Agreement
 - Use of Seal
 - Applications awaiting DoE/DFHERIS approval.

Green Devolved Capital Grant

Members were advised that in October 2024 DFHERIS announced a fund of €8,047,500 to be distributed in 2024 to the 16 ETBs. The funding is provided to improve operational sustainability and improve energy efficiency in ETB owned FET buildings, and Kerry ETB will receive €507,500 of funding.

DFHERIS also confirmed that the same level of funding will be available for the next two years.

The Devolved Green Capital Grant will be used to fund:

- an Energy Management System to operate in 10 Kerry ETB FET buildings.
- increased insulation in buildings.
- installation of Solar PV and batteries.
- the replacement of fluorescent and halogen lighting with LED.
- the upgrading of boilers and heating controls

The project list has been compiled from the review of energy audits undertaken by Kerry ETB in 2022.

Estates – Land & Leases

Purchase of House and Lands Listowel.

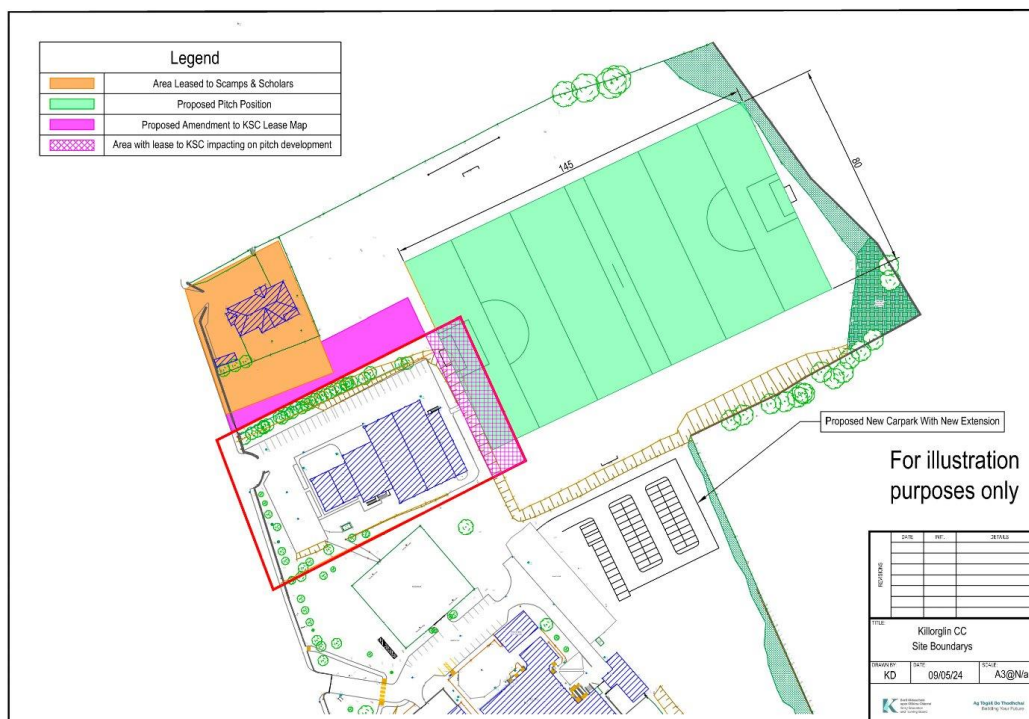
Members notes that Kerry ETB, on November 28th 2024, received a reply from the DoE in this regard.

A further letter issued to the DoE in relation to this matter on December 2nd 2024 seeking a formal meeting to address the long term needs of the site.

Killorglin Sports and Leisure Company Limited by Guarantee – Amendment to Lease Map

Members were advised that Killorglin Sports and Leisure Company Limited by Guarantee holds a lease from Kerry ETB which commenced in March 15th 1983 (lease duration 99 years). The lease was reviewed and regularised in 2019.

	<p>The Board of Kerry ETB agreed to this lease at its meeting on December 3rd 2019 and the Department of Education approved the lease by letter dated June 13th 2022.</p> <p>As per Clause 6.9.1, the lease provides that Kerry ETB shall at all times be entitled to appoint two persons to be Directors of the Tenant Company. The Director of SYM (Ms. Ann O'Dwyer) and the Head of TES (Mr. Padraig O'Sullivan) are the appointed nominees from Kerry ETB.</p> <p>Re current matters, Kerry ETB have been engaged with Kerry County GAA Board throughout 2024 in planning for the potential future development of a GAA sized astro-turf pitch within the lands to the rear of Killorglin Sports Complex, owned by Kerry ETB.</p> <p>In reviewing matters, in terms of the space required for a full size GAA pitch, it emerged that the ETB needs a portion of the land currently leased to Killorglin Sports and Leisure Company Limited by Guarantee. Specifically the area hatched in pink on the map (presented at the meeting to members) is required to accommodate a full size GAA pitch.</p> <p>In addressing this need, representatives of the ETB met with the Directors of Killorglin Sports and Leisure Company Limited by Guarantee in June and July 2024 to review the draft map and seek agreement from the company for the lease map to be amended returning the area hatched in pink to the ETB. The Company requested that Kerry ETB consider further amending the map and leasing the area marked in solid pink on the map to Company. The Company requires this area marked in solid pink for some future development work at the Sports Centre.</p> <p>In addition, a letter was received from the company secretary on September 20th 2024 confirming their agreement with the revised lease map, i.e. the area on the map hatched in pink returning to Kerry ETB and the area marked in solid pink being leased by Kerry ETB to the Company. The lands are comprised within Folio KY78408F.</p>
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The revised lease map as presented at the ETB Board meeting and set out above, was reviewed and approved by the Killorglin Community College BOM at a meeting on June 6th 2024.

Board approval was sought to amend the original lease map as follows:

1. Returning the area cross hatched in Pink on the sketch to Kerry ETB to allow the development progress.
2. Leasing the area marked in solid pink to ETB to the Company.

The map amendments as presented were agreed by the Board.

Proposed: Cllr Tommy Griffin
Seconded: Mr. Michael Larkin McCarthy

Members noted that the lease map amendment was subject to DE approval.

Should DE approval be obtained for the lease map amendments, and this proposal is progressing, Board members recommended that a local representative group should be formed for service users in order that common agreement is reached in advance in relation to access to facilities including the pitch. This recommendation was noted by the executive.

Relatedly, the Board was advised that Killorglin Sports and Leisure Company Limited by Guarantee was recently successful in securing funding under the Sports Capital Programme of €182,785 to undertake minor alterations and a small extension to the rear

	<p>of the property to provide additional storage (see Board report from the Head of TES for further details). As per the terms of the lease Kerry ETB Board approval was sought in respect of same. This was agreed by the Board.</p> <p>Use of the Seal</p> <p>Board members were advised that in accordance with Schedule 3 , Paragraph (2) of the Education and Training Boards Act 2013 , the seal of Kerry Education & Training Board will be used to execute the following documents at the December 10th Kerry ETB Board meeting:-</p> <ul style="list-style-type: none"> • Licence Agreement between Kerry ETB and Tralee Harriers Limited with respect to GCC Tralee use of Tralee Harriers Athletic Grounds. This Licence Agreement was approved by the Board of Kerry ETB at its meeting on May 28th 2024. <p>An Cathaoirleach thanked the Head of Technology, Estates and Sustainability for his report.</p>
7.6	<p>Chief Executive's Report - as circulated in advance</p> <p>The Chief Executive's Report, circulated in advance of the meeting addressed the following matters:</p> <ul style="list-style-type: none"> ➤ Publication of the Code of Practice for the Governance of ETB's Circular Letter: 0083/2024 ➤ Update on New ETB Board Establishment ➤ Blended Working Policy Update ➤ ETB Head Office Accommodation update ➤ Kerry ETB Insurance Schedule 2025 ➤ Tralee Regional Sports and Leisure Centre Company Limited by Guarantee ➤ Over the Water Sports Centre Company Limited by Guarantee ➤ Killarney FET College of the Future Proposal <p>An Cathaoirleach thanked the CE for his report.</p>
12/2024/8	<p>CORRESPONDENCE COMHFHREAGRAS</p>
8.1	<p>DES Correspondence/Comhfhreagras na Roinne O&S: Noted as listed</p>
8.2	<p>DES Press Releases/Preaseisiúintí na Roinne O&S: Noted as listed</p>
8.3	<p>ETBI Correspondence/Comhfhreagras BOOÉ: Noted as listed</p>

8.4	SOLAS Correspondence/Comhfhreagras SOLAS: Noted as listed
8.5	Other Correspondence/Comhfhreagras Eile: Noted as listed
12/2024/9	MEMBERS BUSINESS GNÓ NA MBALL
9.1	<i>Nil at this time</i>
12/2024/10	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
10.1	<p>Kerry ETB Head office Christmas Closure Notice</p> <p>Administrative Staff offices will close at 12.30 p.m. on Monday 23rd December 2024 and will reopen on Thursday 2nd January 2025.</p> <p>Next Kerry ETB Board meeting will be Hybrid Tuesday 28th January 2025 at 3.00 p.m. Venue: Boardroom, Centrepont.</p> <p><i>This concluded the business of the meeting.</i></p>