

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) meeting held via Video Conference on Wednesday September 29th 2021.

In Attendance:

Cllr. Jim Finucane
Cllr. Fionnán Fitzgerald
Cllr. Norma Moriarty
Cllr. Aoife Thornton
Ms. Maria O’Gorman
Mr. Tim Daly
Ms. Joan McCrohan
Ms. Celia O’Shea

Cllr. Terry O’Brien
Cllr. Deirdre Ferris
Cllr. Niall O’Callaghan
Mr. Joe Brennan
Mr. Noel Keenan
Mr. John O’Roarke
Mr. Zaid Kassoob

Mr. Colm Mc Evoy, Chief Executive Officer (CEO), Ms. Maria Brennan, Director of Organisation Support and Development (OS&D), Mr. Owen O’Donnell, Director of Further Education and Training (FET), Ms. Ann O’Dwyer, Director of Schools, Youth and Music (SYM), Mr. Tommy Conroy, Head of Finance, Ms. Aileen O’Connor, Head of Corporate, Capital and Technology (CCT) Department, Ms. Betty Corkey, Head of Human Resources, Mr. Pdraig O’Sullivan, Buildings Officer, Ms. Patricia Tierney, Executive Support, Ms. Karen Griffin, Executive Support and Ms. Catherine Horgan, Executive Support were also in attendance.

As per Section 1.18 of Circular Letter 0002/2019, the conflict of interest document was circulated electronically to be signed prior to the meeting to the Members (a copy of which is attached to the minutes). The Chairperson asked Board Members to verbally declare any conflicts of interest before commencing with the meeting.

| 09/2021/1 | APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN |
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| 1.1 | <p>Apologies/Leithscéalta:</p> <ul style="list-style-type: none"> ➤ Ms. Catriona Kerin ➤ Cllr. Maura Healy-Rae ➤ Cllr. Johnnie Wall ➤ Cllr. Marie Moloney ➤ Cllr. Cathal Foley |
| 1.2 | <p>Condolences/Comhbhrón:</p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> ➤ To Ms. Mary McGillicuddy, former Board Member, on the death of her Husband, Mr. Jackie McGillicuddy. ➤ To the Reczetar and Saary Families, on the death of Ms. Vivien Reczetar, Killarney Youthreach Learner. |

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| 09/2021/2 | CONGRATULATIONS COMHGHAIRDEAS |
| 2.1 | <p>Congratulations/Comhghairdeas: Congratulations to:</p> <ul style="list-style-type: none"> ➤ To learner Ms. Liz Purtill, who completed a Level 6 painting course in Tech Amergin, on being shortlisted for the Zurich Portrait Prize. |
| 09/2021/3 | MINUTES OF LAST BOARD MEETING - FOR ADOPTION MIONTUAIRISCÍ ÓN gCRUINNIÚ DEIREANACH BOIRD – LE GLACADH |
| 3.1 | <p>The minutes of the Kerry ETB meeting held on June 23rd 2021 were adopted and signed.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Fionnán Fitzgerald</p> <p>The minutes of the Kerry ETB meeting held on July 14th 2021 were adopted and signed.</p> <p style="text-align: center;">Proposed: Ms. Celia O’Shea Seconded: Cllr. Terry O’Brien</p> |
| 09/2021/4 | MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ |
| | <p>Further to the feedback received at the Board Self-Assessment (CL0002/2019, Section 4) meeting held on May 11th 2021, Matters Arising will now be addressed under the relevant Department/Executive Report in the Agenda:</p> <ul style="list-style-type: none"> ➤ Gaelcholáiste Nua School Building Project Update – update under Capital and Buildings Report (Section 7.2) ➤ Listowel School Accommodation Update – update under Capital and Buildings Report (Section 7.2) ➤ Listellick National School Building Project Update – update under Capital and Buildings Report (Section 7.2) ➤ Head Office Rent Review update – update under Finance Officer’s Report (Section 7.1) |

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| | <ul style="list-style-type: none"> ➤ Block F Industrial Unit (Ansaldo Building), Monavalley Industrial Estate Boundary Issue – update under Capital and Buildings Report (Section 7.2) ➤ Unit 1, Listowel Business Development Centre Sale Updates – update under Capital and Buildings Report (Section 7.2) ➤ Update re the English Language requirements for some Kerry ETB FET courses – provided under Further Education and Training (FET) Report (Section 7.4) ➤ Update re All-Irish post primary provision in Killarney – update under Schools Youth and Music (SYM) Report (Section 7.3) ➤ FET Provision in Killarney Update – update under Further Education and Training (FET) Report (Section 7.4) ➤ Kerry ETB Lands at Cloonmore Tralee – Site of Gaelcholáiste Chiarraí Nua – update under Capital and Buildings Report (Section 7.2) ➤ Anaerobic Digestion Facility – Planning Appeal Update – update under Capital and Buildings Report (Section 7.2) |
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| 09/2021/5 | EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ |
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| 5.1 | <p>Presentation re Filming of ‘Joyride’ in Kerry</p> <p>Kerry ETB’S Film Officer, Ms. Siobhán O’Sullivan provided an update on the recent filming of the movie ‘Joyride’ in Kerry. The Report addressed:</p> <ul style="list-style-type: none"> ➤ Kerry Film Production ➤ Key Stakeholders ➤ Benefit to the County ➤ National and Local Media Coverage ➤ Training Impact for Learners ➤ Trainee’s Experience & Progression ➤ Thriving Industry – Skills Shortages <p>An Cathaoirleach noted that Kerry ETB and Kerry Co. Co. work collaboratively in supporting the establishment of Co. Kerry as a location for film production. An Cathaoirleach thanked Siobhán on behalf of the Board for her update on the filming of the movie and positive experience for all involved.</p> <p>The CEO concurred with the views of An Cathaoirleach.</p> <p>Board Members were advised a copy of the presentation would be circulated following the meeting.</p> |

| 09/2021/6 | GOVERNANCE RIALACHAS |
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| 6.1 | <p>Risk Management The Director of OS&D, Ms. Maria Brennan, provided an update on Risk Management and advised the following:</p> <p>Risk Management Update</p> <ul style="list-style-type: none"> ➤ Corporate Risk Register Version 1.2 was updated at the Senior Executive on June 8th 2021, to include refer to “Cyber Threats/Attacks”. This risk has been escalated from the CCT Register. This risk was discussed at the Audit and Risk (A&R) Committee on September 16th 2021. ➤ Director of SYM presented her updated pillar (SYM) register also at the A&R Committee meeting on September 16th 2021. ➤ Quarter 3 meeting of the Risk and Compliance (CEO and Directors) was deferred due to scheduling demands, but is rescheduled for October 11th 2021. ➤ Kerry ETB approved its Risk Appetite Statement at its Board meeting on October 27th 2020. The Statement for 2022 is due to be reviewed at the Senior Executive Management meeting on October 11th 2021. ➤ IPB Insurers will deliver a session on the IPB Risk Appetite Statement on October 6th 2021. Revised draft documentation, to include risk management policy, framework and appetite statement, will be tabled at the ETB’s October meeting. ➤ A review of the ETB’s risk documentation was completed in August 2021. <p>The Board thanked the Director of OS&D for the update.</p> |
| 6.2 | <p>Internal Controls/Assurances Update The Director of OS&D, Ms. Maria Brennan addressed the following in respect of the ETB’s control framework:</p> <ul style="list-style-type: none"> ➤ CEO and Wider Management: Roll out of the Line Management In-Service programme is ongoing. Forthcoming sessions address Financial Management, Sustainable Practices and Recruitment. ➤ Board/Board Committees: An A&R Committee meeting took place on September 16th 2021. Professional advice re the management of Section 45 Committee minutes and reports is forthcoming and will be tabled at the next meeting. ➤ Audit External/Internal: <ul style="list-style-type: none"> ➤ The CTC draft audit report was received and is currently under review. A meeting was held between the Director of OS&D, Director of FET, CTC Chairperson and CTC Board Member on September 23rd 2021. ➤ Independent auditors have been procured and appointed for follow up audit of the STP training by the NLN. |

| | <ul style="list-style-type: none"> ➤ The C&AG audit of the ETB's annual financial statements (AFS) 2020, has commenced. ➤ Health and Safety audit is currently underway. Progress meeting scheduled for October 5th 2021. ➤ Internal Systems: <ul style="list-style-type: none"> ➤ Audit and Compliance Unit: Work is ongoing. Weekly update meetings with the Director of OS&D. Current priorities include Authority Matrix, health and safety audit ➤ Centralised Purchasing and Procurement Unit: Fifth school currently in the process of transferring. It is anticipated that all schools will have transferred by mid-November. ➤ Sun Financial System implementation: Go live date scheduled for January 2022. <p>The Board noted this update.</p> | | | | | | | | | | |
|------------------------------------|---|--|--------------|------------------------------------|----------------------------|----------------------|-------------------------|------------------------------|--------------------------------|-----------------------------|--|
| 6.3 | <p>Section 44 Committee Minutes – for approval The minutes of the following Section 44 Committee meetings were noted and formally approved by the Board:</p> <table border="1" data-bbox="587 1021 1390 1128"> <thead> <tr> <th>Section 44 Committee</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Two Mile Community National School</td> <td>June 21st 2021</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Ms. Maria O’Gorman</p> <table border="1" data-bbox="472 1270 1501 1471"> <thead> <tr> <th>Section 44 Committee</th> <th>Meeting Date</th> <th>Board Member/s in Attendance</th> </tr> </thead> <tbody> <tr> <td>Castleisland Community College</td> <td>March 18th 2021</td> <td>Cllr. Fionnán Fitzgerald, Joan McCrohan and Tim Daly</td> </tr> </tbody> </table> <p style="text-align: center;">Proposed: Cllr. Fionnán Fitzgerald Seconded: Ms. Celia O’Shea</p> | Section 44 Committee | Meeting Date | Two Mile Community National School | June 21 st 2021 | Section 44 Committee | Meeting Date | Board Member/s in Attendance | Castleisland Community College | March 18 th 2021 | Cllr. Fionnán Fitzgerald, Joan McCrohan and Tim Daly |
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| Two Mile Community National School | June 21 st 2021 | | | | | | | | | | |
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| Castleisland Community College | March 18 th 2021 | Cllr. Fionnán Fitzgerald, Joan McCrohan and Tim Daly | | | | | | | | | |
| 6.4 | <p>Section 44 Committee – Appointments - for approval The following appointments were made by the Board:</p> <table border="1" data-bbox="587 1762 1385 1989"> <thead> <tr> <th colspan="2">Kerry College Governance Board</th> </tr> </thead> <tbody> <tr> <td>Joe O’Sullivan</td> <td>Staff Nominee (Teacher)</td> </tr> <tr> <td>Miriam Galvin</td> <td>Staff Nominee (Teacher)</td> </tr> <tr> <td>Mary Theresa Buckley</td> <td>Staff Nominee (Support)</td> </tr> </tbody> </table> | Kerry College Governance Board | | Joe O’Sullivan | Staff Nominee (Teacher) | Miriam Galvin | Staff Nominee (Teacher) | Mary Theresa Buckley | Staff Nominee (Support) | | |
| Kerry College Governance Board | | | | | | | | | | | |
| Joe O’Sullivan | Staff Nominee (Teacher) | | | | | | | | | | |
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| | <table border="1"> <tr> <td>Tara O'Halloran</td> <td>Staff Nominee (Instructor)</td> </tr> <tr> <td>Mary O'Connell</td> <td>Business and Industry Nominee (OETC)</td> </tr> <tr> <td>Martina Larkin</td> <td>Business and Industry Nominee</td> </tr> <tr> <td>Amy Long</td> <td>Learner Nominee (Clash)</td> </tr> </table> <p style="text-align: center;">Proposed: Mr. Joseph Brennan Seconded: Ms. Maria O'Gorman</p> <p>The Terms of Reference have been updated to reflect the new composition.</p> | Tara O'Halloran | Staff Nominee (Instructor) | Mary O'Connell | Business and Industry Nominee (OETC) | Martina Larkin | Business and Industry Nominee | Amy Long | Learner Nominee (Clash) |
| Tara O'Halloran | Staff Nominee (Instructor) | | | | | | | | |
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| Martina Larkin | Business and Industry Nominee | | | | | | | | |
| Amy Long | Learner Nominee (Clash) | | | | | | | | |
| 6.5 | <p>Section 45 Committee Minutes for noting Minutes of the following Section 45 Committee Meetings were noted by the Board:</p> <ul style="list-style-type: none"> ➤ Finance Committee <ul style="list-style-type: none"> ➤ Committee Meeting on March 30th 2020 ➤ Committee Meeting on October 6th 2020 ➤ Audit and Risk Committee <ul style="list-style-type: none"> ➤ Committee Meeting on June 18th 2020 ➤ Committee Meeting on October 9th 2020 ➤ Committee Meeting on December 8th 2020 ➤ Committee Meeting on March 12th 2021 ➤ Committee Meeting on June 22nd 2021 | | | | | | | | |
| 6.6 | <p>Minutes of Partnership School BOM Meetings There were no Partnership BOM Minutes for noting this month.</p> | | | | | | | | |
| 6.7 | <p>Kerry ETB Policies for Approval The following policies were circulated prior to the meeting, with the meeting agenda, and presented to the Board for approval by the Director of OS&D, Ms. Maria Brennan:</p> <ul style="list-style-type: none"> ➤ Accident Reporting Procedure ➤ Areas of Responsibility - Official Names Register <p>The Board approved the policies as presented by the Director of OS&D.</p> <p style="text-align: center;">Proposed: Ms. Maria O'Gorman Seconded: Cllr. Fionnán Fitzgerald</p> | | | | | | | | |

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| | <p>The presentation of the following policies for approval, as listed on the Agenda, was deferred until next meeting:</p> <ul style="list-style-type: none"> ➤ Overpayments Policy and Procedure - deferred ➤ Bad Debts Policy and Procedures - deferred ➤ Fundraising Activities Policy - deferred <p>This was noted by the Board.</p> |
| <p>6.8</p> | <p>Delegation of Authority as per Section 16 of the ETB Act 2013 The Director of OS&D, Ms. Maria Brennan advised the following:</p> <p>On July 29th 2021, as per Section 16 of the ETB Act 2013, the CEO issued a letter to the Director of SYM, Ms. Ann O’Dwyer, formally delegating authority to the Director of SYM to sign off on any documentation requiring the CEO’s signature during the CEO’s period of annual leave in August 2021.</p> <p>The Board noted this update.</p> |
| <p>6.9</p> | <p>ETBI Annual General Meeting (AGM) 2021 – 30th September 2021 The Board were advised that the ETBI AGM 2021 is taking place virtually on Thursday September 30th 2021 and that Board Members Mr. Noel Keenan, Ms. Joan McCrohan and Ms. Celia O’Shea would be attending.</p> <p>The Board noted this update.</p> |
| <p>6.10</p> | <p>Letters of Support The Director of OS&D, Ms. Maria Brennan advised the following:</p> <ul style="list-style-type: none"> ➤ A letter supporting Kerry County Council’s submission to the Department of Rural and Community Development for Killorglin Rural Regeneration and Development Project was issued by the CEO, Mr. Colm Mc Evoy ➤ A letter advising that Kerry ETB will partner with Kerry County Council and Blennerville Windmill Centre in the management and operation of a proposed Artisan Bakery and Baking School at Blennerville Windmill Centre and support the funding application made to the Department of Rural and Community Development under the Blennerville Town and Village Renewal Scheme was issued by the Director of FET. <p>The Board welcomed and noted this update.</p> |

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| 6.11 | <p>Teaching Council - Data Sharing Agreement The Director of OS&D advised the following:</p> <ul style="list-style-type: none"> ➤ In accordance with the Data Protection Act 2018 and to fully comply with GDPR regulations, Kerry ETB have signed a Data Sharing Agreement with the Teaching Council. <p>The Board noted this update.</p> |
| 09/2021/7 | <p>EXECUTIVE UPDATES UASDÁTÚ ÓN BHFEIDHMEANNAS</p> |
| 7.1 | <p>Finance Update Finance Report – Matters Arising <u>Head Office Rent Review Update</u> (Item 4.4)</p> <p>An update was provided by the Head of Finance addressing the ongoing rent review process between Kerry ETB and the Kerry ETB Head Office Landlord, Glencar Healthcare. The Board were advised that the information, as presented at the meeting, was of a commercially sensitive nature and as per Schedule 3, Paragraph 13 of the ETB Act 2013 was not to be disclosed unless authorised to do so by the Board. This Report, as presented at the meeting, will be circulated to the Board once matters have been finalised.</p> <p>The Head of Finance advised that Ger Carmody Auctioneers (Kerry ETB representative) was proposing entering into negotiations, on the basis of c. €9 per sq. ft., with Savills (Landlord’s representative), with a view to agreeing a rental figure without proceeding to arbitration.</p> <p>The Board formally authorised the Head of Finance to instruct Ger Carmody Auctioneers to enter into negotiations with Savills, as outlined in the presentation.</p> <p>A further update will be provided at the October meeting.</p> <p style="text-align: center;">Proposed: Cllr. Aoife Thornton Seconded: Cllr. Terry O’Brien</p> <p><u>Finance Report – Monthly Figures</u> The Finance Report up to 31st August 2021, as circulated with the Meeting Agenda, was presented by the Head of Finance, Mr. Tommy Conroy.</p> <p>The Head of Finance updated members re the Report and the Report was noted by the Board.</p> <p>The Report as addressed was noted by the Board.</p> |

Tralee Bay Sailing Club – submission of expenses

The Head of Finance advised the Board of the following:

- In 2020, Kerry ETB Director of FET engaged with Tralee Bay Sailing Club (TBSC) with a view to leasing a property from which to run Commercial and Recreational Scuba Diving Courses.
- At the Board Meeting on March 30th 2021, the lease was approved by the Board.
- Following Board approval, a letter, dated April 19th 2021, (as provided for Board Members as part of presentation) was issued from Kerry ETB's legal agents, Murphy Ramsey Walsh (MRW) Solicitors to Cadogan O'Regan, TBSC's legal agents, instructing them to undertake a review of the planning permission, fire safety certificate etc. relating to the property. TBSC engaged Engineers and a Solicitor to complete same.

A feasibility study undertaken by Byrne Looby Engineers, as discussed at the Kerry ETB Board Meeting on May 25th 2021 deemed Fenit unsuitable for the proposed courses, highlighting issues with adequate water depths at the jetty and slipway structures, jetty driver access to vessels, distances to be travelled for the required water depths for commercial diving etc. Consequently the decision was made not to progress with this proposed lease.

TBSC are now seeking that Kerry ETB discharge the Engineers and Solicitor Fees arising from work they had completed pertaining to the proposed lease. The total fees amount to €4,343.

The Board agreed that Kerry ETB would further engage with TBSC and a further update would be given at the October meeting.

Proposed: Cllr. Terry O'Brien

Seconded: Cllr. Deirdre Ferris

Tahilla Community National School (CNS) and Scoil an Ghleanna Pobail Scoil Náisiúnta Legal Fees Update

The Head of Finance updated the Board on the legal fees, submitted by the Diocese of Kerry (the Diocese), relating to the lease agreements for Scoil an Ghleanna and Tahilla CNS as follows:

- The Diocese have submitted legal fees of €7,503 (€3,751.50 per school) relating to the lease agreements for Scoil An Ghleanna and Tahilla CNS.
- The payment of the legal fees was discussed at the Board Meeting, held on 27th April 2021 (Overall Report circulated following the April Meeting), and it was agreed that the Head of Finance would seek a reduction in the legal fees as presented.
- Kerry ETB's was advised that the legal fees presented were consistent with the fees paid by Kerry ETB for the lease relating to the Two Mile CNS in 2017.
- A letter issued to the Department of Education (DoE) on June 14th 2021 regarding these fees.

| | <p>➤ A response was received from the DoE, on July 15th 2021, stating <i>“Regarding your reference to legal fees incurred by the Diocese of Kerry, it is a matter for each party to cover their own costs. There is currently no provision for the recoupment of third party costs associated with individual school transfers”</i>.</p> <p>The Board was advised that Kerry ETB paid the Diocese legal fees relating to the Two Mile School CNS lease.</p> <p>It was agreed to pay the legal fees, arising for the Diocese, as they are directly related to the transfer of patronage of the two CNSs to Kerry ETB i.e. if the patronage had not been transferred to Kerry ETB, by the Diocese, these fees would not have been incurred.</p> <p>The Board formally authorised the Head of Finance, Kerry ETB, to pay the legal fees as presented.</p> <p style="text-align: center;">Proposed: Mr. John O’Roarke Seconded: Mr. Noel Keenan</p> <p>It was noted that some matters remain outstanding and no fees will be paid until all matters are addressed (see Section 7.2).</p> <p>The Head of Finance, Kerry ETB will advise the DoE of the Board’s decision to pay the legal fees.</p> | | | | | | |
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| <p>7.2</p> | <p>CCT Update <u>Health and Safety (H&S) Update</u></p> <p>The Head of CCT Department, Ms. Aileen O’Connor provided an update addressing the following;</p> <table border="1" data-bbox="467 1413 1501 1919"> <thead> <tr> <th data-bbox="467 1413 735 1473">Activity</th> <th data-bbox="735 1413 1501 1473">Update</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 1473 735 1778"> <p>Central Safety Policies</p> </td> <td data-bbox="735 1473 1501 1778"> <ul style="list-style-type: none"> ➤ Health and Safety is being audited by the Internal Audit Unit at present – Egan Safety Solutions (ESS) and the CCT Department are currently working on this Audit. ➤ Revision of accident reporting procedure completed for approval by Kerry ETB Board. ➤ Q2 Review meetings with Directors of SYM and FET held in June – included in the agenda were annual reviews of risk assessments of school/centres reports, High priorities progress update and training plan. </td> </tr> <tr> <td data-bbox="467 1778 735 1919"> <p>COVID-19 Measures</p> </td> <td data-bbox="735 1778 1501 1919"> <ul style="list-style-type: none"> ➤ Review of COVID Response plan and staff COVID induction in line with changes to Public Health guidelines. ➤ COVID Coordinator training completed in all Kerry ETB Schools and Centres. </td> </tr> </tbody> </table> | Activity | Update | <p>Central Safety Policies</p> | <ul style="list-style-type: none"> ➤ Health and Safety is being audited by the Internal Audit Unit at present – Egan Safety Solutions (ESS) and the CCT Department are currently working on this Audit. ➤ Revision of accident reporting procedure completed for approval by Kerry ETB Board. ➤ Q2 Review meetings with Directors of SYM and FET held in June – included in the agenda were annual reviews of risk assessments of school/centres reports, High priorities progress update and training plan. | <p>COVID-19 Measures</p> | <ul style="list-style-type: none"> ➤ Review of COVID Response plan and staff COVID induction in line with changes to Public Health guidelines. ➤ COVID Coordinator training completed in all Kerry ETB Schools and Centres. |
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| | <ul style="list-style-type: none"> ➤ Air quality meters/CO2 units were delivered last week – guidance on monitoring and logging air quality was issued to schools and centers. ➤ 20 Air purification units are in stock to send to any schools that report air quality and/or ventilation issues, should they arise. |
| Risk Assessment Program | <ul style="list-style-type: none"> ➤ Annual reviews completed for all centres and schools. ➤ Inspection program will begin in October 2021. |
| Safety Committee | <ul style="list-style-type: none"> ➤ Meeting took place on 2nd June 2021, next meeting to be scheduled in September. |
| Training Programme | <ul style="list-style-type: none"> ➤ Training on the Kerry ETB safety management system provided to new Safety Officers in Killarney Community College, Colaiste na Sceilge and Killorglin Community College. ➤ Training for Principals/Centre Managers at the end of August on delivering Kerry ETB safety induction - to be delivered to all staff by Principals/Centre Managers at start of term. ➤ Fire marshal training provided to fire marshals on the 2nd September 2021 by Mary Walsh in Kerry College Monavalley Campus. Safety induction and fire safety training provided by Mary Walsh and John Herlihy (KC Safety Officer) on the 9th September 2021 to all Kerry College, Monavalley Campus staff. ➤ Safety induction and fire marshal training provided to Coláiste na Ríochta staff by Mary Walsh and Iseult Glynn on the 26th August 2021. ➤ Portable Appliance Testing (PAT) Policy training for safety officers and caretakers scheduled for September 24th 2021. |

This update was noted by the Board.

Sustainability Strategy 2020-2022 Update

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

Sustainability Strategy 2020-2022:

Staff Engagement:

- Sustainability Representatives in place at all Kerry ETB locations; next meeting for the Representatives is scheduled for October 7th 2021.
- Green Teams currently being developed at each Kerry ETB location, to be led by the Sustainability Representatives.
- Line Management Training for Sustainable practices in Buildings scheduled for October 4th 2021.

Implementation Group:

- Kerry ETB Sustainability Group Meeting September 16th 2021.
- A waste audit will be carried out across all Kerry ETB sites to identify what waste/recycling & compost bins are required this is be progressed with Kerry ETB's waste collection supplier.

Energy Sustainability:

- Electric Vehicle charging points installed at the following locations:
 - Kerry College Monavalley Campus – 2 charging points

- Kerry College Clash Campus – 2 charging points
- Kerry College Denny Street Campus – 1 charging point
- An Tóchar FET Centre, Causeway – 1 charging point
- Tech Amergin FET Centre, Waterville – 1 charging point
- A number of Sustainability Courses are available to the public through Kerry College and Community Education Training
- Presentation to Minister for Further and Higher Education, Research, Innovation and Science Simon Harris T.D., and Minister for Education Norma Foley T.D., by the Manager of Kerry College, Monavalley Campus addressing Sustainability courses currently available and also courses in development.

Green Flags:

- Schools very proactive in An Taisce Green Flags Program.
- Opportunity for Kerry College to be a Green Campus - advice provided from An Taisce.
- Opportunity for FET Centres to achieve Green Flags - advice provided from An Taisce.

The Board noted this update.

Capital and Buildings Report – Matters Arising

Gaelcholáiste Nua School Building Project Update (Item 4.1)

An update was provided by the Buildings Officer, Mr. Padraig O’Sullivan addressing the following:

- Works are on programme with some slight delays encountered to the floor screed between Grid Line (GL) 8–12. Vision Contracting Limited expect that these delays will be absorbed within the timeline and have received the early delivery of the level 1 floor slabs for installation as the pre-cast walls are stood at ground floor level.
- The pre-cast wall installation between GL 8–12 is now fully complete and the first-floor pre-cast slab installation has commenced on site. The pre-cast wall installation between GL 1–8 (South of Building) has commenced following the completion of the ground floor slab.
- Groundworks are also near completion between GL 12-19, with underfloor drainage and floor insulation installed ahead of the floor slab pour.
- The contractor is currently installing first-floor precast panels and pouring floor slabs.

| Key Dates | |
|------------------------|----------------------------|
| FF screed GL 1 – 8 | 09 th Sept 2021 |
| Pre-cast wall GL 8-12 | 21 st Sept 2021 |
| Block ext. leaf GL 1-8 | 01 st Oct 2021 |

- Bi-weekly meetings have been arranged with school management to ensure updates are provided on all matters associated with the project.

- As advised at the ETB Board meeting, on April 27th 2021, Kerry ETB were made aware of archaeological finds within the school site on March 31st 2021 and were notified of change order and Claim No 1 & Claim No 2 on April 1st 2021 from the contractor. In line with Schedule Part 1K of the contract between Kerry ETB and Vision Contract Limited, archaeological finds are identified as both a compensation and delay event under the PwCF1 Contract. Kerry ETB, on September 27th 2021, received the determination re these claims from the Employers Representative (Oppermann Associates), Kerry ETB have sought approval from the DoE to proceed with the change orders associated with the archaeological finds as follows:
 - CO NR 1 - Controlled Dig due to archaeological find - €2,875.07 ex VAT.
 - CO NR 2- Fencing required for archaeological segregation - €852 ex VAT.
- A site meeting took place with the Design Team, main Contractor and members of Kerry ETB CCT Department, on site on September 22nd 2021.
- Technical workshops are undertaken bi-weekly, via video conference, between the Design Team and main Contractor.
- As advised at the ETB Board meeting, on January 26th 2021, Kerry ETB had received approval from the DoE to commence preparing documentation (drawings & specifications) for a change order in relation to the July 2020 Design Note on "*Energy Conservation and M&E Services*".
- This Design Note includes changes and upgrades to the specification of M&E Installations on new build projects. As Kerry ETB had already progressed to Stage 3 of the project by July 2020, the DoE advised "*The project should proceed without any amendments to tender documentation, the EVC requirements can be dealt with as a change order request post contract award.*"
- The Design Team have been working with the contractor in the intervening months and, on September 27th 2021, Kerry ETB received the determination re these claims/specification changes from the Employers Representative (Oppermann Associates), Kerry ETB will be seeking approval from the DoE to proceed with the change order associated with the July 2020 M&E Design Note as follows:
 - 1. CO Nr 03 – Additional Electrical Costs Associated with Energy Conservation and Electrical Building Services Design Note 2020 - €96,391.37 ex VAT.

The Board welcomed this update and the progress with this project.

Listowel School Accommodation Update (Item 4.2)

An update was provided by the Buildings Officer, Mr. Pdraig O’Sullivan that addressed the following:

- As advised at the ETB Board meeting, on June 23rd 2021, Kerry ETB, on May 19th 2021, submitted a detailed extension application to the DoE outlining the requirements of the school and rationale for consideration.

- The extension application was submitted based on FET provision in Listowel relocating to a new premises currently being purchased by Kerry ETB.
- Kerry ETB CCT Department have been in active communication with the DoE re the application.
- Kerry ETB was awarded funding in the region of c. €75,000 for the installation and refurbishment of a dust extraction system and works were completed by O'Brien's Biomass Systems over the summer.
- Kerry ETB was awarded funding in the region of c. €105,000 for the upgrade of the Heating System within the school and works were completed by KMS over the summer.
- Kerry ETB have received funding of c. €25,000 for a Computerized CNC Router for the Construction Studies Department.

The Board noted this update.

Listellick National School Building Project Update (Item 4.3)

An update was provided by the Buildings Officer, Mr. Pdraig O'Sullivan that addressed the following:

- On July 12th 2021, Kerry ETB issued the supplementary tender report to the DoE requesting approval from the DoE to issue the Letter of Acceptance to Cahalane Brothers Limited.
- Kerry ETB on July 23rd 2021, in a letter received approval from the DoE to issue the Letter of Acceptance to Cahalane Brothers Limited.
- Oppermann Associates, on behalf of Kerry ETB on July 26th 2021, issued the Letter of Acceptance to Cahalane Brothers Limited.
- Due to Construction Industry (CIF Annual Leave) the contractor commenced on site on August 9th 2021.
- Works have progressed well with site clearance complete, bulk excavation is complete to formation level, steel reinforcement has been installed for foundations and foundation pouring is near completion.
- A site meeting took place with the Design Team and Main Contractor on site on September 22nd 2021.
- The anticipated date for substantial completion is October 7th 2022.

The Board welcomed this update.

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

An update was provided by the Buildings Officer, Mr. Pdraig O'Sullivan as follows:

- As advised at the ETB Board Meeting on June 23rd 2021, communications have been ongoing between Kerry ETB legal agents, MRW Solicitors and Shannon Commercial Properties (SCP) legal agents in addressing this matter re the boundary mapping.
- In letter issued to SCP legal agents, on May 7th 2021, Kerry ETB legal agents stated that Kerry ETB would, if necessary, make application to the

- Land Registry to secure its registration either by way of rectification of boundaries or by way of application for registration based on possession.
- To date Kerry ETB have not received a reply to this letter.
 - Kerry ETB's legal agents have clearly highlighted that the plot in question should not be included in any sale to a third party and that a third party should be made aware of Kerry ETB's claim to the plot.

The Board noted this update.

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

The following update was provided in respect of the Contract of Sale for Unit 1, Listowel Business Centre, Listowel:

- As advised at the Kerry ETB Board meeting, on July 14th 2021, Kerry ETB received a letter, on June 29th 2021, from MRW Solicitors confirming that the draft contract for sale had been received from SCP legal agents.
- On review of the information received by MRW Solicitors, the Board were advised that the transfer of ownership of Listowel Business Centre, Listowel would be by way of 999 year leasehold rather than sale.
- Kerry ETB legal agents MRW Solicitors have reviewed the draft lease and have reverted to SCP on a number of points. MRW Solicitors continues to engage with SCP, but has not received a substantive reply to date.
- SCP have advised that their engineer has been delayed in attending the site to undertake a pre-sale survey, Kerry ETB understands the engineer is due to visit the site by October 1st 2021.
- Kerry ETB have appointed SJK Engineering to undertake a review of the maps associated with the property to ensure compliance with planning permission prior to finalising matters, the engineer will assist MRW Solicitors with closing the sale.
- In addition, as advised at the ETB Board meeting, on July 14th 2021, Higgins Waste & Recycling Limited have applied to Kerry County Council for planning permission under Planning Reference 21/72 to construct a waste and recycling facility on lands close to the property being purchased by Kerry ETB.
- The applicant, on September 21st 2021, was granted planning permission for the waste facility on this site.

The Board noted this update and were fully supportive of finalizing matters by way of a 999 year leasehold rather than freehold.

Capital and Buildings Report – Project Update (as circulated)
Ongoing Projects

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

- Knocknagoshel National School
- Killarney Community College
- Killorglin Community College

- Causeway Comprehensive School
- Coláiste Gleann Lí
- Coláiste na Sceilge
- Castleisland Community College
- Coláiste na Ríochta
- Scoil an Ghleanna
- Tahilla CNS
- St. Oliver's National School, Killarney
- An Tóchar Further Education Centre
- Tech Amergin Further Education Centre
- Kenmare Further Education Centre
- O'Connell Further Education Centre
- Kerry College Clash Campus

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

Killarney FET Accommodation Update

- As addressed at the ETB Board meetings on May 25th & June 23rd 2021, Kerry ETB are in the process of completing a high-level proposal for submission to SOLAS and DFHERIS addressing the proposed acquisition and development of the 'Sara Lee Site' in Killarney. This report will address the strategic development proposal for a full Kerry College Campus in Killarney. Kerry ETB CAD Technicians have finalised the floor plans/layouts for the 'Sara Lee Site' and in conjunction with John J Casey Quantity Surveyors and Reeks Engineers. Kerry ETB are presently engaged in finalising a building development and preliminary cost plan for the proposed project.
- The present building is c. 122,000 sq. ft. If acquired Kerry ETB would be in a position to:
 - Consolidate provision within Killarney to this site and create a fully integrated FET Facility.
 - Provide additional capacity for a significant focus on sustainability related training provision.
- This matter was addressed at the meeting with Minister Simon Harris on September 20th 2021.
- Kerry ETB intends to have the proposed project finalised by early October 2021 to be presented at the October ETB Board meeting.

The Board welcomed this update. A further update will be given at the October Board Meeting.

The Board noted this update.

Lands at Cloonmore, Tralee Update

- As advised at the ETB Board meeting, on June 23rd 2021, following the review of a planning application, as submitted by Tulfarris CG Limited (Planning Ref 21/513), on lands adjacent to the site of Gaelcholáiste Chiarraí Nua and in consultation with MRW Solicitors, Oppermann

Associates Architects & Atkins Engineering, Kerry ETB made a submission, on the Planning File, highlighting the concerns of Kerry ETB in relation to the application as submitted.

- On July 9th 2021, Kerry ETB received a letter from Kerry County Council confirming that the Tulfarris CG Limited's planning application had been refused.
- Kerry ETB were advised that the applicant had four weeks from the date of the decision (July 7th 2021) to make an appeal to An Bord Pleanála. The closing date for this appeal would be August 3rd 2021.
- Following receipt of this letter, on July 7th 2021, Kerry ETB reviewed the final planning application online, and noted 'unsolicited additional information' including letters of July 2nd and July 5th 2021, which were submitted by the Tulfarris CG Limited's agent, John Phelan Architects.
- Mr. John Phelan's letter of July 2nd 2021 referred directly to Kerry ETB's submission on the planning file.
- In the letter of July 5th 2021, Mr. John Phelan referenced an Irish Times Article re the reduction in the number of houses to be constructed as a result of the pandemic.
- Kerry ETB and MRW Solicitors reviewed the information contained within this 'unsolicited additional information'. Following this review, Kerry ETB, on August 11th 2021, issued a letter to Mr. John Phelan in response to comments made in his letter dated July 2nd 2021 relating to Kerry ETB.
- Kerry ETB, on August 12th 2021, received a letter from Kerry County Council's Planning Department confirming that Tulfarris CG Limited had submitted an appeal to An Bord Pleanála appealing the decision by Kerry County Council to refuse planning permission for the proposed development. Kerry County Council advised that the deadline for the submission of observations is August 30th 2021.
- On August 12th 2021, Kerry ETB reviewed the appeal documentation and following consultation, with MRW Solicitors and members of the Gaelcholáiste Chiarraí Nua Design Team, submitted an observation to An Bord Pleanála (August 27th 2021) highlighting the concerns of Kerry ETB in relation to the application as submitted.
- From review of An Bord Pleanála's website, it can be seen that the appeal application is not due to be decided until after December 6th 2021.
- Copies of the correspondence and maps in this regard were circulated in the Land and Leases Report with the Agenda.

The Board noted this update.

Anaerobic Digestion Facility Causeway Update

- Kerry ETB, on June 28th 2021, received a letter from An Bord Pleanála confirming that the application lodged by Sandford Energy Limited (Planning Ref 20/673) had been refused.
- The rationale for the decision set out within the documentation was the absence of the Natura Impact Statement.

- Subsequently, Sandford Energy Limited submitted a planning application on August 26th 2021.
- Kerry County Council invalidated the application, on September 13th 2021, due to feedback from the Biodiversity Officer within Kerry County Council in relation to the Natura Impact Statement submitted.

The Board noted this update.

Lease at Rice House Dingle Update

- Kerry ETB's current lease in Rice House Dingle is up for renewal on December 20th 2021. The present lease has an option to renew as a clause within the lease. As Kerry ETB wishes to renew, then notice in writing must be served not more than 6 months beforehand (i.e. 1st June 2021) and not less than 2 months beforehand (i.e. 30th September 2021).
- On August 4th 2021, Kerry ETB asked MRW Solicitors to serve the formal renewal notice on the company directly (West Kerry Care of the Aged).
- MRW Solicitors have written to the West Kerry Care of the Aged's legal agents, Lynch and Bradley, Killarney and given them a copy of the notice.
- As part of the renewal process the rent will be reviewed and we await hearing from the landlord with regard to the proposed lease terms.
- All agreements will be subject to Board and DFHERIS approval.

The Board confirmed agreement with the process followed re this matter, as set out above.

Preschool at Two Mile CNS Update

- It was proposed and formally agreed at the Kerry ETB Board Meeting on March 30th 2021 that due to the ongoing COVID-19 pandemic, that the current Licence agreement for the preschool at Two Mile Community National School be extended for a further academic year (A/Y 2021-2022) The Board were informed that this was subject to DoE Approval.
- Kerry ETB, on April 15th 2021, requested approval from the DoE to extend the Licence Agreement.
- Following receipt of approval from the DoE on August 18th 2021, Kerry ETB instructed MRW Solicitors to finalise the Licence Agreement between Kerry ETB and Little Explorers Preschool for the academic year 2021/2022.
- As advised at the Kerry ETB Board Meeting on 30th March 2021, Kerry ETB would be advertising for the provision of a preschool provider in Q4 2021, in line with DoE requirements, in the local newspapers.
- Kerry ETB sought expressions of interest in Kerry's Eye Newspaper, on September 9th 2021, for a preschool provider to lease a site on the grounds of Two Mile CNS.
- Kerry ETB are preparing a planning application for a prefab on the school site to accommodate the successful preschool provider from September 2022. The costs of the planning application and development works will be borne by the preschool provider.

- Kerry ETB, in a letter to the Diocese on August 17th 2021, sought approval, to locate a preschool on the Two Mile CNS site, as required per our lease agreement.
- Copies of the correspondence in this regard were circulated in the Land and Leases Report prior to the meeting.

The process being followed is aligned to the DoE published Guidelines on the Use of School Buildings.

The Board noted this update.

Tahilla CNS and Scoil an Ghleanna Pobail Scoil Náisiúnta Lease Update

- As addressed in **Section 7.1** above, the leases for Tahilla CNS and Scoil an Ghleanna were finalised and agreed with the Diocese.
- At the ETB Board meeting on June 23rd 2021, Board Members were advised that Kerry ETB requested, in a letter dated June 14th 2021, approval from the DoE to proceed with the lease of Tahilla CNS and Scoil an Ghleanna Pobail Scoil Náisiúnta.
- Kerry ETB, on July 15th 2021, received a letter from the DoE setting out two additional requirements to be included in the leases.
- On August 17th 2021, Kerry ETB issued separate correspondence to the Diocese and the DoE seeking to progress matters.
- Kerry ETB awaits a reply from both the DoE and the Diocese in relation to finalising the leases for Tahilla CNS and Scoil an Ghleanna.

The Board noted this update.

Use of the Kerry ETB Seal

In accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the Buildings Officer advised that the Kerry ETB Seal was used immediately prior to the meeting to execute the following documents:

- 25 High Street, Killarney
 - Agreement for Lease
 - Lease
 - Deed of Renunciation

The Board noted the use of the seal.

Land & Leases

Licence Agreements

Causeway GAA Club

- Following the decision taken at the ETB Board meeting on June 23rd 2021, Kerry ETB, in a letter to the DoE, on July 23rd 2021, applied for consent to create a new Licence Agreement between Kerry ETB and Causeway GAA Club. Kerry ETB awaits feedback from the DoE in this regard.
- The proposed License Agreement will replace an agreement dated January 26th 1982. It has been agreed, between both parties, that the 1982

agreement is no longer fit for purpose and needs to be updated to safeguard the interests of both Kerry ETB and Causeway GAA Club.

- Following consultation between the ETB and Kerry County GAA Board legal agents matters re the Licence Agreement have been fully addressed.
- Kerry ETB are in ongoing communication with Kerry County GAA Board in relation to finalising this matter.

The Board noted this update.

Kerry County Board Pitch at Tralee Regional Sports and Leisure Complex

- As outlined at the April, May and June Board Meetings, matters pertaining to the use of the pitch adjacent to the Tralee Regional Sport & Leisure Complex are ongoing with Kerry County Board. The Co. Board proposes for Tralee Parnell's Hurling Club to use the pitch.
- Presently Kerry ETB have a Licence Agreement in place since 2014 for a period of 21 years with the Kerry County Board for the use of the GAA pitch at Tralee Regional Sports & Leisure Complex. The present Licence Agreement expires in January 2035.
- As highlighted in the June 23rd 2021, Board meeting, a meeting took place, on June 14th 2021, with the Chairperson of the Kerry County Board re the establishment of a pitch management committee as per the Licence Agreement between Kerry ETB and Kerry County Board.
- On August 12th 2021, Kerry ETB's legal agent MRW Solicitors advised correspondence had been received from Kerry County Board's legal agent, proposing that a new Licence Agreement be drawn up to include a clause which will allow the County Board to sub-licence the premises to Tralee Parnell's GAA Club.
- Kerry ETB's legal agents advised that there is sufficient scope within the current licence agreement for the County Board to allow Tralee Parnell's to use the pitch without the requirement to draw up a new licence agreement.
- Currently Kerry ETB are undertaking works to erect fencing and secure Kerry ETB lands at the site. In this regard a 40 ft. Shipping Container is located on Kerry ETB lands, previously utilised by Kerry Green Sox Baseball Club for training. Kerry ETB met with owners of the container, on August 9th 2021, and requested that the container be removed by September 30th 2021. Matters ongoing re same.
- A further update will be provided at the October meeting.

The Board noted this update.

Licence Agreements for Third Party use of Kerry ETB Property - for Approval

Killarney Community College

The BOM of Killarney Community College at their meeting, on May 26th 2021, Reviewed & Approved the following three Licence Agreements and a

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| | <p>representative from the Board of Management signed the “<i>Application for the use of Kerry ETB Premises</i>” Confirming their approval. In accordance with the Kerry ETB's Guidance to Schools/Centres on the use of Kerry ETB premises by Third Parties, Board approval is now sought for these proposed Licence Agreements:</p> <p>St. Paul's Basketball Club – use of Gym and Basketball Courts for underage basketball training</p> <ul style="list-style-type: none"> ➤ Term – October 1st 2021, to December 31st 2022 ➤ Times of use - Mon- Fri (5pm to 9pm) Weekends (9-5pm) ➤ Licence Fee - €23 Per Hour <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Mr. John O'Roarke</p> <p>St Patrick's East Kerry Hurling Club – use of Gym and Basketball Courts for Juvenile Indoor Hurling training</p> <ul style="list-style-type: none"> ➤ Term – October 1st 2021 to March 31st 2022 ➤ Times of use - 1 day per Week 5pm to 9pm ➤ Licence Fee - €30 Per Hour <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Ms. Joan McCrohan</p> <p>Killarney Athletic FC – use of Gym and Basketball Courts for Juvenile Indoor Soccer training</p> <ul style="list-style-type: none"> ➤ Term – November 1st 2021 to March 31st 2022 ➤ Times of use - 1 day per Week (Thursday) 5pm to 9pm ➤ Licence Fee - €30 Per Hour <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Deirdre Ferris</p> |
| 7.3 | <p>Schools, Youth & Music (SYM) Update – Director of SYM <u>Update re All-Irish post primary provision in Killarney</u> (Item 4.7)</p> <p>The Director of SYM provided the following update:</p> <ul style="list-style-type: none"> ➤ Progress in addressing this matter has been ongoing since 29th April 2021. ➤ A further meeting took place, on August 18th 2021, with Ms. Gean Gilder and Mr. Paul Fields from the ETBI, Ms. Anne O'Dwyer, Director of SYM, Ms. Stella Loughnane, Principal, Killarney Community College and Ms. Eilish O'Leary, Deputy Principal Killarney Community College. A survey of primary school parents has been completed and the results will be available by the end of the month. If there is sufficient interest, a formal steering committee will be set established. ➤ A further update will be provided at the October Board Meeting. |

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| | <p>The Board noted this update.</p> <p><u>Lessons Learned for Education 2021</u></p> <p>The Director of SYM provided the following update:</p> <ul style="list-style-type: none"> ➤ At the May 25th 2021, Board Meeting, Ms. Catriona Kerin, Board Member referenced a recent Parents Forum meeting she had attended in which Kerry ETB's Technology Enhanced Learning (TEL) Officer, Mr. Jeremy Wrenn presented research from Trinity College and Maynooth University re Teaching and Learning during COVID-19 school closures and lessons learned from this. ➤ There was a recommendation from the Parents Forum, in line with the Maynooth recommendation, that a committee/citizens' assembly be set up to build on the lessons learned and how to address the losses experienced by many in education. Ms. Kerin expressed her opinion that this initiative should receive Board support. ➤ Following review, the presentation will be circulated as part of the SYM Report for the October Board Meeting for decision. <p>The Board welcomed this update.</p> <p><u>SYM Report</u></p> <p>The SYM Report, as circulated with the meeting Agenda, was noted by the Board. The Report addressed the following:</p> <ul style="list-style-type: none"> ➤ COVID-19 Updates – September ➤ Updates/Progress since June Board Meeting ➤ Community National School Task Group ➤ New Teacher Induction 2021/22 ➤ General Updates ➤ Aonad Update ➤ Scéim Teanga ➤ Wellbeing – August/September Programme ➤ Post Primary Enrolment as of 17th September 2021 ➤ Community National School Enrolment as of 17th September 2021 ➤ Youth Development Office Report ➤ Music Generation Kerry ➤ Kerry Local Creative Youth Partnership |
| 7.4 | <p><u>Further Education and Training (FET) Update – Director of FET Update re the English Language requirements for some Kerry ETB FET courses</u> (Item 4.6)</p> <p>The Director of FET, Mr. Owen O'Donnell advised that this matter is being progressed as per discussions at the June 23rd 2021 Board Meeting.</p> |

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| | <p><u>Proposal re Block T, Lease of additional space to accommodate Apprenticeship additionality - for decision at October Board Meeting</u></p> <p>The Director of FET, Mr. Owen O'Donnell advised that a lease proposal in Block T, Monavalley Industrial Estate, will be presented at the October Board meeting for consideration. This space would be used to accommodate additional apprentices in response to address the national apprentice training needs.</p> <p>Kerry ETB will be seeking Board approval for the above lease in line with Kerry ETB's Lease Protocol. A full report will be provided to the Board on this matter at the next Board meeting.</p> <p><u>FET Report</u></p> <p>The FET Report, as circulated with the meeting Agenda, was noted by the Board.</p> <p>The Report addressed:</p> <ul style="list-style-type: none"> ➤ COVID-19 Incident Reports ➤ Kerry College Enrolments September 2021 ➤ Learners Fully Onsite ➤ Mitigation of COVID-19 ➤ QQI Inaugural Review ➤ Self-Evaluation Process ➤ Review Schedule ➤ CAO FET Project ➤ Emergency Response to Apprenticeship Backlog ➤ Emergency Plan & Progress to date ➤ Proposed New Facilities Monavalley |
| 7.5 | <p><u>Organisation Support and Development Update - Director of OS&D OS&D Report</u></p> <p>As per the Governance Section 6.0 of the Minutes.</p> <p>The Board noted this update.</p> |
| 7.6 | <p><u>Chief Executive Officer's Update - CEO Kerry ETB and Kerry Diocesan Youth Service (KDYS)</u></p> <p>The CEO advised that he had attended a meeting with Fr. Ger Godley, Chairman of KDYS Board on September 23rd 2021. At this meeting the outstanding matters re the mediation process were discussed and it was agreed that steps would be taken to address these outstanding matters.</p> <p>The Board welcomed and noted this update.</p> |

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| | <p><u>Chief Executive Officer's Report</u></p> <p>The CEO's Report, as circulated prior to the meeting, was noted by the Board. The Report addressed the following:</p> <ul style="list-style-type: none"> ➤ Matters Arising ➤ Buildings Acquisition Listowel and Tralee ➤ Mid-year Review Strategic Priorities ➤ Head Office COVID-19 Update ➤ COVID-19 Arrangements ➤ Tralee Community Training Centre CLG ➤ Tralee Regional Sports and Leisure CLG ➤ Minister Simon Harris TD Visit ➤ Kerry ETB and MTU South Campus Acquisition Proposal ➤ Evolution of Kerry College 2018-21 ➤ Meeting with SOLAS and the Dingle Hub ➤ Facility Visits |
| 7.7 | Members' Business |

| 09/2021/8 | CORRESPONDENCE COMHFHREAGRAS |
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| 8.1 | DoE Correspondence: Noted as listed |
| 8.2 | DoE Circular Letters: Noted as listed |
| 8.3 | DoE Press Releases: Noted as listed |
| 8.4 | Department of Further and Higher Education, Research, Innovation and Science Correspondence: Noted as listed |
| 8.5 | Department of Further and Higher Education, Research, Innovation and Science Press Releases: Noted as listed |
| 8.6 | Department of Children, Equality, Disability, Integration and Youth: Noted as listed |
| 8.7 | ETBI Correspondence: Noted as listed |

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| 8.8 | SOLAS Correspondence: Noted as listed |
| 8.9 | Other Correspondence: Noted as listed. |

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| 09/2021/9 | ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH |
| | <p>It is proposed to hold the next Board meeting in person, subject to the prevailing health advice at that time. This was welcomed by the Board members.</p> <p>Next Kerry ETB Board Meeting:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Tuesday October 26th 2021 at 4.15pm</p> </div> |

Signed/Sínithe: _____

Date/Dáta: _____