

Kerry Education and Training Board
Bord Oideachais agus Oiliúna Chiarraí

Minutes of the Kerry Education and Training Board (Kerry ETB) meeting held in the Great Southern Hotel, Killarney, on Tuesday, May 10th 2022.

In Attendance:

Cllr. Aoife Thornton
Ms Celia O'Shea
Cllr. Jim Finucane
Ms Joan McCrohan
Mr John O'Roarke
Cllr. Johnnie Wall
Mr Joseph Brennan
Cllr. Marie Moloney

Cllr. Michael Cahill
Cllr. Niall O'Callaghan
Mr Niall Lucey
Cllr. Norma Moriarty
Ms Tara Donoghue
Mr Tim Daly
Mr Zaid Kassoob

Mr Colm Mc Evoy, Chief Executive Officer; Mr Owen O'Donnell, Director of Further Education and Training; Ms Aileen O'Connor, Head of Corporate, Capital and Technology; Mr Tommy Conroy, Head of Finance; Mr Pdraig O'Sullivan, Buildings Officer; Mr Seamus Whitty, Youth Development Officer; Ms Siobhan O'Sullivan, Sustainability Officer; Ms Patricia Tierney, Staff Officer and Ms Catherine Horgan, Executive Support were also in attendance.

As per Section 1.18 of Circular Letter 0002/2019, the conflict of interest form was circulated electronically before the meeting to be signed by Board Members. An Cathaoirleach asked Board Members to verbally declare any conflicts of interest before commencing with the meeting.

05/2022/0	Deferral of Agenda Items
	<p>Due to time constraints, An Cathaoirleach deferred a number of agenda items to the next meeting.</p> <p>Board Members were advised that all matters on the Agenda were addressed in the circulated meeting reports. If Members had any questions, they were advised to contact the Chief Executive Officer (CEO) or relevant Directorate in relation to same.</p>

05/2022/0	Meeting between Kerry ETB and Kerry Diocesan Youth Service
	<p>Prior to the commencement of the meeting, Kerry ETB Board Members met with some members of the Kerry Diocesan Youth Service (KDYS) Board, including the Chairperson of the KDYS. Kerry ETB's CEO and the Senior Executive Management team were also present. This meeting of the respective boards was agreed following the successful conclusion of mediation between both organisations in 2021.</p> <p>At the meeting, an Cathaoirleach (Kerry ETB), the CEO (Kerry ETB) and the Chairperson of the KDYS addressed those present. Both organisations outlined their satisfaction with the resolution of the matters that were the subject of the mediation process and reaffirmed their commitment to continue working together in the best interest of youth services in County Kerry, supporting and empowering young people to achieve their potential.</p> <p>The Chairperson of KDYS stated how proud the organisation was of its contribution to youth services across the county in its 50th anniversary year. He also advised of the finalised appointment of a new chief executive officer to the organisation.</p> <p>With a view to enhancing communication between both organisations, it was agreed to hold a similar meeting once per year between both boards.</p> <p>An Cathaoirleach (Kerry ETB) thanked the KDYS' Chairperson and Board Members for attending the meeting and wished the KDYS continued success in the years ahead.</p>

05/2022/1	APOLOGIES & CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies/Leithscéalta:</p> <ul style="list-style-type: none"> • Cllr. Cathal Foley, Board Member • Cllr. Deirdre Ferris, Board Member • Cllr. Fionnán Fitzgerald, Board Member • Ms Maria O’Gorman, Board Member • Cllr. Maura Healy Rae, Board Member • Cllr. Terry O’Brien, Board Member • Ms Ann O’Dwyer, Director of Schools, Youth and Music • Ms Maria Brennan, Director of Organisation Support and Development • Ms Betty Corkey, Head of Human Resources • Ms Karen Griffin, Executive Support

1.2	<p>Condolences/Comhbhrón: An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • Board Member, Cllr. Johnnie Wall, on the death of his Brother, Mr Joe Wall. • The Hanley family, on the death of Mr Joe Hanley, Photographer. • Mr Ciaran Gallagher, Killarney Community College, on the death of his Uncle, Mr Seamus McBrearty. • The McKenna family, on the death of Mr Gerald McKenna, retired Vice-Principal of Causeway Comprehensive School. • The Dowling family, on the death of Ms Gabriel Dowling, retired Teacher, Tarbert Comprehensive School. • Ms Margaret Moriarty, Head Office, on the death of her Father-in-Law, Mr Teddy Hennessy. • Ms Carmel O'Connor, Teacher, South Kerry VTOS and Ms Anne Griffin, Teacher, Coláiste na Sceilge, on the death of their Mother, Ms Annie O'Connor.
-----	--

05/2022/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p>Congratulations/Comhghairdeas: Congratulations were shared to:</p> <ul style="list-style-type: none"> • Kathleen Barrett, a tutor with Community Education and BTEI (Back to Education Initiative), following her appearance on RTÉ's Super Gardens on April 20th 2022. • Castleisland Community College's Transition Year group "Bright Minds," whose members include Lea Voigtlander, David Peskett and Shauna O'Keeffe, and their teacher Ms Leahy, on their winning performance in the national final of Foróige's Network for Teaching Entrepreneurship, Best Idea/Innovation. • Killarney Community College's fifth-year students, Rachel Griffin, Liam Waldron and Luke O'Sullivan, on winning the Overall Prize and Life Sciences Award at Scifest 2022.

05/2022/3	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 March 31st 2022, were adopted and signed.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Ms Marie Moloney</p>
05/2022/4	MATTERS ARISING FROM MINUTES AG ÉIRÍ AS NA MIONTUAIRISCÍ
	<p>Agenda item deferred to June Board Meeting due to time constraints.</p>
05/2022/5	EDUCATION AND TRAINING TOPICS FOR DISCUSSION ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ
5.1	<p>Sustainability in Killarney Community College</p> <p>The Board welcomed students Liam Waldron, Keira McCarthy, Rachel Griffin, Luke O’Sullivan, and Grace Foley from Killarney Community College (Killarney CC) to join the meeting to discuss in detail the sustainable practices that have been implemented in their school. Teacher, Ms Lorraine Cosgrave, and School Principal, Ms Stella Loughnane, accompanied the students.</p> <p>The students delivered a comprehensive presentation addressing the following:</p> <ul style="list-style-type: none"> • Sustainable Development Goals (United Nations) • Kerry ETB Sustainability Goals • Energy Sustainability in Killarney CC, i.e. Biodiversity, Recycling and Plastic-Free, Food Production, Mental Health and Wellbeing, and Clean Energy Initiatives • Recommended Sustainable Actions/Changes <p>Following the presentation, Board Members discussed the measures undertaken in the school and the sustainable actions that could make a valuable difference going forward.</p> <p>Board Members expressed their thanks to the students for their impressive presentation re sustainability and to their teacher, Ms Lorraine Cosgrave, and</p>

	<p>Principal, Ms Stella Loughnane, for providing excellent leadership and support. An Cathaoirleach commended the students on their informative presentation.</p> <p>The Chairperson of the Killarney CC Board of Management, Cllr. Marie Moloney stated how proud she was of the students and the wider school community. She, along with fellow Board Member, Cllr. Niall O’Callaghan, invited the students to present to Kerry County Council on sustainability.</p> <p>In commending the students’ presentation, Sustainability Officer, Ms Siobhán O’Sullivan, noted how the school’s sustainable initiatives were fully aligned with the organisation’s Sustainability Strategy.</p> <p>Board Members were advised that a copy of the presentation would be circulated following the meeting.</p> <p>An Cathaoirleach thanked the principal, the students and their teacher for their enlightening presentation.</p>
5.2	<p>Kerry ETB Ukraine Response</p> <p>The Director of Further Education and Training (FET), Mr Owen O’Donnell, provided a comprehensive update on Kerry ETB’s response to the Ukrainian Refugee Crisis, including the following:</p> <ul style="list-style-type: none"> • Kerry ETB has established a Ukraine Response Steering Committee to coordinate the organisation’s response to the Ukrainian refugee crisis. Membership includes the CEO, Directors and other key staff members from across the organisation. It was noted that given the fluidity of the crisis, all relevant staff are readily available to support the committee’s work. The Ukraine Response Steering Committee meets weekly to discuss matters arising and coordinate arrangements across the organisation’s three pillars. • The inaugural meeting of the Kerry Regional Education and Language Team (REALT) Team took place on April 21st 2022, via Microsoft Teams, with the Department of Education (DE), NCSE, TUSLA, NEPS, Management Bodies, and School Transport all in attendance. At the meeting, each member clarified their roles and responsibilities to the other stakeholders. Several queries were raised by members, with the Director of Schools, Youth and Music subsequently communicating these queries to the DE – with clarification pending. The feedback from members attending the inaugural meeting was positive. Nominees from the DE Inspectorate are expected to join the REALT teams nationwide to support each team’s effectiveness (governance and quality assurance). • Kerry ETB’s Adult Literacy and Basic Education provision and Kerry College have worked together to ensure individuals are set up with FETCH accounts to facilitate enrolment in ESOL (English for Speakers of Other Language) courses. An increasing number of courses are being offered to Ukrainians across the county, including ESOL and driving

theory test courses. Courses are offered on a needs-basis, i.e. following an assessment of individuals' competencies and requirements.

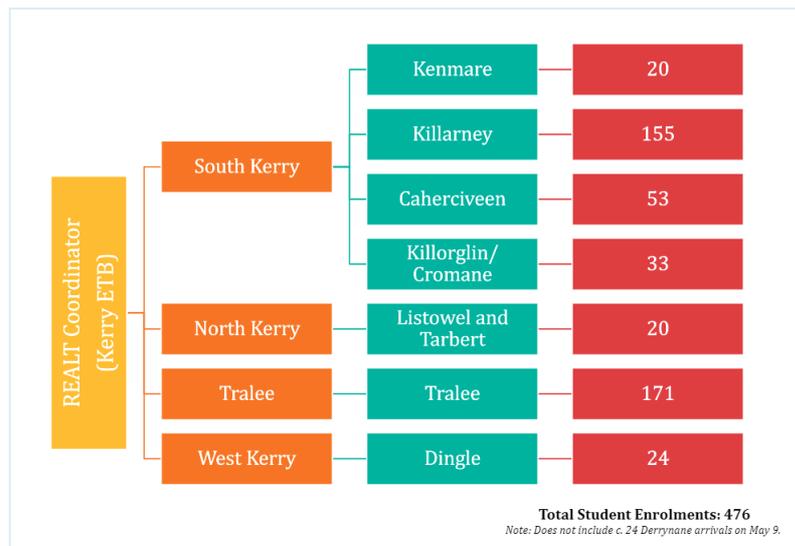
- The ETB's ESOL tutor pool is being fully engaged, with additional tutors recruited where necessary. New tutor appointments will be demand-led and include delivery to Kerry-based schools, i.e. Kerry ETB and non-Kerry ETB schools, as per the direction of the DE.
- With interpretation assistance from three recruited Ukrainian team members, work has progressed to document the Ukrainian education system and align the various qualifications with the Irish equivalent.
- The interagency 'Moving On' Jobs Fair took place on April 25th 2022, at the Rose Hotel, Tralee, with over 600 people in attendance. Kerry ETB had a successful presence at the jobs fair.
- Additional summer accommodation is being arranged in Caherciveen to accommodate summer provision due to the planned building works at the O'Connell FET Centre.
- Kerry College is progressing plans for a suite of immersive English summer training courses.

Board Members were advised of the following key Kerry ETB contacts coordinating the ETB's response:

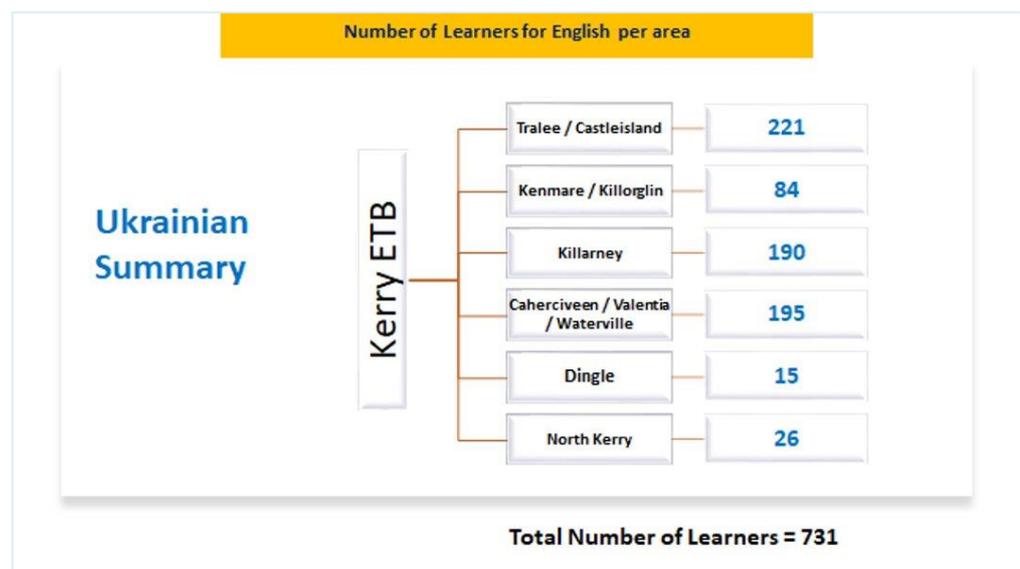
Primary, Post-Primary, REALT Queries	Marianne Marshall, REALT Coordinator	realt@kerryetb.ie 086 010 8222
ESOL Queries	Kevin Fay, Adult Education Officer	ukraineESOL@kerryetb.ie 085 738 0553
Further Education and Training Queries	Elaine O'Connor, Kerry College Admissions Office Manager	ukraineFET@kerrycollege.ie 086 137 0647

In addition, the Director of FET presented the following summary of engagements across schools and FET; he noted that the figures might fluctuate due to some new arrivals in the days preceding the preparation of the *Kerry ETB Ukraine Response* report.

Schools/REALT Engagements:



Kerry ETB FET Engagements:



In relation to the ongoing campaign to recruit additional ESOL tutors to deliver across Kerry-based post-primary schools and FET, Board Members were advised that a recruitment notice would be accessible www.kerryetb.ie.

The Board discussed proposals for implemented arrangements that would support displaced Ukrainians' education, health and wellbeing over the medium to long-term. Proposals suggested included the following:

- Continued roll-out of a comprehensive organisation-wide response, maximising the ETB's facilities across the county.
- Provision of additional FET courses, i.e. community education and hobby courses.

	<ul style="list-style-type: none"> • Extend access to Music Generation Kerry and the Kerry Local Creative Partnership initiative. • Establish links with local sporting groups to maximise participation in the various summer sports camps/programmes. It was suggested that the ETB might be able to perform a “coordinating” role with respect to same. <p>It was noted that a further update on progress would be provided at the June Board meeting.</p> <p>Board Members were advised that a copy of the presentation would be circulated following the meeting.</p> <p>An Cathaoirleach thanked all involved in this important work.</p>
5.3	<p>Kerry College, Killorglin Campus (OETC) Update</p> <p>Kerry College, Killorglin Campus (OETC) Manager, Ms Aodhnait O’Carroll, provided a comprehensive update on Kerry College Killorglin (OETC) Campus, addressing the following:</p> <ul style="list-style-type: none"> • The former Capanalea Outdoor Education and Training Centre was founded as a community venture in 1973 before coming under the auspices of Kerry ETB in 1981 as a self-financing venture. • From 1982 to 2001, the centre successfully operated and developed within the self-financing financial model. However, this self-financing model was significantly impacted in 2001 with the introduction of a revised National Pay Agreement for Instructional staff (Pay Agreement). • Following the implementation of the Pay Agreement, the Department of Education (DE) agreed to provide a staffing grant to recognised outdoor education centres, including Capanalea, to cover the pay costs of four core staff, i.e. manager, senior instructor, secretary and caretaker. At the outset, the staffing grant was sufficient to cover a significant portion of staff costs. Initially, the grant provided by the DE was €150,000, which increased to €232,930 by 2017. • While staffing costs increased significantly in the successive years, the DE grant did not increase in line with this growth, placing pressure on the centre to remain ‘self-financing’ (i.e. 2018 staffing costs were €884,000 and significantly exceeded the grant amount received, the balance being addressed through self-financing income). • The COVID-19 pandemic brought sharply into focus the self-financing model’s shortcomings. From March 2020, the self-financing income stream collapsed while, at the same time, staff contracts and committed overhead costs had to be honoured. • Following extensive engagement by the ETB with both the DE and SOLAS, it was agreed that from September 1st 2020, Capanalea would be designated as a FET Centre, the centre becoming fully SOLAS funded, i.e. Kerry College Killorglin Campus (OETC). This was a critical strategic

	<p>decision for the ETB to redirect the centre's focus to training learners to work in the industry instead of providing experiential outdoor activities.</p> <ul style="list-style-type: none"> • Since September 1st 2020, FET provision has increased by 150% in the centre. • Future developments include supporting Kerry's hospitality sector and local communities, supporting the development of renewable energies in Ireland, and providing upskilling opportunities in outdoor education and training for all, i.e. Adventure Skills and Leadership Series, Star Gazers Guide, Commercial Diving and Greenway and Blueway Guide. <p>In addition, Board Members were advised that as the centre evolves into Kerry College Killorglin Campus (OETC), it will continue to support outdoor recreation and education experiences for primary and post-primary schools, youth services and third parties but is not in the position to provide the service directly. Alternatively, the centre will identify alternative companies in the local that can provide the service. In-person meetings with schools and other third party users have been organised for the week commencing May 16th 2022, to explain and address these matters.</p> <p>The Board noted the change in the centre's focus and the transition measures being put in place. The need for the centre to train learners to work in the ever-expanding outdoor industry was noted. The new course areas addressed by Ms O'Carroll were deemed relevant and necessary, with staff transitioning to new course areas on a phased basis through a workforce planning process.</p> <p>In reaffirming the need for the change process, the Director of FET was very positive about the future development opportunities for the centre.</p> <p>An Cathaoirleach wished Ms O'Carroll and all the staff at the Kerry College Killorglin Campus (OETC) well with its future developments.</p> <p>Board Members were advised that a copy of the presentation would be circulated following the meeting.</p>
--	--

05/2022/6	GOVERNANCE RIALACHAS
6.1	<p>Risk Management Update Agenda item deferred to June Board Meeting due to time constraints.</p>
6.2	<p>Internal Controls/Assurances Update Agenda item deferred to June Board Meeting due to time constraints.</p>
6.3	<p>Section 44 Committee Minutes – for approval Agenda item deferred to June Board Meeting due to time constraints.</p>
6.4	<p>Section 44 Committee – Appointments and Vacancies There were no new appointments this month.</p>
6.5	<p>Section 45 Committee Minutes for Noting There were no minutes for noting this month.</p>
6.6	<p>Minutes of Kerry ETB Partnership Schools Board of Management Meetings There were no minutes for noting this month.</p>
6.7	<p>Kerry ETB Policies for Approval There are no policies for approval this month</p>
6.8	<p>Nominations to the Pobalscoil Inbhear Scéine Board of Management as per the Deeds of Trust</p> <p>The CEO advised that on April 28th 2022, Kerry ETB received an email from the secretary of the Pobalscoil Inbhear Scéine Board of Management (BOM), advising that the term for the new BOM will commence in August 2022 and seeking confirmation of the Kerry ETB nominees to the new BOM.</p> <p>The new BOM term is three years (August 1st 2022 – July 31st 2025), with the term of the current BOM ending on July 31st 2022.</p> <p>Members were advised that Kerry ETB currently has the following three representatives on this BOM:</p>

	<table border="1"> <tr> <th>Kerry ETB Board Nominees (2)</th> <th>CEO Nominee (1)</th> </tr> <tr> <td>Cllr. Maura Healy Rae</td> <td rowspan="2">Margaret Godley</td> </tr> <tr> <td>Maria O’Gorman</td> </tr> </table>	Kerry ETB Board Nominees (2)	CEO Nominee (1)	Cllr. Maura Healy Rae	Margaret Godley	Maria O’Gorman
Kerry ETB Board Nominees (2)	CEO Nominee (1)					
Cllr. Maura Healy Rae	Margaret Godley					
Maria O’Gorman						
<p>Following consideration of this matter, the Board formally agreed to renew the existing Kerry ETB BOM nominees for the new BOM term, i.e. August 1st 2022 – July 31st 2025.</p> <p style="text-align: center;">Proposed: Marie Moloney Seconded: Joe Brennan</p>						

05/2022/7	EXECUTIVE UPDATES UASDÁTÚ ÓN BHFEIDHMEANNAS
7.1	<p>Finance Update Agenda item deferred to June Board Meeting due to time constraints.</p>
7.2	<p>Corporate, Capital and Technology (CCT) Report Agenda item deferred to June Board Meeting due to time constraints.</p> <p>Corporate Capital and Technology Update <u>Gaelcholáiste Nua School Building Project Update – as per Matters Arising</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Listowel School Accommodation Update – as per Matters Arising</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Listellick National School Building Project Update – as per Matters Arising</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p>FET Accommodation in Killarney Update – as per Matters Arising Agenda item deferred to June Board Meeting due to time constraints.</p> <p>Capital and Buildings Report, as circulated Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Killorglin Community College Accommodation</u> Agenda item deferred to June Board Meeting due to time constraints.</p>

	<p><u>Unit 1 Listowel Business Development Centre, Listowel</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Pre-school at Two Mile CNS Update</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Community National School Leases Update</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Sandford Energy Ltd Anaerobic Digestion Facility Causeway</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Sandford Energy Ltd - Solar Farm Causeway</u> Agenda item deferred to June Board Meeting due to time constraints.</p> <p><u>Use of the Kerry ETB Seal</u> In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, Board Members were advised by the Head of the CCT that the Kerry ETB Seal would be used to execute the following documents:</p> <ul style="list-style-type: none"> • Lease between Kerry ETB and Liber House Developments with respect to Units 3H, 3I and 5D for a period of two years from September 1st, 2021, for Tralee ABE. • Lease between Kerry ETB and Liber House Developments with respect to Units 2A and 3C for a period of 1 year from September 1st, 2021, for Tralee ABE due to COVID-19 mitigation measures. <p>The above leases are being presented at this time due to a delay in finalising the lease documents between solicitors/legal agents. The leases were approved at the July 14th 2021, Board Meeting. DFHERIS approved these leases on September 20th and October 5th 2021.</p> <p>The Board noted this update.</p>
7.3	<p>Schools, Youth & Music (SYM) Update – Director of SYM Agenda item deferred to June Board Meeting due to time constraints.</p>
7.4	<p>Further Education and Training (FET) Update Agenda item deferred to June Board Meeting due to time constraints.</p>
7.5	<p>Organisation Support and Development Update – Director of OS&D Agenda item deferred to June Board Meeting due to time constraints.</p>

7.6	<p>Chief Executive Officer's Update – CEO The CEO's report, as circulated with the Agenda, was noted.</p> <p><u>Iveragh United Football Club and the South Kerry Sports Centre</u> The CEO addressed the section in the report regarding Iveragh United Football Club (FC) and the South Kerry Sports Centre. He noted that Kerry ETB was approached re a possible future role managing the South Kerry Sports Centre, a centre currently managed by Over the Water Sports Centre Company Limited By Guarantee (CLG).</p> <p>On February 3rd 2022, a letter was received from Michael O'Shea, Iveragh United FC, providing an overview of the football club's history and its relationship with the South Kerry Sports Centre. Kerry ETB was invited to a meeting with Iveragh United FC to discuss further the contents of the letter.</p> <p>On February 17th, 2022, a response was issued from the Kerry ETB CEO to Michael O'Shea advising that 'enquiries have been made to Kerry ETB re a possible role in the management and operation of the South Kerry Sports Centre in the future' and that the matter would require further consideration and discussion at an ETB Board meeting.</p> <p>On March 31st, 2022, the Kerry ETB CEO met virtually with Over the Water Sports Centre CLG. ETB Board Member Cllr. Norma Moriarity was also present at this meeting. Following the meeting, which was purely exploratory, the CEO requested the Murphy Ramsey Walsh (MRW) Solicitors to engage with the company's representatives in reviewing the company constitution, property arrangements etc. – a due diligence type exercise. MRW solicitors completed this exercise, and a meeting was held on May 5th 2022, with MRW to review this matter.</p> <p>The CEO requested approval from Board Members to engage with Kerry County Council and other publicly funded agencies/bodies to discuss how this matter might be progressed. The Board was unanimous in its approval of same.</p> <p>A further update will be provided at the next meeting.</p>
7.7	<p>Members' Business There were no matters raised under Members' Business at this meeting.</p>

05/2022/8	CORRESPONDENCE COMHFHREAGRAS
8.1	DoE Correspondence: Noted as listed
8.2	DoE Circular Letters: Noted as listed
8.3	DoE Press Releases: Noted as listed
8.4	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
8.8	SOLAS Correspondence: Noted as listed
8.9	Other Correspondence: Noted as listed.

05/2022/9	<p style="text-align: center;">ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</p>
	<p>Next Kerry ETB Board Meeting:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p>Tuesday, June 14th 2022 at 4:30 pm Kerry ETB Head Office Boardroom, Centrepoint, Tralee, Co. Kerry</p> </div>

Signed/Sínithe: _____ Date/Dáta: _____