

**Kerry Education and Training Board  
Bord Oideachais agus Oiliúna Chiarraí**

**Minutes** of the Kerry Education and Training Board (Kerry ETB) meeting held in the Kerry ETB Head Office Boardroom, Centrepoint, Tralee, Co. Kerry on Tuesday, June 14<sup>th</sup> 2022.

**In Attendance:**

Ms Celia O'Shea	Cllr. Norma Moriarty (VC)
Cllr. Deirdre Ferris	Ms Joan McCrohan
Cllr. Fionnán Fitzgerald (VC)	Mr John O'Roarke (VC)
Cllr. Jim Finucane	Ms Maria O'Gorman (VC)
Cllr. Johnnie Wall	Mr Niall Lucey
Cllr. Marie Moloney (VC)	Ms Tara Donoghue
Cllr. Niall O'Callaghan	

Mr Colm Mc Evoy, Chief Executive Officer; Ms Ann O'Dwyer, Director of Schools, Youth and Music; Ms Maria Brennan, Director of Organisation Support and Development; Mr Owen O'Donnell, Director of Further Education and Training; Ms Aileen O'Connor, Head of Corporate, Capital and Technology; Ms Betty Corkey, Head of HR; Mr Tommy Conroy, Head of Finance; Mr Padraig O'Sullivan, Buildings Officer; Ms Patricia Tierney, Staff Officer and Ms Catherine Horgan, Executive Support were also in attendance.

06/2022/0	CONFLICT OF INTEREST COIMHLINT LEASA
	<p>As per Section 1.18 of Circular Letter (CL) 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 declare any conflicts of interest before commencing the meeting.</p> <p>As per the provisions of Section 1.18, Mr Niall Lucey disclosed a potential conflict relating to Agenda Item 6.3. Mr Lucey excused himself from the part of the meeting during which this item was discussed.</p>

06/2022/1	<b>APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN</b>
<b>1.1</b>	<p><b>Apologies/Leithscéalta:</b></p> <ul style="list-style-type: none"> <li>• Cllr. Aoife Thornton, ETB Board Member</li> <li>• Cllr. Cathal Foley, ETB Board Member</li> <li>• Cllr. Maura Healy-Rae, ETB Board Member</li> <li>• Cllr. Michael Cahill, ETB Board Member</li> <li>• Cllr. Terry O'Brien, ETB Board Member</li> <li>• Mr Joe Brennan, ETB Board Member</li> <li>• Mr Tim Daly, ETB Board Member</li> <li>• Mr Zaid Kassoob, ETB Board Member</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón:</b></p> <p>An Cathaoirleach, Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>• To the Brick family, on the death of Mr Eric Brick, former Principal of Killorglin Community College (CC).</li> <li>• To the O'Shea family, on the death of Mr Ned O'Shea.</li> <li>• To the Litchfield family, on the death of Mr James Litchfield.</li> <li>• To Ms Elma Murphy, Killorglin CC, on the death of her Mother, Ms Betty O'Connor.</li> <li>• To Mr James O'Driscoll, Killorglin CC, on the death of his Mother, Ms Janice O'Driscoll.</li> <li>• To Mr John McGrath, Killorglin CC, on the death of his Aunt, Ms Doreen Leahy.</li> <li>• To Ms Vera Kerrisk, Killorglin CC, on the death of her Aunt, Ms Jenny Conboy.</li> </ul>

06/2022/2	CONGRATULATIONS COMHGHAIRDEAS
2.1	<p><b>Congratulations/Comhghairdeas:</b> Congratulations were shared to:</p> <ul style="list-style-type: none"> <li>• To graduating sixth-year students across all our post-primary schools - wishing them every success in their Leaving Certificate and future endeavours.</li> <li>• To second-year student Jack Blanchfield (Castleisland CC), winner of the Junior Historian of the Year Award at the Kerry Young Historian Awards for his article 'Dicksgrove, a history.'</li> <li>• To transition year students Katelyn O'Keefe, Shauna O'Keefe, Miriam O'Connell and Abbie O'Connell (Castleisland CC) on winning the 'Foal to Race' Transition Year Competition 2022.</li> <li>• To fifth-year student Isabel Shaw (Causeway Comprehensive School) on winning two gold and two silver medals at the Age 13-16 Category, World Martial Arts Championship.</li> <li>• To sixth-year student Karolina Szlapka (Coláiste Gleann LÍ) on placing second in the Girls Juvenile White Belt at the Jiu-Jitsu Relentless Grappling Championship Final.</li> <li>• To first-year students Keelin O'Shea, Muireann Teahan and Ali Gi (Coláiste Na Sceilge) on winning the All-Ireland U-14 Ladies' Gaelic Football Association (LGFA) Platinum Final, and to Mr Jer O'Sullivan, Killarney CC, who managed this U-14 Kerry team to victory.</li> <li>• To Daithí Ó Lionsigh (Gaelcholáiste Chiarraí), winner of the 'The Pitch – PublicJobs.ie Schools Advertising Challenge,' on his interview with Taoiseach Micheál Martin.</li> <li>• To Caithlin McEntaggart (Killarney CC) on receipt of an Outstanding Entry Award in the AIB Careers Skills Competition.</li> </ul>

06/2022/3	<p style="text-align: center;"><b>MINUTES OF LAST BOARD MEETING - FOR ADOPTION</b>  <b>MIONTUAIRISCÍ ÓN gCRUINIÚ DEIREANACH BOIRD – LE GLACADH</b></p>																				
	<p>The minutes of the previous Board meeting held on May 10<sup>th</sup> 2022, were circulated to members in advance of the meeting.</p> <p>The minutes were adopted and will be signed following the meeting.</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall O’Callaghan</b>  <b>Seconded: Cllr. Deirdre Ferris</b></p>																				
06/2022/4	<p style="text-align: center;"><b>MATTERS ARISING FROM MINUTES</b>  <b>AG ÉIRÍ AS NA MIONTUAIRISCÍ</b></p>																				
	<p>‘Matters Arising From Minutes’ were addressed under the relevant reports under Section 6.0 - Executive Updates.</p> <table border="1" data-bbox="406 1010 1474 1742"> <tr> <td data-bbox="406 1010 496 1084">4.1</td> <td data-bbox="496 1010 1474 1084"><b>Gaelcholáiste Nua School Building Project Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i></td> </tr> <tr> <td data-bbox="406 1084 496 1158">4.2</td> <td data-bbox="496 1084 1474 1158"><b>Listowel School Accommodation Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i></td> </tr> <tr> <td data-bbox="406 1158 496 1232">4.3</td> <td data-bbox="496 1158 1474 1232"><b>Listellick National School Building Project Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i></td> </tr> <tr> <td data-bbox="406 1232 496 1305">4.4</td> <td data-bbox="496 1232 1474 1305"><b>FET Provision in Killarney Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i></td> </tr> <tr> <td data-bbox="406 1305 496 1379">4.5</td> <td data-bbox="496 1305 1474 1379"><b>Head Office Rent Review Update</b> – see <i>Finance Update (Section 6.1)</i></td> </tr> <tr> <td data-bbox="406 1379 496 1453">4.6</td> <td data-bbox="496 1379 1474 1453"><b>Update re All-Irish Post-Primary Provision in Killarney</b> – see <i>Schools Youth and Music Report (Section 6.4)</i></td> </tr> <tr> <td data-bbox="406 1453 496 1527">4.7</td> <td data-bbox="496 1453 1474 1527"><b>Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i></td> </tr> <tr> <td data-bbox="406 1527 496 1601">4.8</td> <td data-bbox="496 1527 1474 1601"><b>Amendments to the Official Languages Act 2003</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i></td> </tr> <tr> <td data-bbox="406 1601 496 1675">4.9</td> <td data-bbox="496 1601 1474 1675"><b>Kerry ETB New Branding Development</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i></td> </tr> <tr> <td data-bbox="406 1675 496 1749">4.10</td> <td data-bbox="496 1675 1474 1749"><b>Kerry ETB Official Visits May 2022</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i></td> </tr> </table>	4.1	<b>Gaelcholáiste Nua School Building Project Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i>	4.2	<b>Listowel School Accommodation Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i>	4.3	<b>Listellick National School Building Project Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i>	4.4	<b>FET Provision in Killarney Update</b> – see <i>Capital and Buildings Report (Section 6.3)</i>	4.5	<b>Head Office Rent Review Update</b> – see <i>Finance Update (Section 6.1)</i>	4.6	<b>Update re All-Irish Post-Primary Provision in Killarney</b> – see <i>Schools Youth and Music Report (Section 6.4)</i>	4.7	<b>Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i>	4.8	<b>Amendments to the Official Languages Act 2003</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i>	4.9	<b>Kerry ETB New Branding Development</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i>	4.10	<b>Kerry ETB Official Visits May 2022</b> – see <i>Chief Executive Officer’s Report (Section 6.7)</i>
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06/2022/5	<p style="text-align: center;"><b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION</b>  <b>ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b></p>
5.1	<p><b>Ukrainian Response Update – as per Directors’ Reports (Section 6.4 and 6.5) and CEO’s Report (Section 6.7)</b></p> <p>The Director of Schools, Youth and Music, Ms Ann O’Dwyer, provided a comprehensive update on the Kerry ETB Ukrainian Response, addressing the following:</p> <ul style="list-style-type: none"> <li>• All ETBs have been tasked with having up to 400 ESOL hours per week available for ESOL provision to support Ukrainian arrivals. The Department of Education (DE) has approved the funding of a coordinator and clerical post to coordinate this activity and is working with DFHERIS (Department of Further and Higher Education, Innovation and Science) to ensure funding for the additional ESOL tutor hours will be available.</li> <li>• In Kerry ETB, the clerical officer commenced work on June 13<sup>th</sup> 2022, and the closing date for applications for the Ukrainian Response Lead Manager (ESOL coordinator) was noon, June 14<sup>th</sup> 2022.</li> <li>• Kerry ETB will be coordinating summer programmes for Ukrainian students across the county in ETB and non-ETB locations. Programmes will be delivered through the months of June, July and August, with schools and youth services drawing down hours from the ETB’s ESOL tutor pool, where necessary.</li> <li>• Additional DCEDIY (Department of Children, Equality, Disability, Integrity and Youth) Youth Programmes with also be available through the summer months, i.e. via ESOL hours.</li> <li>• As previously advised at the May Board meeting, recruitment is underway to expand the ETB’s ESOL tutor poo. This process in ongoing.</li> <li>• At the time of the meeting, c. 610 Ukrainian students were placed in primary and post-primary schools throughout the county (ETB and non-ETB schools). The current priorities remain to enrol new arrivals and support sixth-class Ukrainian students transitioning to nearby post-primary schools.</li> <li>• A letter from the DE dated June 1<sup>st</sup> 2022, addressed the breath of support schools should provide to support children arriving from Ukraine, including a process for applying for EAL (English as an Additional Language) and ESOL supports.</li> </ul> <p>As per the circulated FET Report, it was noted that some c. 672 Ukrainian learners had commenced ESOL courses, with a further c. 276 due to start in the coming days/weeks. The Director of FET also advised of the appointment of four Ukrainian staff under the FET pillar.</p> <p>In concluding the presentation, the Dir. of SYM commended the work of the Community Response Forum (established by Kerry County Council) in providing timely updates on Ukrainian arrivals to local agencies. It was noted that this</p>

	<p>communication has been invaluable in helping agencies to respond and support new arrivals.</p> <p>Following the presentation, An Cathaoirleach congratulated the management, staff and students in Coláiste Na Sceilge on their recent successful visit from the Ukrainian Ambassador to Ireland, Her Excellency Larysa Gerasko, on May 23<sup>rd</sup> 2022.</p> <p>The Board thanked all involved in this important work.</p>
5.2	<p><b>Board Self-Assessment Evaluation Questionnaire (2021)</b> It was agreed that this matter would be addressed at the next Board meeting on July 12<sup>th</sup> 2022.</p>

06/2022/6	<p><b>EXECUTIVE UPDATES</b> <b>UASDÁTÚ ÓN BHFEIDHMEANNAS</b></p>
6.1	<p><b>Finance Report</b> The Finance Report, as circulated prior to the meeting, was presented at the meeting. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• Finance Update (as of April 30<sup>th</sup> 2022)</li> <li>• Head Office Rent Review Update - <i>as per matters arising</i></li> <li>• Update re Audit of Annual Financial Statements 2020 and 2021</li> </ul> <p>Also addressed at the meeting were the following additions to the reports:</p> <ul style="list-style-type: none"> <li>• Finance Update (as of May 31<sup>st</sup> 2022)</li> <li>• Irish Public Bodies (IPB) Insurance, Commercial Dividend and Retained Earnings Distribution</li> </ul> <p><u>Finance Update (as of May 31<sup>st</sup> 2022)</u> A summary of finances as of May 31<sup>st</sup> 2022, was presented as follows:</p>

KERRY ETB CASH GRANTS AS AT 31st MAY 2022				
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance
<b>Main Scheme</b>				
Pay	61,969		(11,040,259)	
Non Pay	336,696		(1,305,875)	
<b>Main Scheme Total</b>	<b>398,665</b>	<b>10,951,737</b>	<b>(12,346,134)</b>	<b>(995,733)</b>
<b>Associated Main Scheme</b>	<b>1,257,915</b>	<b>595,628</b>	<b>(513,060)</b>	<b>1,340,484</b>
<b>Capital</b>	<b>10,793,391</b>	<b>726,800</b>	<b>(5,789,901)</b>	<b>5,730,290</b>
<b>Further Education</b>	<b>1,612,460</b>	<b>16,741,243</b>	<b>(16,900,623)</b>	<b>1,453,080</b>
<b>Youth Affairs</b>	<b>39,814</b>	<b>506,795</b>	<b>(290,735)</b>	<b>255,874</b>
<b>Agency</b>	<b>405,985</b>	<b>349,180</b>	<b>(398,072)</b>	<b>357,093</b>
<b>Self-Financing</b>	<b>717,220</b>	<b>253,761</b>	<b>(242,642)</b>	<b>728,339</b>
<b>Total:</b>	<b>15,225,451</b>	<b>30,125,144</b>	<b>(36,481,167)</b>	<b>8,869,428</b>

**Capital Payments:** The Head of Finance drew attention to the increased capital payments figure, i.e. up from €3,589,536 as of April 10<sup>th</sup> 2022, to €5,789,901 in May; these increases were mainly attributed to the progress made with the Gaelcholáiste Chiarraí Nua Building project.

Head Office Rent Review Update - as per matters arising

In addressing this matter, the Head of Finance advised:

- On May 9<sup>th</sup> 2022, the DE approved Kerry ETB to proceed with the revised rent costs following receipt of the submission letter provided by Ger Carmody Auctioneers.
- On May 27<sup>th</sup> 2022, Kerry ETB paid the landlord the complete €47,231, which covered rent arrears for the period August 1<sup>st</sup> 2020, to December 31<sup>st</sup> 2021.
- Kerry ETB's legal agents are finalising a closing letter to the landlord to document that the revised passing rent has been agreed, paid and backdated and that Kerry ETB now considers the matter drawn to a close.

It was noted that matters in relation to the landlord's demand for separate service charges remain outstanding and are being addressed by Kerry ETB representatives.

The Board noted this update.

Update re Audit of Annual Financial Statements 2020 and 2021

The Head of Finance outlined that the Comptroller and Auditor General (C&AG) has advised that Mazars will commence the audit of the Annual Financial Statements (AFS) 2020 on July 4<sup>th</sup> 2022 (opening meeting). The audit is expected to run until the closing meeting on July 22<sup>nd</sup> 2022.

In addition, it was noted that the ETB expects the audit of the AFS 2021 to take place in September 2022.

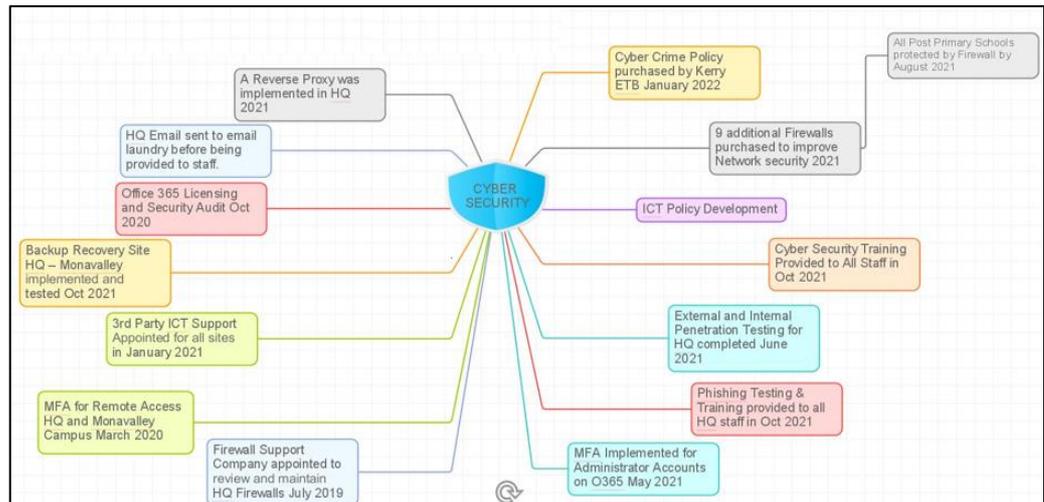
	<p><u>Commercial Dividend and Retained Earnings Distribution</u> The Head of Finance advised that correspondence received from Irish Public Bodies (IPB) Insurance on May 17<sup>th</sup> 2022, outlined Members' Commercial Dividend (€18,862.71) and Retained Earnings Distribution (RED) Dividend (€64,035.95) for 2022. It was noted that the RED payment is currently ring-fenced in all ETBs and cannot be utilised. The current balance for this payment, as received by Kerry ETB, is €486,673.</p> <p>Following a lengthy discussion around the potential areas where the organisation could effectively spend these funds, i.e., investment in addressing health and safety-related matters across facilities etc.</p> <p>An Cathaoirleach requested that a letter be sent to the DE from the Board seeking approval to use these funds to address health and safety costs arising. The Board unanimously agreed to issue this letter.</p> <p>A further update will be provided to the Board in due course.</p>
6.2	<p><b>Corporate, Capital and Technology Report</b> The Corporate, Capital and Technology (CCT) Report, as circulated with the agenda, addressed the following:</p> <ul style="list-style-type: none"> <li>• Reinstatement Values for Buildings</li> <li>• Cyber Security Update</li> <li>• Health and Safety Update</li> <li>• Sustainability Strategy 2020-2022 Update</li> </ul> <p><u>Reinstatement Values for Buildings</u> The Head of CCT advised that IPB Insurance is recommending an increase in Kerry ETB's reinstatement premium of €5,490 per annum. This increase follows a valuation exercise which took into consideration the upgraded specification of each building, including design, internal layouts, the standard of finish and service content.</p> <p>The Senior Executive Management team discussed the proposed increase at its meeting on May 16<sup>th</sup> 2021, where it was agreed, given the current inflation in construction costs, to recommend the proposed increase to the Board for approval.</p> <p>Board approval to proceed with the increased reinstatement premium of €5,490 per annum was noted.</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall O'Callaghan</b> <b>Seconded: Cllr. Johnnie Wall</b></p> <p>Following discussion, Cllr. Johnnie Wall raised concern about the cleanliness of the communal areas in the Centrepoint building and its external windows (Kerry ETB Head Office). The Executive advised that these matters were previously</p>

addressed with the landlord, with some notable progress being the recent professional cleaning of the external windows. The Head of CCT took note to bring this matter to the landlord's attention again.

It was suggested that a management company structure for the building could help the tenants address such issues with the landlord as a collective.

### Cyber Security Update

The Head of CCT provided a summary of cyber security priorities to the end of Quarter 3, 2022, as follows:



It was noted that cybersecurity had been added to Board meeting agendas following a proposal made by the Audit and Risk Committee in their annual report to the Board, as presented at the March Board meeting.

The Board shared its thanks to the Head of CCT for her report.

## 6.3

### **Capital and Buildings Report**

The Capital and Buildings Report, as circulated with the agenda, addressed the following:

- Current Capital Project Portfolio - Summer 2022 Summary
- Tahilla Community National School
- Castleisland Community College
- Coláiste Gleann Lí
- Killarney Community College
- Killorglin Community College
- O'Connell FET Centre
- Kerry College - Unit 1 Listowel Business Development Centre
- Kerry College - Clash Road Campus
- Kerry College - Killarney Admissions Office
- Knocknagoshel National School
- St. Oliver's National School
- Tralee Educate Together National School

- Lease for Approval: Castleisland Community Centre
- Lease for Approval: Killarney VTOS
- Lease for Approval: Liber House, Tralee (Rooms 2A and 5F)
- Lease for Approval: Two Mile Community National School - Pre-school
- Rental Agreement: Seanchaí Centre and 58 Church Street, Listowel
- Lease - The Butler Centre, Listowel
- Community National School Leases
- Tralee CPD
- Sandford Energy - Anaerobic Digestion Facility Causeway
- Sandford Energy - Solar Farm Causeway
- Lands Adjacent to Gaelcholáiste Chiarraí Nua - Tulfarris CG Limited
- Land Swap Proposal - Causeway Comprehensive School
- Lands at Tralee Regional Sports and Leisure Centre Company Limited by Guarantee
- License Agreement Update - Kerry County Board Pitch at Tralee Regional Sport and Leisure Complex
- Killarney Community College  
- Housing Development on Adjacent Lands
- Scamps & Scholars Pre-School Killorglin
- Killorglin Community College - Sports Complex Update
- Use of Kerry ETB Seal

Also addressed at the meeting were the following additions to the reports:

- Gaelcholáiste Nua School: Building Project Update, Adjacent Lands, Wayleave - *as per matters arising*
- Listowel School Accommodation Update - *as per matters arising*
- Listellick National School Building Project Update - *as per matters arising*
- FET Accommodation in Killarney Update - *as per matters arising*
- Tralee Educate Together National School
- Killorglin Community College – Sports Complex Update

In addressing the Capital and Buildings Report, the Buildings Officer advised the Board of the following:

#### Gaelcholáiste Chiarraí Nua Building Project Update

- The Gaelcholáiste Chiarraí Nua Building project is progressing well despite delays relating to market conditions, fuel increases and the roofing contract. The project is expected to be finalised by the end of Quarter 4, 2022.
- The Post Contract Inflation Uplift Report from McGahon Surveyors and Oppermann Associates has indicated an overall increase in material/input cost of c. €1,256,531.89 ex VAT. On April 22<sup>nd</sup> 2022, Kerry ETB submitted the report to the DE for approval, seeking the DE's guidance and approval on the matter. Kerry ETB awaits the DE's reply.

Board Members visited the site prior to the Board meeting and were very positive in their feedback on the project. It was suggested to schedule another visit to the site in September 2022.

In addition, the Board was advised that a meeting was held with Tulfarris CG Limited via Zoom on April 26<sup>th</sup> 2022, without prejudice, to discuss the proposed housing development on lands adjacent to the school site. At this meeting, Kerry ETB reaffirmed concerns regarding the previous planning observation and advised Tulfarris CG Limited that matters pertaining to Kerry ETB lands were a reserved function of the ETB Board, and any request for access, or use of ETB lands, would require the prior approval of the ETB Board.

Furthermore, the Buildings Officer advised that Kerry County Council (KCC) are seeking agreement from Kerry ETB to locate the ESB supply for a proposed housing ducting under Kerry ETB lands at the site. Kerry ETB has reverted to KCC, suggesting the ducts be located along the current wayleave along the boundary wall rather than completing a new wayleave. Kerry ETB awaits KCC's response.

An Cathaoirleach thanked all involved in the Gaelcholáiste Chiarraí Nua Building project, acknowledging the progress made since April 2021.

#### Listowel School Accommodation Update

The Buildings Officer provided the following update:

- The DE confirmed the project is a Type 3 (3) Major Devolved Project, with an overall budget of €13,785,000, including VAT and fees. The service level agreement for the project was signed following the March Board meeting (March 31<sup>st</sup> 2022) by An Cathaoirleach.
- The tenders for the appointment of a design team are due to be received on July 1<sup>st</sup> 2022, after which they will be assessed.
- The tenders for the appointment of an auctioneer to conduct valuation works are due to be returned on June 24<sup>th</sup> 2022. Once appointed, the auctioneer will assess and value the site adjacent to Coláiste na Ríochta. Kerry ETB must return the report to the DE for further consideration and final assessment of the possible purchase. It was noted that Kerry ETB may not enter any binding contract to acquire the property until receipt of formal sanction from the DE.
- A meeting was held between all stakeholders (Gaelscoil Lios Tuathail, Kerry ETB and Coláiste na Ríochta) on May 3<sup>rd</sup> 2022, to discuss the project and development of the school site.

The Board welcomed progress with the project.

#### Listellick National School Building Project Update

The Buildings Officer advised that work is progressing well at the site, with it being anticipated that the building will be weather-tight by mid-June. Presently, substantial completion is expected by October 28<sup>th</sup> 2022.

The Board welcomed progress with the project.

FET Accommodation in Killarney Update

In relation to this matter, the Board was advised that the submitted four applications remain with SOLAS. Under the original timeline, approval in principle to proceed with these projects was to be issued in June. However, given that the deadline was postponed by two weeks, it may be July before feedback is received.

A further update will be provided at the next meeting.

Tralee Educate Together National School

As addressed at the March Board meeting, Kerry ETB was contacted by the DE Schools Capital Appraisal Section, on March 3<sup>rd</sup> 2022, in relation to a request regarding the possible delivery of a new eight-classroom primary school and two classroom SEN Base for Tralee Educate Together National School, on a greenfield site in Lohercannon, Tralee. It was agreed for the ETB to progress with this devolved project.

The Board was advised that the overall budget cost of €7,920,000, including VAT and fees.

The Board formally approved signing the devolved funding service level agreement between Kerry ETB and the DE for this project.

**Proposed: Cllr. Johnnie Wall**  
**Seconded: Ms Joan McCrohan**

Following the Board's approval, the SLA was signed, sealed and witnessed.

The ETB will now commence procuring a design team for the project.

Lands and Leases

Board approval was sought for the following leases:

<b>Castleisland Community Centre - FET Programmes</b>	
<b>Justification:</b>	Renewal of the current lease for Castleisland Community Centre for the delivery of FET Courses, namely Adult Literacy and Basic Education (ABE), Back to Education Initiative (BTEI) and Community Education
<b>Rental:</b>	€9,990 per annum (VAT not applicable)
<b>Area:</b>	c. 1,150 square feet
<b>Term:</b>	One year - July 1 <sup>st</sup> 2022 to June 30 <sup>th</sup> 2023

The Board approved the lease as per the terms presented.

**Proposed: Cllr. Deirdre Ferris**  
**Seconded: Ms Joan McCrohan**

The Board was advised that the lease is subject to approval by the Department.

<b>Killarney VTOS - FET Programmes</b>	
<b>Justification:</b>	Renewal of the current lease for Ivy House, New Street Car Park, Killarney (Killarney VTOS)
<b>Rental:</b>	€47,000 per annum (VAT not applicable)
<b>Area:</b>	c. 3,460 square feet
<b>Term:</b>	Two years - September 1 <sup>st</sup> 2022 to August 31 <sup>st</sup> 2024

The Board approved the lease as per the terms presented.

**Proposed: Cllr. Niall O'Callaghan**  
**Seconded: Cllr. Johnnie Wall**

The Board was advised that the lease is subject to approval by the Department.

<b>Liber House, Tralee (Rooms 2A and 5F) - FET Programmes</b>	
<b>Justification:</b>	Renewal of the current lease for rooms 2A and 5F in Liber House, Tralee, for the delivery of FET courses, namely ABE, BTEI and Community Education, i.e. required for expanded ESOL delivery
<b>Rental:</b>	€31,500 (€2,625 per month)
<b>Area:</b>	c. 1,310 square feet
<b>Term:</b>	One year - September 1 <sup>st</sup> 2022 to August 31 <sup>st</sup> 2023

The Board approved the lease as per the terms presented.

**Proposed: Cllr. Johnnie Wall**  
**Seconded: Ms Joan McCrohan**

The Board was advised that the lease is subject to approval by the Department.

<b>Two Mile Community National CNS Pre-School</b>	
<b>Justification:</b>	A lease agreement between Kerry ETB and Orchard House Limited for the provision of a preschool at Two Mile CNS; Kerry ETB is leasing to Orchard House Limited a section of the school site, c. 90 square meters, for the provision of a preschool
<b>Rental:</b>	€100 per annum (VAT not applicable)
<b>Area:</b>	c. 90 square metres
<b>Term:</b>	Ten years - September 2022 to September 2032 with a 5-year break clause that the preschool provider can execute

The Board approved the lease as per the terms presented.

**Proposed: Cllr. Niall O'Callaghan**  
**Seconded: Cllr. Marie Moloney**

The Director of SYM clarified that the prefab would be owned by the third-party (Orchard House Limited) and not Kerry ETB. Pending planning approval from Kerry County Council, which is expected in early July, and TUSLA approval, the preschool is expected to be ready for intake in September 2022, it was noted.

<b>Seanchaí Centre - FET Programmes</b>	
<b>Justification:</b>	The proposed rental agreements will allow Kerry College Listowel Campus to address capacity requirements and provide additional capacity at the Coláiste na Ríochta site to increase its post-primary provision.
<b>Rental:</b>	€13,600 (VAT not applicable)
<b>Area:</b>	c. 1,200 square feet
<b>Term:</b>	42 Weeks - September 5th 2022, to June 2nd 2023

The Board approved the rental agreement as per the terms presented.

**Proposed: Cllr. Deirdre Ferris**  
**Seconded: Cllr. Johnnie Wall**

<b>58 Church Street, Listowel - FET Programmes</b>	
<b>Justification:</b>	The proposed rental agreements will allow Kerry College Listowel Campus to address capacity requirements and provide additional capacity at the Coláiste na Ríochta site to increase its post-primary provision.
<b>Rental:</b>	€28,600 (€550 per week) (VAT not applicable)
<b>Area:</b>	c. 2,500 square feet
<b>Term:</b>	1 Year - May 30th 2022, to May 30th 2023

The Board approved the rental agreement as per the terms presented.

**Proposed: Cllr. Deirdre Ferris**  
**Seconded: Cllr. Johnnie Wall**

The Board was advised that these rental agreements are subject to approval by the Department.

#### The Butler Centre, Listowel

As per the provisions of Section 1.18 of CL 0002/2019, Mr Niall Lucey declared a potential conflict of interest with this agenda item (Agenda item 6.3). Mr Lucey advised the Board that he is acting as a solicitor for the owners of the Butler Centre in Listowel. Mr Lucey excused himself from the part of the meeting during which the Butler Centre lease was discussed.

The Director of FET and Buildings Officer provided the following update:

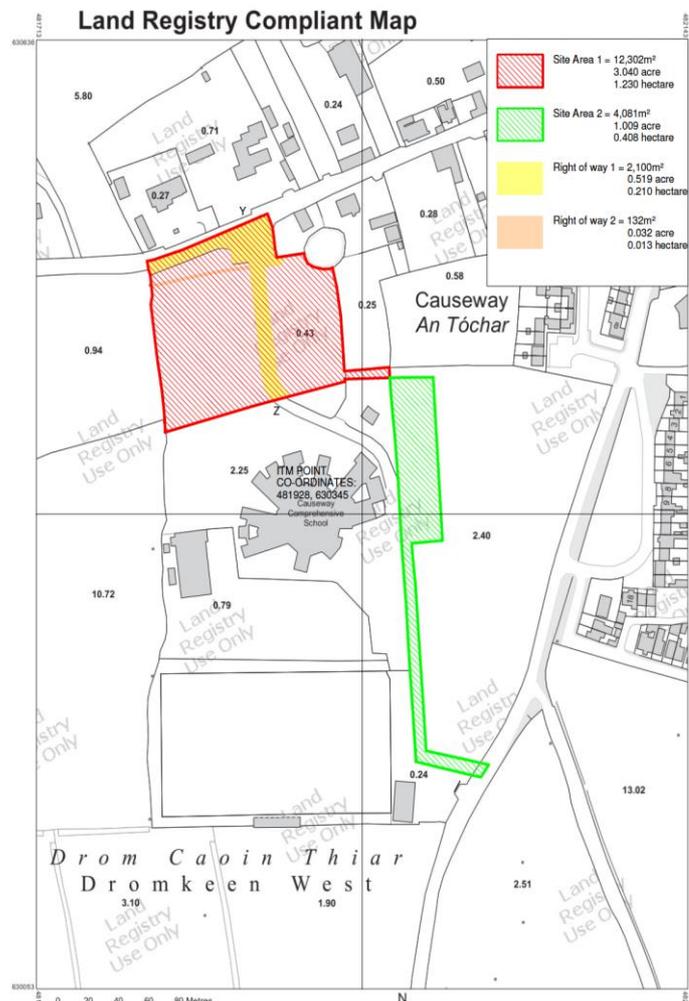
- The Board of Kerry ETB approved the lease for the Butler Centre at its meeting on October 23<sup>rd</sup> 2018. The lease for the Butler Centre is for ten-years (5,000 square feet) from January 1st 2019, with a five-year break clause that the ETB can execute.
- On April 13<sup>th</sup> 2022, a letter was received from Murphy Ramsey Walsh (MRW) Solicitors (Kerry ETB legal agents) advising that the landlord (Butler Centre) was seeking the ETB's agreement to remove the "5-year break option" from the lease. The landlord is seeking to secure the long-term occupation of the property.

In the discussion that followed, the Director of FET advised that the ETB will require the building for the entire lease period and possibly beyond the current end date, given the organisation's difficulties in addressing FET accommodation needs in Listowel.

Following consideration of this request, the Board was agreeable to waiving its "break option" in return for the right being granted to the ETB to extend the lease at the end of the initial ten-year lease term, should the need arise at that time. It was agreed to request MRW to discuss the ETB's rights for renewal or scope for extension to the lease after the ten years with the landlord's legal agent.

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

### Land Swap Proposal – Causeway Comprehensive School



*Map as circulated in the Capital and Buildings Report (Page 36)*

The Director of SYM and the Buildings Officer addressed this matter.

At its meeting on January 26<sup>th</sup> 2021, the Board of Kerry ETB approved the proposed land swap between Causeway Comprehensive School (CS) and Mr John Carroll (Causeway). Subsequently, on December 22<sup>nd</sup> 2021, Mr Carroll raised

concerns about the transfer and rights of way, which the ETB discussed directly with Mr Carroll.

As referenced previously, the School Principal, Kerry ETB Buildings Officer and MRW consulted with Mr Carroll and all other stakeholders, including the DE, SJK Engineering, school management and the Board of Management (BOM), in relation to the transfer. Following a comprehensive consultation process, the revised map was proposed (as per the map above):

- Kerry ETB will transfer to Mr Carroll that part of Folio 75869F hatched in red (3.04 acres).
- Kerry ETB will receive the part of Folio KY 10787 hatched in green above (1 acre) and the right of way coloured in yellow (0.55 acres).
- Kerry ETB will retain the right of way for services.
- Kerry ETB would be liable for the Carroll's legal/transfer costs associated with the transfer.
- An updated valuation from Ger Carmody Auctioneers advised that the Kerry ETB lands are valued at €96,000 and Mr O' Carroll's lands at €95,000.

The Board were advised that the Causeway CS BOM approved the revised proposal at a special meeting held on April 4th 2022. The Board were advised that the DE had indicated, during Stage 1 assessments of the proposed extension plans, its preference for the availability of more land closer to the school building to aid potential future developments.

The revised map was presented to the ETB Board for approval.

Following consideration of the matter, the Board formally approved the land swap as outlined above, i.e.:

- Kerry ETB will transfer to Mr Carroll that part of Folio 75869F hatched in red (3.04 acres).
- Kerry ETB will receive the part of Folio KY 10787 hatched in green above (1 acre) and the right of way coloured in yellow (0.55 acres).
- Kerry ETB will retain the right of way for services.
- Kerry ETB would be liable for the Carroll's legal/transfer costs associated with the transfer.
- An updated valuation from Ger Carmody Auctioneers advised that the Kerry ETB lands are valued at €96,000 and Mr O' Carroll's lands at €95,000.

**Proposed: Ms Joan McCrohan**  
**Seconded: Cllr. Deirdre Ferris**

Lands at Tralee Regional Sports and Leisure Centre Company Limited by Guarantee

Board Members were advised that an area of land adjacent to Tralee Regional Sports and Leisure Centre Company Limited by Guarantee (CLG) has become available for sale. The current listed selling price is €135,000 (0.57 acres). Given

that this area of land is adjacent to the ETB's land, it was proposed that the ETB would secure an independent site valuation of the land.

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

**Proposed: Cllr. Johnnie Wall**

**Seconded: Ms Celia O'Shea**

Killarney Community College - Housing Development on Adjacent Lands

As advised previously, Portal Asset Holdings have submitted a Strategic Housing Development (SHD) on lands north of Killarney CC. Following approval of the ETB Board on March 29<sup>th</sup> 2022, Kerry ETB submitted a planning submission on April 14<sup>th</sup> 2022.

It was noted that the matter would be kept under review.

Scamps & Scholars Pre-School Killorglin

Kerry ETB had held two leases with Scamps & Scholars Pre-School in Killorglin, facilitating the construction of a preschool on the school grounds. A request for renewal has been received—the ETB expects to table the terms for approval at the September Board meeting.

Use of Kerry ETB Seal

In accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the Kerry ETB Seal was used to execute the following document:

- Lease between Kerry ETB and C. Clifford and Sons with respect to Unit 9, Block T, Monavalley Industrial Estate, Tralee, Co. Kerry for 10 years from January 1st 2022 (for FET provision).

The above lease was approved at the ETB Board meeting on October 26<sup>th</sup> 2021, and DFHERIS approved the lease on April 5<sup>th</sup> 2022.

The Board noted the use of the Kerry ETB Seal at the meeting.

Killorglin Community College – Sports Complex Update

On December 3<sup>rd</sup> 2019, the Board of Kerry ETB approved the lease with Killorglin Sports and Leisure CLG, the lease being for a term of 63 years, effective from December 1st 2019, i.e. the remaining term of the original 99-year lease (dated March 1st 1983). On June 13<sup>th</sup> 2022, the DE Site Acquisition and Property Management Section approved the proposed lease between Kerry ETB and Killorglin Sports and Leisure CLG.

The Board warmly welcomed this update. Thanks were shared to Mr Pdraig O'Sullivan, Buildings Officer, for bringing this matter to completion.

The lease was signed and sealed at the Board meeting (June 14<sup>th</sup> 2022).

	<p>The lease includes a provision for Kerry ETB to appoint two nominees to the Board of Killorglin Sports and Leisure CLG, as per Clause 6.9.1. At the meeting, it was proposed to replace Ms Vera Kerrisk (Deputy Principal Killorglin Community College) with Ms Fiona O'Brien (Principal of Killorglin Community College) as one of Kerry ETB's nominees.</p> <p style="text-align: center;"><b>Proposed: Cllr. Johnnie Wall</b> <b>Seconded: Cllr. Fionnán Fitzgerald</b></p> <p>The Board noted these updates.</p>
6.4	<p><b>Schools, Youth and Music Report</b> The Schools, Youth and Music (SYM) Report, as presented by the Director of SYM, addressed the following:</p> <ul style="list-style-type: none"> <li>• REALT Schools Ukrainian Response Update</li> <li>• The Mission of the State of Palestine in Ireland – Visit Coláiste Gleann Lí</li> <li>• Ukrainian Ambassador to Ireland – Visit Coláiste na Sceilge</li> <li>• Academic Year 2022/23</li> <li>• DSEL Review and Planning Day May 17<sup>th</sup> 2022 <ul style="list-style-type: none"> <li>○ School Priorities for 2022/23</li> </ul> </li> <li>• UDL Session with Teachers (Schools and FET)</li> <li>• Update re All-Irish Post-Primary Provision in Killarney - <i>as per matters arising</i></li> </ul> <p>Board Members were advised that a copy of the presentation was available on Kerry ETB Board Microsoft Teams Folder. Members were also advised to contact the Director of SYM directly should they have any queries from her update.</p> <p>The Board noted this update.</p>
6.5	<p><b>Further Education and Training Report</b> The FET Report, as circulated prior to the meeting, was noted by the Board. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• Ukrainian Response</li> <li>• Ukraine Summary</li> <li>• Progressing a Unified Tertiary System for Learning, Skills and Knowledge</li> <li>• Financial Correspondence</li> <li>• Beneficiaries – May 2022</li> <li>• July Certification Period</li> <li>• Apprenticeship (Pre 2016/ 2015+ Registrations)</li> </ul> <p>Board Members were advised to contact the Director of FET directly should they have any queries concerning his report.</p> <p>The Board noted this update.</p>

<p><b>6.6</b></p>	<p><b>Organisation Support and Development Report</b></p> <p>As per the Governance Section 7.0.</p> <p>The Board noted this update.</p>
<p><b>6.7</b></p>	<p><b>Chief Executive Officer’s Report</b></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"> <li>• Matters Arising</li> <li>• Head Office COVID-19 Update</li> <li>• Kerry ETB Ukrainian Response</li> <li>• Annual Report 2021</li> <li>• Chairperson’s Comprehensive Report to the Minister for Education</li> <li>• Tralee Community Training Centre Company Limited by Guarantee</li> <li>• Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013</li> <li>• Amendments to the Official Languages Act 2003 - <i>as per matters arising</i></li> <li>• Kerry ETB New Branding Development - <i>as per matters arising</i></li> <li>• Kerry ETB Official Visits May 2022 - <i>as per matters arising</i></li> <li>• Tralee Regional Sports and Leisure Company Limited by Guarantee</li> <li>• Iveragh United FC and the South Kerry Sports Centre</li> <li>• ETB Head Office Accommodation</li> <li>• Visit Kerry ETB Twitter page</li> </ul> <p>Board Members were advised to contact the CEO directly should they have any queries concerning his report.</p> <p><u>Kerry ETB New Branding Development</u></p> <p>Following a lengthy discussion regarding the proposed branding redesigns, it was agreed:</p> <ul style="list-style-type: none"> <li>• to bring further “mock-ups of the proposed new logo” to the July Board meeting to support the Board in its decision</li> <li>• to prepare a rebranding cost estimate</li> </ul> <p>In relation to the cost of rebranding, the Head of Finance took note to prepare a rebranding cost estimate for presentation at the next meeting. It was noted that these costs would be considered as part of the final decision.</p> <p>The Board shared its thanks to the CEO for his report.</p>

06/2022/7	<b>GOVERNANCE RIALACHAS</b>								
7.1	<p><b>Risk Management Update</b> The Board noted the Corporate Risk Register, Version 1.1 (2022), as circulated.</p> <p>The need to add a risk that will identify controls to support the organisation during unexpected/expected crises, i.e. another pandemic, potential fuel/energy crisis, was noted.</p> <p><u>DCS Risk (HR and Finance Risk Register)</u> The Head of Finance addressed the risk of a future potential outage on the DCS (Document Centric Solutions) system with the Board. This risk has been added to the HR and Finance Risk Registers following previous outages in April and May 2022. This risk was discussed in further detail at the Audit and Risk Committee meeting on May 19<sup>th</sup>, 2022.</p> <p>The Board noted these risk management updates.</p>								
7.2	<p><b>Internal Controls/Assurances Update</b> The Internal Controls/Assurance Update, as provided by the Director of Organisation Support and Development (OSD), addressed the following:</p> <ul style="list-style-type: none"> <li>• CEO and Wider Management</li> <li>• Board/Board Committees</li> <li>• Audit External/Internal</li> <li>• Internal Systems</li> </ul> <p>Board Members were advised that a copy of the presentation was available on Kerry ETB Board Microsoft Teams Folder. Members were also advised to contact the Director of OSD directly should they have any queries from the update.</p> <p>The Board noted this update.</p>								
7.3	<p><b>Section 44 Committee Minutes – for approval</b> Minutes of the following Section 44 Committee Minutes, as circulated to Members in advance of the meeting, were approved by the Board:</p> <table border="1" data-bbox="416 1733 1482 1966"> <thead> <tr> <th data-bbox="416 1733 935 1783">Section 44 Committee</th> <th data-bbox="935 1733 1482 1783">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1783 935 1854" style="text-align: center;"><b>Two Mile Community National School</b></td> <td data-bbox="935 1783 1482 1854" style="text-align: center;">January 17th 2022 March 14th 2022</td> </tr> <tr> <td data-bbox="416 1854 935 1921" style="text-align: center;"><b>Scoil an Ghleanna Scoil Náisiúnta Phobail</b></td> <td data-bbox="935 1854 1482 1921" style="text-align: center;">November 17th 2021 January 19th 2022</td> </tr> <tr> <td data-bbox="416 1921 935 1966" style="text-align: center;"><b>Tahilla Community National School</b></td> <td data-bbox="935 1921 1482 1966" style="text-align: center;">January 18th 2022</td> </tr> </tbody> </table>	Section 44 Committee	Meeting Date	<b>Two Mile Community National School</b>	January 17th 2022 March 14th 2022	<b>Scoil an Ghleanna Scoil Náisiúnta Phobail</b>	November 17th 2021 January 19th 2022	<b>Tahilla Community National School</b>	January 18th 2022
Section 44 Committee	Meeting Date								
<b>Two Mile Community National School</b>	January 17th 2022 March 14th 2022								
<b>Scoil an Ghleanna Scoil Náisiúnta Phobail</b>	November 17th 2021 January 19th 2022								
<b>Tahilla Community National School</b>	January 18th 2022								

**Proposed: Cllr. Jim Finucane  
Seconded: Cllr. Deirdre Ferris**

Minutes of the following Section 44 Committee Minutes, as circulated to Members in advance of the meeting, were approved by the Board:

<b>Section 44 Committee</b>	<b>Meeting Date</b>
<b>Castleisland Community College</b>	January 26th 2022
<b>Causeway Comprehensive School</b>	February 28th 2022 April 4th 2022 April 25th 2022
<b>Coláiste Gleann Lí</b>	September 17 <sup>th</sup> 2021 November 26 <sup>th</sup> 2021 January 13th 2022 January 21 <sup>st</sup> 2022 March 16 <sup>th</sup> 2022 March 25 <sup>th</sup> 2022 April 5 <sup>th</sup> 2022 April 25 <sup>th</sup> 2022
<b>Coláiste na Ríochta</b>	October 10th 2021 December 12 <sup>th</sup> 2021
<b>Gaelcholáiste Chiarraí</b>	April 24 <sup>th</sup> 2021 June 23 <sup>rd</sup> 2021 September 15 <sup>th</sup> 2021 December 1 <sup>st</sup> 2021
<b>Killarney Community College</b>	March 9 <sup>th</sup> 2022
<b>Killorglin Community College</b>	April 20 <sup>th</sup> 2021 May 18 <sup>th</sup> 2021 May 31 <sup>st</sup> 2021 September 6 <sup>th</sup> 2021 October 6 <sup>th</sup> 2021 November 24 <sup>th</sup> 2021 January 25 <sup>th</sup> 2022

**Proposed: Cllr. Johnnie Wall  
Seconded: Cllr. Deirdre Ferris**

Minutes of the following Section 44 Committee Minutes, as circulated to Members in advance of the meeting, were approved by the Board:

<b>Section 44 Committee</b>	<b>Meeting Date</b>
<b>Youthreach</b>	October 20 <sup>th</sup> 2021 December 9 <sup>th</sup> 2021 March 31 <sup>st</sup> 2022
<b>Further Education and Training Centres</b>	February 9 <sup>th</sup> 2022
<b>Kerry College of Further Education and Training</b>	February 15 <sup>th</sup> 2022
<b>Youth Work</b>	January 19 <sup>th</sup> 2022 March 24 <sup>th</sup> 2022

	<b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Cllr. Johnnie Wall</b>												
7.4	<p><b>Section 44 Committee – Appointments and Vacancies</b>  The Board made the following Section 44 Committee appointments:</p> <table border="1" data-bbox="440 454 1458 618"> <tr> <th colspan="2" style="text-align: center;"><b>Kerry College of Further Education and Training</b></th> </tr> <tr> <th style="text-align: center;"><b>Staff Nominee</b></th> <th style="text-align: center;"><b>Learner Nominee</b></th> </tr> <tr> <td style="text-align: center;">Mary Fitzmaurice (replacing Mary Theresa Buckley temporarily)</td> <td style="text-align: center;">Ms Aoife Angland (replacing Amy Long)</td> </tr> </table> <p style="text-align: center;"><b>Proposed: Cllr. Jim Finucane</b>  <b>Seconded: Cllr. Johnnie Wall</b></p> <table border="1" data-bbox="440 768 1458 909"> <tr> <th colspan="2" style="text-align: center;"><b>Kerry ETB Section 44 Capital and Buildings</b></th> </tr> <tr> <th style="text-align: center;"><b>Business/Industry Nominees</b></th> <td style="text-align: center;">Mr Michael Scannell</td> </tr> <tr> <td></td> <td style="text-align: center;">Mr Noel Healy</td> </tr> </table> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b>  <b>Seconded: Cllr. Deirdre Ferris</b></p> <p>The appointment of the Kerry ETB Board Members to the Capital and Buildings Committee at the July Board meeting was noted.</p>	<b>Kerry College of Further Education and Training</b>		<b>Staff Nominee</b>	<b>Learner Nominee</b>	Mary Fitzmaurice (replacing Mary Theresa Buckley temporarily)	Ms Aoife Angland (replacing Amy Long)	<b>Kerry ETB Section 44 Capital and Buildings</b>		<b>Business/Industry Nominees</b>	Mr Michael Scannell		Mr Noel Healy
<b>Kerry College of Further Education and Training</b>													
<b>Staff Nominee</b>	<b>Learner Nominee</b>												
Mary Fitzmaurice (replacing Mary Theresa Buckley temporarily)	Ms Aoife Angland (replacing Amy Long)												
<b>Kerry ETB Section 44 Capital and Buildings</b>													
<b>Business/Industry Nominees</b>	Mr Michael Scannell												
	Mr Noel Healy												

7.5	<p><b>Section 44 Committees – Proposal to Restructure the Membership of the Further Education and Training Centres Governance Board</b></p> <p>The Director of FET presented a proposal to revise the composition of the Further Education and Training Centres (FETC) Governance Board as follows:</p> <p>Current composition:</p> <ul style="list-style-type: none"> <li>• 5 ETB Board Nominees</li> <li>• 3 Community Nominees</li> <li>• 2 Learner Nominees</li> <li>• 2 Partnership Boards (NEWKD and SKDP)</li> </ul> <p>Revised composition:</p> <ul style="list-style-type: none"> <li>• 5 ETB Board Nominees</li> <li>• 3 Community Nominees</li> <li>• 2 Partnership Boards (NEWKD and SKDP)</li> </ul> <p>It is proposed to remove the learner nominees from the committee, replacing them with a “learner input” at each meeting, i.e. reducing the membership by two. The revised composition will ensure that learners from all course areas and centres will be equally represented at the committee meetings, with a rotating schedule of inputs being put in place.</p> <p>The Governance Board Chairperson, Cllr. Niall O’Callaghan welcomed the proposal, noting the value and importance of learners’ input.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Cllr. Deirdre Ferris</b></p>									
7.6	<p><b>Section 45 Committee Minutes and Meeting Notes for Noting</b></p> <p>The following Section 45 Committee minutes and meeting notes were circulated to Members in advance of the meeting:</p> <table border="1" data-bbox="416 1480 1484 1668"> <thead> <tr> <th>Section 45 Committee</th> <th>Meeting Date</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Audit and Risk Committee</td> <td>March 1<sup>st</sup> 2022</td> <td>Minutes</td> </tr> <tr> <td>Audit and Risk Committee</td> <td>May 19<sup>th</sup> 2022</td> <td>Meeting Note</td> </tr> </tbody> </table> <p>Members noted same.</p>	Section 45 Committee	Meeting Date	Document	Audit and Risk Committee	March 1 <sup>st</sup> 2022	Minutes	Audit and Risk Committee	May 19 <sup>th</sup> 2022	Meeting Note
Section 45 Committee	Meeting Date	Document								
Audit and Risk Committee	March 1 <sup>st</sup> 2022	Minutes								
Audit and Risk Committee	May 19 <sup>th</sup> 2022	Meeting Note								

7.7	<p><b>Minutes of Kerry ETB Partnership Schools Board of Management Meetings</b> The following Kerry ETB Partnership School Board of Management minutes were circulated to Members in advance of the meeting:</p> <table border="1" data-bbox="416 383 1482 477"> <thead> <tr> <th data-bbox="416 383 949 427">Kerry ETB Partnership Schools</th> <th data-bbox="949 383 1482 427">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 427 949 477">Scoil Phobail Sliabh Luachra</td> <td data-bbox="949 427 1482 477">March 7<sup>th</sup> 2022</td> </tr> </tbody> </table> <p>Members noted same.</p>	Kerry ETB Partnership Schools	Meeting Date	Scoil Phobail Sliabh Luachra	March 7 <sup>th</sup> 2022
Kerry ETB Partnership Schools	Meeting Date				
Scoil Phobail Sliabh Luachra	March 7 <sup>th</sup> 2022				
7.8	<p><b>Kerry ETB Policies for Approval</b> There are no policies for approval this month</p>				
7.9	<p><b>Annual Report 2021 for Approval</b> The draft Annual Report 2021 was circulated to Members before the meeting.</p> <p>The report was presented by the Director of OSD to the Board for approval and adoption, as per Section 28 of the ETB Act 2013. Once adopted, the report will be submitted to the Minister for Education by June 30<sup>th</sup> for presentation to both Houses of the Oireachtas.</p> <p>As per the provisions of section 28, ETB Act 2013, the Annual Report 2021 was formally adopted by the Board.</p> <p style="text-align: center;"><b>Proposed: Ms Joan McCrohan</b> <b>Seconded: Cllr. Norma Moriarty</b></p> <p>An Cathaoirleach, Cllr. Jim Finucane thanked the Executive for producing the Annual Report.</p>				
7.10	<p><b>Chairperson’s Comprehensive Report to the Minister for Education for Approval</b> The Chairperson’s Comprehensive Report (CCR) to the Minister for Education, as per Sections 6.8 and 6.9 of the Code of Practice for the Governance of ETBs (CL 0002/2019), was presented by the Head of Finance to the Board for adoption.</p> <p>Together with the Annual Report and Financial Statements of Kerry ETB, a comprehensive report, signed by the Chairperson, must be furnished to the Minister. The CCR template follows Section 6.8 of CL 0002/2019 (pages 32 and 33).</p> <p>The CCR to the Minister for Education, as per Sections 6.8 and 6.9 of the Code of Practice for the Governance of ETBs (CL 0002/2019), was approved by the Board.</p>				

	<p style="text-align: center;"><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Cllr. Fionnán Fitzgerald</b></p> <p>The CCR 2021 was signed by An Cathaoirleach and will be returned to the Minister, along with the ETB's Annual Report 2021.</p>
<b>7.11</b>	<p><b>Nomination to the Kerry Recreation and Sports Partnership</b> It was proposed that Ms Aodhnait Carroll, Kerry College Killorglin Campus (OETC) Manager, would replace Ms Ann O'Dwyer, Director of SYM on the Kerry Recreation and Sports Partnership.</p> <p>The Board agreed to this proposal.</p> <p style="text-align: center;"><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Cllr. Johnnie Wall</b></p>

<b>06/2022/8</b>	<b>CORRESPONDENCE COMHFHREAGRAS</b>
<b>8.1</b>	<b>DE Correspondence:</b> Noted as listed
<b>8.2</b>	<b>DE Circular Letters:</b> Noted as listed
<b>8.3</b>	<b>DE Press Releases:</b> Noted as listed
<b>8.4</b>	<b>DFHERIS Correspondence:</b> Noted as listed
<b>8.5</b>	<b>DFHERIS Press Releases:</b> Noted as listed
<b>8.6</b>	<b>Department of Children, Equality, Disability, Integration and Youth:</b> Noted as listed

8.7	<b>ETBI Correspondence:</b> Noted as listed
8.8	<b>SOLAS Correspondence:</b> Noted as listed
8.9	<b>Other Correspondence:</b> Noted as listed.

06/2022/9	<b>MEMBERS' BUSINESS GNÓ NA gCOMHALTAÍ</b>
	<b>Members' Business</b> There were no matters raised under Members' Business at the meeting.

06/2022/10	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<p><b>Hairdressing Apprenticeship</b> The Executive took note to follow up in relation to the possible delivery of a Hairdressing apprenticeship, following a query raised by Board Member, Cllr. Marie Moloney.</p> <p>It was noted that this matter was previously addressed by the Kerry College Governance Board, with a scoping exercise indicating that there was insufficient demand in the county for a Hairdressing apprenticeship – given the success of the Hairdressing traineeship offered by Kerry College. It was also noted that Cork ETB and Limerick/Clare ETB currently offer this apprenticeship.</p> <p>The Director of FET took note to follow up and present an update to the Board at the next meeting.</p> <p><b>Irish Language Courses for Adults</b> In response to a query from Board Member, Ms Joan McCrohan, the Director of FET provided a brief update on the delivery of in-person and online Irish language courses for adult learners. These courses are delivered from Ballyferriter in Dingle under a cooperation agreement between Kerry ETB and Oidhreacht Chorca Dhuibhne.</p>

The Director of FET took note to present a more comprehensive update on the Irish language courses (for adults) available under this agreement at the next meeting

The CEO stated that Gaelcholáiste Chiarraí Nua should develop into a hub for adult Irish language provision in Tralee in the coming years. The Director of SYM agreed with same.

**Next Kerry ETB Board Meeting:**

The date for a Board meeting in July was agreed upon as follows:

**Date: Tuesday, July 12<sup>th</sup> 2022**  
**Time: 4:15 pm**  
**Location: Kerry ETB Head Office Boardroom,**  
**Centrepont, Tralee, Co. Kerry**

Signed/Sínithe: \_\_\_\_\_

Date/Dáta: \_\_\_\_\_