

Kerry Education and Training Board Meeting Cruinniú Bhord Oideachais agus Oiliúna Chiarraí

Date and Time:	Tuesday, December 6, 2022, at 05:30 pm
Location:	Meadowlands Hotel, Tralee, Co. Kerry
Chairperson:	Cllr. Jim Finucane
Secretary:	Mr Colm McEvoy, Chief Executive Officer (CEO)
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Aoife Thornton • Cllr. Cathal Foley • Ms Celia O'Shea • Cllr. Deirdre Ferris • Cllr. Jim Finucane • Ms Joan McCrohan • Mr Joe Brennan • Mr John O'Roarke • Cllr. Johnnie Wall • Ms Maria O'Gorman • Cllr. Michael Cahill • Mr Niall Lucey • Cllr. Niall O'Callaghan • Mr Tim Daly • Mr Zaid Kassoob
Attendance (Executive Members):	<ul style="list-style-type: none"> • Mr Colm McEvoy, CEO • Ms Ann O'Dwyer, Director of Schools, Youth and Music (SY&M) • Ms Maria Brennan, Director of Organisation Support and Development (OS&D) • Mr Owen O'Donnell, Director of Further Education and Training (FET) • Ms Aileen O'Connor, Head of Corporate, Capital and Technology (CCT) • Ms Betty Corkey, Head of Human Resources (HR) • Mr Tommy Conroy, Head of Finance • Mr Padraig O'Sullivan, Buildings Officer • Ms Catherine Horgan, Executive Support • Ms Trisha Tierney, Executive Support
Apologies:	<ul style="list-style-type: none"> • Cllr. Fionnán Fitzgerald, Board Member • Cllr. Marie Moloney, Board Member • Cllr. Maura Healy-Rae, Board Member • Cllr. Norma Moriarty, Board Member • Ms Tara Donoghue, Board Member • Cllr. Terry O'Brien, Board Member

12/2022/0	Conflict of Interest Coimhlint Leasa
	<p>As per Section 1.18 of Circular Letter (CL) 0002/2019, a conflict of interest form was circulated electronically before the meeting to each Board Member for signing. In addition, An Cathaoirleach asked Board Members to declare any conflicts of interest before commencing the meeting.</p> <p>There were no conflicts of interest to declare.</p>
12/2022/1	Condolences Comhbhrón
	<p>Condolences/Comhbhrón An Cathaoirleach Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • Ms Noreen Rahilly, Killorglin Community College, on the death of her aunt, Ms Noin McGuire • Ms Kerry Bennett, Kerry College, on the death of her aunt, Ms Doreen O'Connor • Mr Matthew Murphy, Kerry College, on the death of his brother, Mr John Murphy • Ms Teresa Foley, Kerry College, on the death of her mother, Ms Molly Foley • To Board Member Terry O'Brien, on the death of his sister-in-law, Ms Marie O'Brien
12/2022/2	Congratulations Comhghairdeas
	<p>Congratulations/Comhghairdeas An Cathaoirleach Cllr. Jim Finucane shared congratulations to:</p> <ul style="list-style-type: none"> • The Junior Cycle students across Kerry ETB's eight post-primary schools, upon receiving their results on November 23, 2022 • Killarney Community College students Rachel Griffin, Liam Waldron and Luke O'Sullivan following their win at SciFest on November 25, 2022

12/2022/3	Minutes of Last Board Meeting - For Adoption Miontuairiscí ón Gcruinniú Deireanach Boird – Le Glacadh
	<p>The minutes of the previous Board meeting held on November 15, 2022, were circulated to Members in advance of the meeting.</p> <p>The minutes were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr. Deirdre Ferris</p> <p>The minutes were adopted and signed at the meeting.</p>

12/2022/4	Matters Arising From Minutes Ag Éirí As Na Miontuairiscí																								
	<p>The following ‘Matters Arising From Minutes’ were addressed under the relevant reports under Section 6.0 ‘Executive Updates’:</p> <table border="1" data-bbox="481 1133 1394 2011"> <tr> <td data-bbox="488 1133 576 1205">4.1</td> <td data-bbox="576 1133 1388 1205">Section 44 Committees: Appointments and Vacancies - see Governance (Section 5.5)</td> </tr> <tr> <td data-bbox="488 1205 576 1272">4.2</td> <td data-bbox="576 1205 1388 1272">Ukrainian Response Update - see respective Directors’ Reports (Sections 6.1 and 6.2)</td> </tr> <tr> <td data-bbox="488 1272 576 1339">4.3</td> <td data-bbox="576 1272 1388 1339">Parent/Guardian School Contributions – see Finance Report (Section 6.4)</td> </tr> <tr> <td data-bbox="488 1339 576 1406">4.4</td> <td data-bbox="576 1339 1388 1406">Audit of Annual Financial Statements for 2020 and 2021 – see Finance Report (Section 6.4)</td> </tr> <tr> <td data-bbox="488 1406 576 1473">4.5</td> <td data-bbox="576 1406 1388 1473">Gaelcholáiste Nua School Building Project – see Capital and Buildings Report (Section 6.6)</td> </tr> <tr> <td data-bbox="488 1473 576 1541">4.6</td> <td data-bbox="576 1473 1388 1541">Listellick National School – see Capital and Buildings Report (Section 6.6)</td> </tr> <tr> <td data-bbox="488 1541 576 1608">4.7</td> <td data-bbox="576 1541 1388 1608">Scamps and Scholars Extension and Lease – see Capital and Buildings Report (Section 6.6)</td> </tr> <tr> <td data-bbox="488 1608 576 1675">4.8</td> <td data-bbox="576 1608 1388 1675">Presentation Convent on Killarney’s Cathedral Place– see Capital and Buildings Report (Section 6.6)</td> </tr> <tr> <td data-bbox="488 1675 576 1742">4.9</td> <td data-bbox="576 1675 1388 1742">5-year Strategy Statement - as per Section 27 ETB Act 2013 – see CEO’s Report (Section 6.7)</td> </tr> <tr> <td data-bbox="488 1742 576 1809">4.10</td> <td data-bbox="576 1742 1388 1809">Amendments to the Official Languages Act 2003 – see CEO’s Report (Section 6.7)</td> </tr> <tr> <td data-bbox="488 1809 576 1877">4.11</td> <td data-bbox="576 1809 1388 1877">Iveragh United Football Club and Over the Water Sports Centre Company Limited by Guarantee – see CEO’s Report (Section 6.7)</td> </tr> <tr> <td data-bbox="488 1877 576 1944">4.12</td> <td data-bbox="576 1877 1388 1944">Proposals re MTU South Campus Acquisition (ETB Head Office Accommodation) – see CEO’s Report (Section 6.7)</td> </tr> </table>	4.1	Section 44 Committees: Appointments and Vacancies - see Governance (Section 5.5)	4.2	Ukrainian Response Update - see respective Directors’ Reports (Sections 6.1 and 6.2)	4.3	Parent/Guardian School Contributions – see Finance Report (Section 6.4)	4.4	Audit of Annual Financial Statements for 2020 and 2021 – see Finance Report (Section 6.4)	4.5	Gaelcholáiste Nua School Building Project – see Capital and Buildings Report (Section 6.6)	4.6	Listellick National School – see Capital and Buildings Report (Section 6.6)	4.7	Scamps and Scholars Extension and Lease – see Capital and Buildings Report (Section 6.6)	4.8	Presentation Convent on Killarney’s Cathedral Place– see Capital and Buildings Report (Section 6.6)	4.9	5-year Strategy Statement - as per Section 27 ETB Act 2013 – see CEO’s Report (Section 6.7)	4.10	Amendments to the Official Languages Act 2003 – see CEO’s Report (Section 6.7)	4.11	Iveragh United Football Club and Over the Water Sports Centre Company Limited by Guarantee – see CEO’s Report (Section 6.7)	4.12	Proposals re MTU South Campus Acquisition (ETB Head Office Accommodation) – see CEO’s Report (Section 6.7)
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12/2022/5	Governance Rialachas										
5.1	<p>Risk Management Update As advised at the November 2022 Board meeting, the Executive reviewed the ETB's risk management documentation and, following this review, proposed the below changes to the Risk Management Policy and Risk Appetite Statement 2023. The key recommended changes were circulated to Board Members in advance of the meeting.</p> <table border="1" data-bbox="483 645 1396 1361"> <tr> <td colspan="2" data-bbox="483 645 1396 748" style="text-align: center;">Kerry ETB's Risk Appetite Statement 2023 i.e. the amount of risk we are willing to accept or tolerate in pursuing our mission and objectives</td> </tr> <tr> <td data-bbox="483 748 711 817" style="text-align: center;">Proposed Amendment</td> <td data-bbox="711 748 1396 817" style="text-align: center;">Justification</td> </tr> <tr> <td data-bbox="483 817 711 1200">Increase Strategy score to 5/6 (currently 2/3)</td> <td data-bbox="711 817 1396 1200"> <ul style="list-style-type: none"> • More appetite for measured risks as the organisation embarks on a new strategy. • As the organisation has developed its internal control systems, a shift in leadership to an 'Adaptive Leadership' approach will give the budget holder/line manager more accountability and ownership at the local level. Therefore, there may be higher levels of risk for the organisation as accountability and responsibility are delegated. </td> </tr> <tr> <td colspan="2" data-bbox="483 1200 1396 1256" style="text-align: center;">Risk Management Policy</td> </tr> <tr> <td data-bbox="483 1256 711 1361">Updated risk responsibility structure</td> <td data-bbox="711 1256 1396 1361"> <ul style="list-style-type: none"> • Updated structure to align with the ETB's revised budget management system. </td> </tr> </table> <p>In addressing these amendments with the Board, Ms Maria Brennan, Director of OS&D (Chief Risk Officer), and Ms Trisha Tierney, Executive Support, advised the Board that the Audit and Risk Committee approved the amendments at its meeting on November 17, 2022.</p> <p>Accordingly, both documents were presented to the Board for approval under Section 5.3 below.</p> <p>The Board noted same and thanked the Chief Risk Officer for the update.</p>	Kerry ETB's Risk Appetite Statement 2023 i.e. the amount of risk we are willing to accept or tolerate in pursuing our mission and objectives		Proposed Amendment	Justification	Increase Strategy score to 5/6 (currently 2/3)	<ul style="list-style-type: none"> • More appetite for measured risks as the organisation embarks on a new strategy. • As the organisation has developed its internal control systems, a shift in leadership to an 'Adaptive Leadership' approach will give the budget holder/line manager more accountability and ownership at the local level. Therefore, there may be higher levels of risk for the organisation as accountability and responsibility are delegated. 	Risk Management Policy		Updated risk responsibility structure	<ul style="list-style-type: none"> • Updated structure to align with the ETB's revised budget management system.
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<p>5.2</p>	<p>Board Self-Assessment Evaluation 2022 - as per Section 4 of CL 0002/2019</p> <p>Further to updates provided at the September and November Board meetings, the finalised Self-Assessment Evaluation 2022 report was received from Governance Ireland on December 1, 2022. This report was circulated to Board Members in advance of the meeting.</p> <p>The overall score of 4.5 in the report indicates a 'very high level of satisfaction among Board Members about structures, processes and effectiveness and suggests a healthy state of Board Structure, Policies, and Internal Relationships.' Similarly, the scoring for each Section 45 Committee, i.e. Audit and Risk and Finance Committees, provides consistent and high scores across each theme, i.e. 4.3 and 4.5, respectively.</p> <p>To allow sufficient time for the Chairperson to lead a discussion on the report's findings and recommendations, it was noted that the report would be added to the January or February 2023 Board meeting agenda.</p> <p>The Board noted this update.</p> <p>An Cathaoirleach concluded the discussion by thanking his fellow Board Members and the Executive team for their ongoing commitment to the Board, commending their collective and progressive efforts and commitment to good governance.</p>
<p>5.3</p>	<p>Kerry ETB Policies – for approval</p> <p>The following policies, as circulated with the agenda, were presented for approval by Ms Maria Brennan, Director of OS&D:</p> <ul style="list-style-type: none"> • Procurement Policy and Procedure • Risk Appetite Statement 2023 • Risk Management Policy (Revision) <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr Michael Cahill</p>

5.4

Section 44 Committees: Minutes – for approval

The following Section 44 Committees' minutes, as circulated with the agenda, were presented for approval:

Section 44 Committee	Date of Meeting	Board Member in Attendance
Castleisland Community College	22.09.22	Fionnán Fitzgerald
Causeway Comprehensive School	30.05.22	Aoife Thornton, Maria O’Gorman
	20.09.22	Aoife Thornton
Coláiste Gleann Lí	06.10.22	Terry O’Brien
Coláiste na Ríochta	07.06.22	Maria O’Gorman
Coláiste na Sceilge	22.06.22	Norma Moriarty
Killarney Community College	11.05.22	Marie Moloney, Zaid Kassoob, Joan McCrohan
Music Generation Kerry	05.05.22	Deirdre Ferris
Further Education and Training Centres	25.05.22	Niall O’Callaghan, Norma Moriarty, Deirdre Ferris, Michael Cahill, Maria O’Gorman

The Board approved the above-listed minutes.

Proposed: Cllr. Johnnie Wall
Seconded: Cllr Deirdre Ferris

5.5

Section 44 Committees: Appointments and Vacancies – for approval (Matters Arising Section 4.1)

The following Section 44 Committee appointments, as circulated with the agenda, were presented for approval:

Section 44 Committee	Proposed Individual	Nomination
Two Mile Community National School	Pauline McCarthy (replacing Stephanie Thornton)	Teachers' Nominees
Castleisland Community College	Emily Ryan (replacing Juanita Lovett)	Teachers' Nominees
Coláiste na Sceilge	Sorcha Ní Chatháin	Non-ETB Board Member Nominee
Causeway Comprehensive School	Moira Quinlan (replacing Mary McGillicuddy)	CEIST/Sisters Nominees
Kerry College of Further Education and Training	Jay Scully (replacing Mary O'Connell)	(OETC) Community Nominee
Youth Work	Aodhán Morrison Keira Griffin (replacing Orianne McGillicuddy Leah Williams-Morgan)	Young Person from Comhairle na nÓg (or similar)

The Board approved the above-listed nominations.

Proposed: Cllr. Michael Cahill
Seconded: Ms Celia O'Shea

In relation to the Section 44 Committee for Youth Work, it was proposed to reduce the Kerry ETB Nominees by one and increase the Community/Other nominees by one. The proposed new structure was set out as follows:

Youth Work Committee	Kerry ETB Nominees "minimum of two ETB Board Nominees (allowing for one non-ETB Board member nominee)"	Voluntary Section Nominees	Statutory Sector Nominees	Young Person from Comhairle na nÓg (or similar)	Community/other Nominees	Total
Current	4	2	3	2	1	12
Proposed:	3	2	3	2	2	12

The Board agreed to this amendment to the Youth Work Committee structure.

	<p style="text-align: center;">Proposed: Cllr Deirdre Ferris Seconded: Cllr. Johnnie Wall</p> <p>It was noted that a letter confirming this revised structure would issue to the secretary of the committee, i.e. Youth Work Development Officer.</p> <p>Board Members noted a vacant 'Kerry ETB Nominee' on the Killarney Community College Board of Management. This vacancy will be addressed further at the January 2023 Board meeting.</p>									
5.6	<p>Section 45 Committees: Minutes and Meeting Notes</p> <p>The following Section 45 Committees minutes and meeting notes were circulated before the meeting:</p> <table border="1" data-bbox="483 795 1396 1003"> <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>14.09.22</td> <td>Minutes</td> </tr> <tr> <td>Audit and Risk Committee</td> <td>17.11.22</td> <td>Meeting Note</td> </tr> </tbody> </table> <p>Members noted same.</p>	Section 45 Committee	Meeting Date	Document	Audit and Risk Committee	14.09.22	Minutes	Audit and Risk Committee	17.11.22	Meeting Note
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5.7	<p>Update re Oversight Agreement with the Department of Education</p> <p>Kerry ETB has entered into a three-year Oversight Agreement (OA) and annual Performance Delivery Agreement (PDA) with the Department of Education (DoE), which are due to expire at the end of 2022. The OA aims to set out the terms of the relationship between Kerry ETB and the DoE, with the PDA detailing the respective ‘performance aspects.’</p> <p>Members were advised that on October 27, 2022, Ms Trisha Tierney, Executive Support, contacted the Department regarding the review process for the next series of agreements (i.e. for 2023-2025). In response to this correspondence, the Department advised that ETBI is currently reviewing the OA and PDA documentation and will revert to ETBs when the review is complete.</p> <p>Members were also advised that the OA makes provision for one formal meeting per annum between senior Department officials, representatives of the Board and senior management of the ETB. The focus of these meetings is to review the overall performance of the ETB for the previous year, review the OA and the PDA, consider the appraisal of the submitted Service Plan for the current year and strengthen the relationship between the two organisations.</p> <p>The Department has indicated that it will schedule the DoE/Kerry ETB annual review meeting shortly.</p> <p>A further update will be provided to the Board in due course.</p>
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5.8

Sceideal Cruinnithe/Schedule 2023

The following Sceideal Cruinnithe/Schedule 2023 was circulated before the meeting:

January 31 st 2023	31 Eanáir 2023
February 28 th 2023 (Service Plan)	28 Feabhra 2023 (Plean Seirbhíse)
March 28 th 2023 (Financial Statements)	28 Márta 2023 (Ráitis Airgeadais)
April 25 th 2023	25 Aibreán 2023
May 30 th 2023	30 Bealtaine 2023
June 20 th 2023 (Annual Report)	20 Meitheamh 2023 (Tuarascáil Bhliantúil)
July 25 th 2023	25 Iúil 2023
September 26 th 2023	26 Meán Fómhair 2023
October 24 th 2023	24 Deireadh Fómhair 2023
December 5 th 2023	05 Nollaig 2023

The Board approved and took note of the above-listed meeting dates.

Proposed: Cllr. Deirdre Ferris
Seconded: Cllr. Niall O'Callaghan

The agreed schedule will be circulated to members, posted to the Board's shared drive and published on the Kerry ETB website.

12/2022/6	<p style="text-align: center;">Executive Updates Uasdátú ón bhFeidhmeannas</p>
6.1	<p>Schools, Youth and Music Report</p> <p>The Schools, Youth and Music Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • REALT/Ukrainian Response Update (Matters Arising Section 4.2) • Universal Design for Learning 2022 • SY&M Highlights/Key Achievements 2022 <p>In addition, Ms Ann O’Dwyer, Director of SY&M, advised Members of a national policy change in relation to the Regional Education and Language Teams (REALT). From now on, REALT Coordinators will address the educational needs of all applicants to the Irish International Protection Programme, in addition to Ukrainians. The Board noted this update.</p> <p>It was noted that Kerry is currently the second-highest-ranking county for the number of international protection applicants accommodated in schools. In providing this update, the Director of SY&M addressed concerns that planning arrangements with the local and national authorities appear to remain in the ‘emergency phase,’ with more emphasis required on medium to long terms arrangements. In addressing this matter, the CEO advised of the need for thinking to become more ‘evolved’ with respect to meeting applicants’ education and training needs.</p> <p>In the ensuing discussion, it was proposed to write letters to the Minister for Education and Minister for Foreign Affairs addressing these concerns.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr Deirdre Ferris</p> <p>Concluding the discussion, Board Member Mr Joe Brennan recommended that the ETB consider delivering post-traumatic stress disorder counselling services to staff and students/learners by way of additional support.</p> <p>A further update will be provided at the January 2023 Board meeting.</p> <p>The Board shared its thanks to the Director of SY&M for her update.</p>

6.2

Further Education and Training Report

The Further Education and Training Report, as circulated with the agenda, was noted by the Board. The report addressed the following:

- Ukrainian Response (Matters Arising 4.2)
- FET Highlights/Key Achievements 2022

Further to a query raised by Board Member Mr Zaid Kassoob, Mr Owen O'Donnell, Director of FET, committed to following up on the delivery of further technical ESOL courses in the new year, following the successful delivery of same over Summer 2022. Mr Kassoob also highlighted the need to consider the use of the International English Language Testing System (IELTS) and making ESOL training more accessible online, given the location of some FET centres.

In addition to his presentation, the Director of FET, Mr Owen O'Donnell, advised that by the end of the year, the FET pillar is projected to report c. 14,000 beneficiaries, which is in excess of pre-pandemic levels.

In addition to the above, Cllr. Niall O'Callaghan, Board Member and Section 44 Committee Chairperson for the Further Education and Training Centres (FETC), advised of insightful inputs provided by learners at each meeting of the FETC Governance Board. In addressing the FET centres' needs, Cllr O'Callaghan queried if it was possible to make additional marketing services available to these centres to promote better awareness of the centres' work across local areas in terms of course provision etc.

The Director of FET took note to follow up in relation to same.

The Board shared its thanks to the Director of FET for his update.

6.3	<p>Organisation Support and Development Report</p> <p>The Organisation Support and Development Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Internal Control Update • Internal Audit Unit-ETBs Audit Update • Comptroller and Auditor General Audits Update • OS&D Highlights/Key Achievements 2022 <p>The Board thanked the Director of OS&D for her comprehensive update.</p>
6.4	<p>Finance Report</p> <p>The Finance Report, as circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Finance Update • Parent/Guardian School Contributions (Matters Arising Section 4.3) • Audit of Annual Financial Statements for 2020 and 2021 (Matters Arising Section 4.4) • IPB Insurance Proposed Premiums 2023 <p>In addition to the above, the Head of Finance, Mr Tommy Conroy, provided an update on the Department of Education Circular Letter (CL) 0077/2022, 'Once-Off Cost Of Living Measure To Support Increased School Running Costs.</p> <p><u>Parent/Guardian School Contributions (Matters Arising Section 4.3)</u></p> <p>Following discussion at the November 2022 Board meeting, the Head of Finance reviewed contributions charged across the ETB's post-primary schools. From the review, it was evidenced that the contributions across schools vary but are generally charged at a 'sliding scale rate,' i.e. a reduced rate where more than one student is enrolled.</p> <p>It was also noted that the use of these funds across schools also varies to include covering the cost of books, lockers etc.</p> <p>Following this review, a meeting to discuss contributions (attended by all post-primary principals, Directors of SY&M and OS&D, CEO and Head of Finance) was held on November 29, 2022. At this meeting, it was agreed that:</p> <ol style="list-style-type: none"> 1. A consistent approach to charging contributions would be applied across all schools. 2. The purpose for collecting school contributions would be agreed upon and applied across all schools. 3. The feasibility of reducing/eliminating the contributions in advance of the 2023/24 academic year will be explored following year-end.

	<p>Cllr Aoife Thornton recommended expanding the proposal to include contributions/charges for admission to the Transition Year programme across the ETB's schools.</p> <p>Mr Niall Lucey, Board Member, welcomed the Executive's proposed initiative, particularly in the context of growing cost of living increases across the Irish economy.</p> <p>A further update will be provided at a future meeting.</p> <p><u>Audit of Annual Financial Statements for 2020 and 2021 (Matters Arising Section 4.4)</u></p> <p>The Board was advised of the receipt of the 2020 audit certificate on November 24, 2022, following the submission of the signed financial statements and letter of representation to the Comptroller and Auditor General (C&AG).</p> <p>The fieldwork for the 2021 audit commenced on November 28, 2022, with two C&AG auditors onsite in Centrepont (Kerry ETB head office).</p> <p><u>Department of Education Circular Letter (CL) 0077/2022, 'Once-Off Cost Of Living Measure To Support Increased School Running Costs</u></p> <p>The Head of Finance, Mr Tommy Conroy, provided an update on the Department of Education Circular Letter (CL) 0077/2022, 'Once-Off Cost Of Living Measure To Support Increased School Running Costs,' as received on December 5, 2022.</p> <p>The CEO and An Cathaoirleach welcomed the provisions of this circular.</p> <p>The Board shared its thanks to the Head of Finance for his update.</p>
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<p>6.5</p>	<p>Corporate, Capital and Technology Report As circulated in advance of the meeting, the Corporate, Capital and Technology (CCT) Report was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Cyber Security • Health and Safety • Climate Action Update <p>An Cathaoirleach thanked the Head of CCT for her report.</p> <p>Following the update, Cllr Aoife Thornton, Board Member, commended the ETB's procured health and safety services, i.e. Egan Safety Solutions, referring to how the service provider has improved the management of health and safety risks across facilities.</p>
<p>6.6</p>	<p>Capital and Buildings Report The Capital and Buildings Report, as circulated with the agenda, was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> • Gaelcholáiste Nua School Building Project (Matters Arising Section 4.5) • Listellick National School (Matters Arising Section 4.6) • Scamps and Scholars Extension and Lease (Matters Arising Section 4.7) • Presentation Convent on Killarney's Cathedral Place (Matters Arising Section 4.8) • Major Devolved Projects Summary • Additional School Accommodation Project Summary • EWS/SWS Project Summary • FET Projects Current Status • Projects in Development – Awaiting Approval • Lease Extension for Approval (SY&M): Collis Sandes House, Tralee • Lease Renewal for Approval (FET): Units 7 and 8 Monavalley Industrial Estate, Tralee • Proposed Purchase of House and Lands in Listowel <p><u>Gaelcholáiste Chiarraí Nua School Building Project (Matters Arising Section 4.5)</u> Mr Padraig O'Sullivan, Buildings Officer, provided an update on the Gaelcholáiste Nua School building project, which included the following:</p> <ul style="list-style-type: none"> • Vision Contracting Limited remains on target for its March 2023 handover date. • The school building was 'power on' effective from December 2, 2022.

- On November 22, 2022, Kerry ETB received Department of Education (DE) approval to proceed with Change Order Number 7, Tech Graphics Room Furniture and Associated Electrical Works, in the amount of €55,940.82 ex VAT.

In addition, it was noted that the Department returned its feedback on the Post Contract Inflation Uplift Report. Of the c. €1,373,041.94 (ex VAT) sought in additional costs since the start of the project, the Department approved c. €780,000 inflationary costs up to September 30, 2022. Approval of costs thereafter, and up to the contract end, will be subject to the monthly application submissions.

Listellick National School (Matters Arising Section 4.6)

The planned handover for the new building is February 2023. However, the contractor has indicated that the date may be subject to some revision following delays connecting the building to the ESB and the onward impact this has had on progressing the internal finishes and decoration.

Kerry ETB continues to monitor and review progress on site concerning the revised programme.

Scamps and Scholars Extension and Lease (Matters Arising Section 4.7)

At the November 2022 Board meeting, Kerry ETB approved a new consolidated lease renewal for Scamps and Scholars (Killorglin Community Childcare). The application for DoE sanction for this lease renewal was submitted to the Site Acquisition and Property Management Section on November 24, 2022.

In addressing this matter, at the November 2022 Board meeting, the Board was advised that Scamps and Scholars Childcare had applied for planning permission to extend its facility without the consent of Kerry ETB (Planning Reference 22/1007). The proposed extension comprises staff and student toilets. Though the landowner's permission (i.e. Kerry ETB) has not been sought, the application was granted planning permission on November 17, 2022.

This matter was raised with Scamps and Scholars management, with the organisation seeking retrospective consent from Kerry ETB to proceed with the extension in a letter dated November 24, 2022. In this letter, Scamps and Scholars stated that not seeking the ETB's approval had been an oversight.

In line with the provisions of the lease, Board approval was sought to give retrospective consent for the planning permission application. The Board agreed this.

Proposed: Cllr. Michael Cahill
Seconded: Mr Niall O'Callaghan

Presentation Convent on Killarney's Cathedral Place (Matters Arising Section 4.8)

At the November 2022 Board meeting, the Board was advised that the former presentation convent at Killarney's Cathedral Place has been listed for sale on the open market for €1,500,000.

On November 18, 2022, the property was listed as "sale agreed" in local media. The Board noted this.

Lease Extension for Approval (SY&M): Collis Sandes House, Tralee

Board approval was sought to proceed with the following lease extension:

Collis Sandes House, Tralee	
Justification:	Classrooms for Gaelcholáiste Chiarraí to accommodate 1st-year students
Fee:	€27,500
Term:	Three months: January 1 to March 31, 2023

Proposed: Cllr. Cathal Foley

Seconded: Mr Zaid Kassoob

It was noted that the proposed lease extension is subject to Department approval.

Lease Renewal for Approval (FET): Units 7 and 8 Monavalley Industrial Estate, Tralee

Board approval was sought to proceed with the following lease renewal:

Units 7 and 8 Monavalley Industrial Estate, Tralee	
Justification:	Provision of apprenticeships
Fee:	€43,050 per annum (including VAT)
Area	c.7,000 square feet
Term:	10 Years: January 1, 2023, to December 31, 2032 (5-year break option)

Proposed: Cllr. Johnnie Wall

Seconded: Mr Zaid Kassoob

It was noted that the proposed lease renewal is subject to Department approval.

Proposed Purchase of House and Lands in Listowel

The Board was advised that discussions are ongoing between Kerry ETB legal agents, Ger Carmody Auctioneer and the property owner. This update was noted.

The Board thanked the Buildings Officer for his comprehensive report.

6.7

Chief Executive Officer Report

As circulated with the agenda, the Chief Executive Officer Report was noted by the Board and taken as read. The report addressed the following:

- ETB Nominee to MTU Governing Body
- Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (Matters Arising Section 4.9)
- Tralee Regional Sports and Leisure Company Limited by Guarantee
- Iveragh United Football Club and South Kerry Sports Centre (Matters Arising Section 4.11)
- Amendments to the Official Languages Act 2003 (Matters Arising Section 4.10)
- Meeting with Kerry Diocese
- Proposals re MTU South Campus acquisition (ETB Head Office Accommodation) (Matters Arising Section 4.12)
- Strategic Assessment Report Announcement – Killarney Campus

Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (Matters Arising Section 4.9)

The CEO and Directors met on November 28, 2022, to review the feedback from Senior Management and the Board and to refine the document.

The next stage in finalising the strategy will see ‘pillar strategic dialogue sessions’ scheduled throughout January/February 2023 to document the strategy’s core “future back” approach, i.e. for each management team to document their targets, key actions/milestones for the reporting period aligned to the strategy’s goals/objectives. It planned to launch the new ETB Strategy Statement and ETB’s new logo in Quarter 2, 2023.

Amendments to the Official Languages Act 2003 (Matters Arising Section 4.10)

Board members were advised that a procedure to support staff meet the requirements of Section 10A of the Official Languages (Amendment) Act 2021 has been drafted. It is currently under review with the Senior Executive Management Team, with plans to table the procedure for Board approval at the January 2023 Board meeting.

Iveragh United Football Club and South Kerry Sports Centre (Matters Arising Section 4.11)

Further to previous updates, the CEO advised that he had engaged with the South Kerry Development Partnership and Kerry County Council CEOs in relation to this matter. It was noted that a final position would be presented at the January Board meeting.

This update was noted.

Proposals re MTU South Campus acquisition (ETB Head Office Accommodation) (Matters Arising Section 4.12)

Members were advised that the current 12-year lease at Centrepoint Building, Tralee, expires in Summer 2027, with a break clause in 2025. The possible options for the future of Kerry ETB's head office accommodation under consideration are as follows:

- Renewal of existing head office lease at Centrepoint Building in 2027
- Acquisition of the MTU South Campus by Kerry ETB. Relocate head office to the south campus site (with FET provision)
- Refurbishment of the old Gaelcholáiste Chiarraí building at Moyderwell, Tralee, into a permanent head office
- Consider a lease-to-purchase option for a new head office at the Island of Geese site in Tralee
- Acquire a site, funding etc. and construct a new head office in Tralee

The need to give full consideration to these named options, particularly the cost associated with each, was highlighted.

Board approval was sought to engage a third party to draft a detailed report exploring the options available and the associated costs. This report, once completed, will form the basis for engagement with the Department regarding the long-term head office accommodation.

Proposed: Ms Joan McCrohan
Seconded: Mr Niall Lucey

Tralee Regional Sports and Leisure Company Limited by Guarantee

It was noted that the Annual General Meeting of the Tralee Regional Sports and Leisure Company Limited by Guarantee took place on November 29, 2022. The CEO, Director of OS&D and An Cathaoirleach were in attendance. The company's accounts for 2021 were presented at the meeting, indicating a profit of €160,231 (in 2021).

An Cathaoirleach and the CEO jointly commended the work of the centre manager and staff of the centre, Mr Finbar Griffin.

The Board thanked the CEO for his update.

12/2022/7	CORRESPONDENCE COMHFHREAGRAS
7.1	DE Correspondence: Noted as listed
7.2	DE Circular Letters: Noted as listed
7.3	DE Press Releases: Noted as listed
7.4	DFHERIS Correspondence: Noted as listed
7.5	DFHERIS Press Releases: Noted as listed
7.6	Department of Children, Equality, Disability, Integration and Youth Correspondence: Noted as listed
7.7	ETBI Correspondence Noted as listed
7.8	SOLAS Correspondence Noted as listed
7.9	Other Correspondence Noted as listed

12/2022/8	MEMBERS' BUSINESS GNÓ NA gCOMHALTAÍ
8.1	<p>An tOireachtas Literary Competition 2022 (An tOireachtas Urraíocht ar Chomórtas Liteartha 2022) Members were advised that An tOireachtas organise an annual Chomórtas Liteartha: Cnuasach Filíochta which all ETBs contribute prize money.</p> <p>As per Section 12 ETB Act 2013, Board approval was sought to pay €260 sponsorship for 2022.</p> <p style="text-align: center;">Proposed by: Mr Joe Brennan Seconded by: Cllr Niall O'Callaghan</p>

12/2022/9	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
	<p>Kerry College New Killarney Campus (Sara Lee Site) Cllr Niall O'Callaghan requested that updates on the development of the new Kerry College Killarney Campus (Sara Lee Site) be added as a standing agenda item to future agendas, given its strategic importance to the ETB and Kerry College.</p> <p>The Executive took note to include same.</p> <p style="text-align: center;">Proposed by: Cllr Niall O'Callaghan Seconded by: Cllr Jim Finucane</p> <p>Video of Thanks to ETB Cllr. Niall O'Callaghan requested that a word of thanks be issued from the Board to the ETB's staff. He suggested this take the form of a letter or a video recording with An Cathaoirleach or the CEO.</p> <p>The Executive noted to follow up on same.</p> <p>Achievements 2022 In concluding the meeting, the Board and Executive reflected on the ETB's progress throughout the calendar year 2022. It was noted that the organisation continued to successfully progress its strategic objectives over the past twelve months, despite the aftermath of COVID-19 lockdowns and the geopolitical consequences of the war in Ukraine. Several key milestones were highlighted in particular, including:</p>

- Coordination of the Ukrainian response
- Three successful SOLAS capital submissions (Kerry College Killarney Listowel, and Monavalley, respectively)
- Successful transfer to the ESBS payroll system
- Governance and oversight of c. €80 million of capital projects

Cllr. Deirdre Ferris, Board Member and Section 44 Committee Secretary for Music Generation Kerry, commended the work of Ms Deirdre Johnson, Music Development Officer, following the significant growth in programme participants over 2022. It was proposed to issue a letter of appreciation from the Board to Ms Johnson.

Proposed by: Cllr. Deirdre Ferris
Seconded by: Mr John O’Roarke

As the focus shifted to the ETB’s strategic initiatives in 2023, publication of a new Strategy etc., An Cathaoirleach requested a letter be issued to the Department regarding the private ownership of the CAO and the adverse impact this may have on ETBs nationally. The Executive took note of this request.

Concluding the discussion and on behalf of the Board, An Cathaoirleach thanked the ETB staff for their dedication throughout 2022. Cllrs. Niall O’Callaghan and Michael Cahill echoed Cllr Finucane’s words of thanks and wished all the ETB staff a safe and happy Christmas.

The CEO thanked An Cathaoirleach, the Board Members and the staff involved for their work and support in preparing for the Board meetings in 2022. He wished all a happy and peaceful festive break.

Next Kerry ETB Board Meeting:

The date for the January 2023 Board meeting was noted as follows:

Date: January 31, 2023

Time: 04:15 pm

**Location: Kerry ETB Head Office,
 Centrepont, John Joe Sheehy Road, Tralee,
 Co. Kerry**

Signed/Sínithe: _____

Date/Dáta: _____

December 6, 2022