

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

<b>Date and Time:</b>	Tuesday, January 31, 2023, at 04:15 pm
<b>Location:</b>	Kerry ETB Head Office Boardroom, Centrepont, Tralee, County Kerry
<b>Chairperson:</b>	Cllr. Jim Finucane
<b>Secretary:</b>	Mr Colm McEvoy, Chief Executive Officer (CEO)
<b>Attendance (Reserve Members):</b>	<ul style="list-style-type: none"> <li>• Cllr. Aoife Thornton</li> <li>• Ms Celia O'Shea</li> <li>• Cllr. Deirdre Ferris</li> <li>• Cllr. Fionnán Fitzgerald (VC)</li> <li>• Cllr. Jim Finucane</li> <li>• Ms Joan McCrohan</li> <li>• Cllr. Johnnie Wall</li> <li>• Mr Joseph Brennan</li> <li>• Cllr. Marie Moloney (VC)</li> <li>• Mr Niall Lucey</li> <li>• Cllr. Niall O'Callaghan</li> <li>• Cllr. Norma Moriarty</li> <li>• Cllr. Terry O'Brien</li> <li>• Mr Tim Daly</li> <li>• Mr Zaid Kassoob (VC)</li> </ul>
<b>Attendance (Executive Members):</b>	<ul style="list-style-type: none"> <li>• Mr Colm McEvoy, CEO</li> <li>• Ms Ann O'Dwyer, Director of Schools, Youth and Music (SY&amp;M)</li> <li>• Ms Maria Brennan, Director of Organisation Support and Development (OS&amp;D)</li> <li>• Mr Owen O'Donnell, Director of Further Education and Training (FET)</li> <li>• Ms Aileen O'Connor, Head of Corporate, Capital and Technology (CCT)</li> <li>• Ms Betty Corkey, Head of Human Resources (HR)</li> <li>• Mr Tommy Conroy, Head of Finance</li> <li>• Mr Padraig O'Sullivan, Buildings Officer</li> <li>• Ms Catherine Horgan, Executive Support</li> <li>• Ms Trisha Tierney, Executive Support</li> </ul>
<b>Apologies:</b>	<ul style="list-style-type: none"> <li>• Cllr. Cathal Foley, Board Member</li> <li>• Mr John O'Roarke, Board Member</li> <li>• Ms Maria O'Gorman, Board Member</li> <li>• Cllr. Maura Healy-Rae, Board Member</li> <li>• Cllr. Michael Cahill, Board Member</li> <li>• Ms Tara Donoghue, Board Member</li> </ul>

01/2023/0	<b>Conflict of Interest Coimhlint Leasa</b>
	<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>Board Member Cllr. Deirdre Ferris raised a potential or a perceived conflict in relation to her membership on the Board of the Tralee Community Training Centre. An Cathaoirleach noted receipt of same.</p>

01/2023/1	<p style="text-align: center;"><b>Condolences Comhbhrón</b></p>
	<p><b>Condolences/Comhbhrón</b>  An Cathaoirleach Cllr. Jim Finucane expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>• Ms Sheila O'Connor and Master Eoin O'Connor, Castleisland Community College, on the death of husband and father, Mr Pat O'Connor</li> <li>• Mr Conall Ó Cruadhlaich, formerly Gaelcholáiste Chiarraí, on the death of his father, Mr Tomás Ó Cruadhlaich</li> <li>• Ms Stella Loughnane, Killarney Community College, on the death of her mother, Ms Kay Loughane</li> <li>• Ms Michelle Anne Houlihan, Community Education, on the death of her father, Mr John Michael Houlihan</li> <li>• Ms Phillipa Kearon, O'Connell FET Centre, on the death of her father, Mr Mike Kearon</li> <li>• Ms Blaithín Shanahan, Quality Assurance Unit, on the death of her grandmother, Kathleen Shanahan</li> <li>• Ms Mary Sheehy, Progression Pathways, on the death of her mother, Ms Beatrice Sheehy</li> <li>• Ms Rena Liston, Progression Pathways, on the death of her aunt, Ms Theresa Kelly Riordan, and uncle, Mr Danny Mahony</li> <li>• Ms Aodhnait Carroll, Kerry College Killorglin Campus, on the death of her mother, Ms Judith Carroll</li> <li>• Ms Siobhán O'Sullivan, Kerry College, on the death of her father, Mr Brendan O'Sullivan</li> <li>• Ms Eilish Walsh, Kerry College, on the death of her aunt, Ms Joanie Kennelly</li> <li>• Mr Kevin Beasley, Kerry College, on the death of his nephew, Master Pádraig Beasley</li> <li>• Mr Simon Regan, Kerry College, on the death of his father, Mr Tom Regan</li> </ul>

<b>01/2023/2</b>	<b>Congratulations Comhghairdeas</b>
	<p><b>Congratulations/Comhghairdeas</b> An Cathaoirleach Cllr. Jim Finucane shared congratulations to:</p> <ul style="list-style-type: none"> <li>• Board Member Ms Tara Donoghue on winning Creative Photographer of the Year at the Irish Wedding Awards 2023, which took place on January 30, 2023</li> <li>• Kerry College learners Daria Ilichova and Myroslava Voronovska following their involvement in the Radio Kerry programme “A Ukrainian and Kerry Christmas”</li> </ul>
<b>01/2023/3</b>	<b>Minutes of Last Board Meeting - For Adoption Miontuairiscí ón Gcruinniú Deireanach Boird – Le Glacadh</b>
	<p>The minutes of the previous Board meeting held on December 6, 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;"><b>Proposed: Cllr. Johnnie Wall</b> <b>Seconded: Cllr. Deirdre Ferris</b></p> <p>The minutes were adopted and signed at the meeting.</p>

01/2023/4	<p style="text-align: center;"><b>Matters Arising from Minutes</b>  <b>Nithe Atá ag Éirí as na Miontuairiscí</b></p>																
	<p>The following 'Matters Arising From Minutes' were addressed under the relevant reports as follows:</p> <table border="1" data-bbox="483 495 1396 1055"> <tbody> <tr> <td data-bbox="483 495 576 562"><b>4.1</b></td> <td data-bbox="576 495 1396 562"><b>Ukrainian/International Protection Response</b> – see respective Directors' Reports Sections 7.1 and 7.2</td> </tr> <tr> <td data-bbox="483 562 576 629"><b>4.2</b></td> <td data-bbox="576 562 1396 629"><b>Service Plan 2023 - as per Section 47 ETB Act 2013</b> – see Governance Report Section 6.9</td> </tr> <tr> <td data-bbox="483 629 576 696"><b>4.3</b></td> <td data-bbox="576 629 1396 696"><b>Ethics in Public Office Acts, 1995 and 2001</b> – see Governance Report Section 6.10</td> </tr> <tr> <td data-bbox="483 696 576 763"><b>4.4</b></td> <td data-bbox="576 696 1396 763"><b>Audit of Annual Financial Statements 2021</b> – see Finance Report Section 7.4</td> </tr> <tr> <td data-bbox="483 763 576 831"><b>4.5</b></td> <td data-bbox="576 763 1396 831"><b>Kerry College Killarney Campus Building Project</b> – see Capital and Buildings Report Section 7.6</td> </tr> <tr> <td data-bbox="483 831 576 898"><b>4.6</b></td> <td data-bbox="576 831 1396 898"><b>Gaelcholáiste Chiarraí Nua Building Project</b> – see Capital and Buildings Report Section 7.6</td> </tr> <tr> <td data-bbox="483 898 576 965"><b>4.7</b></td> <td data-bbox="576 898 1396 965"><b>Listellick National School Building Project</b> – see Capital and Buildings Report Section 7.6</td> </tr> <tr> <td data-bbox="483 965 576 1055"><b>4.8</b></td> <td data-bbox="576 965 1396 1055"><b>5-year Strategy Statement - as per Section 27 ETB Act 2013</b> – see CEO's Report Section 7.7</td> </tr> </tbody> </table>	<b>4.1</b>	<b>Ukrainian/International Protection Response</b> – see respective Directors' Reports Sections 7.1 and 7.2	<b>4.2</b>	<b>Service Plan 2023 - as per Section 47 ETB Act 2013</b> – see Governance Report Section 6.9	<b>4.3</b>	<b>Ethics in Public Office Acts, 1995 and 2001</b> – see Governance Report Section 6.10	<b>4.4</b>	<b>Audit of Annual Financial Statements 2021</b> – see Finance Report Section 7.4	<b>4.5</b>	<b>Kerry College Killarney Campus Building Project</b> – see Capital and Buildings Report Section 7.6	<b>4.6</b>	<b>Gaelcholáiste Chiarraí Nua Building Project</b> – see Capital and Buildings Report Section 7.6	<b>4.7</b>	<b>Listellick National School Building Project</b> – see Capital and Buildings Report Section 7.6	<b>4.8</b>	<b>5-year Strategy Statement - as per Section 27 ETB Act 2013</b> – see CEO's Report Section 7.7
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01/2023/5	<b>Education and Training Topics for Discussion</b> <b>Ábhair Oideachas Agus Oiliúint Le Plé</b>
	<p>The Board welcomed Kerry College Instructor Mr Tom Little to the meeting to acknowledge and share thanks for the numerous presentation pieces, wall plaques etc. he has produced for Kerry ETB for occasions such as ministerial visits, official openings etc. over the past several years. An Cathaoirleach outline how proud the ETB is to have such a skilled craftsperson training apprentices in the organisation. The outstanding quality of his work is recognised by all. The CEO concurred with the words of An Cathaoirleach.</p> <p>In addition, it was noted that Mr Little and his team operate the only stonecutting and stonemasonry apprenticeship currently running in Ireland.</p> <p>In addressing the Board, Mr Little thanked both Members of the Board and the Executive for the invitation to attend the meeting. He advised all in attendance that he has always been proud to be a part of Kerry ETB, and thanked his line management, Mr Con O'Sullivan and the rest of the Kerry College staff for their ongoing support.</p> <p>On behalf of the Board, An Cathaoirleach and the CEO presented Mr Little with a token to acknowledge his work and to mark the occasion.</p>

01/2023/6	<b>Governance</b> <b>Rialachas</b>
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**6.1**

**Risk Management Update**

Ms Maria Brennan, Director of OS&D (Chief Risk Officer), and Ms Trisha Tierney, Executive Support, advised the Board of the “Risk-in-Focus 2023 Board Briefing” report, as produced by the European Confederation of Internal Auditors: a copy of which was included in the January 2023 board pack.

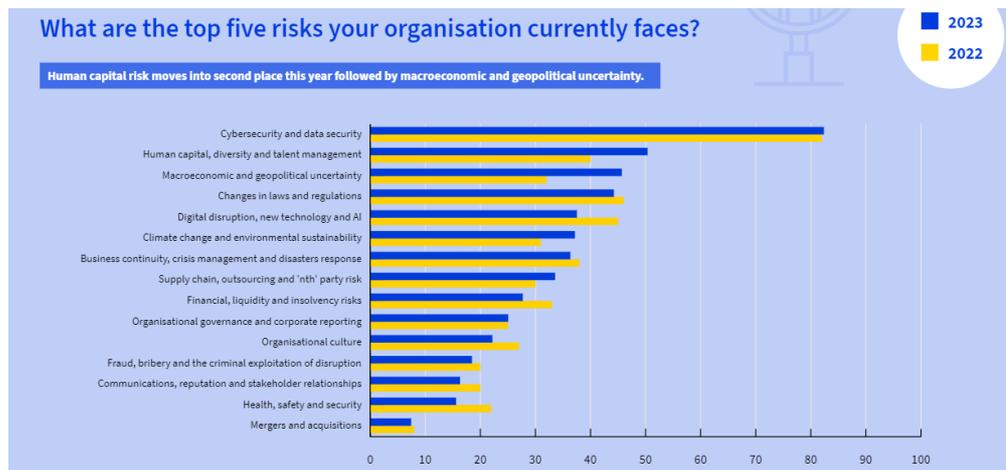
The report references the 2022 ‘perfect storms of risks’, which presented organisations across Europe and Ireland referring specifically to the ongoing pandemic, the war in Ukraine, supply chain issues/failures, inflation and energy prices. Furthermore, the report sets out five thematic risk areas and top risks facing organisations in 2023, as identified by chief audit executives (details below).

Thematic risk areas:

Chief audit executives have identified five key areas of focus to help boards navigate these headwinds: geopolitical uncertainty, climate change, organisational culture, cyber and data risk, and digitalisation and artificial intelligence.

*Ref: Risk in Focus Board Briefing 2023*

Top risks:



*Ref: Risk in Focus Board Briefing 2023*

In bringing the report to the Board’s attention, it was noted that the Executive would take into account the contents of the report to navigate the ‘risky’ and uncertain times that lay ahead over the course of 2023. In particular, the team will look at the thematic risk areas and organisational

risks identified in the context of the ETB's priorities and actions identified in the Service Plan 2023. It was noted that exploring these thematic and organisational risks and their potential impact on Kerry ETB will help the organisation be proactive in addressing same.

In addition, the CEO advised receipt of the "National Risk Assessment Draft List of Strategy Risk 2023," produced by the Government of Ireland. The CEO drew parallels between the risks identified in the European and Irish reports. He outlined that the Executive team would address the "National Risk Assessment Draft List of Strategy Risk 2023" report at the next Senior Executive Management meeting on February 13, 2023.

This update was noted by the Board.

#### Human capital, diversity and talent management

The Board addressed in detail the second risk referenced in the "Risk-in-Focus 2023 Board Briefing" as circulated, i.e., human capital, diversity, and talent management. It was noted that this risk refers specifically to the global and national shortage of people with technical skills/talent, with mature workers retiring and younger people favouring education and alternative career routes.

In the ensuing discussion, some key points noted were as follows:

- The CEO advised receipt of the "**Report on the Analysis of Skills for Residential Construction & Retrofitting 2023-2030**," as commissioned by SOLAS and the Department of Further and Higher Education, Research, Innovation and Science. The report, which sets out to quantify the additional construction skills required to deliver the Government's targets in new housing and retrofitting up to 2030, details the significant sectoral gap between the demand and supply of construction skills for housing, retrofitting and general repair.
- Mr Owen O'Donnell, Director of FET, outlined his concerns that the national policy approach to apprenticeships over the past two decades has amplified the skills gap (as mentioned above) as well as a creating a shortage of companies/employers that are willing to appoint and train apprentices.
- Reference was made to the 2008/09 Irish economic recession and the adverse impact this had on new entrants to some of the traditional craft skills sector, i.e. learners since opting out of becoming apprentices due to the perceived volatility of the sector.
- In relation to the recruitment of apprentices, it was clarified that the approach adopted by Kerry ETB's College of FET (Kerry College) is to promote apprenticeship programmes as job opportunities.
- Concerns were raised about the impact of the adverse social context for apprentices, particularly the ongoing national debate regarding the exclusion of same from minimum wage legislation.

	<ul style="list-style-type: none"> <li>• Reference was also made to the county council schemes for apprentices in the 1990s, which included funded accommodation and meals.</li> <li>• The need for the ETB to engage further with its guidance staff and external stakeholders was highlighted. It was noted that guidance staff play a key role in advising students re the array of career options available to school leavers. A more structured approach to Kerry College engaging with guidance in the post-primary curriculum was also suggested, including apprentices visiting schools to share their stories etc.</li> </ul> <p>Suggested courses of action included the following:</p> <ul style="list-style-type: none"> <li>• Explore with SOLAS and the Department the possibility of directly recruiting apprentices to ETBs for their first year.</li> <li>• Collate a database of potential apprenticeship employers to enhance the process of apprentices finding an employer.</li> <li>• Explore capacity to build an entrepreneurial module into the apprenticeship programme that could provide apprentices with the knowledge to establish their own businesses after graduation.</li> </ul> <p>The Executive noted these suggestions and advised that a further update would be provided at the February 2023 Board meeting.</p>
6.2	<p><b>Board Self-Assessment Evaluation 2022 - as per Section 4 of CL 0002/2019</b></p> <p>Board Members were advised that the Self-Assessment Evaluation 2022 Report was included in the December 2022 and January 2023 Board pack for Members to review.</p> <p>It was noted that the report would be tabled for discussion at the March or April Board meeting to allow sufficient time for discussion around the recommendations set out there in. An Cathaoirleach will lead this discussion, in line with the provisions of Section 4 of CL 0002/2019.</p> <p>As previously advised, the report's findings are positive.</p> <p>The Board noted this update.</p>

6.3

**Kerry ETB Policies – for approval**

The following policies, as circulated with the agenda, were presented for approval by Ms Maria Brennan, Director of OS&D:

- Authorised Signatories Policy and Authority Matrix
- Conflict of Interest Policy (Revision)
- Garda Vetting Employee/Volunteer Policy and Procedure (Revision)
- Parent's Leave Policy and Procedure (Revision)
- Process for Internal Audit Unit Audits
- Procurement Policy (Revision)
- Videoconferencing Policy
- Written Charter and Terms of Reference for Section 44 Committees (Revision)

The Board approved the above-listed policies as presented.

**Proposed: Cllr. Norma Moriarty  
Seconded: Cllr. Aoife Thornton**

6.4

**Section 44 Committees: Minutes – for approval**

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

<b>Section 44 Committee</b>	<b>Date of Meeting</b>	<b>Board Member in Attendance</b>
<b>Two Mile Community National School</b>	26.09.22	N/A
<b>Scoil an Ghleanna Scoil Náisiúnta Phobail</b>	22.09.22	N/A
<b>Causeway Comprehensive School</b>	03.10.22	Cllr. Aoife Thornton
<b>Gaelcholáiste Chiarraí</b>	15.09.22	Mr Niall Lucey
	24.11.22	Mr Niall Lucey
<b>Kerry College of Further Education and Training</b>	04.10.22	Cllr. Jim Finucane, Cllr. Norma Moriarty
<b>Youth Work</b>	15.09.22	Cllr. Norma Moriarty
	20.10.22	Cllr. Norma Moriarty, Cllr. Marie Moloney, Ms Joan McCrohan

The Board approved the above-listed minutes.

**Proposed: Cllr. Aoife Thornton  
Seconded: Ms Celia O'Shea**

<p><b>6.5</b></p>	<p><b>Section 44 Committees: Appointments and Vacancies – for approval</b> The following Section 44 Committee appointments, as circulated with the agenda, were presented for approval:</p> <table border="1" data-bbox="483 383 1396 622"> <thead> <tr> <th data-bbox="483 383 786 450">Section 44 Committee</th> <th data-bbox="786 383 1090 450">Proposed Individual</th> <th data-bbox="1090 383 1396 450">Nomination</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 450 786 622">Killorglin Community College</td> <td data-bbox="786 450 1090 622">Karl Sloan (<i>replacing Kevin Giles</i>) Melissa Van der Wiel (<i>replacing Shauna Moroney</i>)</td> <td data-bbox="1090 450 1396 622">Parents' Nominees</td> </tr> </tbody> </table> <p>The Board approved the above-listed nominations.</p> <p style="text-align: center;"><b>Proposed: Cllr. Johnnie Wall</b> <b>Seconded: Mr Joseph Brennan</b></p>	Section 44 Committee	Proposed Individual	Nomination	Killorglin Community College	Karl Sloan ( <i>replacing Kevin Giles</i> ) Melissa Van der Wiel ( <i>replacing Shauna Moroney</i> )	Parents' Nominees			
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<p><b>6.6</b></p>	<p><b>Section 45 Committees: Minutes and Meeting Notes</b> The following Section 45 Committees minutes and meeting notes were circulated before the meeting:</p> <table border="1" data-bbox="483 1039 1396 1180"> <thead> <tr> <th data-bbox="483 1039 786 1106">Section 45 Committee</th> <th data-bbox="786 1039 1090 1106">Meeting Date</th> <th data-bbox="1090 1039 1396 1106">Document</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1106 786 1144">Finance Committee</td> <td data-bbox="786 1106 1090 1144">20.10.22</td> <td data-bbox="1090 1106 1396 1144">Minutes</td> </tr> <tr> <td data-bbox="483 1144 786 1180">Finance Committee</td> <td data-bbox="786 1144 1090 1180">08.12.22</td> <td data-bbox="1090 1144 1396 1180">Meeting Note</td> </tr> </tbody> </table> <p>Members noted same.</p>	Section 45 Committee	Meeting Date	Document	Finance Committee	20.10.22	Minutes	Finance Committee	08.12.22	Meeting Note
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Finance Committee	08.12.22	Meeting Note								
<p><b>6.7</b></p>	<p><b>Update re Oversight Agreement with the Department of Education</b> As advised at the December 2022 Board meeting, Kerry ETB is due to meet with the Department of Education per the terms of the oversight and performance delivery agreements held between both parties. The date of this meeting has been provisionally scheduled for February 14, 2023 (via video conference).</p> <p>The CEO outlined the following attendees for Kerry ETB:</p> <ul style="list-style-type: none"> <li>• An Cathaoirleach, Cllr Jim Finucane</li> <li>• CEO, Mr Colm McEvoy</li> <li>• Director of OS&amp;D, Ms Maria Brennan</li> <li>• Ms Trisha Tierney, Executive Support</li> </ul> <p>Members noted receipt of the meeting agenda.</p> <p>A further update will be provided at the February 2023 Board meeting.</p>									

<p><b>6.8</b></p>	<p><b>An tOireachtas Literary Competition 2023 (An tOireachtas Comórtais Liteartha an Oireachtais 2023), Sponsorship Request</b>  Members were advised of the annual Chomórtas Liteartha: Cnuasach Filíochta, organised annually by An tOireachtas and to which all ETBs contribute prize money.</p> <p>A request was forwarded on January 17, 2023, enquiring if Kerry ETB would continue their sponsorship for the forthcoming calendar year (the request noted in December 2022 Board meeting minutes refers to the calendar year 2022).</p> <p>The cost of sponsorship proposed for 2023 was €300.</p> <p>This was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Mr Joseph Brennan</b>  <b>Seconded: Cllr. Norma Moriarty</b></p> <p>Trisha Tierney, Executive Support, took note to follow up in relation to same.</p>
<p><b>6.9</b></p>	<p><b>Service Plan 2023 – as per Section 47 ETB Act 2013 (Matters Arising 4.2)</b>  Board Members were advised that the Executive team is compiling the Service Plan for 2023 in line with the provisions of Section 47 of the ETB Act 2013.</p> <p>As part of the process of compiling the 2023 report, each Director has addressed their priorities for 2023 in their respective reports (Sections 7.1, 7.2 and 7.3 below).</p> <p>The CEO advised that the draft Service Plan 2023 would be tabled for adoption at the February 2023 Board meeting on the recommendation of the Finance Committee. The report is to be submitted to the Minister for Education no later than March 1, 2023.</p> <p>Members noted this update.</p>

6.10	<p><b>Ethics in Public Office, 1995 and 2001 (Matters Arising 4.3)</b> Under the Ethics Acts (1995 and 2001), designated directors, i.e., members of the Kerry ETB Board, are requested to disclose interests (if any) that may influence their role on the board via a statement of interest/nil statement of interest form.</p> <p>The CEO confirmed receipt of all members' forms and shared his thanks for the timely submission of same. He updated that copies of all forms are returned to the Standards in Public Office Commission for record by January 31 (annually) and are retained by the ETB for potential audit by either the Internal Audit Unit for ETBs (IAU-ETBs) or the Comptroller &amp; Auditor General (C&amp;AG).</p> <p>Members noted this update.</p>
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01/2023/7	<p style="text-align: center;"><b>Executive Updates</b> <b>Uasdátú ón bhFeidhmeannas</b></p>
7.1	<p><b>Schools, Youth and Music Report</b> 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"> <li>• Ukrainian/International Protection Response (Matters Arising 4.1)</li> <li>• Strategic Priorities 2023</li> </ul> <p>The Board thanked the Director of SY&amp;M for her comprehensive updates.</p>
7.2	<p><b>Further Education and Training Report</b> Mr Owen O'Donnell, Director of FET, presented the Further Education and Training Report to the Board. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• FET Beneficiaries 2022</li> <li>• FET Financials 2023</li> <li>• SOLAS Performance Agreement 2022/24</li> <li>• Kerry College Open Week 2023</li> <li>• National Parks Wildlife Service and Kerry ETB Environmental Education Memorandum of Understanding</li> <li>• Sap to Sun Transition</li> <li>• New Programme Categories</li> <li>• Ukrainian/International Protection Response (Matters Arising 4.1)</li> </ul>

National Parks Wildlife Service and Kerry ETB Environmental Education Memorandum of Understanding

Opening the discussion, the Director of FET provided the following updates:

Kerry ETB received a letter on October 26, 2022, from the National Parks Wildlife Service (NPWS) notifying of its intention to stand down the long-standing (over two decades) memorandum of understanding (MOU) between both parties, effectively ceasing all Kerry ETB's environmental education at the Killarney National Park Education Centre. In his letter, NPWS Divisional Manager Mr E M outlined several conditions for this decision, including failure to finalise a new MOU, the shift in delivery by the Kerry ETB's FET provision since the transition to SOLAS and the levels of education courses and provision since 2020.

Following receipt of this letter from the NPWS, the Director of FET issued a response on November 7, 2022, offering several important clarifications. In his letter to the NPWS, the Director of FET set out that Kerry ETB had unsuccessfully, on numerous occasions, sought meetings with the NPWS to finalise the MOU; the only suspension of services at the education centre was due to COVID-19 restrictions, and Kerry ETB recommenced the delivery of its environmental education as soon as it was in line with government advice. Furthermore, Mr O'Donnell, in his letter, reaffirmed Kerry ETB's commitment to the long-standing MOU and the delivery of the environmental education programmes from Killarney National Park Education Centre. A meeting was sought to clarify any further issues and to move forward.

Both parties met on December 13, 2022, in Muckcross House, Killarney, County Kerry. In attendance for Kerry ETB were:

- Mr Owen O'Donnell, Director of FET
- Ms Aodhnait Carroll, Kerry College Killorglin (OETC) Campus Manager
- Ms Niamh Dowling, Executive Support

The Kerry ETB delegation met with the Director General of the Wildlife Park and the divisional and regional managers.

A key outcome of this meeting was the NPWS advising of a national restructuring strategy to consolidate and increase its educational provision. The NPWS had not mentioned this point in their initial correspondence to the Director of FET on October 25, 2022.

Accordingly, the Director of FET requested written confirmation of the NPWS' intention to restructure, which was received on December 20, 2022. In this letter the NPWS set out that it is their plan to resume the management of the Killarney National Park Education Centre in its entirety, formally taking over the centre no later than February 1, 2023.

	<p>The Director of FET agreed to follow up with the NPWS re this matter and a further update will be provided at the next meeting.</p> <p>In the discussion that followed, some key points noted were as follows:</p> <ul style="list-style-type: none"> <li>• Kerry ETB has sourced a rental facility at Muckcross road in Killarney to continue its ecology course.</li> <li>• A community perception that Kerry ETB FET provision, particularly Kerry College, only delivers courses to adult learners.</li> </ul> <p>The Board shared its thanks to the Director of FET for his update.</p>
7.3	<p><b>Organisation Support and Development Report</b></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"> <li>• Internal Control Update</li> <li>• Strategic Priorities 2023</li> </ul> <p>The Board thanked the Director of OS&amp;D for her comprehensive update.</p>
7.4	<p><b>Finance Report</b></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"> <li>• Finance Update</li> <li>• Audit of Annual Financial Statements for 2021 (Matters Arising 4.4)</li> <li>• Head Office Service Charges</li> <li>• Travel and Subsistence Expenditure</li> </ul> <p><u>Finance Update</u> A summary of finances as of December 31, 2023, was presented.</p> <p>The Head of Finance drew attention to the increasing level of payments attributed to large scale building projects such as Gaelcholaiste Chiarraí Nua and Listellick National School drawing closer to completion.</p> <p><u>Audit of Annual Financial Statements for 2021 (Matters Arising 4.4)</u> The fieldwork for the audit of the annual financial statement 2021 is ongoing, having commenced on November 28, 2022. The Finance team continue to engage with the auditors' request for additional information.</p> <p>The preparation of the 2022 financial statements has commenced and will be submitted to the Department of Education in line with the statutory deadline of April 1.</p>

	<p><u>Head Office Service Charges</u></p> <p>An update was provided re this matter, which has been referenced at previous meetings. The Head of Finance advised of correspondence received from the landlord's legal representative on January 10<sup>th</sup> and 23<sup>rd</sup>, 2023, respectively, seeking payment of oil, insurance and service charges. The total sought, as per the correspondence, was €159,608.67.</p> <p>Kerry ETB's legal representative, Murphy Ramsey Walsh Solicitors, responded directly to the landlord on January 24, 2023, addressing this correspondence, setting out that the ETB requires a full breakdown on how these costs were calculated.</p> <p>A further update will be provided at the next meeting.</p> <p><u>Travel and Subsistence Expenditure</u></p> <p>The Head of Finance advised the Board that the organisation had not met its target to reduce travel and subsistence (T&amp;S) by 50% over 2022 (taking 2019 as the baseline), this reduction being detailed in Goal 1 ('Staff Engagement') of the Kerry ETB Sustainability Strategy. The reduction in travel achieved in 2022 was c. 34%.</p> <p>In discussing further the 50% target, it was noted that in 2022 there were increases in the rates for T&amp;S and some additional cost incurred from the introduction of new services, for example REALT etc.</p> <p>Currently, the T&amp;S budgets for 2023 are being finalised, with the 50% target (on 2019 expenditure levels) for reduction remaining in place.</p> <p>The Board shared its thanks to the Head of Finance for his update.</p>
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7.5	<p><b>Corporate, Capital and Technology Report</b></p> <p>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"> <li>• Cyber Security Update</li> <li>• Health and Safety Update</li> <li>• Climate Action Update</li> <li>• IPB Insurance Cover 2023</li> </ul> <p><u>IPB Insurance Cover 2023</u></p> <p>The Head of CCT, Ms Aileen O'Connor, presented a comprehensive update on IPB's insurance cover for Kerry ETB in 2023, which included the following:</p> <ul style="list-style-type: none"> <li>• Overview of Kerry ETB's performance in 2022</li> <li>• Highlights 2022</li> <li>• IPB Insurance Cover 2023: <ul style="list-style-type: none"> <li>○ Indicative prices</li> <li>○ Policies and premiums (€435,313 for 2023)</li> <li>○ Review of premiums (drivers of change)</li> </ul> </li> </ul> <p>An Cathaoirleach thanked the Head of CCT for her comprehensive updates.</p>
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7.6

**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:

- Kerry College Killarney Campus Building Project
- SAR/SIUF Capital Project Status Updates
- Gaelcholáiste Chiarraí Nua Building Project
- Listellick National School
- Proposed Purchase of House and Lands in Listowel
- Major Devolved Projects Summary
- Additional School Accommodation Project Summary
- EWS/SWS Project Summary
- FET Projects Current Status
- Projects in Development – Approved January 2023
- Projects in Development – Awaiting Approval
- Lands and Leases:
  - Lease for Noting: Office 1 and 2, Mulvihill’s Pharmacy, Daly’s Lane, Killorglin
  - Lease for Noting: Units 3 E, F and G Liber House, Tralee
  - Scamps and Scholars Lease
  - Use of Kerry ETB Seal – Lease of Collis Sandes House, Tralee

**Kerry College Killarney Campus Building Project (Matters Arising 4.5)**

Mr Pdraig O’Sullivan, Buildings Officer, provided an update on the Gaelcholáiste Nua School building project, which included the following:

- On December 22, 2022, Kerry ETB received a letter from Dr Avril Behan, SOLAS Director of FET College of the Future, in relation to Kerry ETB’s initial approval to progress toward Decision Gate 1 appraisal through the preparation of a preliminary business case under the Public Spending Code.
- Kerry ETB was advised that workshops will be convened to assist ETBs in developing their business cases, and a schedule of dates is expected imminently. As of the date of the Board meeting (January 31, 2023), no notice of workshops or templates had yet been received by Kerry ETB’s Executive.

Work on the formal preliminary business case and estates strategy will progress on the receipt of the template documents and guidance notes from SOLAS/DFHERIS.

Board Members thanked the Buildings Officer for this update.

A further update will be provided at the next meeting.

Gaelcholáiste Chiarraí Nua Building Project (Matters Arising 4.6)

As advised at the December 2022 board meeting, the Department of Education (DoE) returned its feedback on the Post Contract Inflation Uplift Report of the €1,373,041.94 (ex VAT) sought in additional costs in the OGP Post Contract Inflation Uplift Report previously submitted to the DoE. The Board noted that the figure of €1,373,041.94 (ex VAT) submitted to the DoE under the OGP Framework related to the anticipated inflationary costs from January 1<sup>st</sup> 2022 to project end.

The DoE have initially approved payment to the contractor under the OGP Post Contract Inflation Uplift of €779,177.88 (ex VAT) relating to the inflationary costs accrued from January 1<sup>st</sup> 2022 up to September 30, 2022 (under the Burden Sharing Principle).

The board were advised that further inflationary payments i.e. for the period after September 30<sup>th</sup> 2022, and up to the contract end, will be subject to the monthly application submissions.

On December 19, 2022, Vision Contracting Limited (VCL) issued a letter to Kerry ETB, which invoked Clause 13.1 of the contract between Kerry ETB and VCL. The contractor has referred a claim for perceived increase costs to the Project Board for consideration in line with the Dispute Management Procedure of the contract. The board were advised this claim for increased costs falls outside the scope of the OGP Inflation Co-operation Framework Agreement as outlined above.

The claim has been referred to the Project Board on the following basis:-

1. *"In regard to the claim for increased costs from March 2021 to December 2021" – No adjustment to the Contract Sum and No Extension of Time (Value of claim €301,759)*
2. *"Claim for increased costs for other material categories not included within the above-mentioned Framework" - No adjustment to the Contract Sum and No Extension of Time (Value of Claim €255,421)*

*Extract from letter received from VCL December 19<sup>th</sup> 2022.*

With Clause 13.1 being invoked, the project board will now meet the week commencing January 30, 2023, to review the submitted claim. Kerry ETB's members of the Project Board are:

- Mr Tommy Conroy, Head of Finance, Kerry ETB
- Mr Nigel Crowe, Director, Kane Crowe Kavanagh Quantity Surveyors

The decision of the project board in relation to approval or consideration of payment under the claim will be subject to DoE approval.

It was further noted that VCL remain on target for the handover of the school site in March 2023.

	<p>The Board noted this update and welcomed the progress.</p> <p><u>Listellick National School (Matters Arising Section 4.7)</u> The handover is provisionally scheduled for February 10, 2023.</p> <p>Kerry ETB continues to monitor and review progress on site concerning the revised programme.</p> <p>A further update will be provided at the next meeting.</p> <p><u>Lease for Noting: Office 1 and 2, Mulvihill's Pharmacy, Daly's Lane, Killorglin</u> The Board of Kerry ETB, at its meeting on September 27, 2022, approved the lease renewal for Killorglin ABE in respect of Office 1 and 2, Mulvihill's Pharmacy, Daly's Lane, Killorglin to continue the delivery of FET courses, namely ABE, BTEI and Community Education in Killorglin town.</p> <p>DFHERIS approved the lease by letter dated January 17, 2023.</p> <p>Kerry ETB awaits the finalised lease from the landlord before signing and sealing the lease. Kerry ETB is addressing this matter with Murphy Ramsey Walsh (MRW) Solicitors.</p> <p>This update was noted.</p> <p><u>Lease for Noting: Units 3 E, F and G Liber House, Tralee</u> At its meeting on September 27, 2022, the Board approved the lease of Units 3 E, F and G Liber House, Tralee, to enable the ETB to establish an engineering prototyping robotics/mechatronics facility and to create further links for schools and FET opportunities. Subsequently, Kerry ETB was made aware by the proposed landlord that the unit was leased to a third party. This lease to the third party was finalised as the ETB awaited DFHERIS approval of same.</p> <p>Kerry ETB received DFHERIS approval of the lease on December 23, 2022.</p> <p>Kerry ETB has informed DFHERIS/SOLAS that the ETB would no longer proceed with the lease by email on January 5, 2023.</p> <p>This update was noted.</p> <p><u>Scamps and Scholars Lease</u> At the November 2022 Board meeting, Kerry ETB approved a lease renewal for Scamps and Scholars (Killorglin Community Childcare). The DoE approved this lease by letter dated January 18, 2023. Kerry ETB has notified MRW Solicitors of the DoE's approval.</p> <p>It is now understood that the lease is being finalised and will shortly be presented to Scamps and Scholars for signing in the first instance.</p>
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	<p>Following receipt of the signed lease from Scamps and Scholars, the ETB will arrange for signing and sealing.</p> <p>This update was noted.</p> <p><u>Use of Kerry ETB Seal</u> In accordance with Schedule 3, Paragraph (2) of the ETB Act 2013, the seal of Kerry ETB will be used to execute the following document at the January 2023 Board meeting:</p> <ul style="list-style-type: none"> <li>• <i>Lease between Kerry ETB and Brecre Leisure Limited with respect to Collis Sandes House, Tralee, for a period of three months from January 1 to March 31, 2023 (SYM provision)</i></li> </ul> <p>The lease was approved at the ETB Board meeting on December 6, 2022, and subsequently approved by the DoE via email on January 11, 2023.</p> <p>The Board thanked the Buildings Officer for his comprehensive report.</p>
7.7	<p><b>Chief Executive Officer Report</b> As circulated with the agenda, the Chief Executive Officer Report was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (Matters Arising Section 4.8)</li> <li>• Tralee Regional Sports and Leisure Company Limited by Guarantee</li> <li>• Over the Water Sports Centre Company Limited By Guarantee</li> <li>• Amendments to the Official Languages Act 2003</li> <li>• ETB Head Office Accommodation</li> <li>• #ETB Day 2023</li> <li>• Kerry College Killorglin Outdoor Education and Training Campus Correspondence</li> <li>• Master of Business Administration (MBA) Opportunity for Staffing Body</li> </ul> <p>In addition, the CEO shared with the Board the Kerry ETB PR Calendar for 2023.</p> <p><u>Update re 5-year Strategy Statement - as per Section 27 ETB Act 2013 (Matters Arising Section 4.8)</u> The CEO briefed the Board on progress made in finalising the ETB's new Strategy Statement for 2023-2027, which included facilitated strategic dialogue sessions with management and senior staff from each of the organisation's three Directorate areas.</p> <p>Members noted that plans to launch the strategy in circa May/June 2023 remain on course.</p>

Over the Water Sports Centre Company Limited By Guarantee

The CEO in addressing this matter advised that he met with the CEO of South Kerry Development Partnership (SKDP), and he confirmed their support for nominating directors to the Board.

Kerry County Council are also considering nominating Directors to the Board.

A further update will be provide at the February Board meeting.

#ETB Day 2023

Members noted arrangements for #ETBday, which will take place on March 2, 2023, to mark 10 years of education and training boards. ETBI, in conjunction with the ETB sector, has scheduled a series of online and in-person activities from February 27 to March 3, 2023. These activities include a National Learner Competition, National Staff Initiative and Tea Party and ETB Excellence Awards (taking place in Croke Park).

It was noted that the ETB's Directors were currently preparing submissions to the competitions and awards with their leadership teams.

A further update will be provided at the next meeting.

Kerry College Killorglin Outdoor Education and Training Campus Correspondence

The Board was briefed on correspondence from Mr H R of the Killorglin Chamber Alliance addressing concerns about the services provided by Kerry College Killorglin Outdoor Education and Training (OETC) Centre. These matters had been addressed with local groups previously by the Director of FET and the Campus Manager.

The CEO advised that he has spoken with Mr H R, and a meeting to address his correspondence will be scheduled.

Master of Business Administration (MBA) Opportunity for Staffing Body

The CEO briefed the Board on a proposal seek expressions of interest from across the staffing body, inviting submissions to enrol on a Master of Business Administration (MBA) programme. He advised that proposal plans for six staff to complete the process over a four-year period: three staff to commence in 2023 (first intake) and another three in 2025 (second intake). The programme runs part-time for over two years. The process will be open to all staff.

It was noted that as the organisation grows, it is increasingly important that Kerry ETB engages and invests more in workforce planning, particularly in the context of future planning. This initiative is fully aligned with the provisions of the Kerry ETB Continuous Professional Development Policy.

	<p>Members noted and welcomed this update.</p> <p><u>Kerry ETB PR Calendar for 2023</u> Members noted receipt of the drafted Kerry ETB PR Calendar for 2023, as per the meeting slide deck.</p> <p>In addition to the circulated report, the CEO advised that he has received correspondence from the principal of Moyderwell Mercy Primary School in Tralee requesting that the ETB consider the provision of classrooms (in the old Gaelcholaiste School building) to the primary school during their planned school building programme.</p> <p>The CEO noted that he would invite the principal to a meeting to discuss same. This request was noted by the Board.</p> <p>The Board thanked the CEO for his updates.</p>
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01/2023/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<b>DoE Correspondence:</b> Noted as listed
8.2	<b>DoE Circular Letters:</b> Noted as listed
8.3	<b>DoE Press Releases:</b> Noted as listed
8.4	<b>DFHERIS Correspondence:</b> Noted as listed
8.5	<b>DFHERIS Press Releases:</b> Noted as listed
8.6	<b>Department of Children, Equality, Disability, Integration and Youth Correspondence:</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

01/2023/9	MEMBERS' BUSINESS GNÓ NA gCOMHALTAÍ
9.1	<p><b>Research and Development Officer</b> An Cathaoirleach proposed that the ETB consider establishing a research unit for the organisation. He set out that, in his view, the research unit could assist the work of the CEO and Directors in researching areas of work important to the ETB in the provision of education and training services. This research unit, if established, could link with local universities in addressing areas of research interest. This work could assist the Executive and Board in supporting and positioning the organisation provision for the future.</p> <p>It was agreed that this proposal would be considered in the context for the ETB's new Strategy Statement.</p> <p><b>Tralee Community Training Centre Accommodation</b> Prior to addressing this matter, Cllr. Ferris outlined that she had completed a conflict of interest form advising her membership on the Tralee CTC Board, noting a potential or perceived conflict of interest. An Cathaoirleach noted receipt of same.</p> <p>Cllr. Deirdre Ferris, advised that the Board of the CTC is considering acquiring a new building for its services. As enrolment numbers increase the need for additional expanded areas of course provision are emerging.</p> <p>It was noted that the CTC provision is part of the annual FET programme. Kerry ETB funds the CTC annually through an agreement to collaborate.</p> <p>It was agreed to include this for the February Board meeting agenda.</p> <p><b>Proposal re Schools "Honour Walls"</b> Board Member Cllr. Deirdre Ferris put forward a motion to reconsider the use of "honour walls" and other related activities in schools and on schools' social media that solely celebrate students' academic achievements.</p> <p>Cllr. Norma Moriarty proposed an amendment to the motion allow schools to continue with such activities but to encourage school leaders and staff to give equal status to all students' achievements, i.e. that schools would celebrate student creativity, progress, improvements etc., as well as high marks and good test scores.</p> <p>The motion as amended was agreed.</p> <p>Director of SYM to issue a letter to school principals/boards of management to address this motion as amended.</p>

01/2023/10	<p style="text-align: center;"><b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b></p>
	<p><b>April 2023 Kerry ETB Board Meeting</b> On the request of An Cathaoirleach, members noted that the April 2023 Board meeting would be held at Gaelcholáiste Chiarraí Nua.</p> <p><b>Next Kerry ETB Board Meeting:</b> The date for the February 2023 Board meeting was noted as follows:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p><b>Date: February 28, 2023</b></p> <p><b>Time: 04:15 pm</b></p> <p><b>Location: Kerry ETB Head Office, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry</b></p> </div>

Signed/Sínithe: \_\_\_\_\_

Date/Dáta: \_\_\_\_\_