

**CRUINNIÚ BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION AND TRAINING BOARD MEETING**

<b>Date and Time:</b>	Tuesday, January, 30th, 2024, at 04:15 pm
<b>Location:</b>	Hybrid: Kerry ETB Head Office Boardroom and via Microsoft Teams
<b>Cathaoirleach:</b>	Cllr. Jim Finucane
<b>Secretary:</b>	Mr Colm McEvoy, Chief Executive
<b>Attendance (Reserve Members):</b>	<ul style="list-style-type: none"> <li>• Cllr. Cathal Foley (VC)</li> <li>• Ms Celia O'Shea (VC)</li> <li>• Cllr. Deirdre Ferris</li> <li>• Cllr. Fionnán Fitzgerald (VC)</li> <li>• Cllr. Jim Finucane</li> <li>• Ms Joan McCrohan (VC)</li> <li>• Cllr. Johnnie Wall</li> <li>• Mr Joseph (Joe) Brennan</li> <li>• Ms Maria O'Gorman</li> <li>• Cllr. Marie Moloney (VC)</li> <li>• Cllr. Maura Healy-Rae (VC)</li> <li>• Cllr. Michael Cahill (VC)</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, Chief Executive</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>• Mr Tommy Conroy, Head of Finance (attendance in part)</li> <li>• Mr Pdraig O'Sullivan, Buildings Officer (attendance in part)</li> <li>• Ms Jennifer Drumm, Executive Support</li> <li>• Ms Trisha Tierney, Executive Support</li> </ul>

<b>Apologies:</b>	<ul style="list-style-type: none"> <li>• Cllr. Aoife Thornton, Board Member</li> <li>• Mr John O’Roarke, Board Member</li> <li>• Mr Niall Lucey, Board Member</li> <li>• Ms Tara Donoghue, Board Member</li> </ul>
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<b>01/2024/0</b>	<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 to each Board Member before the meeting for signature. In addition, an Cathaoirleach, Cllr. Jim Finucane asked all Board Members to disclose any conflicts of interest prior to the commencement of the meeting.</p> <p>There were no conflicts of interest disclosed relevant to the meeting’s agenda items, as discussed.</p>

01/2024/1	<p style="text-align: center;"><b>CONDOLENCES COMHBHRÓN</b></p>
1.1	<p><b>Condolences/Comhbhrón</b> An Cathaoirleach expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>• Board Members Cllr. Cathal Foley and Cllr. Deirdre Ferris the death of their mother and mother-in-law, Ms Mary Foley.</li> <li>• Ms Sorcha Ní Catháin, Scoil an Ghleanna Scoil Náisiúnta Phobail, on the death of her father-in-law, Mr Noel O’Sullivan.</li> <li>• Mr Liam McGill, Coláiste Gleann Lí, on the death of his uncle, Mr Timothy Lyne.</li> <li>• Mr Terrance Glancy, Kerry Horizon Centre, and Ms Aodhnait Carroll, Kerry College, on the death of their mother and mother-in-law, Ms Theresa Kenna, respectively.</li> <li>• Mr Michael Murphy and family on the death of Ms Fiona Murphy, Quality Assurance.</li> <li>• Ms Eileen Curtis, Kilkenny and Carlow ETB, on the death of her brother, Mr Jim Hartley.</li> <li>• Mr Clifford Kelly, Cavan Monaghan ETB, on the death of his wife, Ms Betty Kelly.</li> <li>• Mr David Treacy, formerly of City of Dublin ETB, on the death of his mother, Ms Kathleen Treacy.</li> <li>• Mr John O’Halloran, University College Cork, on the death of his sister, Margaret McCarthy.</li> <li>• Ms Treasa McCarthy and family on the death of Philomena McCarthy.</li> </ul>
1.2	<p><b>Section 17, Standing Orders of the Board</b> In accordance with Section 17 of the Board’s Standing Orders, the meeting was adjourned for 15 minutes to commemorate the passing of Ms Mary Foley, mother of Cllr. Cathal Foley and the mother-in-law of Cllr. Deirdre Ferris.</p>

<b>01/2024/2</b>	<b>CONGRATULATIONS COMHGHAIRDEAS</b>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas</b> An Cathaoirleach shared congratulations to the following:</p> <ul style="list-style-type: none"> <li>• To the O’Connell FET Centre Manager, Ms Deirdre Fitzgerald, and to the centre’s staff on being awarded the 2023 Radio Kerry and Fexco Hero Award for the support they provide to those returning to education.</li> <li>• Congratulations to Gemma Ó Donoguhe from Coláiste na Sceilge for securing first place in the 2023 Kerry ETB Christmas Card Competition and to the runners-up, Izzy Griffin from Coláiste na Ríochta and Mary Reidy from Causeway Comprehensive School.</li> </ul>

<b>01/2024/3</b>	<b>MINUTES - FOR ADOPTION MIONTUAIRISCÍ - LE GLACADH</b>
<b>3.1</b>	<p>The minutes of the previous Board meeting held on December 5th, 2023, were circulated to Board 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. Terry O’Brien</b></p> <p>The minutes were adopted and signed at the meeting.</p>

01/2024/4	<p style="text-align: center;"><b>EDUCATION AND TRAINING TOPICS FOR DISCUSSION</b> <b>ÁBHAIR OIDEACHAS AGUS OILIÚINT LE PLÉ</b></p>
4.1	<p><b>Kerry College of Further Education and Training, World Skills Ireland</b> The Board welcomed the following learners and staff members of the team who represented Kerry College of Further Education and Training (Kerry College) at World Skills Ireland in September 2023:</p> <p>Learners:</p> <ul style="list-style-type: none"> <li>• Beauty: Ciara O’Sullivan (Silver Medal Winner)</li> <li>• Broadcast Production: Clinton Fitzgerald</li> <li>• Commis Chef: Alison O’Sullivan (Runner-Up)</li> <li>• Mechanical Automation and Maintenance Fitting: Pdraig O’Doherty (Runner-Up)</li> <li>• Stonecutting and Stonemasonry: Carl Lawrence, Kieran Finnerty (Silver Medal Winner), Petra O’Flaherty, Robert Cooke, and Sean O’Reilly</li> </ul> <p>Staff:</p> <ul style="list-style-type: none"> <li>• Con O’Sullivan, Kerry College Campus Manager</li> <li>• Joseph Nestor, Kerry College Assistant Campus Manager</li> <li>• Brian Nolan, Broadcast Production Instructor</li> <li>• Eoin McKenna, National Wind Turbine Maintenance Technician Apprenticeship Instructor</li> <li>• Mick Ryan, Commis Chef Instructor (and World Skills Ireland Examiner)</li> <li>• Tom Cronin, Mechanical Automation and Maintenance Fitting Instructor (and World Skills Ireland Chief Skills Expert)</li> <li>• Tom Little, Stonecutting and Stonemasonry Instructor (and World Skills Ireland Chief Skills Expert)</li> </ul> <p>A special mention was also paid to the following learner and staff member who were unable to attend:</p> <ul style="list-style-type: none"> <li>• Plumbing: Frank Moffit</li> <li>• Tara O’Halloran-Cronin, Beauty Therapy Instructor (and World Skills Ireland National Expert)</li> </ul> <p>Following words of welcome and congratulations from the Chief Executive and an Cathaoirleach, Mr Owen O’Donnell, Director of FET, commended the team for their incredible efforts and expressed gratitude for their visit to the Board meeting.</p> <p>A special mention was also made for those on the team members who will travel to participate in the World Skills 2024 Competition in Lyon, France later in the year.</p>

01/2024/5	<b>MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>																						
	<p>The 'Matters Arising from Minutes' were addressed under the relevant reports as follows:</p> <table border="1" data-bbox="550 510 1423 1783"> <tbody> <tr> <td data-bbox="550 510 702 622">5.1</td> <td data-bbox="702 510 1423 622"><b>High Court Summons</b> – <i>see Organisation Support and Development Report Section 7.3</i></td> </tr> <tr> <td data-bbox="550 622 702 741">5.2</td> <td data-bbox="702 622 1423 741"><b>Legal Summons by Valley Healthcare Infrastructure Investment Fund ICAV (Head Office Service Charges)</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 741 702 860">5.3</td> <td data-bbox="702 741 1423 860"><b>Letter of Representation 2022</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 860 702 978">5.4</td> <td data-bbox="702 860 1423 978"><b>2023 IPB Dividend</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 978 702 1097">5.5</td> <td data-bbox="702 978 1423 1097"><b>Update on Overdraft Proposal</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 1097 702 1216">5.6</td> <td data-bbox="702 1097 1423 1216"><b>Schedule of Fees (Section 50 of the ETB Act, 2013)</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 1216 702 1335">5.7</td> <td data-bbox="702 1216 1423 1335"><b>Community National School Budget Allocation</b> – <i>see Finance Report Section 7.4</i></td> </tr> <tr> <td data-bbox="550 1335 702 1453">5.8</td> <td data-bbox="702 1335 1423 1453"><b>Kerry College Killarney Campus Building Project</b> – <i>see Capital and Buildings Report Section 7.6</i></td> </tr> <tr> <td data-bbox="550 1453 702 1572">5.9</td> <td data-bbox="702 1453 1423 1572"><b>Gaelcholáiste Chiarraí Campus Nua</b> – <i>see Capital and Buildings Report Section 7.6</i></td> </tr> <tr> <td data-bbox="550 1572 702 1691">5.10</td> <td data-bbox="702 1572 1423 1691"><b>Causeway Comprehensive School Land Matters</b> – <i>see Capital and Buildings Report Section 7.6</i></td> </tr> <tr> <td data-bbox="550 1691 702 1809">5.11</td> <td data-bbox="702 1691 1423 1809"><b>Visit from the Minister of Further Education, Innovation and Science</b> – <i>see CE's Report Section 7.7</i></td> </tr> </tbody> </table>	5.1	<b>High Court Summons</b> – <i>see Organisation Support and Development Report Section 7.3</i>	5.2	<b>Legal Summons by Valley Healthcare Infrastructure Investment Fund ICAV (Head Office Service Charges)</b> – <i>see Finance Report Section 7.4</i>	5.3	<b>Letter of Representation 2022</b> – <i>see Finance Report Section 7.4</i>	5.4	<b>2023 IPB Dividend</b> – <i>see Finance Report Section 7.4</i>	5.5	<b>Update on Overdraft Proposal</b> – <i>see Finance Report Section 7.4</i>	5.6	<b>Schedule of Fees (Section 50 of the ETB Act, 2013)</b> – <i>see Finance Report Section 7.4</i>	5.7	<b>Community National School Budget Allocation</b> – <i>see Finance Report Section 7.4</i>	5.8	<b>Kerry College Killarney Campus Building Project</b> – <i>see Capital and Buildings Report Section 7.6</i>	5.9	<b>Gaelcholáiste Chiarraí Campus Nua</b> – <i>see Capital and Buildings Report Section 7.6</i>	5.10	<b>Causeway Comprehensive School Land Matters</b> – <i>see Capital and Buildings Report Section 7.6</i>	5.11	<b>Visit from the Minister of Further Education, Innovation and Science</b> – <i>see CE's Report Section 7.7</i>
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01/2024/6	<p style="text-align: center;"><b>GOVERNANCE</b> <b>RIALACHAS</b></p>
6.1	<p><b>Risk Management Update</b> In line with the provisions of Circular Letter 0002/2019, Provision 7.2 (d), Ms Maria Brennan, Director of OS&amp;D and Chief Risk Officer, presented the 2024 Risk Appetite Statement (RAS) for approval. The RAS sets out the level of risk that Kerry ETB is prepared to assume or tolerate in the pursuit of its vision, mission and objectives.</p> <p>The 2024 RAS was approved by the Audit and Risk Committee on November 29th, 2023, and by the Senior Executive Management team on January 8th, 2024.</p> <p>It was noted that an emphasis remains on prioritising the avoidance of risks, particularly in critical areas such as compliance, reputation, and technology.</p> <p>The Executive sought Board Members' approval for the 2024 RAS. The Board formally approved the RAS as presented.</p> <p style="text-align: center;"><b>Proposed: Cllr. Terry O'Brien</b> <b>Seconded: Cllr. Deirdre Ferris</b></p> <p>Members noted same and thanked the Chief Risk Officer for her update.</p>
6.2	<p><b>Governance and Policy Framework</b> Ms Maria Brennan, Director of OS&amp;D, presented the following policies and procedures, which were circulated with the agenda, for approval:</p> <ul style="list-style-type: none"> <li>• Accident Reporting Procedure (Revision)</li> <li>• Procedure How to Complete the Fire Safety Register (Revision)</li> <li>• Risk Management Policy (Revision)</li> <li>• Wood Dust Level Control in Woodwork Rooms Procedure (Revision)</li> </ul> <p>The Board approved the above-listed policies and procedures as presented.</p> <p style="text-align: center;"><b>Proposed: Cllr. Terry O'Brien</b> <b>Seconded: Cllr. Deirdre Ferris</b></p>

6.3	<p><b>Section 44 Committees: Minutes</b> Ms Maria Brennan, Director of OS&amp;D, presented the following Section 44 Committees' minutes, as circulated with the agenda, for approval:</p> <table border="1" data-bbox="501 387 1473 658"> <thead> <tr> <th>Section 44 Committee</th> <th>Date of Meeting</th> <th>Board Member in Attendance</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Causeway Comprehensive School</td> <td>09.10.23</td> <td>Maria O'Gorman</td> </tr> <tr> <td>23.10.23</td> <td>Aoife Thornton, Maria O'Gorman</td> </tr> <tr> <td>Youthreach</td> <td>18.10.23</td> <td>Zaid Kassoob</td> </tr> <tr> <td>Further Education and Training Centres</td> <td>04.10.23</td> <td>Norma Moriarty, Deirdre Ferris</td> </tr> <tr> <td>Capital and Buildings</td> <td>23.11.22</td> <td>Norma Moriarty, Jim Finucane, Aoife Thornton, Maria O'Gorman</td> </tr> </tbody> </table> <p>The Board approved the above-listed minutes.</p> <p style="text-align: center;"><b>Proposed: Cllr. Jim Finucane</b> <b>Seconded: Cllr. Terry O'Brien</b></p>	Section 44 Committee	Date of Meeting	Board Member in Attendance	Causeway Comprehensive School	09.10.23	Maria O'Gorman	23.10.23	Aoife Thornton, Maria O'Gorman	Youthreach	18.10.23	Zaid Kassoob	Further Education and Training Centres	04.10.23	Norma Moriarty, Deirdre Ferris	Capital and Buildings	23.11.22	Norma Moriarty, Jim Finucane, Aoife Thornton, Maria O'Gorman
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6.4	<p><b>Section 44 Committees: Appointments and Vacancies – as per Matters Arising Section 4.1</b> Ms Maria Brennan, Director of OS&amp;D, presented the following Section 44 Committee appointments, which were circulated with the agenda, for approval:</p> <table border="1" data-bbox="504 1178 1466 1301"> <thead> <tr> <th>Section 44 Committee</th> <th>Nomination</th> </tr> </thead> <tbody> <tr> <td>Tahilla Community National School</td> <td>Aidan Murray, Community Nominee</td> </tr> <tr> <td>Two Mile Community National School</td> <td>Katherina Breen, Community Nominee</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Proposed: Cllr. Jim Finucane</b> <b>Seconded: Cllr. Johnnie Wall</b></p>	Section 44 Committee	Nomination	Tahilla Community National School	Aidan Murray, Community Nominee	Two Mile Community National School	Katherina Breen, Community Nominee											
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6.5	<p><b>Section 45 Committees: Meeting Reports and Minutes</b> Ms Maria Brennan, Director of OS&amp;D addressed the following Section 45 Committees' meeting minutes, as circulated with the agenda, for noting:</p> <table border="1" data-bbox="526 1648 1445 1765"> <thead> <tr> <th>Section 45 Committee</th> <th>Document</th> <th>Date of Meeting</th> <th>Board Member in Attendance</th> </tr> </thead> <tbody> <tr> <td>Finance</td> <td>Minutes</td> <td>27.10.23</td> <td>Nil</td> </tr> </tbody> </table> <p>The Board noted same.</p>	Section 45 Committee	Document	Date of Meeting	Board Member in Attendance	Finance	Minutes	27.10.23	Nil									
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6.6	<p><b>Partnership Schools’ Boards of Management: Minutes</b>  <i>Nil at this time.</i></p>
6.7	<p><b>Self-Assessment Evaluation 2023 (Section 4, Circular Letter 0002/2019)</b>  The Chief Executive informed the Board Members that a draft copy of the Self-Assessment Evaluation 2023 has been prepared and would be circulated before discussion at the February 2024 Board meeting.</p> <p>The survey reveals a notably high level of overall satisfaction with the current structure and operation of the Board, along with its processes across all evaluated governance themes.</p> <p>In accordance with Circular Letter 0002/2019, an Cathaoirleach will lead the Board in a discussion concerning the report's findings at the February 2024 meeting.</p> <p>The Board noted same.</p>
6.8	<p><b>Board Attendance Report 2023</b>  In accordance with the Performance Delivery Agreement key performance indicators, as established by the Department of Education, the Executive is required to review records pertaining to the attendance of Board Members. Key analyses from the year 2023 were addressed as part of this update, including attendance records, online and onsite attendance patterns for hybrid meetings.</p> <p>The Board noted same.</p>

<p>6.9</p>	<p><b>Oversight and Performance Delivery Agreement with the Department of Education</b></p> <p>Members of the Board were advised that the Executive is in the process of signing the 2024 Performance Delivery Agreement with the Department of Education (recurring annual process).</p> <p>In addition, the Department has advised that its annual meeting with Kerry ETB to review the Service Plan (2023) is due to be organised in the coming weeks.</p> <p>The early warning reports returned in 2023, in accordance with the provisions of the Oversight Agreement, were noted as follows:</p> <table border="1" data-bbox="612 741 1361 969"> <tr> <td></td> <td>1</td> <td>Notification of draft strategic report</td> </tr> <tr> <td>2023</td> <td>2</td> <td>NIL</td> </tr> <tr> <td></td> <td>3</td> <td>NIL</td> </tr> <tr> <td></td> <td>4</td> <td>NIL</td> </tr> </table> <p>The Board noted same.</p>		1	Notification of draft strategic report	2023	2	NIL		3	NIL		4	NIL
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<p>6.10</p>	<p><b>Ethics in Public Office, 1995 and 2001</b></p> <p>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 Chief Executive requested any Board Member with an outstanding declaration to return same to Patricia Tierney, Executive Support, at their earliest convenience. He updated that copies of all forms will be returned to the Standards in Public Office Commission for record by January 31<sup>st</sup>. Copies are also retained on file by Kerry ETB for potential audit by either the Internal Audit Unit for ETBs or the Comptroller and Auditor General.</p> <p>Members noted this update.</p>												

<p><b>6.11</b></p>	<p><b>An tOireachtas Literary Competition 2024 (An tOireachtas Comórtais Liteartha an Oireachtais 2023), Sponsorship Request</b></p> <p>Members were informed re the receipt of the annual sponsorship request for Chomórtas Liteartha: Cnuasach Filíochta, organised by An tOireachtas. All Education and Training Boards contribute to this event each year.</p> <p>The proposed sponsorship cost for 2024 is €300.</p> <p>This was approved by the Board.</p> <p style="text-align: center;"><b>Proposed: Mr Joseph (Joe) Brennan</b> <b>Seconded: Cllr. Deirdre Ferris</b></p> <p>Trisha Tierney, Executive Support, took note to follow up in relation to same.</p>
<p><b>6.12</b></p>	<p><b>Education and Training Boards Ireland ETB Post-Primary Board of Management Terms of Reference</b></p> <p>Ms Ann O’Dwyer, Director of SY&amp;M presented the recently published “ETB Post-Primary Board of Management Terms of Reference,” as developed by ETBI (Education and Training Boards Ireland), for adoption.</p> <p>It was noted that this document pertains only to ETB post-primary schools’ boards of management. The Kerry ETB Written Charter and Terms of Reference for Section 44 Committees will continue to be in effect for all other remaining Section 44 Committees, including governance boards etc.</p> <p>The “ETB Post-Primary Board of Management Terms of Reference” were presented for adoption.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Cllr. Niall O’Callaghan</b></p>

<p><b>6.13</b></p>	<p><b>New Board Formation 2024</b></p> <p>The Chief Executive advised that the post-election meeting for the new Board will take place in August 2024 in line with the provisions of Section 31 of the Education and Training Boards Act, 2013. The local elections are scheduled for June 2024.</p> <p>Re the formation of the new Board, the Chief Executive advised that the preference was to move the meeting time to 11 am on the fourth Tuesday of the month.</p> <p>In the ensuing discussion, some concerns were raised re the provision of Circular Letter 0002/2019, Provision 1.11, as below:</p> <p style="padding-left: 40px;">1.11 While the legislation does not specify a maximum number of terms which individual board members should serve, good corporate governance practice suggests an upper limit of two full terms, or a maximum of 10 years, of appointment on a board.</p> <p>The concerns in the main pertain to the objective in Section 30(6) of the Act to achieve a 40% gender balance.</p> <p>Following discussions, it was agreed to draft a letter to ETBI re this matter.</p> <p>A further update will be provided at the next meeting.</p>
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01/2024/7	<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></p> <p>The Schools, Youth, and Music Report, which had been circulated in advance of the meeting, was presented by the Director of SY&amp;M, Ms Ann O’Dwyer, and was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>• Pisa 2022 Summary Findings</li> <li>• Assessment of Need Update</li> <li>• REALT Update</li> <li>• Two Mile CNS Safety Concerns</li> <li>• DE Consultation - SNA Workforce Development Plan</li> <li>• DoS Priorities 2024– Schools, Youth &amp; Music</li> <li>• Community National School Webinar</li> <li>• Reconfiguration Targets in Kerry ETB</li> <li>• ETB Post- Primary BOM Terms of Reference</li> <li>• Invitation to the launch of LCYP Strategic Plan 2023-27 and Youth Work Plan 2023-2027</li> </ul> <p><u>Reconfiguration Targets in Kerry ETB (for Community National Schools)</u></p> <p>The Director of SY&amp;M addressed the recent Community National School (CNS) webinar held on January 23<sup>rd</sup>, 2024. Subsequently, the Director SY&amp;M consulted the Board re the establishment of new CNSs and the expected number to be achieved by Kerry ETB by 2030. It was noted that under the organisation’s new Strategy Statement 2023-2027, the Senior Leadership Team has agreed upon 10 by 2027.</p> <p>Following some discussion, Members requested more time to consider same. This matter will be given further consideration at the February 2024 Board meeting.</p> <p>Board Members thanked the Director of SY&amp;M for her update.</p>

7.2	<p><b>Further Education and Training Report</b></p> <p>The Further Education and Training Report, which had been circulated in advance of the meeting, was presented by the Director of FET, Mr Owen O’Donnell, and was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>• FET 2023 Budgets</li> <li>• New SOLAS FET Funding Model</li> <li>• FET 2024 Budgets Initial Allocation</li> <li>• FET Track Record</li> <li>• FET Beneficiaries Analysis (2023 and 2024)</li> <li>• Kerry College Capital project</li> <li>• FET Events</li> </ul> <p>The Board noted the report as presented and an Cathaoirleach thanked 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 Members and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• High Court Case – as per Matters Arising Section 5.1</li> <li>• Governance, Compliance and Risk System</li> <li>• Internal Controls</li> </ul> <p><u>High Court Summons</u></p> <p>It was noted that there were no updates to report on the KDYS (Kerry Diocesan Youth Service) Pension Scheme proceedings. The solicitors representing Kerry ETB continue to await a response to the Notice for Particulars, which was sent to the plaintiffs' solicitors on November 21<sup>st</sup>, 2023.</p> <p>A further update will be provided at the next meeting.</p> <p>The Board Members thanked the Director of OS&amp;D for her report.</p>

### Finance Report

The Finance Report, as circulated in advance of the meeting, was noted by the Board Members and taken as read. The report addressed the following:

- Finance Update
- Legal Summons by Valley Healthcare Infrastructure Investment Fund ICAV (Head Office Service Charges) – as per Matters Arising Section 5.2
- Letter of Representation 2022 – as per Matters Arising Section 5.3
- 2023 IPB Dividend – as per Matters Arising Section 5.4
- Update on Overdraft Proposal – as per Matters Arising Section 5.5
- Schedule of Fees (Section 50 of the ETB Act, 2013) – as per Matters Arising Section 5.6
- Community National School Budget Allocation – as per Matters Arising Section 5.7
- Tralee Regional Sports and Leisure Centre’s 2022 Audited Financial Statements

### Finance Update

The Head of Finance, Mr Tommy Conroy, presented a summary of finances as of December 31st, 2023, as follows:

7.4

KERRY ETB CASH GRANTS AS AT 31ST DECEMBER 2023					
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance	
<b>Main Scheme</b>					
Pay			(28,940,162)		
Non Pay			(2,571,295)		
<b>Main Scheme Total</b>	360,447	30,953,954	(31,511,457)		(197,056)
<b>Associated Main Scheme</b>	952,347	830,570	(1,169,263)		613,654
<b>Capital</b>	4,611,247	8,995,981	(12,606,080)		1,001,148
<b>Further Education</b>	1,938,910	45,514,697	(47,306,238)		147,369
<b>Youth Affairs</b>	92,933	1,427,315	(1,485,626)		34,622
<b>Agency</b>	445,171	1,323,905	(1,322,643)		446,433
<b>Self-Financing</b>	912,130	891,439	(1,230,634)		572,934
<b>Total:</b>	9,313,185	89,937,862	(96,631,941)		2,619,105

In discussing the report, the Head of Finance advised that he is due to write to the Department of Education and SOLAS regarding the schedule of funds transfers for 2024. This schedule is critical in terms of cash flow projections and management.

### Legal Summons by Valley Healthcare Infrastructure Investment Fund ICAV (Head Office Service Charges) – as per Matters Arising Section 5.2

The Head of Finance in addressing this matter referenced the update provided at the December 5<sup>th</sup>, 2023, meeting. The Board was advised:

- Re the service charge arrears, a payment of €89,034 was made on December 21st, 2023, to the legal representatives of Kerry ETB

	<p>(Murphy Ramsey Walsh) for onward transmission to the landlords' legal advisors. All service charges to the end of 2023 have been paid.</p> <ul style="list-style-type: none"> <li>• Re the oil charge arrears, Kerry ETB has requested that the matter be referred to arbitration (letter sent to the landlord's legal representatives on September 13th, 2023). The core issue, i.e. the landlord's apportionment of the oil charges based on area leased as opposed to actual usage, remains. While there have been some discussions, this matter remains largely unresolved. Kerry ETB accepts that oil is being consumed by the organisation, however in the absence of a metering system for same, the calculation of actual usage is problematic.</li> </ul> <p>The Chief Executive advised that, at this stage, a meeting with the landlord is required to try and resolve the outstanding matters.</p> <p>It was also noted, that in the context of the proposal to convert the Moyderwell building into a permanent Head Office for the organisation in Tralee, a meeting with the landlord may provide an opportunity to explore the landlord's future plans for the building.</p> <p>A further update will be provided at the next meeting.</p> <p><u>Letter of Representation 2022 – as per Matters Arising Section 5.3</u> At the December 2023 Board meeting, it was reported that the 2022 Letter of Representation would be signed by an Cathaoirleach pending “confirmation from the C&amp;AG regarding the closure of the audit on the Annual Financial Statements 2022, indicating no material changes.”</p> <p>As of the date of the meeting (January 30<sup>th</sup>, 2024), this confirmation has yet to be provided, and consequently, the letter remains unsigned.</p> <p>The Board noted this.</p> <p>A further update will be provided at the next meeting.</p> <p><u>2023 IPB Insurance Dividend – as per Matters Arising Section 5.4</u> In May 2023, IPB Insurance disbursed a €51,436.29 dividend to Kerry ETB. During a meeting with IPB Insurance representatives in December 2023, it was conveyed that a dividend of €32,062.15 is anticipated for the year 2024.</p> <p>These dividends fall under the category of "Member Commercial Dividends".</p> <p>This update was noted by the Board.</p>
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	<p><u>Update on Overdraft Proposal – as per Matters Arising Section 5.5</u></p> <p>The Head of Finance confirmed that the organisation now has an overdraft facility in place for €2 million, effective until January 31st, 2024. Cash flows until October 31st, 2024, are being prepared for the Bank of Ireland (BOI) regarding this matter.</p> <p>Members of the Board were advised by the Head of Finance that cashflow is strong at present with c. €16.1m held in the bank.</p> <p>It was noted that on October 25<sup>th</sup>, 2023, this overdraft was approved by the Minister for 12 months, i.e. until the end of October 2024. This approval is in line with Section 49 of the Education and Training Boards Act, 2013 and Circular Letter 0066/2014. However, on review of Kerry ETB’s cash flow projections, the BOI have put an overdraft facility in place only until the conclusion of January 2024.</p> <p>Following discussion, it was agreed to engage directly with BOI to ensure the overdraft is extended until the end of October 2024, as per the Ministerial approval received.</p> <p>The Director of OS&amp;D advised that there may be need to consider increasing the overdraft to €4 million. A formal proposal re same will be prepared and presented at the February 2024 Board meeting.</p> <p>This update was noted.</p> <p><u>Schedule of Fees (Section 50 of the ETB Act, 2013) – as per Matters Arising Section 5.6</u></p> <p>The Head of Finance advised that the ongoing review of fees will be presented for discussion at the February 2024 meeting.</p> <p><u>Community National School Budget Allocation – as per Matters Arising Section 5.7</u></p> <p>Further to the update provided at the December 2023 Board meeting, ancillary staff will now be funded by the Department of Education through payroll rather than through an Ancillary Grant. This will mean that the shortfall between the Ancillary Grant and the cost of the staff will no longer have to be carried by the Community National Schools. The Director of SY&amp;M is liaising with the Head of Finance re this matter.</p> <p>Further to a meeting of the Finance Committee on December 8th, 2023, it was noted that the committee is in the process of drafting correspondence to the Board regarding the community national schools’ deficit.</p>
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	<p><u>Tralee Regional Sports and Leisure Centre</u></p> <p>The Head of Finance presented Members of the Board with an overview of the Tralee Regional Sports and Leisure Centre's financial statement for 2022. These accounts were presented at the centre's Annual General meeting on December 14<sup>th</sup>, 2023.</p> <p>It was noted that the centre is being well-managed financially, with a significant increase in income. The Head of Finance advised that overheads are being tightly managed, and investments in the facilities should both increase turnover and reduce costs going forward.</p> <p>The Board agreed to write a letter to the centre's manager Mr Finbar Griffin commending him on his effective and efficient management of the centre.</p>
7.5	<p><b>Corporate, Capital and Technology Report</b></p> <p>The Corporate, Capital and Technology Report, which had been circulated in advance of the meeting, was presented by the Head of CCT, Ms Aileen O'Connor. The report was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>• Sustainability/ Climate Action Update</li> <li>• Health and Safety Update</li> <li>• Cyber Security Update</li> <li>• Insurance Update 2024</li> </ul> <p>An Cathaoirleach thanked the Head of CCT for her report.</p>

7.6	<p><b>Capital and Buildings Report</b></p> <p>The Capital and Buildings Report, which had been circulated in advance of the meeting, was presented by the Buildings Officer, Mr Padraig O’Sullivan. The report was noted by the Board and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>• Kerry College Killarney Campus Building Project – Matters Arising Section 5.8</li> <li>• Gaelcholáiste Chiarraí – Campus Nua - Matters Arising Section 5.9</li> <li>• Schools Energy Pathfinder</li> <li>• Killarney Community College- Proposed Extension</li> <li>• Schools SOLAR PV Installations</li> <li>• Major Devolved Project Summary</li> <li>• Additional School Accommodation Project Summary</li> <li>• EWS/SWS &amp; Modular Accommodation Project Summary</li> <li>• FET Project Summary</li> <li>• Land and leases: <ul style="list-style-type: none"> <li>○ Kerry ETB Property – Interactive Map</li> <li>○ Proposed Purchase of House &amp; Lands Listowel</li> <li>○ Scamps and Scholars Lease</li> <li>○ Causeway CS Land Matters- Matters Arising Section 5.10</li> <li>○ Causeway GAA</li> </ul> </li> <li>• Lease Approvals: <ul style="list-style-type: none"> <li>○ Ground Floor of 13/14 Denny St, Tralee Co. Kerry</li> </ul> </li> <li>• Use of Seal</li> </ul> <p><u>Kerry College Killarney Campus Building Project – Matters Arising Section 5.8</u></p> <p>It was noted that the preliminary business case has been submitted as per SOLAS requirements. The estimated cost as per the advice from Carron and Walsh’s latest assessment is c. €183 million.</p> <p>In addressing a question raised by Cllr. Marie Maloney, the Board was advised that it is expected that the design team, when appointed, would consult with the local residents regarding the final design.</p> <p>This update was noted by the Board.</p> <p><u>Gaelcholáiste Chiarraí Campus Nua</u></p> <p>As discussed during the December 2023 Board meeting, a recommendation from Rogerson, Reddan, and Associates was received on November 17th, 2023, suggesting an additional confidential sum to be added to previous conciliation determinations (<i>Ref: Board meeting minutes December 5th, 2023</i>). If neither party raises dissatisfaction within 42 days after receiving this recommendation, it becomes conclusive and binding, i.e., by December 29th, 2023.</p>
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	<p>The Buildings Officer confirmed that no response was received within the 42-day period. Subsequently, Kerry ETB has requested funding from the Department of Education to meet the conciliator's recommendation and awaits the drawdown of funds to make the payment to the contractor.</p> <p>The Board welcomed this update</p> <p><u>Killarney Community College Proposed Extension</u> The Board welcomed the formal approval letter from the Department of Education, received on January 18th, 2024, which includes the approval of an extension to Killarney Community College and the publication of the project brief and budget in the region of €5.9 million.</p> <p>This updated was welcomed by the Board.</p> <p><u>Scamps and Scholars Lease</u> After several months of follow-up, the lease was signed and sealed on December 14th, 2023, and subsequently returned to the organisation's legal agents, Murphy Ramsey Walsh Solicitors, for further processing and delivery to the tenant.</p> <p>This updated was noted.</p> <p><u>Causeway Comprehensive School Land Matters</u> As was addressed at the December 2023 Board meeting, the Board's approval for the execution of a deed of rectification in favour of Mr Wym O'Connell is contingent upon the finalisation of matters concerning the right of way for shed maintenance purposes only. In this context, it was noted that the members of the Executive had a constructive meeting with Mr Wym O'Connell on December 11th, 2023, regarding this issue.</p> <p>A site visit involving Buildings Officer, Kerry ETB's appointed engineer and Mr Wym O'Connell is expected to be arranged shortly. At this site visit the proposed right of way for the maintenance of the shed will be addressed and plotted on the folio map.</p> <p>It was re-emphasized that the right of way would be presented to the Board once identified on the map, aligning with the engineer's report.</p> <p>The Board was reminded that Department approval would be necessary for the proposed deed of rectification.</p>
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	<p><u>Land Exchange Causeway Comprehensive School</u></p> <p>Members of the Board were informed that, prior the commencement of the meeting, members of the Executive and an Cathaoirleach met with Kerry ETB's legal agents, Murphy Ramsey Walsh, to formalise the signing of the land swap contract at Causeway Comprehensive School.</p> <p>The Board welcomed this development, a significant milestone in the context of the new school extension.</p> <p>The Chief Executive was asked to invite the Minister for Education to visit the school, providing an opportunity to update the Minister regarding the school's development plans and new extension.</p> <p><u>Lease Approvals</u></p> <p>Lease approvals from the Department of Further Higher Education, Innovation and Science, as circulated were noted.</p> <ul style="list-style-type: none"> <li>• Philip O'Sullivan/Liam Sugrue with respect to the ground floor of 13/14 Denny Street, Tralee, Co. Kerry</li> </ul> <p><u>Use of the Seal</u></p> <p>In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, the seal was used to execute the following document on December 14<sup>th</sup>, 2023:</p> <ul style="list-style-type: none"> <li>• Lease extension between Kerry ETB and Killorglin Community Childcare for the provision of a preschool at Langford Street, Killorglin, Co. Kerry.</li> <li>• Lease between Kerry ETB and Munster Technological University with respect to the lease extension of Block E, South Campus, Clash Road, Tralee. Co. Kerry.</li> </ul> <p>The seal was used to execute the following document at the January 30<sup>th</sup>, 2024, Board meeting:</p> <ul style="list-style-type: none"> <li>• Lease between Kerry ETB and Philip O'Sullivan/Liam Sugrue with respect to the ground floor of 13/14 Denny Street, Tralee, Co. Kerry.</li> </ul> <p>The Board thanked the Buildings Officer for his comprehensive report.</p>
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7.7	<p><b>Chief Executive’s Report</b></p> <p>As circulated with the agenda, the Chief Executive’s Report was noted by the Board and taken as read. The report addressed the following:</p> <ul style="list-style-type: none"> <li>• Visit from Minister of Further and Higher Education, Innovation and Science</li> <li>• Office of Chief Executive’s 5 Key Priorities 2024</li> <li>• Annual Leadership Programme</li> <li>• Blended Working Policy Update</li> <li>• Tralee Regional Sports and Leisure Centre Update</li> <li>• Over the Water Sports Centre Company Limited by Guarantee</li> <li>• Schools’ Voluntary Contributions/Fees (Section 50 of the ETB Act, 2013)</li> <li>• Head Office Accommodation Update</li> </ul> <p><u>Visit from Minister of Further and Higher Education, Innovation and Science</u></p> <p>Members of the Board noted receipt of the Chief Executive’s correspondence inviting the Minister of Further and Higher Education, Innovation, and Science to a meeting in Kerry. The purpose of this meeting is to discuss matters pertaining to FET provision.</p> <p><u>Annual Leadership Programme</u></p> <p>The Chief Executive informed members of the Board that the first session of the annual Leadership Programme (2024) is scheduled to be held in Valentia from February 6th to 8th, 2024. Attending will be the organisation’s Leadership team, specifically those in management roles with budget holder or delegated budget holder status assigned.</p> <p>A key focus of the session is addressing strategy implementation and the 2024 priority work areas by the Chief Executive, Director of FET, Director of SY&amp;M, and Director of OS&amp;D. The session will also cover other key topics, including adaptive leadership, financial planning and reporting, and artificial intelligence for education and training.</p> <p>Thanks were shared with the Chief Executive for his report.</p>
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01/2024/8	CORRESPONDENCE COMHFHREAGRAS
8.1	<b>DE Correspondence:</b> Noted as listed
8.2	<b>DE Circular Letters:</b> Noted as listed
8.3	<b>DE 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

01/2024/9	<b>MEMBERS' BUSINESS GNÓ NA GCOMHALTAÍ</b>
	<i>Nil</i>

01/2024/10	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
	<p><b>Gender Pay Gap Report 2023</b> In accordance with the provisions of the Gender Pay Gap Information Act 2021, Ms Maria Brennan, Director of OS&amp;D, informed Members of the Board about the impending publications of the Kerry ETB Gender Pay Gap Report 2023 on the organisation's website.</p> <p>Members were strongly advised to contact the Director of OS&amp;D for any inquiries or further clarification regarding the report.</p> <p><b>Next Kerry ETB Board Meeting</b> The date for the next Board meeting was noted as follows:</p> <div style="background-color: black; color: white; padding: 10px; text-align: center;"> <p><b>Date: Tuesday, February 27th, 2024</b></p> <p><b>Time: 04:15 pm</b></p> <p><b>Location: Kerry ETB Head Office Centrepoint Building, Tralee</b></p> </div>

Sínithe/Signed: \_\_\_\_\_

Dáta/Date: \_\_\_\_\_