

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

Date and Time:	Tuesday, July 25 th , 2023, at 04:30 pm
Location:	Kerry ETB Head Office, Centrepont, 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 (VC) • Cllr. Cathal Foley • Ms Celia O'Shea • Cllr. Deirdre Ferris (VC) • Cllr. Jim Finucane • Ms Joan McCrohan • Cllr. Johnnie Wall • Ms Maria O'Gorman • Cllr. Maura Healy-Rae (VC) • Mr Niall Lucey • Cllr. Niall O'Callaghan • Cllr. Norma Moriarty (VC) • Cllr. Terry O'Brien (VC) • Mr Tim Daly
Attendance (Executive Members):	<ul style="list-style-type: none"> • Mr Colm McEvoy, CEO • Ms Aileen O'Connor, Head of Corporate, Capital and Technology (CCT) • Ms Betty Corkey, Head of Human Resources • Mr Tommy Conroy, Head of Finance • Mr Pdraig O'Sullivan, Capital and Buildings Officer

Apologies:	<ul style="list-style-type: none"> • Cllr. Fionnán Fitzgerald, Board Member • Mr John O’Roarke, Board Member • Mr Joseph Brennan, Board Member • Cllr. Marie Moloney, Board Member • Cllr. Michael Cahill, Board Member • Ms Tara Donoghue, Board Member • Mr Zaid Kassoob, Board Member • Ms Ann O’Dwyer, Director of Schools, Youth and Music • Ms Maria Brennan, Director of Organisation Support and Development (OS&D) • Mr Owen O’Donnell, Director of Further Education and Training (FET) • Ms Trisha Tierney, Executive Support
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07/2023/0	Conflict of Interest Coimhlint Leasa
	<p>As per Section 1.18 of Circular Letter (CL) 0002/2019, a conflict of interest form was circulated to each Board Member before the meeting for signature. Furthermore, the Chairperson, Cllr. Jim Finucane asked 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>

07/2023/1	Condolences Comhbhrón
	<p>Condolences/Comhbhrón The Chairperson expressed his sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • Ms Anne-Marie Lane, Head Office, on the death of her father, Mr Tim Lane

07/2023/2	Congratulations Comhghairdeas
	<p>Congratulations/Comhghairdeas The Chairperson shared congratulations to the following:</p> <ul style="list-style-type: none"> • Two Mile Community National School staff and pupils on being awarded the “Gold Award” at the Science Foundation Ireland 'Curious Minds' Awards 2023.

07/2023/3	Minutes of Last Board Meeting - For Adoption Miontuairiscí ón Gcruinniú Deireanach Boird – Le Glacadh
	<p>The minutes of the previous Board meeting held on June 6th and 26th, 2023, were circulated to the Board Members prior to the meeting.</p> <p>The minutes were presented to the Board for approval.</p> <p><u>June 6th, 2023:</u></p> <p style="text-align: center;">Proposed: Cllr. Niall O’Callaghan Seconded: Ms Celia O’Shea</p> <p><u>June 26th, 2023:</u></p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Terry O’Brien</p> <p>The minutes were adopted and signed at the meeting.</p>

07/2023/4	Agenda Clár
4.1	<p>Kerry ETB Policies (as circulated) – for approval <u>Draft Kerry College Admissions Policy</u> As addressed at the June 6th, 2023, Board meeting, the revised Kerry College Admission Policy was presented for Board approval. It was noted that the updated policy was made available to Members prior to the meeting.</p> <p>Opening the discussion, the CEO advised of the following in respect of the Kerry College Admission Policy:</p> <ul style="list-style-type: none"> • In addressing the concerns raised at the June 6th, 2023 Board meeting, discussions regarding the draft policy had taken place with the Teachers’ Union of Ireland. • These discussions focused on (1) the refusal to enrol appeals section of the admissions policy and (2) the introduction in 2023 of a Common European Framework of Reference for Languages (CEFR) B2 entry requirement for National Framework of Qualifications (NFQ) level 5 courses for applicants where English is not their first language. <p>The CEO advised that the appeals process had been updated, agreed and legally reviewed.</p> <p>Regarding the introduction of the CEFR B2 entry requirement this year, the CEO advised that the Director of FET had clarified that this is a national policy change, not exclusive to Kerry ETB. Given the increasing number of potential applicants in Kerry seeking to enrol in NFQ level 5 courses, many of whom do not have English as their first language, some concerns remained about the change in the entry requirements. Some Members of the Board, in particular, expressed concerns that this entry requirement revision could potentially create obstacles for applicants in 2023 and beyond.</p> <p>The CEO acknowledged the concerns of the Board and informed Members that he had sought further clarification from the Department of Further and Higher Education, Innovation, and Science (DFHERIS) regarding the policy revision. In response, an Cathaoirleach reiterated the crucial role that Kerry ETB plays in addressing the specific education and training needs of international protection learners when they arrive in the Kerry region.</p> <p>In approving the policy as presented, the remaining concerns regarding the CEFR B2 entry requirements were noted. The CEO advised that this</p>

	<p>provision in the policy will be kept under review pending receipt of clarification from DFHERIS.</p> <p>The Board approved the policy as presented, including the CEFR B2 entry requirement for NFQ level 5 courses (for applicants whose first language is not English) provision, pending clarification from DFHERIS.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Ms Celia O'Shea</p> <p>The CEO stated that he would formally convey the Board's approval of the policy in writing to the Director of FET and Ms Elaine O'Connor, Kerry College Admissions Office Manager. This communication would also address the Board's concerns regarding the CEFR B2 entry requirement.</p> <p>The CEO shared his thanks to the Board.</p>				
4.2	<p>Section 44 Committees: Nominations (as circulated) – for approval</p> <p>The following Section 44 Committee appointment, as circulated with the agenda, was presented for approval:</p> <table border="1" data-bbox="528 1050 1442 1196"> <thead> <tr> <th data-bbox="528 1050 986 1088">Section 44 Committee</th> <th data-bbox="986 1050 1442 1088">Nomination</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1088 986 1196">Further Education and Training Centres Governance Board</td> <td data-bbox="986 1088 1442 1196">Pam Dillane – <i>Partnership Board nomination</i> (replacing Ger Brosnan)</td> </tr> </tbody> </table> <p>Board Members approved the above-listed nomination.</p> <p style="text-align: center;">Proposed: Cllr. Johnnie Wall Seconded: Cllr. Jim Finucane</p> <p>In addition to the above, the Board noted the reappointment of Mr Kevin Fay as the Kerry ETB representative to the Board of the South Kerry Development Partnership Company Limited by Guarantee.</p>	Section 44 Committee	Nomination	Further Education and Training Centres Governance Board	Pam Dillane – <i>Partnership Board nomination</i> (replacing Ger Brosnan)
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<p>4.3</p>	<p>Partnership Schools’ Boards of Management: Nominations (as circulated) – for noting</p> <p>Recent correspondence from two of Kerry ETB’s partnership schools, Pobalscoil Chorca Dhuibhne and Scoil Phobail Sliabh Luachra was noted. These schools have formally requested the appointment of three new "Committee Nominees" to serve on their respective boards of management from August 1st, 2023, to July 31st, 2026.</p> <p>Accordingly, the following re-appointments, as circulated with the agenda, were presented to the Board for approval:</p> <table border="1" data-bbox="529 663 1442 846"> <thead> <tr> <th>Partnership School</th> <th>Board Nominees</th> <th>CEO’s Nominee</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Scoil Phobail Sliabh Luachra</td> <td>Cllr. Marie Moloney</td> <td rowspan="2">Mr Colm Mc Evoy</td> </tr> <tr> <td>Cllr. Niall O Callaghan</td> </tr> <tr> <td rowspan="2">Pobalscoil Chorca Dhuibhne</td> <td>Cllr. Fionnan Fitzgerald</td> <td rowspan="2">Dr Maryanne Lowney</td> </tr> <tr> <td>Mr Ruairí Ó Cinnéide</td> </tr> </tbody> </table> <p>Board Members approved the above-listed nominations.</p> <p style="text-align: center;">Proposed: Cllr. Jim Finucane Seconded: Cllr. Terry O’Brien</p>	Partnership School	Board Nominees	CEO’s Nominee	Scoil Phobail Sliabh Luachra	Cllr. Marie Moloney	Mr Colm Mc Evoy	Cllr. Niall O Callaghan	Pobalscoil Chorca Dhuibhne	Cllr. Fionnan Fitzgerald	Dr Maryanne Lowney	Mr Ruairí Ó Cinnéide
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	Cllr. Niall O Callaghan											
Pobalscoil Chorca Dhuibhne	Cllr. Fionnan Fitzgerald	Dr Maryanne Lowney										
	Mr Ruairí Ó Cinnéide											
<p>4.4</p>	<p>ETBI Extraordinary General Meeting 2023</p> <p>Board Members acknowledged the receipt of correspondence dated June 20th, 2023, from the Education and Training Boards Ireland (ETBI) concerning the upcoming Extraordinary General Meeting scheduled for September 21st, 2023. The primary agenda item for this meeting is to address the “wind up the association and transfer funds and assets to the Company Limited by Guarantee.”</p> <p>This update was noted.</p>											

<p>4.5</p>	<p>ETBI Annual Conference 2023</p> <p>In accordance with the provisions outlined in Section 39 of the ETB Act 2013, the following Board Members were duly authorised to attend this year's ETBI Conference, scheduled to be held in Cork city on September 27th and 28th, 2023:</p> <ol style="list-style-type: none"> 1. Cllr. Deirdre Ferris 2. Cllr. Niall O'Callaghan 3. Cllr. Jim Finucane 4. Cllr. Johnnie Wall 5. Ms Maria O'Gorman 6. Cllr. Norma Moriarty <p style="text-align: center;">Proposed: Ms Joan McCrohan Seconded: Cllr. Johnnie Wall</p> <p>Also in attendance for Kerry ETB will be the CEO, Director of SY&M, Director of FET and Director of OS&D.</p> <p>Members were advised that further information would be issued from ETBI in due course.</p> <p>Finally, in the event of a vote being conducted during the conference, the following members were agreed as the voting nominees:</p> <ol style="list-style-type: none"> 1. Cllr. Niall O'Callaghan 2. Cllr. Jim Finucane 3. Cllr. Johnnie Wall 4. Ms Maria O'Gorman 5. Cllr. Norma Moriarty <p style="text-align: center;">Proposed: Ms Joan McCrohan Seconded: Cllr. Johnnie Wall</p>
<p>4.6</p>	<p>ETBI Secretary General Visit to Kerry ETB</p> <p>Board Members acknowledged receipt of correspondence dated June 7th, 2023, from the ETBI Secretary General, Mr Paddy Lavelle, confirming his attendance at the September 26th, 2023, Board meeting. The input from Mr Lavelle will address updates on the ETBI Statement of Strategy 2022-2024 and its implementation, sector priorities, the evolving role of ETBI and the funding of ETBI (ETBI's projected funding allocations 2023).</p> <p>Mr Lavelle's attendance at the September 2023 Board meeting is in response to an invitation issued by Kerry ETB's CEO on May 31st, 2023.</p>

4.7	<p>Schools' Contributions</p> <p>The Head of Finance presented an update on the schools' voluntary contributions, as previously discussed during the Board meeting held on June 6th, 2023 (<i>Ref: Board meeting minutes - June 6th, 2023</i>). In his update, he advised that the agreed-upon schools' voluntary contributions for the academic year 2023/2024 would be structured into two different fee tiers based on the following criteria: -</p> <p><i>Schools with more than 350 enrolled students would incur a monetary contribution of €160 per student.</i></p> <p><i>Schools with a student population of less than 350 would contribute €120 per student.</i></p> <p>It was noted that this proposal had been formulated after thorough consultations with the Director of SY&M and all school principals, as indicated in the minutes of the preceding meeting (June 6th 2023).</p> <p>Concluding the discussion, the Head of Finance indicated to Members that implementing this revised voluntary contribution structure would result in cost savings for some parents.</p> <p>The amount and elements of the voluntary contributions will be published on the school websites.</p> <p>Board members welcomed this update.</p>
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<p>4.8</p>	<p>Kerry College Killarney Campus Building Project</p> <p>The Head of CCT updated the Board members on a DFHERIS Stakeholder Meeting she attended on June 27th, 2023, at Munster Technological University, Cork, with the Directors of OS&D and FET. The purpose of the meeting was to invite collaboration between higher and further educational institutions and to share learnings under the programmes launched in February 2022, including the Strategic Infrastructure Upgrade and Strategic Assessment Report funds, respectively.</p> <p>Mr R McN of DFHERIS was in attendance to provide guidance under topics like site acquisition, space utilisation, estate strategy and so forth to assist with the development of the preliminary business cases currently being developed by ETBs as part of their FET College of the Future applications. In addition, Mr G C, DFHERIS, provided an update on climate action.</p> <p>Board Members welcomed this progress.</p> <p>A further update will be provided at the next meeting.</p>
<p>4.9</p>	<p>Scamps and Scholars Lease</p> <p>The Head of CCT informed Board Members that the agreed lease has been in the possession of Scamps and Scholars' legal agents since April 2023.</p> <p>Once Kerry ETB's legal agents, Murphy Ramsey Walsh (MRW) Solicitors, receive the finalised lease from Scamps and Scholars' legal agents, Kerry ETB will move forward with arranging to co-sign.</p> <p>MRW Solicitors are actively engaged in communication with the tenant's legal agents to expedite the signing of this lease.</p> <p>A further update will be provided at the next meeting.</p>

4.10**Leases for approval (as circulated)**

Board approval was sought for the below-listed lease agreements, as circulated to Board Members in advance of the meeting with the agenda and board pack:

Lease (FET): Island Point, Castleisland, Co. Kerry

Island Point, Castleisland, Co. Kerry	
Justification:	To replace the existing lease for Castleisland ABE provision, the present facility is no longer suitable for purpose.
Area:	c. 1,000 sq. ft
Rent:	€18,450.00, including VAT per annum
Term:	2 years: September 1 st 2023 to August 31 st 2025

Proposed: Cllr. Johnnie Wall

Seconded: Mr Tim Daly

It was noted that the proposed lease would be subject to Department approval.

Lease renewal (FET): 13/14 Denny Street, Tralee, Co. Kerry

13/14 Denny Street, Tralee, Co. Kerry	
Justification:	Renewal of lease to continue Kerry College provision on Denny Street for Levels 5 and 6 programmes. These classrooms also enable skills demonstrations and provide space for learner support facilities, including areas to complete assignment work.
Area:	c. 3,444 sq. ft
Rent:	€61,500, including VAT per annum
Term:	10 years: September 1 st 2023 to August 31 st 2033

Proposed: Cllr. Jim Finucane

Seconded: Cllr. Johnnie Wall

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

Lease Renewal (FET): 2A, 3H, 3I, 5D and 5F Liber House, Monavalley, Tralee, Co. Kerry

2A, 3H, 3I, 5D and 5F Liber House, Monavalley, Tralee, Co. Kerry	
Justification:	A renewal of the two existing leases to continue the Tralee ABE provision (increased ESOL provision). The two existing leases at the site will be amalgamated into one.
Area:	c. 3,141 sq. ft
Rent:	€78,525 per annum (VAT not applicable)
Term:	2 years: September 1st 2023 to August 31st 2025

Proposed: Ms Joan McCrohan

Seconded: Mr Tim Daly

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

Lease (FET): 37 High Street, (3rd Floor) Killarney, Co. Kerry

37 High Street, (3rd Floor) Killarney, Co. Kerry	
Justification:	Lease to accommodate the increased number of learners partaking in Killarney ABE provision (increased ESOL provision)
Area:	c. 2,350 sq. ft
Rent:	€36,900, including VAT per annum
Term:	1 year: July 1 st 2023 to June 30 th 2024

Proposed: Cllr. Niall O'Callaghan

Seconded: Ms Joan McCrohan

It was noted that the proposed lease would be subject to Department approval.

4.11**Kerry ETB and Kerry County GAA Board Pitch Licence Agreement**

As was addressed previously, Kerry ETB currently holds a license agreement with Kerry County GAA Board, granting the GAA Board use of the pitch adjacent to the Tralee Regional Sports and Leisure Centre. The original licence agreement was for a period of 21 Years from 2014, presently due to expire in February 2035 (this licence agreement was approved at the October 2014 Board meeting).

Kerry ETB has been informed that the Kerry County GAA Board intends to submit an application for sports capital funding. The application process specifications require an extension of the existing licence agreement beyond its current term, i.e. from 2035 to 2040, as the sports capital programme requires agreements for a minimum period of 15 years.

No other provisions in the current licence agreement are being changed.

Accordingly, the following revised terms to the license agreement were presented for approval:

Kerry County GAA Board Pitch License Agreement	
Justification:	Use of the pitch adjacent to the Tralee Regional Sports and Leisure Centre for the purpose of developing a pitch suitable for use for the playing of Gaelic Games.
Rent:	€10 per annum
Term:	Extend from 2036 to 2041

Proposed: Cllr. Jim Finucane

Seconded: Cllr. Johnnie Wall

It was noted that the proposed extension to the license agreement would be subject to Department approval.

<p>4.12</p>	<p>Proposed Land Acquisition, Tralee Regional Sports and Leisure Company Limited by Guarantee</p> <p>The Board acknowledged the receipt of correspondence dated June 16th, 2023, from the Manager of the Tralee Regional Sports and Leisure Company Limited by Guarantee, Mr Finbar Griffin. The letter addressed a request for the Kerry ETB to consider the feasibility of acquiring the site situated adjacent to the facility (beside the pitch) currently for sale.</p> <p>It was noted that this proposal was put forward in the context of persisting issues relating to car parking at the centre. This matter had been discussed at the most recent meeting of the Tralee Regional Sports and Leisure Centre Board meeting.</p> <p>This matter was discussed by the Board Members, with the ongoing parking concerns noted.</p> <p>The Board approved the Executive to complete a feasibility report regarding the acquisition of this site.</p> <p style="text-align: center;">Proposed: Cllr. Terry O'Brien Seconded: Cllr. Aoife Thornton</p> <p>A further update will be provided at a future meeting.</p> <p>Concluding the discussion, Cllr. Aoife Thornton queried the progress on the refurbishment works to the floor of the small swimming pool. It was confirmed that these works were completed earlier in the year.</p> <p>This update was welcomed.</p>
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<p>4.13</p>	<p>Head Office Accommodation, Business Case Moyderwell Building</p> <p>The CEO confirmed the submission of the business case for the Moyderwell building to the Department of Education on July 12th, 2023. The business case outlines that the estimated costs for the building's refurbishment into a permanent head office for Kerry ETB, after accounting for VAT, would amount to circa €6 million.</p> <p>The Board welcomed this significant progress.</p> <p>Concluding the discussion, Board Members proposed that the Executive investigate the possibility of acquiring the derelict house adjacent to the Moyderwell building site. The Capital and Buildings Team committed to further exploration of this proposal.</p> <p>An additional update will be provided at the next meeting.</p>
<p>4.14</p>	<p>Annual Retirement Event 2022</p> <p>Board Members acknowledged the receipt of the group photo taken at the Retirement Event on June 22nd, 2023.</p> <p>Appreciation was extended to all those who were involved in the arrangements for the event.</p>

07/2023/4	AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH ANY OTHER BUSINESS WITH THE PERMISSION OF THE CHAIRPERSON
	<p>Site Adjacent to The Rose Hotel, Tralee The Chairperson, Cllr. Jim Finucane, put forward a proposal for the Executive to initiate discussions with Kerry County Council concerning the potential suitability of the site beside the Rose Hotel in Tralee for establishing a permanent FET College of the Future campus in the town.</p> <p>It was agreed to undertake an initial study of this proposal.</p> <p style="text-align: center;">Proposed: Cllr. Niall O' Callaghan Seconded: Cllr. Deirdre Ferris</p> <p>A further update will be provided at a future meeting.</p> <p>Cllr. Niall O'Callaghan requested that the possibility of providing student accommodation be examined as part of any FET College of the Future building proposals. This was noted.</p>
	<p>Next Kerry ETB Board Meeting: The date for the September 2023 Board meeting was noted as follows:</p> <div style="background-color: black; color: white; padding: 20px; text-align: center;"> <p>Date: Tuesday, September 26th, 2023</p> <p>Time: 04:15 pm</p> <p>Location: Kerry ETB Head Office Boardroom, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry</p> </div>

Sínithe/Signed: _____

Dáta/Date: _____