

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

<b>Date and Time:</b>	Tuesday February 25 <sup>th</sup> 2025
<b>Location:</b>	Centrepont Boardroom.
<b>Cathaoirleach:</b>	Cllr. Norma Moriarty
<b>Secretary:</b>	Mr Colm McEvoy, Chief Executive
<b>Attendance (Reserve Members):</b>	<ul style="list-style-type: none"> <li>• Cllr. Norma Moriarty</li> <li>• Cllr. Anne O’Sullivan</li> <li>• Cllr. Deirdre Ferris</li> <li>• Cllr. Paul Daly (Remote)</li> <li>• Cllr. Tommy Griffin (Remote)</li> <li>• Cllr. Angie Baily</li> <li>• Cllr. Niall Kelleher (Remote)</li> <li>• Cllr. Liam Nolan (Remote)</li> <li>• Cllr. Teddy O’Sullivan Casey (Remote)</li> <li>• Cllr. Maura Healy-Rae (Remote)</li> <li>• Mr. Joseph Brennan</li> <li>• Ms. Annette Steinborn</li> <li>• Mr. Daniel O’Donoghue (Remote)</li> <li>• Ms. Lorraine O’Sullivan</li> <li>• Mr. John O’Connor</li> <li>• Mr. Michael Larkin McCarthy</li> <li>• Mr. Noel Keenan</li> <li>• Ms. Maria O’Gorman</li> </ul>
<b>Attendance (Executive Members):</b>	<ul style="list-style-type: none"> <li>• Mr Colm Mc Evoy, Chief Executive</li> <li>• Ms Ann O’Dwyer, Director of Schools, Youth and Music (SYM)</li> <li>• Ms Maria Brennan, Director of Organisation Support and Development (OSD)</li> <li>• Ms. Betty Corkey, Head of Corporate &amp; Procurement</li> <li>• Mr. Pádraig O’Sullivan, Head of Technology, Estates and Sustainability (TES)</li> <li>• Ms. Heather Shanahan, Head of Finance</li> <li>• Ms. Donna Monson, Executive Support</li> <li>• Ms. Catherine Horgan, Executive Support</li> </ul>

	<b>CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS</b>
	<p>As per Section 1.18 of Circular Letter (CL) 0083/2024, a conflict-of-interest form was circulated to each Board Member before the meeting for signature.</p> <p>An Cathaoirleach reminded members re the importance of completing the conflict-of-interest form at the start of the meeting.</p> <p>There were no conflicts of interest disclosed relevant to the meeting's agenda items, as discussed.</p>
<b>01/2025/1</b>	<p style="text-align: center;"><b>APOLOGIES AND CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b></p>
<b>1.1</b>	<p><b>Apologies</b> were noted for the following Board members:</p> <ul style="list-style-type: none"> <li>• Cllr. Marie Moloney</li> <li>• Cllr. Martin Grady</li> <li>• Ms. Katherina Broderick</li> <li>• Mr. Owen O'Donnell, Director of Further Education and Training</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón</b></p> <p>An Cathaoirleach expressed her sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>➤ Mr. Owen O'Donnell, Director of Further Education and Training, on the passing of his father Mr. Peter G. O'Donnell.</li> <li>➤ Ms. Anne Doyle, Kerry College, Clash Campus on the passing of her nephew Mr. Jack Roantree.</li> <li>➤ Ms. Clair Horan, Kerry College, Clash Campus on the passing of her Aunt Ms. Beth Wilson.</li> <li>➤ Mr. Donal O'Connell, Coláiste na Sceilge on the passing of his grandmother Ms. Hannah May O'Connell.</li> <li>➤ Ms. Aoife Reidy, Coláiste Gleann Lí on the passing of her aunt Ms. Ann Kelly.</li> <li>➤ Ms. Yvonne Cronin, HR Department, Head Office on the passing of her aunt Ms. Anne McCarthy.</li> <li>➤ Mr. Slawomir Sosnowski, Kerry College, Monavalley on the passing of his mother-in-law Ms. Wladyslawa Matenko.</li> <li>➤ Ms. Eileen O'Connor, Kerry College, Killorglin Campus on the passing of her aunt Ms. Bridget Poff.</li> <li>➤ Ms. Marie Doody, Coláiste Gleann Lí on the passing of her father Mr. Donie Doody.</li> <li>➤ Mr. Liam McGill (former Principal of Gleann Lí) on the passing of his father Mr. Gerald McGill.</li> <li>➤ Ms. Grainne Gallagher, Corporate and Procurement Department on the passing of her aunt Ms. Nora Murphy.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The family of Dr. Fiona Maloney, Director National Tertiary Office, on her passing.</li> <li>➤ Ms. Mary Fitzmaurice, Kerry College, Admissions Office on the passing of her aunt Ms. Joan Barry Doyle.</li> <li>➤ Ms. Lorraine Crowley, Killarney Community College on the passing of her uncle Mr. Eoin O’Sullivan.</li> <li>➤ The family of Mr. Liam Moriarty on his passing.</li> </ul>
<b>01/2025/2</b>	<p style="text-align: center;"><b>CONGRATULATIONS COMHGHAIRDEAS</b></p>
<b>2.1</b>	<p><b>Congratulations/Comhghairdeas</b></p> <p>An Cathaoirleach extended congratulations to the following:</p> <ul style="list-style-type: none"> <li>➤ Killorglin Community College and Coláiste na Sceilge achieved their LGBTQ+ quality accreditation mark after an 18-month accreditation process with Belong To.</li> <li>➤ Ms. Aisling Ní Chathasaigh of last year's Leaving Certificate class, Gaelcholáiste Chiarraí has been awarded an entrance scholarship in UCD.</li> <li>➤ Lyreacrompane Community National School as one of 20 Primary Schools nationally that have been accepted into the Code Green Primary Programme.</li> </ul>
<b>01/2025/3</b>	<p style="text-align: center;"><b>MINUTES MIONTUAIRISCÍ</b></p>
<b>3.1</b>	<p>The minutes of the Board meeting held on January 28<sup>th</sup>, 2025, were presented to the Board for approval.</p> <p style="text-align: center;"><b>Proposed: Ms. Annette Steinborn Seconded: Mr. Michael Larkin Mc Carthy</b></p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p>
<b>01/2025/4</b>	<p style="text-align: center;"><b>MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</b></p>
<b>4.1</b>	<p><b>High Court Summons, Pension Proceedings</b> – <i>see Organisation Support and Development Report Section 7.3 from 10<sup>th</sup> December Board meeting.</i></p> <p>The Director of OSD advised that there was no further update currently regarding this matter.</p>

<p><b>4.2</b></p>	<p><b>Kerry College Killarney Campus Building Project</b> – see Technology, Estates and Sustainability Report Section 7.4 from January 28<sup>t</sup>, 2025, Board meeting.</p> <p>In addressing this matter, the Board was advised that Kerry ETB is finalising the agreed format for submission to SOLAS and DFHERIS for the final site acquisition proposal, via a multi-criteria analysis document. It is anticipated the multi-criteria analysis will be completed by week commencing March 3<sup>rd</sup> 2025.</p> <p>Once the site acquisition process has been finalised via the multi-criteria analysis, Kerry ETB will be permitted to engage technical expertise to assist with the refinement and re-submission of the preliminary business case, this process will take c.6 weeks following completion of the site acquisition process.</p> <p>A further update will be provided at the March 2025 ETB Board meeting.</p> <p>Board members welcomed this update.</p>
<p><b>4.3</b></p>	<p><b>Gift of Land, Tahilla Community National School</b> – <i>see Technology, Estates and Sustainability Report Section 7.5 from January 28<sup>th</sup>, 2025 Board meeting.</i></p> <p>The Board were advised that there has been no further update and that a further update will be provided at the next Board meeting on March 27<sup>th</sup>, 2025.</p>
<p><b>4.4</b></p>	<p><b>Tralee Sports and Leisure Centre Company Limited by Guarantee</b> <i>see Technology, Estates and Sustainability Report, Section 4.11 from December 10<sup>th</sup>, 2024 Board meeting.</i></p> <p>In addressing this matter, as detailed in the CE and Head of TES reports, members were advised that the demolition works are progressing as planned. Confirmation of insurance coverage, including demolition works remains under review by IPB, pending receipt of the loss adjuster's report.</p> <p>The DE have been fully advised regarding all matters including the costs associated with the demolitions works, known to date.</p> <p>The importance of progressing the re-opening of the swimming pool, astro pitches, skate park when safe to do so was noted.</p> <p>Following this update members thanked all involved in addressing matters to date.</p> <p>An Cathaoirleach thanked the CE and Head TES Department for the update.</p> <p>A further update will be provided at the next meeting.</p>

4.5	<p><b>Overdraft renewal approval as per the provisions of CL:0066/2014 and ETB Act Sections 12(2)(k) and 49. (see Governance Section 6.12 from 10<sup>th</sup> December, 2024 Board meeting).</b></p> <p>As was addressed at the November 19<sup>th</sup> 2024 Board meeting, Ministerial consent was received by letter from the Department of Education on November 8<sup>th</sup>, 2024 to renew the overdraft facility of €2million from November 1<sup>st</sup> 2024 to October 31<sup>st</sup>, 2025, as per the provisions of Circular Letter (CL) 0066/2014 and ETB Act Sections 12(2)(k) and 49.</p> <p>The Director of OSD advised that all matters have been finalised with BOI and the €2million overdraft facility is in place until October 21<sup>st</sup> 2025.</p> <p>An Cathaoirleach welcomed the update.</p>
01/2025/6	<p style="text-align: center;"><b>GOVERNANCE RIALACHAS</b></p>
6.1	<p><b>New Board Training/Induction.</b></p> <p>Regarding the new Board training, members were provided with the following update by the Head of Corporate and Procurement:</p> <ul style="list-style-type: none"> <li>• Kerry ETB IPA Governance of Education and Training Boards which was scheduled for February 8<sup>th</sup>, 2025, had to be rescheduled due to the unavailability of the trainer. New date TBC.</li> <li>• Interview Board member training was deferred from Thursday January 9<sup>th</sup>, 2025, due to weather warnings and it was agreed to re-schedule to March 26<sup>th</sup> at 3:30pm.</li> <li>• Section 44 Committee Chairperson and Secretary Training was deferred from January 20<sup>th</sup>, 2025, and it was agreed to re-schedule for March 10<sup>th</sup>, 2025, at 3:00pm. Venue to be confirmed.</li> <li>• Phase 2 ETBI/IPA Governance Training is being conducted online via MS Teams, is ongoing until the beginning of March 2025. Board members that are left to complete this training will be contacted over the next few days.</li> </ul> <p>An Cathaoirleach thanked the Head of Corporate and Procurement for the update.</p>
6.2	<p><b>Risk Management update – Director of OSD</b></p> <p>The Director of OSD reviewed the Environment risk on the Kerry ETB Corporate Risk Register. It was noted that one key measure in addressing this risk is the</p>

	<p>development of the Kerry ETB Climate Action Plan and the Director of OSD advised that the Kerry ETB Climate Action Plan 2025 – 2026 that will be presented by the Head of TES for approval later in the meeting.</p> <p>The Board members thanked the Director of OSD for the update, noting the progress.</p>																																														
<p>6.3</p>	<p><b>Start-of-Year ICT Expenditure Report for 2025 in line with Circular 14/2021</b></p> <p>The Start-of-Year ICT Expenditure Report that was circulated in advance of the Board meeting was presented for approval by the Head of TES.</p> <p>Members were advised that Circular Letter 14/2021 sets out the nature of the central oversight role of the Digital Government Oversight Unit (DGOU) in relation to digital and ICT initiatives across the Civil and Public Service and the related requirements of those Public Service Bodies (PSBs) that fall within scope. The primary objective is to ensure that digital and ICT related initiatives are appropriately aligned with all relevant government policies and the strategies that support them; and that appropriate governance arrangements are in place. Additionally, this Circular provides for the Peer Review process which specifically applies to digital and ICT initiatives of significant scale, risk and/ or strategic importance.</p> <p>The projected ICT Start of Year expenditure, as presented to the Board includes the following:</p> <ul style="list-style-type: none"> <li>• New recruitment software</li> <li>• Purchase of some hardware to facilitate the roll out of Windows11</li> <li>• ICT requirements to support ongoing operations</li> </ul> <table border="1"> <thead> <tr> <th colspan="2">eDGOU Start of Year Submission</th> </tr> </thead> <tbody> <tr> <td>Public Service Body:</td> <td>Kerry Education and Training Board</td> </tr> <tr> <td>Parent Organisation:</td> <td>Department of Education</td> </tr> <tr> <td>Year:</td> <td>2025</td> </tr> <tr> <td>Submitted By:</td> <td>Padraig O'Sullivan, TES Department</td> </tr> <tr> <td>DGOU Liaison:</td> <td>ETBI</td> </tr> <tr> <td>SOY Approved By:</td> <td>Kerry ETB Board</td> </tr> <tr> <td>Submitted On:</td> <td></td> </tr> <tr> <td>Total Digital / ICT Budget for year</td> <td>€1,250,306</td> </tr> <tr> <td>Planned Expenditure for BAU</td> <td>€702,306</td> </tr> <tr> <td>Planned Expenditure on Existing Digital / ICT Initiatives</td> <td>€503,000</td> </tr> <tr> <td>Planned Expenditure on New Digital / ICT Initiatives</td> <td>€45,000</td> </tr> <tr> <td>Statement on Planned BAU Expenditure</td> <td>Business as usual is contributing to hardware replacement throughout the scheme, telecommunications, licensing, hardware and software support.</td> </tr> <tr> <td colspan="2">Please list below each New Digital &amp; ICT Initiative planned by your department for the year 2025</td> </tr> <tr> <td>Project Name:</td> <td>Recruitment Package</td> </tr> <tr> <td>Key Driver / High Level Business Case (Inc. implications of not proceeding)</td> <td>To provide fit for purpose Management Information System for Human Resource Recruitment</td> </tr> <tr> <td>Is this an Internal or Customer Facing system? <small>Select from dropdown</small></td> <td>Customer</td> </tr> <tr> <td>What are the anticipated outcomes &amp; benefits</td> <td>To automate and streamline the recruitment process</td> </tr> <tr> <td>High level approach being considered</td> <td>To be decided</td> </tr> <tr> <td>Has project funding been approved <small>Select from dropdown</small></td> <td>Yes</td> </tr> <tr> <td>Current estimate of cost category <small>Select from dropdown</small></td> <td>Below 2M</td> </tr> <tr> <td>Timeline including anticipated initiation and duration</td> <td>Quarter 4 2025</td> </tr> <tr> <td>Lead Business Owner / Unit</td> <td>HR Department</td> </tr> </tbody> </table> <p>The Board approved the Start-of-Year ICT Expenditure Report for 2025 in line with Circular 14/2021 as presented by the Head of TES.</p> <p style="text-align: right;"> <b>Proposed: Cllr. Deirdre Ferris</b>  <b>Seconded: Cllr. Angie Bailly</b> </p>	eDGOU Start of Year Submission		Public Service Body:	Kerry Education and Training Board	Parent Organisation:	Department of Education	Year:	2025	Submitted By:	Padraig O'Sullivan, TES Department	DGOU Liaison:	ETBI	SOY Approved By:	Kerry ETB Board	Submitted On:		Total Digital / ICT Budget for year	€1,250,306	Planned Expenditure for BAU	€702,306	Planned Expenditure on Existing Digital / ICT Initiatives	€503,000	Planned Expenditure on New Digital / ICT Initiatives	€45,000	Statement on Planned BAU Expenditure	Business as usual is contributing to hardware replacement throughout the scheme, telecommunications, licensing, hardware and software support.	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<p><b>6.4</b></p>	<p><b>Information Security Management Systems (Cybersecurity) update</b></p> <p>In line with the provisions of Circular 0083/2024, the Director of OSD advised that the Corporate Risk Register has been updated to include Information Security Systems Management as part of the Cybersecurity Baseline Standards.</p> <p>A discussion took place in relation to resources available to support Information Security Systems Management. The Board were advised that currently existing staff are working on this. The Board proposed that consideration be given to submitting correspondence to the relevant Department seeking additional funding to support this important area.</p> <p style="text-align: center;"><b>Proposed Cllr. Deirdre Ferris</b> <b>Seconded Mr. Michael Larkin Mc Carthy</b></p> <p>The Board members thanked the Director of OSD for her update and noted same.</p>
<p><b>6.5</b></p>	<p><b>Health and Safety update - circulated in advance</b></p> <p>The Head of Corporate and Procurement provided the following update on Health and Safety for the Board:</p> <ul style="list-style-type: none"> <li>• The following schools and centres inspected and assisted with risk assessments in February: <ul style="list-style-type: none"> <li>○ Kerry College Admissions Office Tralee</li> <li>○ Kerry College, Listowel Campus</li> <li>○ Kerry College, Monavalley Campus</li> <li>○ Gaelcholáiste Chiarraí</li> <li>○ Castleisland Community College</li> </ul> </li> <li>• Fire marshal training was provided to staff in Head Office, Denny Street</li> <li>• The annual review of health and safety for the action plan for 2025 was completed by the Health and Safety Officer and reviewed by the Head of Corporate and Procurement.</li> <li>• A review of accidents in schools in 2023 and 2024 was completed by the Health and Safety Officer.</li> <li>• A meeting with the Director of Schools Youth and Music was held on February 7<sup>th</sup> to provide an update on the annual action plan for 2025 and the review of accidents.</li> <li>• A meeting with the Director of FET was held on February 19<sup>th</sup> to provide an update on the annual action plan for 2025.</li> <li>• At the upcoming Leadership Conference scheduled for March 5<sup>th</sup> and 6<sup>th</sup> 2025 a half day has been allocated to health and safety matters/updates.</li> </ul> <p>Members welcomed this update.</p>

<p><b>6.6</b></p>	<p><b>Service Plan 2025 as per Section 47 of the Education and Training Boards Act, 2013</b></p> <p>As per the provisions of Section 47 of the Education and Training Boards Act, 2013, the draft Kerry ETB Annual Service Plan 2025 was presented for adoption.</p> <p>The draft Service Plan had been circulated to members in advance of the meeting for review.</p> <p>The CE advised that the Service Plan sets out the services that the Board proposes to provide in 2025 and the estimate of income and expenditure. It was noted that the financials included for FET matters were estimated, as confirmation re 2025 SOLAS funding has not been received, to date.</p> <p>Members noted that the Annual Service Plan 2025 was approved by the Finance Committee at the Finance Committee meeting held on Tuesday, February 18<sup>th</sup>, 2025. Members were advised that the Finance Committee did discuss the need for increased youth funding and a more timely overall budgetary process.</p> <p>The Board adopted the Kerry ETB Annual Service Plan 2025, as circulated in advance of the meeting.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Cllr. Deirdre Ferris</b></p>
<p><b>6.7</b></p>	<p><b>Climate Action Plan 2025 – 2026</b></p> <p>The Head of TES presented the Kerry ETB Climate Action Plan 2025-2026, as circulated in advance, to the Board members, seeking approval.</p> <p>The following was addressed in the presentation:</p> <ul style="list-style-type: none"> <li>➤ As a Public Body, Kerry ETB, is subject to the provisions of the Government’s Climate Action Mandate (the Mandate).</li> <li>➤ The Mandate requires Public Sector Bodies to implement a Climate Action Plan including measures to reduce carbon emissions, increase energy efficiency and promote the use of renewable energy.</li> <li>➤ The Kerry ETB Climate Action Plan 2025-2026 has been drafted to meet the requirements under the Government’s Climate Action Mandate.</li> <li>➤ The Climate Action Plan 2025-2026 expands on the nine objectives in the Sustainability Strategy providing greater detail to various stakeholders on the importance of the various objectives in meeting Kerry ETB sustainability goals.</li> <li>➤ Progress made on the Climate Action Plan 2025-2026 will be reported in the Kerry ETB Annual Report.</li> <li>➤ Progress made on Energy Efficiency and Green House Gas reductions will be reported in the Annual Report and formally reported to SEAI on an annual basis.</li> </ul>



	<p>The Board approved the Kerry ETB Climate Action Plan 2025 – 2026 as presented.</p> <p><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Ms. Lorraine O Sullivan</b></p>						
6.8	<p><b>Establishment of Section 44 Committees (CL 0083/2024)</b></p> <p>Further to the establishment of the Section 44 Committees the following Kerry ETB Members/Nominees’ appointments were addressed. All nominees were circulated in advance.</p> <p><b><u>Post Primary Schools - Boards of Management</u></b> Kerry ETB Board Members/Nominees’ appointments in accordance with Section 44(11)(a) of the ETB Act 2013 – Post Primary Schools</p> <p><b><u>Killarney Community College</u></b></p> <table><tr><td><b>BOM/Community Nominee</b></td></tr><tr><td>Mr. Eddie Sheehy</td></tr></table> <p><b><u>Gaelcholáiste Chiarraí</u></b></p> <table><tr><td><b>BOM/Community Nominee</b></td></tr><tr><td>Ms. Fiona Ní Fhrighill</td></tr></table> <p>All the Section 44 Committee Board Members/Nominee’s as listed above were appointed.</p> <p><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Cllr. Anne O’Sullivan</b></p> <p><b><u>Community National Schools (CNS) Boards of Management</u></b> Kerry ETB Board Members/Nominees’ appointments in accordance with Section 44(11)(a) of the ETB Act 2013 - Primary/Community National Schools</p> <p><b><u>Lyreacrompane Community National School</u></b></p> <table><tr><td><b>BOM/Community Nominees</b></td></tr><tr><td>Mr. Joe Harrington Ms. Marie Nolan</td></tr></table> <p>The Section 44 Committee Board Members/Nominee’s as listed above were appointed.</p> <p><b>Proposed: Cllr. Angie Bailly</b> <b>Seconded: Cllr. Deirdre Ferris</b></p>	<b>BOM/Community Nominee</b>	Mr. Eddie Sheehy	<b>BOM/Community Nominee</b>	Ms. Fiona Ní Fhrighill	<b>BOM/Community Nominees</b>	Mr. Joe Harrington Ms. Marie Nolan
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	<p><b><u>Youthwork Committee</u></b> Kerry ETB Board Members/Nominees’ appointments in accordance with Section 44(11) of the ETB Act 2013.</p> <p style="text-align: center;"><b><u>Youthwork</u></b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>BOM/Community Nominee</b></td> </tr> <tr> <td style="text-align: center;">Ms. Teresa Lonergan</td> </tr> </table> <p>The Section 44 Committee Board Member/Nominee as listed above was appointed.</p> <p style="text-align: center;"><b>Proposed: Cllr. Angie Bailly</b> <b>Seconded: Mr. Michael Larkin McCarthy</b></p>	<b>BOM/Community Nominee</b>	Ms. Teresa Lonergan
<b>BOM/Community Nominee</b>			
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<b>6.9</b>	<p><b>Minutes of Section 44 Committees - <i>circulated in advance</i></b></p> <p>The following Section 44 Committees’ minutes, as circulated with the agenda, were presented for approval:</p> <ul style="list-style-type: none"> <li>➤ Castleisland Community College - Meeting held November 20th, 2024.</li> <li>➤ Causeway Comprehensive School – Meeting held December 9th, 2024.</li> <li>➤ Coláiste na Ríochta - Meeting held October 7th, 2024.</li> <li>➤ Coláiste na Ríochta - Meeting held December 16th, 2024.</li> <li>➤ Tahilla Community National School – Meeting held December 2nd, 2024.</li> </ul> <p>The Board approved the above-listed minutes as presented.</p> <p style="text-align: center;"><b>Proposed: Mr. Noel Keenan</b> <b>Seconded: Ms. Annette Steinborn</b></p>		
<b>6.10</b>	<p><b>Financial Accounts Management Letter accompanied by the Audit Completion Memorandum for Kerry ETB for the combined years ended December 31<sup>st</sup>, 2022, and December 31<sup>st</sup>, 2023 – see Finance Report (Section 7.4) and CE (Section 7.6) Reports.</b></p> <p>The CE advised the Board that an email was received from the Department of Education on February 7<sup>th</sup>, 2025, confirming that the 2023 Kerry ETB Financial Statements were laid before the houses of the Oireachtas as per the provisions of the ETB Act 2023, Section 51(2).</p> <p>Kerry ETB has now published the 2023 Financial Statements on the ETB website as per requirements.</p> <p>The CE further advised the Board that following the successful completion of the 2023 Financial Statements by the Comptroller and Auditor General (C&amp;AG), the</p>		

	<p>Management Letter for the 2022 and 2023 Financial Statements Audit was received together with the Audit Completed Memorandum on February 14<sup>th</sup>, 2024.</p> <p>Details of the 2022 and 2023 Management letter were addressed in the CE's report. The combined 2022 and 2023 Management letters were positive with 2 high findings, 1 medium and 5 low findings and the management letter includes the management response in respect of same.</p> <p>It was noted that the Audit and Risk Committee will now consider the 2022 and 2023 Management letter.</p> <p>The Board noted same and thanked the CE for this update.</p>
6.11	<p><b>Kerry ETB Nominee to the Board of Over the Water Sports Centre Company Limited by Guarantee</b></p> <p>The CE outlined that a vacancy had arisen for the Kerry ETB Nominees to the Board of Over the Water Sports Centre Company Limited by Guarantee due the upcoming secondment of the CE to DFHERIS.</p> <p>In addressing the vacancy, Ms. Deirdre Fitzgerald O'Shea was nominated for appointment. The Board approved same.</p> <p style="text-align: center;"><b>Proposed: Mr. John O'Connor</b> <b>Seconded: Ms. Lorraine O'Sullivan</b></p>
6.12	<p><b>Kerry ETB Property lease to Third parties' review</b></p> <p>The CE advised the Board that the ETB has a number of lease arrangements for Kerry ETB property in place with Third Parties. A full review of the leases is ongoing in terms of Kerry ETB responsibilities as landlord, with a focus on insurance matters. A full report will be prepared for the Board. This review was welcomed by An Cathaoirleach.</p> <p>In the context of this discussion, Kerry ETB membership of the Killorglin Sports and Leisure Company Limited by Guarantee Board was addressed. Currently Kerry ETB has two nominees to the Board, both from the ETB executive. It was proposed to make provision that one of these nominees be from the Executive and one an ETB Board member. It was agreed to adopt this proposal.</p> <p style="text-align: center;"><b>Proposed: Mr. Michael Larkin McCarthy</b> <b>Seconded: Cllr. Norma Moriarty</b></p> <p>The matter will be addressed further at the March 2025 Board meeting.</p>
6.13	<p><b>Use of Seal</b></p>

	<p>In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, the seal of Kerry Education &amp; Training Board was used to execute the following document at the February 25<sup>th</sup>, 2025, ETB Board meeting.</p> <ul style="list-style-type: none"> <li>➤ Lease between Kerry ETB and Fexco with respect to Elm House, Library Place, Killorglin, Co. Kerry</li> </ul> <p>The Board noted same and thanked the Head of TES for this update.</p>
6.14	<p><b>Section 22 of the Protected Disclosures Act 2014 as amended - Report</b></p> <p>Under Section 22 of the Protected Disclosures Act 2014, ETBs are required to provide a S22 Report to the Minister for Education which advises the number of protected disclosures made in the preceding year, if none were made in the preceding year, the S22 Report must be sent with a Nil declaration.</p> <p>Kerry ETB returned a Nil declaration on February 24<sup>th</sup>, 2025, as no Protected Disclosures were received in 2024.</p> <p>This update was welcomed and noted.</p>
6.15	<p><b>Appointment of Acting CEO, as per Education and Training Board Act 2013, Section 12 (2)(b) update.</b></p> <p>The CE advised members that the recruitment process for the Acting Chief Executive position is progressing with interviews scheduled for Monday March 3<sup>rd</sup> 2025.</p> <p>Members were advised that the appointment of the Acting CE is a reserved function of the Board and a one item agenda meeting will be called early next week addressing same.</p> <p>An Cathaoirleach thanked the CE for the update.</p>

01/2025/7	<p><b>CE'S REPORTS &amp; QUESTIONS ON CE'S REPORTS</b></p> <p><b>TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU</b></p>
7.1	<p><b>Schools Youth and Music Report</b></p> <p>The Schools, Youth and Music Report, circulated in advance of the meeting, was noted by the Board and taken as read.</p> <p>The report addressed:</p> <ol style="list-style-type: none"> <li>1. January School Closures Adverse Weather Conditions</li> </ol>

	<ol style="list-style-type: none"> <li>2. BOM Training</li> <li>3. ICQ Update</li> <li>4. REALT Update</li> <li>5. Erasmus Activity</li> <li>6. SEN Update / ETB Week</li> <li>7. Attendance Campaign</li> <li>8. Student Awards Update</li> <li>9. New Appointments</li> <li>10. CNS Parent Survey and PR Campaign</li> <li>11. Droichead Training / Gode Green Primary Programme</li> <li>12. Tralee Irish Language Plan</li> <li>13. Youth Development</li> </ol> <p style="text-align: center;"><b>Proposed: Cllr. Deirdre Ferris</b> <b>Seconded: Ms. Lorraine O’Sullivan</b></p> <p>There was a lengthy discussion in relation to school absenteeism. The Director of SYM advised the Board that Kerry ETB have put strategies to deal with absenteeism in place that are working well in some areas. The School Support Officer will report on this matter at the March 2025 Board meeting.</p> <p>The Board proposed a survey of 1<sup>st</sup> year students to determine how students experience the transition to post primary school, their support and wellbeing needs.</p> <p>In addition, the Board suggested that a survey of 6<sup>th</sup> year students be undertaken to determine their experience of post primary school, what they believe the impact of COVID_19 has been on their education as well as any recommendations to school management. The Director of SYM agreed to discuss this at the next meeting of Kerry ETB Principals.</p> <p>Board Members thanked the Director of Schools Youth and Music for the report.</p>
7.2	<p><b>Further Education and Training Report</b></p> <p>The FET Report circulated in advance of the meeting, was noted by the Board and taken as read. The report addressed:</p> <ul style="list-style-type: none"> <li>➤ 2024 Year End Beneficiaries</li> <li>➤ 2025 Planned Beneficiaries</li> <li>➤ Erasmus Visit 25th to 27th February</li> <li>➤ Kerry College Open Week 2025</li> </ul> <p>As was addressed in 1.1 above, the CE conveyed Mr. Owen O'Donnell's apologies for his absence from the meeting.</p>

7.3	<p><b>Director of Organisation Support and Development Report</b></p> <p>The Organisation Support and Development Report, circulated in advance of the meeting, was noted by the Board, and taken as read. The report addressed the following topics:</p> <ul style="list-style-type: none"> <li>➤ High Court Summons, Pensions Proceedings - No further update.</li> <li>➤ Internal Control Systems Module</li> <li>➤ Internal Audit Unit (IAU-ETB) <ul style="list-style-type: none"> <li>- Youth Services Audit</li> <li>- Information Security Management System Audit</li> <li>- School Utilisation Recruitment &amp; Utilisation of Teachers Audit</li> <li>- School Contributions Audit</li> </ul> </li> <li>➤ Comptroller and Auditor General <ul style="list-style-type: none"> <li>- Management Letter 2023 Accounts</li> </ul> </li> <li>➤ Protected Disclosures</li> </ul> <p><b>Internal Control Module:</b></p> <p>The Board was advised that Budget Holders met the submission deadline for the 2024 ICQs. The Annual Review of Internal Controls will be reported at the Audit and Risk Committee meeting, to take place on week commencing March 17<sup>th</sup>, 2025. Members were advised that the Chairperson's report to the Minister for Education regarding the system of internal control must be included with the annual financial statements of the ETB.</p> <p>Board Members thanked the Director of Organisation Support and Development for her report.</p>
7.4	<p><b>Finance Report</b></p> <p>This report was presented (which was circulated in advance) by the Head of Finance and addressed the following topics:</p> <ul style="list-style-type: none"> <li>➤ Kerry ETB Cash Grants.</li> <li>➤ Financial Status of: <ul style="list-style-type: none"> <li>- Head Office</li> <li>- Schools</li> <li>- Community National Schools.</li> <li>- Further Education and Training</li> </ul> </li> </ul> <p>In addressing the report, the Head of Finance advised the Board of the Kerry ETB Cash Grants as of January 31st, 2025, were as follows:</p>

Kerry ETB Cash Grants as at 31st January 2025				
ITEM	Opening Grant Cash Balance *	Receipts	Payments	Closing Grant Cash Balance
Main Scheme				
Pay			(3,724,364)	
Non Pay			(219,926)	
Main Scheme Total	431,675	5,440,750	(3,944,291)	1,928,135
Associated Main Scheme	839,363	550	(66,598)	773,314
Capital	11,667,123	11,667	(341,708)	11,337,082
Further Education	824,290	8,111,206	(4,809,500)	4,125,996
Youth Affairs	298,883	48,161	(240,875)	106,169
Agency	700,025	530,877	(149,564)	1,081,339
Self-Financing	552,773	113,277	(78,888)	587,162
Total:	15,314,133	14,256,488	(9,631,424)	19,939,197

\* January 2025 Opening Balances are as per draft 2024 Closing Balances

Regarding the current Financial Status, as was addressed in the report, the following was noted:

- Bank balance remains strong c. €20m at end of January.
- Pre-funding of capital projects is responsible for the strong cash position c.€11.3m.
- Over 2025 capital balance will reduce significantly.
- Department of Education funding January and February Pay and Non-Pay c.€5.2m.
- Cash advance received from SOLAS c. €8.1m.

The current strong cash position was noted by the Board.

It was noted that School budgets and the Head Office budget for 2025 have been finalised (letter of determination was received February 5<sup>th</sup>, 2025). As was addressed in relation to the 2025 Service Plan (see 6.6. above), to date FET funding for 2025 has not been confirmed and all current FET financials for 2025 are based on estimates and not actuals.

An Cathaoirleach thanked the Head of Finance for the report.

## Technology Estates and Sustainability Report

The Technology Estates and Sustainability Report, circulated in advance of the meeting, was noted by the Board and taken as read.

The report addressed the following topics:

- **Matters Arising**
  - Kerry College Killarney Campus Building Project
  - Gift of Land, Tahilla Community National School
- **ICT Update**
  - ICT Security
  - ICT Governance – Start of Year Expenditure 2025 – For Approval
- **Sustainability**
  - Kerry ETB Climate Action Plan – For Approval
  - Castleisland Community College Micro-Forest

➤ **Estates - Land & Leases**

- Lease Approvals
- Shed at Causeway Comprehensive School
- Castleisland AFC Licence Agreement
- Use of Seal
- Applications awaiting DoE/DFHERIS approval.

**Shed at Causeway Comprehensive School:**

Kerry ETB on February 17<sup>th</sup>, 2025, received approval to proceed with the proposed rectification of boundaries at Causeway Comprehensive School, which will see the transfer of a “shed” structure to Mr. Wym O’Connell, Causeway. The finalisation of this rectification is subject to a planning application which is due to be decided by Kerry County Council in Q2 2025.

A further update will issue in due course.

**Castleisland AFC Licence Agreement:**

In relation to this matter, members were advised that Kerry ETB on February 21<sup>st</sup>, 2025, received approval to proceed with the proposed revised Licence Agreement between Kerry ETB and Castleisland AFC in relation to the Astro-Turf Pitch at Castleisland Community College. This updated agreement once signed will permit the construction of the Dressing Room facilities associated with the pitch.

A meeting of the Castleisland Astro-Turf Pitch Development Committee was held on January 27<sup>th</sup>, 2025, during the meeting a discussion took place surrounding the procurement and the appointment of the contractor for the proposed dressing room development, funded through recently approved Sports Capital Funding.

Following this meeting, on January 30<sup>th</sup>, 2025, a letter issued from the Head of Technology, Estates & Sustainability in relation to the procurement approach for this project. This letter detailed the requirements for the project to be advertised on e-tenders as the overall value of the competition is over €200,000 ex. VAT.

A further meeting of the Astro-Turf Pitch Development Committee will be held in March, update to follow.

**Applications awaiting DoE/DFHERIS approval:**

- Land acquisition at Tahilla CNS.
- Killorglin Sports and Leisure Company Limited by Guarantee – Amendment to Lease Map
- Lease between Kerry ETB and St. Brendan’s Trust in respect of Lyreacrompane Community National School.
- Lease between Kerry ETB and Manor Capital Investments in relation to the lease by Kerry ETB of Block F, Monavalley Industrial Estate Tralee (Ansaldo).

An Cathaoirleach thanked the Head of TES for the report.



<p>7.6</p>	<p><b>Chief Executive’s Report</b></p> <p>The Chief Executive’s Report, circulated in advance of the meeting addressed the following matters:</p> <ul style="list-style-type: none"> <li>• Position of Acting Chief Executive</li> <li>• Annual Service Plan 2025 as per Section 47 ETB Act 2013</li> <li>• 2023 Financial Statements laid before House of Oireachtas ETB Act 2013 Section 51(2)</li> <li>• Comptroller and Auditor General 2022 and 2023 Financial Statement Management Letter</li> <li>• Update on New ETB Board Establishment</li> <li>• ETB Head Office Accommodation update</li> <li>• Tralee Regional Sports and Leisure Centre Company Limited by Guarantee</li> <li>• Kerry ETB Property Leases to Third Parties Review</li> <li>• Over the Water Sports Centre Company Limited by Guarantee</li> <li>• Killarney FET College of the Future Proposal</li> <li>• New Developments Update</li> </ul> <p><b>Head Office Accommodation Update:</b></p> <p>The CE informed the Board members, as was addressed at the December 10<sup>th</sup>, 2024, Board meeting, the current ETB Head Office lease expires the end of July 2027, with a 10 year break option due in July 2025.</p> <p>As was advised previously a meeting with DFHERIS took place on January 22<sup>nd</sup>, 2025, at which the proposed MTU South Campus acquisition was addressed. The relocation of ETB Head Office to the South Campus is the preferred option, as this would provide the ETB with a Permanent Head Office.</p> <p>The Head of TES Department submitted an email to DFHERIS on February 5<sup>th</sup>, 2025, in follow up to the meeting on January 22<sup>nd</sup>, 2025. This email addressed the current ETB FET and Head Office estate in Tralee, providing access to the Kerry ETB interactive property map on Google Earth, which details all current ETB properties in Tralee etc.</p> <p>The CE advised that matters are progressing very positively. This update was welcomed by An Cathaoirleach and members</p> <p><b>New Developments Update</b></p> <p>The CE advised the Board members of the following:</p> <ul style="list-style-type: none"> <li>• New Modular Building Coláiste na Sceilge being completed (Easter 2025)</li> <li>• Youthreach staff and learners moving into the refurbished Moyderwell building on Monday March 3<sup>rd</sup>, 2025.</li> </ul> <p>An Cathaoirleach thanked the CE for the report.</p>
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<b>01/2025/8</b>	<b>CORRESPONDENCE COMHFHREAGRAS</b>
<b>8.1</b>	<b>DES Correspondence/Comhfhreagras na Roinne O&amp;S:</b> Noted as listed
<b>8.2</b>	<b>DES Press Circular Letters/Imlitreachta na Rionne O&amp;S:</b> Noted as listed
<b>8.3</b>	<b>DES Press Releases/Preaseisiúintí na Roinne O&amp;S:</b> Noted as listed
<b>8.4</b>	<b>ETBI Correspondence/Comhfhreagras BOOÉ:</b> Noted as listed
<b>8.5</b>	<b>Other Correspondence/Comhfhreagras Eile:</b> Noted as listed
<b>8.6</b>	<b>SOLAS Correspondence/Comhfhreagras SOLAS:</b> Noted as listed
<b>01/2025/9</b>	<b>MEMBERS BUSINESS GNÓ NA MBALL</b>
<b>9.1</b>	<p>Approval was sought for Sponsorship of €300 for An tOireachtais Comórtais Liteartha an Oireachtais 2025.</p> <p style="text-align: center;"><b>Proposed: Mr. Joe Brennan</b> <b>Seconded: Mr. Noel Keenan</b></p> <p>The Head of Corporate and Procurement Proposed a <b>date change for the March 2025 Board meeting from March 25<sup>th</sup>, 2025 to March 27<sup>th</sup>, 2025</b>. Board members unanimously agreed with this and noted the new Date for the March Board Meeting.</p>
<b>01/2025/10</b>	<b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b>
<b>10.1</b>	<p><b>Members noted that the next Board meeting will be Hybrid and is scheduled for Thursday March 27<sup>th</sup> 2025 at 3.00 p.m. in the Boardroom, Centrepont Building, Tralee.</b></p> <p style="text-align: center;"><i><b>This concluded the business of the meeting.</b></i></p>