

CRUINNÍÚ BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD MEETING

Date and Time:	Wednesday March 26 th 2025
Location:	Centrepont Boardroom / Online
Cathaoirleach:	Cllr. Norma Moriarty
Secretary:	Ms Ann O'Dwyer, Acting Chief Executive
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Norma Moriarty • Cllr. Anne O'Sullivan (Remote) • Cllr. Paul Daly (Remote) • Cllr. Tommy Griffin (Remote) • Cllr. Angie Baily (Remote) • Cllr. Niall Kelleher (Remote) • Cllr. Teddy O'Sullivan Casey (Remote) • Cllr. Martin Grady (Remote) • Mr. Joseph Brennan (Remote) • Ms. Annette Steinborn (Remote) • Mr. Daniel O'Donoghue • Mr. John O'Connor (Remote) • Mr. Michael Larkin McCarthy (Remote) • Mr. Noel Keenan (Remote) • Ms. Maria O'Gorman (Remote)
Attendance (Executive Members):	<ul style="list-style-type: none"> • Ms Ann O'Dwyer, Acting Chief Executive • Ms Maria Brennan, Director of Organisation Support and Development (OSD) • Ms. Betty Corkey, Head of Corporate and Procurement • Ms. Heather Shanahan, Head of Finance • Ms. Donna Monson, Corporate and Procurement Department • Ms. Catherine Horgan, Executive Support

	CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS
	<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>
03/2025/1	<p>APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN</p>
	<p>Apologies were noted for the following Board members:</p> <ul style="list-style-type: none"> • Cllr. Marie Moloney • Cllr. Deirdre Ferris • Cllr. Maura Healy-Rae • Cllr. Liam Nolan • Ms. Lorraine O'Sullivan • Ms. Katherina Broderick
03/2025/2	<p>GOVERNANCE RIALACHAS</p>
1.1	<p>The Director of OSD informed Board members that in accordance with Section 51 of the Education and Training Boards Act, 2013, and Section 6 of Circular Letter 0083/2024 The Code of Practice for the Governance of Education and Training Boards, the Board of Kerry ETB is responsible for the preparation of annual financial statements in accordance with the accounting standards and format set for the ETB sector by the Minister for Education.</p> <p>These financial statements must be submitted to the Minister for Education and Comptroller and Auditor General (C&AG) no later than March 31st of each year.</p> <p>The Audit and Risk Committee presented a written report on the annual review of the internal controls for the previous year (2024) to the Board. (<i>Mr John O'Connor, Section 45 Audit and Risk Committee Chairperson</i>) – circulated in advance.</p> <p>In accordance with Section 7.8 of Circular Letter 0083/2024 The Code of Practice for the Governance of Education and Training Boards and the Audit and Risk Committee Terms of Reference, the Audit and Risk Committee met on March</p>

<p>1.4</p>	<p>The Finance Committee recommended that the issues should be brought to the attention of the relevant Ministers with a request that the issues be addressed as a matter of urgency.</p> <p>The Note advised the following <i>‘The date provided by the Executive in respect of the Draft Financial Statements for the year ended 31 December 2024 was deemed by the Finance Committee to be excellent and the Finance Committee would like to complement and thank the Executive for this.’</i></p> <p>The Finance Committee agreed to recommend to the Board of Kerry ETB that it should approve the Draft Financial Statement for the year ended 31 December 2024.</p> <p>Draft Financial Statements 2024 as per Section 51 of the Education and Training Boards Act, 2013, including Statement of Internal Controls – for approval. – circulated in advance.</p> <p>In accordance with Section 51 of the Education and Training Boards Act 2013, the Head of Finance presented the Draft Annual Financial Statements 2024, including the Statement of Internal Controls (SIC), for the Board's approval.</p> <p>The Head of Finance advised of two amendments to the Draft Annual Financial Statements 2024 circulated in advance. The amendments related to planned versus actual beneficiaries in 2024. The following was added to Note 16.e on page 23 of the Draft Annual Financial Statement 2024 –</p> <p><i>“The 2024 funding was based on a target of c. 13,740 beneficiaries, however, the actual level of beneficiaries achieved in 2024 was c. 16,264, that is c. 2,524 beneficiaries in excess of the 2024 target.”</i></p> <p>The Board queried where on the Draft Financial Statements the deficit was recorded. The Head of Finance went through this in detail with the Board.</p> <p>Board members expressed concern that the loss of funding, for example if the deficit from last year was deducted from the 2025 allocation, would have an impact on service provision in 2025. The Board were advised that Kerry ETB is operating in accordance with the Kerry ETB Service Plan 2025 and monitoring same to ensure the organisation is not exceeding the Plan.</p> <p>The Board approved the Draft Annual Financial Statements 2024 as presented, expressing thanks to everyone involved.</p> <p style="text-align: right;">Proposed: Mr Daniel O’Donoghue</p> <p style="text-align: right;">Seconded: Cllr. Tommy Griffin</p>
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	<p>It was noted that the Board-approved Draft Annual Financial Statements 2024 will be submitted to the Department of Education and the C&AG in line with the provisions of the Education and Training Boards Act, 2013, by March 31st, 2025.</p> <p>The CE expressed her gratitude to the Head of Finance and her team, the Compliance Unit and the Director of OSD for their diligence and dedication in preparing the reports.</p> <p>Update re Chairperson’s Comprehensive Report to the Minister for Education</p> <p>This agenda item was not addressed at the meeting.</p> <p>This report will be presented with the 2024 Kerry ETB Annual Report at the June Board meeting.</p>
	<p>Members agreed to a change of date for the next Board meeting from Tuesday April 29th, 2025, to Thursday May 1st, 2025.</p> <p>It will be a Hybrid meeting and is scheduled for 3.00 p.m. In the Boardroom, Kerry ETB Head Office, Centrepont Building, John Joe Sheehy Road, Tralee.</p> <p><i>This concluded the business of the meeting.</i></p>