

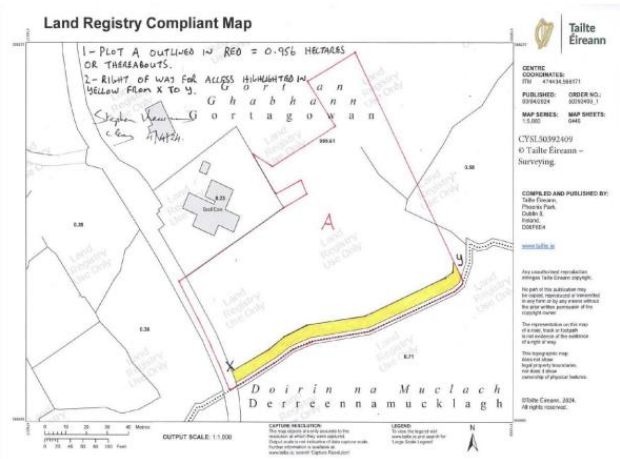
CRUINNÍÚ BHORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD MEETING

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| Date and Time: | Thursday 1 st May 2025 |
| Location: | Centrepont Boardroom. |
| Cathaoirleach: | Cllr. Norma Moriarty |
| Secretary: | Ms Ann O'Dwyer, Chief Executive Officer |
| Attendance (Reserve Members): | <ul style="list-style-type: none"> • Cllr. Norma Moriarty • Cllr. Anne O'Sullivan (Remote) • Cllr. Paul Daly • Cllr. Angie Baily • Cllr. Deirdre Ferris • Cllr. Niall Kelleher (Remote) • Cllr. Teddy O'Sullivan Casey (Remote) • Cllr. Martin Grady (Remote) • Cllr. Marie Moloney • Cllr. Liam Nolan (Remote) • Mr. Joseph Brennan • Ms. Annette Steinborn • Mr. John O'Connor (Remote) • Mr. Michael Larkin McCarthy • Mr. Noel Keenan • Ms. Maria O'Gorman |
| Attendance (Executive Members): | <ul style="list-style-type: none"> • Ms. Ann O'Dwyer, Chief Executive Officer • Ms. Maria Brennan, Director of Organisation Support and Development (OSD) • Mr. Owen O'Donnell, Director of Further Education and Training (FET) • Mr. Con Moynihan, Director of Schools, Youth and Music (SYM) • Ms. Betty Corkey, Head of Corporate and Procurement • Ms. Heather Shanahan, Head of Finance • Mr. Pádraig O'Sullivan, Head of Technology, Estates and Sustainability (TES) • Ms. Donna Monson, Corporate and Procurement Department • Ms. Eileen Diggin, Executive Support |

| | CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS |
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| | <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. 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> |
| 05/2025/1 | <p style="text-align: center;">APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN</p> |
| 1.1 | <p>Apologies were noted for the following Board members:</p> <ul style="list-style-type: none"> • Cllr. Maura Healy-Rae • Cllr. Tommy Griffin • Ms. Lorraine O'Sullivan • Ms. Katherina Broderick • Mr. Daniel O'Donoghue |
| | <p>At the start of the meeting an Cathaoirleach requested that those attending online turn on cameras in line with request from the Governance training on 5th April 2025.</p> <p>An Cathaoirleach congratulated Mr. Con Moynihan on his appointment to Acting Director of Schools Youth and Music and welcomed him to the meeting.</p> <p>An Cathaoirleach welcome Ms. Eileen Diggins, Executive Support, to the meeting.</p> |
| 1.2 | <p>Condolences/Comhbhrón</p> <p>An Cathaoirleach expressed her sympathy and that of the Board to:</p> <ul style="list-style-type: none"> • The family of Michael Martin Coffey, Student from Coláiste Gleann Lí on his passing. • Ms. Yvonne Rice, Castleisland Community college on the passing of her aunt Ms. Margaret Gurnett. • Mr. Tony Noctor, Tralee Youthreach on the passing of his mother-in-law Ms. Josephine Doyle. • Mr. Erwin Suarez, Centrepont on the passing of his brother. • Former Principal of Coláiste Gleann Lí, Mr. Richard Lawlor on the passing of his sister Ms. Bridget McMahon (née Lawlor). • Ms. Deirdre Sheehy, Kerry College Listowel Campus, on the passing of her sister-in-law Ms. Eleanor Foley. • Ms. Eileen O'Connor, Kerry College Killorglin Campus, on the passing of her mother Ms. Margaret Fitzgerald. |

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| | <ul style="list-style-type: none"> • Ms. Siobhan Bartlett, Killorglin Community College, on the passing of her mother Ms. Joan Browne. • Mr. Kieran Ward, Killorglin Community College, on the passing of his aunt Ms. Margaret O'Donoghue. • Mr. Pat Cronin, Coláiste Na Sceilge, on the passing of his sister Ms. Mary Cronin |
| 05/2025/2 | <p style="text-align: center;">CONGRATULATIONS COMHGHAIRDEAS</p> |
| 2.1 | <p>Congratulations/Comhghairdeas</p> <p>An Cathaoirleach extended congratulations to the following:</p> <ul style="list-style-type: none"> • Mr. Matthew Daly, former student of Killarney Community College, who won an All-Ireland Scholarship for 2024, based on his Leaving Certificate results. • Music Generation Kerry's Oidhreacht Ensemble members, who featured on TG4 - Geantraí An Ghliúin Úr, on March 16th, 2025. • Killorglin Community College has achieved the LGBTQ+ award from Belong To. • Castleisland Community College u16 A boys' basketball team won the All-Ireland Basketball league, this group previously won the u14 and u15 All-Ireland A Basketball league in 2023/2024 and 2024/2025, they achieved a remarkable three in a row. • The Cahersiveen Youth Film Group, supported by Deirdre Enright, who were honoured with the Radharc Trust Award at this year's Ireland's Young Filmmaker of the Year Awards. • Kerry ETB REALT Team and all REALT Teams, of Education & Training Boards, who won the ESRI Customer Success Awards, Impact on Society category. • Castleisland Community College, one of Kerry ETB's eight post-primary schools, has been awarded the European Parliament Ambassador School plaque in recognition of their outstanding participation in the EU Ambassador School Programme. • Kerry ETB Student Forum as their project was highly commended at the ETBI Excellence Awards. • The Student Awards night was held on 20th March in Gaelcholáiste Chiarraí. It was a well organised excellent celebration of our students in all categories. Congratulations are extended to all the students who were presented on the night. • Castleisland Community College on winning 3 out of 3 All Ireland Basketball Championships. • Castleisland Community College on winning the FEXCO Regional Female Empowerment Award. |

| 05/2025/3 | MINUTES MIONTUAIRISCÍ |
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| 3.1 | <p>The minutes of the Board meeting held on 25th February 2025, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Mr. Michael Larkin Mc Carthy Seconded: Ms. Annette Steinborn</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> <p>The minutes of the Board meeting held on 3rd March 2025, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Mr. Noel Keenan</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> <p>The minutes of the Board meeting held on 26th March 2025, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Ms. Annette Steinborn Seconded: Cllr. Norma Moriarty</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> |
| 05/2025/4 | MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ |
| 4.1 | <p>High Court Summons, Pension Proceedings – <i>see Organisation Support and Development Report Section 7.3 from 25th February Board Meeting</i></p> <p>The Director of OSD advised that there was no further update currently regarding this matter.</p> |
| 4.2 | <p>Kerry College Killarney Campus Building Project – <i>see Technology, Estates and Sustainability Report Section 7.5 from 25th February 2025 Board Meeting.</i></p> <p>Further to the discussion at the ETB Board meeting on 25th February 2025, matters were progressed as follows:</p> <p>Kerry ETB supplied the multi-criteria analysis in draft for Solas review on 20th March 2025, prior to making the final submission (this had been requested by Solas in order to provide feedback to Kerry ETB on the documentation), Kerry ETB awaits feedback in this regard. Once the feedback is received the final documentation will be formally submitted to Solas.</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</p> |

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| | <p>refinement and re-submission of the preliminary business case, this process will take c. 6 weeks following completion of the site acquisition process. Kerry ETB will not be permitted to appoint this resource until Solas have reviewed the draft documentation.</p> <p>A further update will be provided at the next Board meeting on 27th May 2025, as this will be an ongoing process.</p> |
| 4.3 | <p>Gift of Land, Tahilla Community National School – see Technology, Estates and Sustainability Report Section 7.5 from 25th February 2025 Board Meeting.</p> <p>The Head of Technology, Estates and Sustainability informed the Board that following the review of this proposal at the ETB Board meeting on 28th May 2024, a letter issued from Kerry ETB on 10th September 2024, to the DoE seeking their feedback in relation to the proposal.</p> <p>Kerry ETB received positive feedback from the DoE in relation to this proposal during a phone call between the DoE and Head of TES on 27th March 2025. The DoE advised during the course of this call that it did not foresee any issues associated with transfer and advised that if Kerry ETB wish to accept the gift of land, then formal Board approval is required for the DoE to issue approval to Kerry ETB.</p> <p>The Board were advised that this proposal was previously reviewed and approved by the Board of Management of Tahilla CNS, at their meeting on April 17th 2024.</p> <p>Cost associated with the gift relate to legal fees and stamp duty at c. €6,000. Board approval was therefore sought to proceed with the site acquisition as per the map:</p> <p>Map prepared by SJK Engineering showing outlined in red and marked “A” the total of 0.956 hectares proposed to be transferred from John Gleeson to Kerry ETB.</p> <p>Also shown is a right of way coloured in yellow and marked “X-Y” which will be granted to Mr. John Gleeson for access to lands retained further north of Tahilla Community National School.</p>  <p>Proposed: Cllr. Angie Baily Seconded: Cllr. Deirdre Ferris</p> |

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| <p>4.4</p> | <p>Tralee Sports and Leisure Centre Company Limited by Guarantee <i>see Technology, Estates and Sustainability Report, Section 4.4 25th February 2025 Board Meeting.</i></p> <p>The Head of Technology, Estates and Sustainability informed the Board, that the facility re-opened on 31st March 2025, following receipt of the final reports and confirmation from Malachy Walsh & Partners (MWP) and the appointed contractors, which attested to the safety, operational readiness, and compliance of the facility with all applicable standards.</p> <p>The Chief Executive of Kerry ETB, issued a formal joint letter with the Chief Executive of Kerry County Council to Tralee Regional Sports & Leisure Centre Company Limited by Guarantee, confirming approval for the partial reopening of the facility on March 2025, following receipt of these reports. The facilities which initially re-opened included the swimming pool, dressing rooms, and astro-turf pitches.</p> <p>A Development Group has been established to oversee the phased redevelopment of the Centre. The group comprises representatives from Kerry ETB, Kerry County Council, and Tralee Regional Sports & Leisure Centre Company Limited by Guarantee.</p> <p>Kerry ETB and Kerry County Council drafted a formal Terms of Reference, which outlines the governance, membership, and responsibilities of this group as it leads the planning and delivery of future phases of the project. The terms of reference were included within the Kerry ETB Board documentation for reference. The first meeting of the Development Committee took place on 30th April 2025.</p> <p>Kerry ETB has received an interim insurance payment of €500,000 from Irish Public Bodies (IPB) in relation to the costs associated with the re-opening of the facility. To date, approximately €770,000 has been incurred by Kerry ETB to progress emergency works, engineering assessments, demolition, safety measures, and partial reinstatement of services. Additional phases of redevelopment will be subject to funding decisions and continued engagement with relevant stakeholders and IPB.</p> <p>The Board were advised of the proposed plans to install and lease a temporary modular building, to accommodate the full re-opening of the gym, it was noted that this would be funded through the “additional costs of working” provisions of Kerry ETB’s insurance policy which allows for the leasing and installation of such structures for a period of two years. Kerry ETB are presently engaged with IPB seeking approval to commence the procurement of this structure.</p> <p>By installing this modular building, it is envisaged that this will prevent further financial losses to Tralee Regional Sports & Leisure Centre Company Limited by Guarantee as the company is not covered for business interruption insurance or loss of earnings.</p> <p>The Head of Technology, Estates and Sustainability provided the Board with update on how Kerry ETB has facilitated the use of Kerry ETB facilities for the organisation</p> |
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| | <p>of the Summer Camps for Tralee Regional Sports and Leisure Centre Company Limited by Guarantee. These camps will utilise the facilities at Gaelcholáiste Chiarraí Tralee, throughout the months of July and August.</p> <p>The Board expressed concerns about the ongoing operational costs of the company going forward. The Board were advised by the CEO that these concerns would be addressed with the company.</p> <p>An Cathaoirleach thanked the Head TES Department for the update.</p> <p>A further update will be provided at the next Board meeting on 27th May 2025.</p> | | | | | | | | | | | | | | | | | | |
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| 4.5 | <p>Kerry ETB Property Lease to Third Parties’ Review – <i>see Section 6.12 February 25th, 2025, Board meeting.</i></p> <p>An update on Kerry ETB’s leases to third parties was delivered to the Board by the Head of Technology, Estates and Sustainability. The Board was informed that in Q1 2025, Kerry ETB undertook a detailed review of all properties leased to third parties. The review included reviewing leases, insurances and nominees on the Boards of the operating companies as well as reviewing the insurance arrangements for the sites.</p> <p>Kerry ETB will be liaising with these third parties in the coming weeks to formalise nominees with the tenants as well as seeking clarifying responsibilities with the various tenants regarding insurance etc.</p> <p>The following table depicts where Kerry ETB has leased property to a third parties:</p> <table><tr><th>Property</th><th>How long this property has been leased to a third party?</th><th>Current Lease Expiry</th></tr><tr><td>Scamps and Scholars (Killorglin Community Childcare)</td><td>2001 (Site for Preschool) 2018- (Site for Additional Car Park) New Lease issued in 2024</td><td>Nov-37</td></tr><tr><td>Killorglin Sports Complex</td><td>1983</td><td>Dec-82</td></tr><tr><td>Na Leanaí Child care Facility Causeway</td><td>2005</td><td>Dec-26</td></tr><tr><td>Waterville Men’s Shed</td><td>2020</td><td>Sep-40</td></tr><tr><td>Tralee Sports Complex</td><td>1977</td><td>Jan-47</td></tr></table> <p>The Head of Corporate and Procurement informed the Board members that Kerry ETB Insurance policy review meeting was held on 11th February 2025 with IPB. Kerry ETB CEO / Pillar Directors / Senior management attended this meeting.</p> <p>This assessment was undertaken following a revaluation exercise by IPB on 3 Kerry ETB properties for 2025. The valuations were conducted by Ms. Lesley Doyle from</p> | Property | How long this property has been leased to a third party? | Current Lease Expiry | Scamps and Scholars (Killorglin Community Childcare) | 2001 (Site for Preschool) 2018- (Site for Additional Car Park) New Lease issued in 2024 | Nov-37 | Killorglin Sports Complex | 1983 | Dec-82 | Na Leanaí Child care Facility Causeway | 2005 | Dec-26 | Waterville Men’s Shed | 2020 | Sep-40 | Tralee Sports Complex | 1977 | Jan-47 |
| Property | How long this property has been leased to a third party? | Current Lease Expiry | | | | | | | | | | | | | | | | | |
| Scamps and Scholars (Killorglin Community Childcare) | 2001 (Site for Preschool) 2018- (Site for Additional Car Park) New Lease issued in 2024 | Nov-37 | | | | | | | | | | | | | | | | | |
| Killorglin Sports Complex | 1983 | Dec-82 | | | | | | | | | | | | | | | | | |
| Na Leanaí Child care Facility Causeway | 2005 | Dec-26 | | | | | | | | | | | | | | | | | |
| Waterville Men’s Shed | 2020 | Sep-40 | | | | | | | | | | | | | | | | | |
| Tralee Sports Complex | 1977 | Jan-47 | | | | | | | | | | | | | | | | | |

| | <p>IPB. Following completion of these valuations and a review by Kerry ETB of the overall properties insured Kerry ETB’s insurance premium increased by €52,177 for 2025.</p> <p>Insurance Premium Increase was table d as follows:</p> <table><tr><th>ITEM</th><th>DETAILS</th><th>2025 PERIOD</th><th>AMOUNT</th></tr><tr><td>2025 Annual Premium</td><td>Original cost - All Lines of cover</td><td>Jan- Dec</td><td>€442,941</td></tr><tr><td>Increase on Buildings sums insured</td><td>Adjustment based on revision of Kerry ETB Property Portfolio by TES Dept. April 2025</td><td>Apr- Dec</td><td>€40,374</td></tr><tr><td>Addition of 3 additional properties (Leased from Kerry ETB to 3rd Parties)</td><td>Scamps & Scholars , Killorglin ;Na Leanaí Childacre Cemntre Causeway ; Waterville Men's Shed</td><td>Feb- Dec</td><td>€3,874</td></tr><tr><td>Increase on Buildings sums insured</td><td>Adjustment for increases on sums insured for Killorglin Campus / O’Connell Centre / Monavalley Campus</td><td>Feb- Dec</td><td>€7,929</td></tr><tr><td>2025 Annual Premium</td><td>Revised Cost</td><td></td><td>€495,118</td></tr><tr><td>Risk Eye (budgeted)</td><td>Service to protect online reputation of Kerry ETB</td><td>Feb- Dec</td><td>€15,750</td></tr><tr><td>Engineering Inspection (budgeted)</td><td>Estimate based on prior years : fee for 3rd party inspection of Kerry ETB Engineering/Plant inspections</td><td>Jan-Dec</td><td>€3,000</td></tr><tr><td>2025 Total budgeted cost</td><td>Based on current and known requirements (+€70,927)</td><td></td><td>€513,868</td></tr></table> <p>The Board members thanked the Head of Procurement for her update and noted same.</p> | ITEM | DETAILS | 2025 PERIOD | AMOUNT | 2025 Annual Premium | Original cost - All Lines of cover | Jan- Dec | €442,941 | Increase on Buildings sums insured | Adjustment based on revision of Kerry ETB Property Portfolio by TES Dept. April 2025 | Apr- Dec | €40,374 | Addition of 3 additional properties (Leased from Kerry ETB to 3 rd Parties) | Scamps & Scholars , Killorglin ;Na Leanaí Childacre Cemntre Causeway ; Waterville Men's Shed | Feb- Dec | €3,874 | Increase on Buildings sums insured | Adjustment for increases on sums insured for Killorglin Campus / O’Connell Centre / Monavalley Campus | Feb- Dec | €7,929 | 2025 Annual Premium | Revised Cost | | €495,118 | Risk Eye (budgeted) | Service to protect online reputation of Kerry ETB | Feb- Dec | €15,750 | Engineering Inspection (budgeted) | Estimate based on prior years : fee for 3 rd party inspection of Kerry ETB Engineering/Plant inspections | Jan-Dec | €3,000 | 2025 Total budgeted cost | Based on current and known requirements (+€70,927) | | €513,868 |
|--|--|-------------|----------|-------------|--------|---------------------|------------------------------------|----------|----------|------------------------------------|--|----------|---------|--|--|----------|--------|------------------------------------|---|----------|--------|---------------------|--------------|--|----------|---------------------|---|----------|---------|-----------------------------------|---|---------|--------|--------------------------|--|--|----------|
| ITEM | DETAILS | 2025 PERIOD | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2025 Annual Premium | Original cost - All Lines of cover | Jan- Dec | €442,941 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Addition of 3 additional properties (Leased from Kerry ETB to 3 rd Parties) | Scamps & Scholars , Killorglin ;Na Leanaí Childacre Cemntre Causeway ; Waterville Men's Shed | Feb- Dec | €3,874 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Increase on Buildings sums insured | Adjustment for increases on sums insured for Killorglin Campus / O’Connell Centre / Monavalley Campus | Feb- Dec | €7,929 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2025 Annual Premium | Revised Cost | | €495,118 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Engineering Inspection (budgeted) | Estimate based on prior years : fee for 3 rd party inspection of Kerry ETB Engineering/Plant inspections | Jan-Dec | €3,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2025 Total budgeted cost | Based on current and known requirements (+€70,927) | | €513,868 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.6 | <p>Membership of the Killorglin Sports and Leisure Company Limited by Guarantee Board - see Section 6.12 February 25th, 2025, Board meeting.</p> <p>The Chief Executive informed the Board, that in light of recent appointments within Kerry ETB, it is proposed to revise the representation on the Board of the Killorglin Sports and Leisure Company Limited by Guarantee as follows:</p> <p>Currently, Ann O’Dwyer (CEO) and Pádraig O’Sullivan (Head of TES) are the two Kerry ETB nominees on the Board of the Killorglin Sports and Leisure Company Limited by Guarantee.</p> <p>Approval was sought to replace Ms. Ann O’Dwyer, Chief Executive Officer with Mr. Con Moynihan, Director of Schools, Youth & Music.</p> <p style="text-align: center;">Proposed: Cllr. Angie Baily Seconded: Cllr. Marie Moloney</p> <p>Approval was sought to replace Mr. Pádraig O’Sullivan, Head of TES with a nominee of the ETB Board, from September 2025 to allow for a transition period and Board continuity.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Nominations were welcomed at this time. Mr. Michael Larkin Mc Carthy was nominated to sit on the Board of Killorglin Sports and Leisure Company Limited by Guarantee, from September 2025.</p> <p style="text-align: center;">Proposed: Ms. Maria O’Gorman Seconded: Cllr. Paul Daly</p> |
| 05/2025/6 | GOVERNANCE RIALACHAS |
| 6.1 | <p>New Board Training/Induction.</p> <p>Regarding the new Board training, members were provided with the following update:</p> <ul style="list-style-type: none"> • Kerry ETB IPA Governance of Education and Training Boards took place on 5th April 2025. • Interview Training for Board Member took place 1st April 2025. • Section 44 Committee Chairperson and Secretary Training took place on 10th March 2025. • Phase 3 ETBI/IPA Governance Training was conducted online via MS Teams, over numerous dates in March and April. <p>An Cathaoirleach welcomed this update.</p> |
| 6.2 | <p>Risk Management update</p> <p>The Director of Organisation Support and Development presented the Risk Register to the Board and informed the Board members that it was reviewed by Director OSD and Head of Corporate and Procurement. The following changes were to be approved:</p> <p>The following risk is scheduled to be removed:</p> <ul style="list-style-type: none"> - Concern re the process of transitioning to a new board. <p>New Board now in place since October 2024. All Board members have completed comprehensive induction and governance training, supporting effective oversight and stability.</p> <p>The following risk has been added:</p> <ul style="list-style-type: none"> - Partial roof collapse of Tralee Regional Sports and Leisure Centre Limited by Guarantee. Financial and Reputational risks were highlighted to the Board along with the actions taken to reduce the impact and likelihood and to mitigate the risk. <p>The following two risks were updated:</p> <ul style="list-style-type: none"> - Failure to meet the minimum-security outcome requirements as defined in the Cyber Security Baseline Standards. |

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| | <p>- Pandemic or emergency event.</p> <p>Proposed: Mr. Noel Keenan Seconded: Cllr. Angie Bailly</p> <p>An Cathaoirleach thanked the Director of Organisation Support and Development for the comprehensive update.</p> |
| 6.3 | <p>Information Security Management Systems (Cybersecurity) update – circulated.</p> <p>The Director of Organisation Support and Development presented the Board with the Audit of Information Security Management System.</p> <p>The Baseline Standards were published in November 2021 by the National Cyber Security Centre, and compliance with these standards are required by all public sector organisations by 2026.</p> <ol style="list-style-type: none"> 1. Cyber Security (Corporate) Governance 2. Information Asset Management 3. Risk Assessment and Risk Management 4. Network and Systems Security 5. Human Resource (Logical Access) Security 6. Supply Chain Security 7. Monitoring and Detection 8. Business Continuity and Disaster Recovery Planning. <p>The scope of the audit related to Audit Areas 1 – 3 above, which covers 12 of the 56 key controls [21%], or 3 of the 14 control categories [21%].</p> <p>The Board were informed that Kerry ETB received an overall finding of an Adequate system of Internal Controls.</p> <p>Executive management within Kerry ETB has made significant progress in establishing an ISMS to meet mandatory requirements, although some issues still need to be addressed.</p> <p>In addition, the Director of OSD informed the Board that establishing the requirements of the first three ISMS Audit Areas, Corporate Governance, Asset Management and Risk Management, are responsibilities for executive management.</p> <p>The growing cyber security threat highlights weaknesses in the bottom-up approach to managing ICT and information security. The baseline standards require a top-down approach to support strategic business objectives, establish ISMS objectives, and meet legal, regulatory, and contractual obligations. Six of the 26 recommendations are tied to this top-down approach.</p> <p>Kerry ETB has requested Irish Public Bodies to provide a Workshop for senior management to support the implementation of these 6 recommendations. Kerry</p> |

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| | <p>ETB plan to implement this with the current resources available, and if needed, for the next controls, seek additional resources from the Department.</p> <p>The Board members thanked the Director of Organisation Support and Development for her update.</p> |
| 6.4 | <p>Health and Safety update - <i>circulated in advance</i></p> <p>The Head of Corporate and Procurement advised the Board members that the Risk Assessment Program continued throughout March and April, with the following activities reported:</p> <p>Schools and centres were inspected and assisted with risk assessments throughout March and April with 5 visits to centres and 2 visits to schools carried out:</p> <ul style="list-style-type: none"> ➤ O'Connell Centre ➤ Tahilla CNS ➤ Gaelcholáiste Chiarraí ➤ Kerry College, Clash ➤ Admission office Killarney ➤ Head Office Centrepont ➤ Risk assessment revision for Tralee Youthreach new premises ➤ Risk assessment revision for Kerry College Monavalley <p>The following training programs were carried out:</p> <ul style="list-style-type: none"> ➤ Facility manager induction training for relevant members of staff/management. ➤ Safety seminar held on the 6th March 2025 at the line management event. ➤ Training for safety officers in schools on the 28th March 2025. <p>In addition, the annual health and safety update meeting with the Chief Executive and Director of Organisation Support and Development was held on the 12th March 2025, during which the annual action plan for 2025 was reviewed.</p> <p>The Head of Corporate and Procurement presented the High Priorities Action Register, as follows:</p> |

| | <table border="1"> <thead> <tr> <th>High Priorities Action Register</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Ansaldo - fire risks</td><td>The building is leased, and the lease is lapsed since September 2022. Works are required for fire safety including replacement of emergency exit doors and review of fire measures in the plumbing classroom in particular, considering presence of flammable gases. Suggest these are included in negotiations for lease.</td></tr> <tr> <td>Woodwork machinery in schools - arrange revision of risk assessments and training on SOPs.</td><td>Rory from ESS is revising the risk assessments</td></tr> <tr> <td>Noise survey in KC Monavalley - List what workshops it is required in and arrange for survey</td><td>Monavalley Campus Assistant Manager is arranging procurement.</td></tr> <tr> <td>Air quality monitoring in welding/plumbing/stone workshops</td><td>Monavalley Campus Assistant Manager is arranging procurement following the installation of a new fume extraction system in the welding workshop completed in Q4 2024.</td></tr> <tr> <td>Follow up on roof repairs required after severe weather inspections</td><td>5 schools required further inspection, Killorglin CC, Coláiste na Sceilge, Causeway CS and Coláiste na Ríochta and Lyreacrompane CNS. The assessments are complete, and reports will be submitted by engineer. Quotation for repair works to be sought after report received by Kerry ETB. Kerry College Listowel Campus also requires works to repair significant leaks in the roof.</td></tr> <tr> <td>Trees in grounds of Tahilla CNS</td><td>RFP submitted by Principal, procurement completed and prices obtained from 2 companies - lowest price €6500.</td></tr> <tr> <td>Introduce a procedure for an action register which tracks and escalates actions until closed out</td><td>Meetings taking with Governance, Compliance and Risk Management software providers who are designing an online risk assessment tool.</td></tr> </tbody> </table> <p>Board Members welcomed this update.</p> | High Priorities Action Register | Action | Ansaldo - fire risks | The building is leased, and the lease is lapsed since September 2022. Works are required for fire safety including replacement of emergency exit doors and review of fire measures in the plumbing classroom in particular, considering presence of flammable gases. Suggest these are included in negotiations for lease. | Woodwork machinery in schools - arrange revision of risk assessments and training on SOPs. | Rory from ESS is revising the risk assessments | Noise survey in KC Monavalley - List what workshops it is required in and arrange for survey | Monavalley Campus Assistant Manager is arranging procurement. | Air quality monitoring in welding/plumbing/stone workshops | Monavalley Campus Assistant Manager is arranging procurement following the installation of a new fume extraction system in the welding workshop completed in Q4 2024. | Follow up on roof repairs required after severe weather inspections | 5 schools required further inspection, Killorglin CC, Coláiste na Sceilge, Causeway CS and Coláiste na Ríochta and Lyreacrompane CNS. The assessments are complete, and reports will be submitted by engineer. Quotation for repair works to be sought after report received by Kerry ETB. Kerry College Listowel Campus also requires works to repair significant leaks in the roof. | Trees in grounds of Tahilla CNS | RFP submitted by Principal, procurement completed and prices obtained from 2 companies - lowest price €6500. | Introduce a procedure for an action register which tracks and escalates actions until closed out | Meetings taking with Governance, Compliance and Risk Management software providers who are designing an online risk assessment tool. |
|--|--|---------------------------------|--------|----------------------|--|--|--|--|---|--|---|---|---|---------------------------------|--|--|--|
| High Priorities Action Register | Action | | | | | | | | | | | | | | | | |
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| Trees in grounds of Tahilla CNS | RFP submitted by Principal, procurement completed and prices obtained from 2 companies - lowest price €6500. | | | | | | | | | | | | | | | | |
| Introduce a procedure for an action register which tracks and escalates actions until closed out | Meetings taking with Governance, Compliance and Risk Management software providers who are designing an online risk assessment tool. | | | | | | | | | | | | | | | | |
| 6.5 | <p>Minutes of Section 44 Committees – as circulated</p> <p>The following Section 44 Committees’ minutes, as circulated with the agenda, were presented for approval:</p> <ul style="list-style-type: none"> • Killarney Community College- Meeting 25th September 2024. • Coláiste na Sceilge – Meeting 26th September 2024. • Killarney Community College- Meeting 20th November 2024. • Coláiste Gleann Lí - Meeting 26th November 2024. • Coláiste na Sceilge – Meeting 4th December 2024. • Coláiste Gleann Lí - Meeting 16th December 2024. • Coláiste Gleann Lí – Meeting 20th January 2025. • Castleisland Community College – Meeting held 23rd January 2025. • Killarney Community College- Meeting 5th February 2025. • Castleisland Community College – Meeting 5th February 2025. • Kerry College – Meeting held 11th February 2025. • Gaelcholáiste Chiarraí – Meeting held 23rd January 2025. <p>The Board approved the above listed minutes as presented.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Ms. Annette Steinborn</p> | | | | | | | | | | | | | | | | |
| 6.6 | <p>Minutes of Section 45 Committees – as circulated</p> <p>The following Section 45 Committees’ minutes, as circulated with the agenda, were taken as read and noted by the Board.</p> <ul style="list-style-type: none"> • Audit and Risk Committee – Summary Note – 19th March 2025. • Finance Committee – Summary Note – 24th March 2025. | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none">Finance Committee Minutes – 18th February 2025. <p>The Board noted the above minutes as presented.</p> | | | | |
| 6.7 | <p>Minutes of Section 44 Partnership Schools Committees – as circulated</p> <p>The following Section 44 Partnership Schools Committees’ minutes, as circulated with the agenda, were taken as read and noted by the Board.</p> <ul style="list-style-type: none">Scoil Phobail Sliabh Luachra – Meeting 27th January 2025. <p>The Board noted the above minutes as presented.</p> | | | | |
| 6.8 | <p>Establishment of Section 44 Committees (CL 0083/2024)</p> <p>Further to the establishment of the Section 44 committees as was addressed at the 10th December 2024 Board meeting, the following Kerry ETB members/nominees’ appointments were presented for approval (all nominees were circulated in advance with the meeting notice).</p> <p><u>Youthreach Committee</u></p> <p>Youthreach Committee in accordance with Section 44 of the ETB Act 2013 - for appointment.</p> <table border="1"><tr><td>School Principal Nominee</td></tr><tr><td>Richard Prenderville</td></tr></table> <p>The Board approved this appointment as per Section 44 ETB Act 2013.</p> <p><u>Music Generation Committee</u></p> <p>Music Generation Committee in accordance with Section 44 of the ETB Act 2013 - for appointment.</p> <table border="1"><tr><td>Education and Training Sector Nominee</td></tr><tr><td>Máire Jones</td></tr></table> <p>The Board approved this appointment as per Section 44 ETB Act 2013.</p> <p>Proposed: Cllr. Deirdre Ferris Seconded: Mr. Noel Keenan</p> | School Principal Nominee | Richard Prenderville | Education and Training Sector Nominee | Máire Jones |
| School Principal Nominee | | | | | |
| Richard Prenderville | | | | | |
| Education and Training Sector Nominee | | | | | |
| Máire Jones | | | | | |
| 6.9 | <p>Vacancy on Scamps and Scholars Committee- as circulated</p> <p>The Chief Executive informed the Board, that in light of recent appointments within Kerry ETB, it is proposed to revise the representation on the Board of Scamps and Scholars.</p> | | | | |

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| | <p>Approval was sought to replace Ms. Aileen O'Connor, Head of Human Resources with Mr. Michael Lyons, the newly appointed Grade VII in the Technology, Estates and Sustainability department.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Baily</p> <p>The Board approved this appointment.</p> |
| 6.10 | <p>Proposal to stand down Capital and Buildings Section 44 Committee</p> <p>The Chief Executive reminded the Board that a Capital and Buildings Section 44 Committee was set up by previous Board and again approved at the 29th October 2024 Board Meeting. It is being proposed to stand down this committee based on the following:</p> <ul style="list-style-type: none"> ➤ Feedback from previous members and ➤ Reserved Function 12 (n) the acquisition, holding and disposal of land, or any interest in land. <p>The Chief Executive confirmed that a full Capital and Buildings Report would be provided at each Kerry ETB Board Meeting.</p> <p>Board members unanimously agreed with this decision.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Mr. Michael Larkin Mc Carthy</p> |
| 6.11 | <p>Kerry ETB Section 44 Committees Charter including Terms of Reference - as circulated</p> <p>The Kerry ETB Section 44 Committees Charter including Terms of Reference previously approved at the Board meeting on 10th December 2024, was presented to the Board with an update to include annual revision and next revision date, which is December 2025.</p> <p>The Kerry ETB Section 44 Committees Charter including Terms of Reference as per Section 4.9 Circular Letter 0083/2024 with the above addition was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Baily</p> |
| 6.12 | <p>Kerry ETB Section 45 Finance Committee Charter and Terms of Reference - as circulated</p> <p>The Kerry ETB Section 45 Finance Committee Charter and Terms of Reference previously approved at the Board meeting on 10th December 2024, was presented to the Board with the following proposed updates:</p> |

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| | <p>- Remove the following texts the Finance Committee already has 7 members and is therefore at capacity</p> <p>- <i>Recommend that the Kerry ETB Board appoint (subject to maximum number of members) additional members to provide specialist skills, knowledge and experience;</i></p> <p>- Remove <u>and</u> from the following sentence: <i>"To report to the Kerry ETB Board, not less than four times in each year, whether the Chief Executive is implementing the Service Plan, as adopted by the Kerry ETB Board, and within the expenditure limits set by the Minister for Education. This is done by considering the monthly accounts and ad hoc reports provided to the Kerry ETB Board by the Chief Executive"</i></p> <p>Kerry ETB Section 45 Finance Committee Charter and Terms of Reference as per Appendix 13 of Circular Letter 0083/2024 with the above updates was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Bailly</p> |
| 6.13 | <p>Correspondence from Finance Committee to an Cathaoirleach - <i>as circulated in advance</i></p> <p>The Chief Executive briefed the Board on the Correspondence received from the Finance Committee.</p> <p>An update will be provided for the Board meeting on 27th May 2025.</p> |
| 6.14 | <p>Meeting Etiquette - <i>as circulated</i></p> <p>The Chief Executive presented the Meeting Etiquette Guidelines to the Board and highlighted the main points. It was explained that the Meeting Etiquette Guidelines were the result of a discussion at the recent Governance Training Session on 5th April 2025, where the Board members in attendance recommended such guidelines were necessary.</p> <p>Board members welcomed this document and expressed their gratitude for taking their concerns on board.</p> <p>Board approval was sought for the Meeting Etiquette guidelines and was approved by the Board.</p> <p style="text-align: center;">Proposed: Cllr. Angie Bailly Seconded: Cllr. Deirdre Ferris</p> |

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| <p>6.15</p> | <p>Policies for Approval - as circulated</p> <p>The following policies were presented for approval by the Head of Corporate and Procurement.</p> <ul style="list-style-type: none"> ➤ Safe Operating Procedure for Science Rooms. ➤ Data Protection Policy V3. ➤ Information Security Policy – Updated. ➤ Data Processing Policy V1.7. ➤ Freedom of Information Policy and Procedure V1.6. ➤ Kerry ETB Areas of Responsibility – Official Name Register <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;">Proposed: Cllr. Paul Daly Seconded: Cllr. Deirdre Ferris</p> |
| <p>6.16</p> | <p>Official Openings</p> <p>The Chief Executive informed the Board of the following two official openings that are scheduled for the 12th September 2025.</p> <ul style="list-style-type: none"> ➤ Coláiste na Sceilge Modular Building ➤ Tahilla Community National School <p>The Board welcomed this update and noted the date.</p> |
| <p>6.17</p> | <p>Use of the Seal</p> <p>In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013 , the seal of Kerry Education & Training Board will be used to execute the following documents at the 1st May 2025 ETB Board meeting.</p> <ul style="list-style-type: none"> • Lease between Kerry ETB and Kelcol Limited with respect to the lease renewal of Kerry College Admission Office, 7 Denny Street, Tralee, Co. Kerry. • Deed of Transfer between Kerry ETB and Kerry County Council with respect to the ‘taking in charge’ of the access roadway to Gaelcholáiste Chiarraí Tralee. <p>Board members noted the use of the Seal. An Cathaoirleach thanked the Head of TES for the report.</p> |

Blennerville Bakery School Update – *as circulated*

The Head of Technology, Estates and Sustainability and the Director of Further Education and Training presented the Blennerville Bakery School Proposal to the Board.

This proposal was previously brought before the Board on 27th September 2022.

***Extract from Kerry ETB Board minutes 27th September 2022.**

Proposal re possible Bakery Facility Blennerville

The Director of FET briefed the Board on a proposed collaboration with Kerry County Council for the windmill in Blennerville, Tralee. Kerry County Council is considering a proposal for the redevelopment of the centre.

Kerry ETB has been asked to consider providing an Artisan Bakery course for employment/traineeship in the redeveloped centre. This proposed project will support the ETB's community education provision (Local Training Initiative programme). It was noted that there might also be scope for a national apprenticeship.

To date, the capital fit-out is estimated to be in the range of €100,000 to €150,000. The ETB would also need to enter into a long-term 20-year lease with the council, as the windmill is council property. Discussion with SOLAS and DFHERIS would also be required.

The Board approved the exploration of this proposal further with Kerry County Council.

Proposed: Cllr. Johnnie Wall
Seconded: Cllr. Michael Cahill

It was affirmed that the proposal remains at an exploratory phase and that any/all details pertaining to potential lease approval would be tabled at a future meeting of the Board (should this proposal advance past the exploratory stage).

On the 25th April 2025, a site meeting took place between representatives of Kerry ETB and Kerry County Council, where the project concept and capital requirements were discussed. At the meeting Kerry County Council agreed to draft Terms of Reference for a joint Development Group to guide the design and governance of the project.

The Board was asked to approve proceeding with lease negotiations and initial project planning.

Draft Lease Terms:

- Landlords: Kerry County Council
- Tenant: Kerry Education and Training Board
- Annual Rent: €30,000 (exclusive of VAT, pending confirmation)
- Lease Term: 20 years with a rent review every 5 years
- Security Deposit: €5,000
- Fit-Out Responsibility: Kerry ETB
- Insurance & Utilities: Building insurance by landlord (reimbursed by tenant); contents and utilities responsibilities lie with the tenant
- Facility Condition: Premises will be provided to Kerry ETB in shell and core (CAT A) condition following refurbishment by Kerry County Council

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| | <p>Concerns were raised by members of the Board regarding the viability of the project at this stage. It was noted that Kerry County Council initially approached Kerry ETB with this proposal over 4 years ago and that circumstances have changed significantly since, for example the Killarney FET College of the Future Proposal which includes a national culinary/hospitality centre. Board members expressed uncertainty about the project's current value and potential risks.</p> <p>It was also noted by the Board the national landscape in relation capital funding has changed considerably in the intervening years, with many competing demands on Kerry ETB's access to capital resources. The provision of a traineeship programme in response to the needs of young adults with disabilities was also explored as an option by the Board.</p> <p>The Board reiterated their concerns and were hesitant to approve:</p> <ol style="list-style-type: none"> 1. The proposal to enter into a 20-year lease agreement with Kerry County Council for the Blennerville Bakery School premises, subject to final legal review and DFHERIS approval. 2. The proposed capital investment of approximately €300,000, which the Board highlighted, would need to be supported by a dedicated capital funding application to SOLAS. <p>Board members noted the proposal and the conditional nature of the project's progression pending funding. Furthermore, Board members acknowledged the need to review the lease terms and cost of the proposed rental and the need for Kerry ETB to provide the capital funding for the fit-out.</p> <p>Due to the time sensitivity of this matter the Board approved the proposed capital investment of approximately €300,000, to be supported through a dedicated capital funding application to SOLAS.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Mr. John O'Connor</p> <p>Board members deferred their final decision until additional assurances and feasibility reviews are completed regarding the approval of Kerry ETB's intention to enter into a 20-year lease agreement with Kerry County Council for the Blennerville Bakery School premises, subject to final legal review and DFHERIS approval.</p> <p>An Cathaoirleach thanked Board members for their input and advised Board members that a one item Agenda Board meeting may be required in the upcoming weeks to approve the Lease agreement, after negotiations with Kerry County Council.</p> |
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| 05/2025/7 | CE'S REPORTS & QUESTIONS ON CE'S REPORTS TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU |
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| 7.1 | <p>Schools Youth and Music Report</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 the following:</p> <ul style="list-style-type: none"> • Teaching and Learning, Homework and Assessment Policies. • UDL • Kerry REALT – Ukrainian Students and International Protection Students in Kerry Schools. • Scéim Teang Update. • Causeway Comprehensive School STEAM fair. • FET/TY Synergies. • SEN Update. • Community National Schools Update. • Youth Development Office Report. • Music Generation Update. • Creative Communities Grant. • Upcoming Events. <p>The Acting Director of Schools, Youth and Music delivered a detailed presentation on School Attendance.</p> <p>Board Members thanked the Director of Schools Youth and Music for his comprehensive update.</p> |
| 7.2 | <p>Further Education and Training Report</p> <p>The Further Education and Training Report circulated at the meeting, was noted by the Board. The report addressed the following:</p> <ul style="list-style-type: none"> • Kerry ETB Further Education and Training 2025 Budget Allocation. • Kerry ETB Further Education and Training 2024 vs 2025 Budget Allocation. • 2025 Year to Date Beneficiaries. • 2025 March Year to Date Beneficiaries. • Specialist Training Provision (NLN) Update. • Kerry College Commercial Diving Programme. <p>The Director of Further Education and Training provided an overview of an ETB Internal Audit in 2019, where there was an Inadequate finding, that identified Learner Payment and Operating Guideline Issues with the NLN Contract</p> |

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| | <p>The Director informed Board members that all Learner Payments for Specialist Training Provision Learners is now fully transferred from the National Learning Network to Kerry ETB Direct Process since April 2025.</p> <p>Board Members thanked the Director of Further Education and Training for his report.</p> |
| 7.3 | <p>Director of Organisation Support and Development Report</p> <p>The Organisation Support and Development Report, circulated in advance of the meeting, was noted by the Board, and taken as read.</p> <p>The report addressed the following topics:</p> <ul style="list-style-type: none"> • High Court Proceedings (under Matters Arising) • Governance, Compliance and Risk System <ul style="list-style-type: none"> - Annual Review of Internal Controls - Internal Control Questionnaire 2025 - Sampling - Continuous Improvement Tool • Internal Audit Unit – Education and Training Boards (IAU-ETBs) Process Change <ul style="list-style-type: none"> - Four tier audit opinion approach - Youth Services Audit - Information Security Management Systems (ISMS) - School Recruitment and Utilisation of Teachers - School Contributions Audit - SOLAS Capital Funding • Protected Disclosures – Nil return for 2024. <p>An Cathaoirleach thanked the Director of Organisational Support and Development for her report.</p> |
| 7.4 | <p>Technology Estates and Sustainability Report</p> <p>The Technology, Estates and Sustainability Report, circulated in advance of the meeting, was noted by the Board and taken as read.</p> <p>The report addressed the following topics:</p> <ul style="list-style-type: none"> • Matters Arising <ul style="list-style-type: none"> - Kerry College Killarney Campus Building Project - Matters Arising Section 4.2. - Gift of Land, Tahilla Community National School - Matters Arising Section 4.3. - Tralee Sports and Leisure Centre Company Limited by Guarantee - Matters Arising Section 4.4 - Kerry ETB lease to Third Parties review - Matters Arising Section 4.5 - Membership of the Killorglin Sports and Leisure Company Limited by Guarantee Board - Matters Arising Section 4.6 • ICT Update <ul style="list-style-type: none"> - ICT Security - ICT Governance –End of Year Expenditure 2024 • Sustainability |

- Climate Action Plan
- SEAI M&R System
- Green Devolved Fund
- Climate Action Summer Works Scheme
- Castleisland Community College Micro-Forest

Deed Transfer – Kerry County Council and Kerry ETB.

The Head of Technology, Estates and Sustainability presented to the Board the background on the deed transfer between Kerry County Council and Kerry ETB.

As part of the original contract for sale between Kerry County Council and Kerry Education and Training Board for the site at Gaelcholáiste Chiarraí, it was a special condition that the constructed access roads, footpaths and associated infrastructure would be transferred back to Kerry County Council once completed. Construction of the access roadway, including roads, footpaths, turning points, and green area, has now been completed by Kerry ETB in accordance with this agreement.

To give effect to the terms of the 2019 Deed of Transfer (registered under Dealing No. D2019LR026196H) and fulfil contractual obligations, a Deed of Transfer has been prepared for the formal handover of the constructed access road and associated infrastructure to Kerry County Council to allow the roadway to be ‘taken in charged’

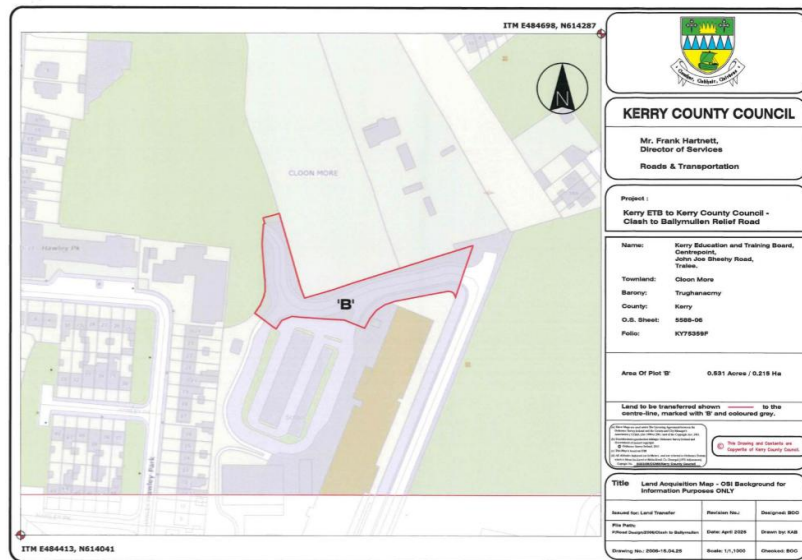
This document includes:

- The transfer of the relevant portion of Folio 75359F (0.531 acres).
- The reservation of easements to ensure access and servicing rights for Kerry ETB over the transferred lands.
- Provisions for public liability insurance and maintenance responsibilities to be assumed by Kerry County Council.
- An indemnity clause ensuring Kerry ETB is protected from future liabilities associated with the maintenance of these roadways.
- The County Solicitor’s Department of Kerry County Council has confirmed (correspondence dated 24 April 2025) that they are now ready to proceed with finalising this transfer and commence the process for the dedication of the road for public use, as anticipated in the contract.

It was recommended that the Board:

- Notes the requirement under the original contract to transfer the completed roadway to Kerry County Council
- Approves the execution of the Deed of Transfer to formalise the transfer of the roadway.
- Notes that this action will transfer future liability and maintenance of the road to Kerry County Council, in line with the agreed indemnity and public use arrangements
- This transfer is a necessary legal and administrative step to finalise outstanding matters on the development of the Gaelcholáiste Chiarraí campus and to enable Kerry County Council to take the road in charge and allow housing developments on adjoining lands to proceed.
- The DoE have previously approved the execution of this contract in which these terms were approved.

Map depicting lands outlined in red subject to the transfer and marked as 'B'



Proposed: Cllr. Deirdre Ferris
Seconded: Mr. Noel Keenan

An Cathaoirleach thanked the Head Technology, Estates and Sustainability for the report.

Chief Executive's Report

The Chief Executive's Report, circulated in advance of the meeting, was noted by the Board and taken as read.

The Report addressed the following matters:

- Board Governance Training
- Draft Kerry ETB Meeting Etiquette Guidelines
- Tralee Regional Sports and Leisure Centre Update
- South Campus Update
- Kerry ETB/Mary Immaculate College (MIC) MOU finalised
- Projects in Progress
 - UDL implementation in schools and FET
 - Middle Leadership accreditation/progression
- Correspondence from the Chairperson of the Finance Committee
- Award Winning LCYP Film Home from Home
- Kerry ETB Leadership Event/Meeting
- Sports Facilities for Coláiste Gleann Lí
- Induction of new and acting Principals and Deputy Principals
- Gaelcholáiste Chiarraí Special Class
- Proposal to stands down Capital and Buildings Section 44 Committee
- New Director of Schools Youth and Music.

An Cathaoirleach thanked the Chief Executive for her report.

7.5

Finance Report - as circulated

This report was presented to the Board by the Head of Finance and addressed the following topics:

- Kerry ETB Cash Grants as at 31st March 2025.
- Financial Status of:
 - Head Office
 - Schools
 - Community National Schools.
 - Further Education and Training

In addressing the report, the Head of Finance advised the Board of the Kerry ETB Cash Grants as at 31st March 2025, were as follows:

| ITEM | Opening Grant Cash Balance * | Receipts | Payments | Closing Grant Cash Balance |
|-------------------------------|------------------------------|-------------------|---------------------|----------------------------|
| Main Scheme | | | | |
| Pay | | | (8,840,147) | |
| Non Pay | | | (557,394) | |
| Main Scheme Total | 435,023 | 8,468,729 | (9,397,541) | (493,789) |
| Associated Main Scheme | 843,869 | 1,048,410 | (187,885) | 1,704,394 |
| Capital | 11,652,256 | 497,589 | (1,439,908) | 10,709,937 |
| Further Education | 1,049,425 | 16,252,007 | (13,336,732) | 3,964,700 |
| Youth Affairs | 300,243 | 390,490 | (587,120) | 103,613 |
| Agency | 694,058 | 585,528 | (396,267) | 883,319 |
| Self-Financing | 339,259 | 232,634 | (253,906) | 317,988 |
| Total: | 15,314,133 | 27,475,386 | (25,599,357) | 17,190,161 |

** January 2025 Opening Balances are as per draft 2024 Financial Statements Closing Balances*

The current strong cash position was noted by the Board.

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

- Bank balance remains strong c. €17m at end of March.
- Pre-funding of capital projects is responsible for the strong cash position c. €10.7m.
- Over 2025 capital balance will reduce significantly.
- Main scheme cash deficit €494k – Additional fortnightly pay date in first quarter. Department of Education pay funding is monthly based.
- Cash advance received from SOLAS c. €16.2m – to cover Jan to April.

Head Office:

- 2025 Provisional Allocation c. €2,369k.

- 2025 SOLAS – Provisional c. €1,505k
- 2025 Dept. of Education Non-Pay c. €860k
- Other €4k
- Head Office projected expenditure €2,619k
- Potential deficit €250k
- Allocations and planned expenditure to be reviewed to minimise deficit

| 2025 Head Office Allocation | € |
|------------------------------------|------------------------|
| Department of Education + other | 863,983 |
| SOLAS Funding - Provisional | 1,505,198 |
| | <hr/> 2,369,181 |
| Expenditure to 31 March 2025 | -706,973 |
| Balance Available to Year End | <hr/> 1,662,208 |
| % of Year passed | 25% |
| % of annual allocation utilised | 30% |

Schools – Post Primary – Non-Pay

- Opening balance 2025 €1.15m.
- 2025 funding to 31st March €2.5m
- 2025 Funding to 31st March includes:
 - €900k – Ordinary non-Pay
 - €939k – School books scheme
 - €358k – School Meals Programme
 - €107k – School Services Support Fund
- Expenditure to end of March €870k
- Balance available to Post Primary schools at 31st March 2025 €2.79m

The Head of Finance notified the Board of the following:

Adjustments to Opening Self-financing balances: Adjustments were required to the locally reported opening school self-financing balances to bring them into line with the audited Financial Statements. Manual data entry led to an overstatement of available funds on paper. While this requires a correction in reporting, there has been no loss of funds—however, the school has a lower available balance than initially reported. The Finance Department confirmed that the issue regarding the self-financing balances did not arise as a result of any actions or decisions made by the principal.

Community National Schools

- Opening Balance 2025 €93k deficit.
- 2025 funding to 31st March €72k
- 2025 Funding to 31st March includes:
 - 34k – Capitation
 - €33k – School Meals Programme
- Expenditure to 31st March €21k
- Deficit balance at 31st March 2025 €43k
- Ancillary deficit €47k is to be appealed to Department of Education

Further Education and Training:

- 2024 deficit €755k to be funded from 2025 allocation
- 2025 SOLAS allocation €49.545m – SOLAS letter dated 16th April 2025.
- 2025 Budget allocation is in process
- Allocation of €49.545m has been broken down under 5 funding pots by SOLAS.

| SOLAS - By Funding Pot | 2025 | Less 2024 | 2025 | Exp Jan to | Balance as at | % Spent |
|---|-------------------|------------------|----------------------|---------------------|-------------------|------------|
| | Allocation | (Deficit) | Allocation Available | Mar 2025 | 31st March 2025 | |
| Core Funding for a Strategic & Effective ETB | 12,908,000 | 3,278 | 12,911,278 | -3,290,968 | 9,620,310 | 25% |
| Workforce Skills Development & Transformation | 13,591,000 | -53,746 | 13,537,254 | -3,477,560 | 10,059,694 | 26% |
| FET Pathways | 11,220,000 | -506,562 | 10,713,438 | -2,538,831 | 8,174,607 | 24% |
| Apprenticeship | 11,515,000 | -209,233 | 11,305,767 | -3,550,742 | 7,755,025 | 31% |
| Strategic Investment | 312,000 | 11,054 | 323,054 | -60,885 | 262,169 | 19% |
| | 49,546,000 | (755,209) | 48,790,791 | (12,918,986) | 35,871,805 | 26% |

The Head of Finance notified the Board that the 2024 Audit of Kerry ETB's annual Financial Statements will commence on 12th May 2025.

An Cathaoirleach thanked the Head of Finance for the comprehensive report.

05/2025/8

**CORRESPONDENCE
COMHFHREAGRAS**

8.1

DES Correspondence/Comhfhreagras na Roinne O&S:
Noted as listed

8.2

DES Circular Letters/Imlitreacha na Roinne O&S:
Noted as listed

8.3

DES Press Releases/Preaseisiúintí na Roinne O&S:
Noted as listed

8.4

ETBI Correspondence/Comhfhreagras BOOÉ:
Noted as listed

8.5

Other Correspondence/Comhfhreagras Eile:
Noted as listed

05/2025/9

**MEMBERS BUSINESS
GNÓ NA MBALL**

9.1

Kerry ETB Retirement Event will be held after the Board meeting on 24th June 2025.
3 p.m. - Board Meeting
6 p.m. Retirement Event
Venue for both – Manor West Hotel

| | |
|------------|--|
| 05/2025/10 | <p style="text-align: center;"> ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH </p> |
| 10.1 | <p style="text-align: center;"> Members noted that the next Board meeting will be Hybrid and is scheduled for Tuesday 27th May 2025 at 3.00 p.m. in the Boardroom, Centrepont Building, Tralee. </p> <p style="text-align: center;"> <i>This concluded the business of the meeting.</i> </p> |