

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

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| Date and Time: | Tuesday 27 th 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. Niall Kelleher (Remote) • Cllr. Teddy O'Sullivan Casey (Remote) • Cllr. Martin Grady (Remote) • Cllr. Marie Moloney • Mr. Joseph Brennan (Remote) • Ms. Annette Steinborn (Remote) • Mr. John O'Connor • Mr. Michael Larkin McCarthy • Mr. Noel Keenan • Ms. Maria O'Gorman • Cllr. Maura Healy-Rae (Remote) • Cllr. Tommy Griffin (Remote) • Mr. Daniel O'Donoghue |
| Attendance (Executive Members): | <ul style="list-style-type: none"> • Ms. Ann O'Dwyer, Chief Executive Officer • 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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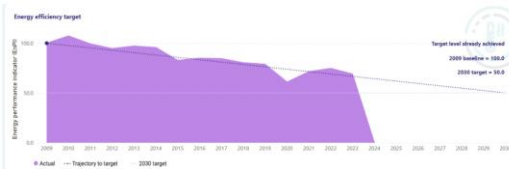
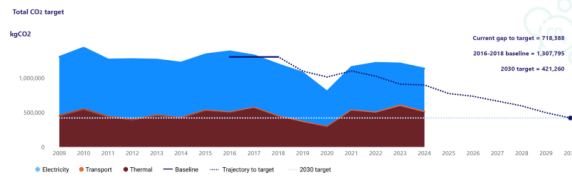
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| | <p>As per Section 1.18 of Circular Letter (CL) 0083/2024, a conflict-of-interest form was circulated to each Board Member before the meeting for signature. An Cathaoirleach reminded members re the importance of completing the conflict-of-interest form at the start of the meeting.</p> <p>Cllr. Niall Kelleher declared a conflict in regard to Solar Panels, therefore stood out for a section of 6.2 where Climate Control and Solar Panels on the Schools were being 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"> • Ms. Maria Brennan, Director of Organisation Support and Development • Ms. Lorraine O’Sullivan • Ms. Katherina Broderick • Cllr. Deirdre Ferris • Cllr. Liam Nolan |
| 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 Mr. Luke Silles, 6th year Student, The Green, Tralee. Our thoughts are with his devoted family, friends and whole school community on this traffic loss of life. ➤ Ms. Maria Brennan, Director of OSD on the passing of her niece Ms. Shannon Rüedi. ➤ Ms. Karen O’Sullivan, Head office on the passing of her brother-in-law Mr. Desmond Fitzgerald. ➤ Mr. Tom Finnerty, Kerry College Clash Campus on the passing of his aunt Ms. Kathleen Rodgers. ➤ Ms. Máire Teahan Keane, Killarney Community College on the passing of her aunt Ms. Sheila Teahan. ➤ Ms. Lovely Amin, Kerry College Clash Campus on the passing of her Father Mr. Lotiff Howlader and her niece Moon. ➤ Ms. Cora Conway, Coláiste na Sceilge on the passing of her mother Ms. Eva Conway. ➤ Mr. Kevin Foley, Killorglin Community College on the passing of his Aunt Ms. Theresa Kenneally. ➤ Ms. Eva Lyne, Killorglin Community College on the passing of her uncle Mr. Gerald McGill. ➤ Mr. PJ Houlihan, Gaelcholáiste Chiarraí on the passing of his uncle Mr. Liam Shanahan. ➤ Ms. Deirdre Sheehy, Kerry College Listowel Campus on the passing of her Aunt Ms. Kate O’Connor. ➤ The family of Ms. Mary Whelan, Special Needs Assistant, Two Mile Community National School. ➤ Ms. Mallory Higgins, Kerry College, Monavalley Campus on the passing of her father Mr. James Higgins. |

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| | <ul style="list-style-type: none"> ➤ Mr. DJ O'Donoghue, Kerry ETB Board member on the passing of his brother-in-law Mr. Leonard Foley. ➤ Ms. Michelle Fitzgerald, Foróige on the passing of her sister Ms. Kerrie Fitzgerald. |
| 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"> ➤ Killarney Community College Student Matthew Daly has been awarded an All-Ireland Scholarship which will cover the duration of his undergraduate studies. ➤ Gaelcholaiste Chiarraí - Clodagh de Búrca BL4 recently won the overall 1st place at SciFest competition in the MTU. ➤ Coláiste na Ríochta, Listowel, are thrilled to announce that Luke Fealey, Darragh Keane, and Eric Sheehy have won the prestigious Scifest Physics Award for their innovative project entitled "Fall for Science: Tracking Gravity with Smart Tech." ➤ Mr. John O'Rourke, Principal Mercy Secondary School Mounthawk and former Kerry ETB Board member on his pending retirement |
| 05/2025/3 | <p style="text-align: center;">MINUTES MIONTUAIRISCÍ</p> |
| 3.1 | <p>The minutes of the Board meeting held on 1st May 2025, were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Angie Baily Seconded: Mr Noel Keenan</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> |
| 05/2025/4 | <p style="text-align: center;">MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</p> |
| 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 Board was 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 7.4 from 1st May 2025 Board Meeting.</i></p> <p>Further to the discussion at the ETB Board meeting on 1st May 2025, matters were progressed as follows:</p> <p>Kerry ETB on 20th March 2025, supplied the multi-criteria analysis in draft for Solas review prior to making the final submission. Kerry ETB awaits feedback in this regard. Once the feedback is received the final documentation will be formally submitted to Solas.</p> |

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| | <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. Kerry ETB will not be permitted to appoint this resource until Solas have reviewed the draft documentation.</p> <p>The CEO of Kerry ETB issued a letter to the CEO of Solas, Mr. Andrew Brownlee on 12th May 2025. Subsequently, a meeting has been arranged between Kerry ETB and Solas to review Kerry ETB's FET Capital portfolio on 28th May 2025.</p> <p>A further update will be provided at the next Board meeting on 24th June 2025, as this will be an ongoing process.</p> |
| 4.3 | <p>Tralee Sports and Leisure Centre Company Limited by Guarantee <i>see Technology, Estates and Sustainability Report, Section 4.4, 1st May 2025 Board Meeting.</i></p> <p>The Head of Technology, Estates and Sustainability informed the Board that the Sports Centre Development Committee met on 15th May 2025, priorities were agreed as follows:</p> <ol style="list-style-type: none"> 1. A temporary 150m² gym will be located beside the free weights area. 2. Kerry ETB has received a revised QS report noting that the associated costs are c.€550,000 which Kerry ETB have submitted to IPB for approval, with potential completion by Q4 2025. 3. Once the final settlement value is received from IPB (expected in 4–6 weeks), Kerry ETB will initiate the tender for the design team. <p>Kerry ETB is actively seeking to utilise the <i>Additional Costs of Working</i> (ACW) provision under its Commercial Combined Insurance Policy to fund the temporary structure on the site, the provisions of this policy allow for the installation and rental of this unit for a two-year period to support the continuity of services at the Tralee Regional Sports and Leisure Centre Limited by Guarantee. Kerry ETB awaits approval from IPB to proceed.</p> <p>To date Kerry ETB has already received €500k from IPB and is substantiating a second interim payment claim, to a total value of c. €770k which has been spent to date, it is envisaged these funds will be received in the coming weeks. It was noted at the Development Committee meeting that no further ETB funds will be committed until full Phase 1 (Reopening Works) funding is received. Finalisation of the contents claim is underway to support the temporary gym set up.</p> <p>At the meeting of the Board of Tralee Sports and Leisure Centre Company Limited by Guarantee on 15th May 2025, plans for the temporary gym structure were discussed and the location and approach outlined was agreeable. It was noted that the installation of this temporary gym is central to the recovery of the revenue for the centre at this time.</p> <p>The Head of Technology, Estates and Sustainability outlined using the map provided in his report for the proposed location of the temporary gym and existing free weights area.</p> <p>The Board was informed that Kerry ETB wrote to the TRSLC management on May 16th 2025, commending the manager on his excellent stewardship during this crisis, outlining the ongoing support and commitment of Kerry ETB to TRSLC while at the same time clarifying that Kerry ETB has no funding or mechanism to subevent the day-to-day operational costs of the company.</p> |

| | <p>Board members were informed that a Business Plan will be presented at the Kerry ETB Board Meeting on 24th June 2025 by the Chairperson and Manager of Tralee Sports and Leisure Centre. The Business Plan focuses on maintaining centre operations until full restoration is complete.</p> <p>An Cathaoirleach thanked the Head TES Department for the update.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4.4 | <p>Correspondence from Finance Committee to an Cathaoirleach, as circulated in advance of the Board meeting on 1st May 2025 and 27th May 2025.</p> <p>An Cathaoirleach presented the Board with a letter received from the Kerry ETB Finance Committee in relation to Youth Work funding.</p> <p>The Chief Executive briefed the Board on the correspondence received and informed the Board that the Youth Work Committee met last week to review the figures given by ETBI.</p> <p>The following next steps were outlined by the committee:</p> <ol style="list-style-type: none">1. Kerry ETB Board to issue correspondence to the Department in line with the Finance Committee recommendations citing the figures provided by the Department to ETBI, as below. <table><tr><th colspan="5">2024 Youth Funding Allocations per ETB</th></tr><tr><th>ETB</th><th>Total Funding Allocated*</th><th>Youth Population (census 2022)</th><th>Per Youth Capital Funding</th><th>UBU Funding Per Youth Capital</th></tr><tr><td>City of Dublin ETB</td><td>€18,334,516.67</td><td>106,477</td><td>€172.19</td><td>€154.60</td></tr><tr><td>Dublin Dun Laoghaire ETB</td><td>€10,231,445.66</td><td>115,102</td><td>€88.89</td><td>€76.34</td></tr><tr><td>Waterford & Wexford ETB</td><td>€3,872,295.00</td><td>57,009</td><td>€67.92</td><td>€55.56</td></tr><tr><td>Limerick and Clare ETB</td><td>€4,127,714.33</td><td>67,217</td><td>€61.40</td><td>€50.43</td></tr><tr><td>Kilkenny and Carlow ETB</td><td>€1,614,779.00</td><td>32,982</td><td>€48.96</td><td>€35.11</td></tr><tr><td>Galway and Roscommon ETB</td><td>€3,029,422.67</td><td>69,870</td><td>€43.35</td><td>€35.03</td></tr><tr><td>Tipperary ETB</td><td>€1,490,137.33</td><td>34,697</td><td>€42.94</td><td>€31.49</td></tr><tr><td>Cavan and Monaghan ETB</td><td>€1,216,360.00</td><td>29,301</td><td>€41.51</td><td>€25.38</td></tr><tr><td>Kerry ETB</td><td>€1,168,794.33</td><td>28,458</td><td>€41.07</td><td>€27.27</td></tr><tr><td>Cork ETB</td><td>€4,491,609.33</td><td>115,374</td><td>€38.93</td><td>€31.21</td></tr><tr><td>Donegal ETB</td><td>€1,118,772.33</td><td>32,710</td><td>€38.93</td><td>€21.58</td></tr><tr><td>Longford and Westmeath ETB</td><td>€1,012,529.33</td><td>28,490</td><td>€35.54</td><td>€24.36</td></tr><tr><td>Kildare and Wicklow ETB</td><td>€2,530,214.67</td><td>83,504</td><td>€30.30</td><td>€23.03</td></tr><tr><td>Mayo, Sligo and Leitrim ETB</td><td>€1,327,302.00</td><td>44,666</td><td>€29.72</td><td>€19.39</td></tr><tr><td>Laois Offaly ETB</td><td>€688,637.33</td><td>36,275</td><td>€18.98</td><td>€11.70</td></tr><tr><td>Louth and Meath ETB</td><td>€1,294,583.00</td><td>76,593</td><td>€16.90</td><td>€11.30</td></tr></table> <p><small>NOTE: * Funding includes following schemes: UBU, Youth Club Grant, Youth Information, Youth Employability, Resilience and Effectiveness, ETB Youth Grant. * Note: table does not include Integration Fund 2024 (€236,870) as: a) this is a targeted fund to support Ukrainian/IPAS young people who are not captured in the census data or included in the youth population figure of 28,458. b) this scheme was subject to a 44% cut in 2025 and the continuation of this scheme is uncertain at present. * Note: table does not include Gaeltacht Youth Research Grant €30,000 as this is a pilot project specific to Kerry ETB and Mayo, Sligo & Leitrim ETB</small></p> <ol style="list-style-type: none">2. Request matter be included on agenda for planned meeting with Department officials in Summer 2025. <p>These discussions will be held in the context of there being 10 new UBU sites for selection in 2025. The latest update received advised that the Youth Affairs Unit have delayed issuing the criteria for these sites pending approval from the new Minister.</p> <p>Board Members welcomed this update.</p> | 2024 Youth Funding Allocations per ETB | | | | | ETB | Total Funding Allocated* | Youth Population (census 2022) | Per Youth Capital Funding | UBU Funding Per Youth Capital | City of Dublin ETB | €18,334,516.67 | 106,477 | €172.19 | €154.60 | Dublin Dun Laoghaire ETB | €10,231,445.66 | 115,102 | €88.89 | €76.34 | Waterford & Wexford ETB | €3,872,295.00 | 57,009 | €67.92 | €55.56 | Limerick and Clare ETB | €4,127,714.33 | 67,217 | €61.40 | €50.43 | Kilkenny and Carlow ETB | €1,614,779.00 | 32,982 | €48.96 | €35.11 | Galway and Roscommon ETB | €3,029,422.67 | 69,870 | €43.35 | €35.03 | Tipperary ETB | €1,490,137.33 | 34,697 | €42.94 | €31.49 | Cavan and Monaghan ETB | €1,216,360.00 | 29,301 | €41.51 | €25.38 | Kerry ETB | €1,168,794.33 | 28,458 | €41.07 | €27.27 | Cork ETB | €4,491,609.33 | 115,374 | €38.93 | €31.21 | Donegal ETB | €1,118,772.33 | 32,710 | €38.93 | €21.58 | Longford and Westmeath ETB | €1,012,529.33 | 28,490 | €35.54 | €24.36 | Kildare and Wicklow ETB | €2,530,214.67 | 83,504 | €30.30 | €23.03 | Mayo, Sligo and Leitrim ETB | €1,327,302.00 | 44,666 | €29.72 | €19.39 | Laois Offaly ETB | €688,637.33 | 36,275 | €18.98 | €11.70 | Louth and Meath ETB | €1,294,583.00 | 76,593 | €16.90 | €11.30 |
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| ETB | Total Funding Allocated* | Youth Population (census 2022) | Per Youth Capital Funding | UBU Funding Per Youth Capital | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Limerick and Clare ETB | €4,127,714.33 | 67,217 | €61.40 | €50.43 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kilkenny and Carlow ETB | €1,614,779.00 | 32,982 | €48.96 | €35.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Galway and Roscommon ETB | €3,029,422.67 | 69,870 | €43.35 | €35.03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Cavan and Monaghan ETB | €1,216,360.00 | 29,301 | €41.51 | €25.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Donegal ETB | €1,118,772.33 | 32,710 | €38.93 | €21.58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Laois Offaly ETB | €688,637.33 | 36,275 | €18.98 | €11.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Louth and Meath ETB | €1,294,583.00 | 76,593 | €16.90 | €11.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.5 | <p>Blennerville Bakery School - Head of TES Report, Section 7.4, from 1st May 2025 Board meeting.</p> <p>Following the discussion from the Kerry ETB Board meeting on 1st May 2025, the Director of Further Education and Training informed the Board, that a meeting took place on 22nd May between the CEO of Kerry ETB and the CEO of Kerry County Council where this matter was reviewed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>In advance of this meeting Kerry ETB provided an update to Kerry County Council outlining the following:</p> <ul style="list-style-type: none"> • Kerry ETB will not proceed with the lease of the café from Kerry County Council. • Progress on Kerry ETB Business Case and Capital Submission • The feedback from instructors and stakeholders regarding the required fit-out and works required to complete a fitout for a bakery school. <p>The Director of FET informed the Board that, following a recent site visit, it became clear that several aspects of the property had significantly changed since the initial assessment. Notably, the facility could accommodate a maximum of 10 learners with limited storage.</p> <p>In response, the Director of FET engaged with management to explore alternative uses for the site. Following internal discussions, the CEO met with the Council to propose a change of use for the property—from a bakery school to a Marine Ecology Centre.</p> <p>The revised proposal is considered highly suitable given the property's location near the sea, a pier, oyster beds, wetlands, and kayaking routes, making it ideal for environmental and marine education. The team believe this shift represents a viable and strategic opportunity with strong educational and ecological value which is adjacent to the Tralee Bay Nature Reserve and Tralee Ship Canal, within a designated Natura 2000 Site.</p> <p>The site could include a classroom which has considerable potential for a lab facility. Additionally, the cost of fitting out the space for marine ecology purposes would be minimal compared to the substantial capital investment required for the bakery school when Kerry College Tralee already has state of the art kitchen facilities at its Clash campus.</p> <p>The Board welcomed the update regarding the proposed change in purpose of the space to focus on marine ecology, the CEO expressed satisfaction with this proposal and noted that approximately 20 students will be able to be accommodated in fulltime programmes.</p> <p>A formal proposal will be developed for submission to Kerry County Council. The team believes this revised project is not only more viable but also aligns with the organisation's goals of innovation and leadership in education and training.</p> <p>The Board were advised that Kerry County Council are exploring other uses for the Cafe and Kerry ETB is open to provide training supports to the cafe such as barista, waiting etc. if required.</p> <p>It is hoped that revised lease terms will be presented to the ETB Board for approval on 24th June 2025, as Kerry County Council are on programme to complete the refurbishment by the end of June 2025.</p> <p>An Cathaoirleach welcomed this update and thanked all involved for their help in progressing the proposal to this point.</p> |
| 05/2025/6 | GOVERNANCE RIALACHAS |
| 6.1 | New Board Training/Induction. |

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| | <p>Members were provided with the following update:</p> <p>ETBI released additional dates for the Phase 3 training as follows:</p> <ul style="list-style-type: none"> ➤ Monday the 19th of May, 6 PM ➤ Monday the 26th of May, 4 PM ➤ Tuesday the 27th of May, 10 AM ➤ Wednesday the 4th of June, 2 PM <p>Board members were reminded to contact Executive Support in order avail of the additional training dates if needed.</p> <p>Training for Section 45 Committees will take place in May/June.</p> <ul style="list-style-type: none"> ➤ Audit and Risk Committee – 28th May – Evening Session (6 to 8.30) ➤ Finance Committee – 12th June – Morning Session (10 to 12.30) <p>The Board was advised that ETBI will be contacting the Chairperson of the Board of Kerry ETB, the Chairpersons of the Finance Committee and the Audit and Risk Committee in relation to training specific to these roles.</p> <p>An Cathaoirleach welcomed this update.</p> | | | | | | |
| <p>6.2</p> | <p>Risk Management update</p> <p>The Head of Technology, Estates and Sustainability presented the Board with a review of the Corporate Risk Register – Sustainability and Climate Action. Risk number 4.</p> <p>The risk description was given as follows: Failure to meet Kerry ETB’s requirements as set out in the Public Sector Climate Action mandate, i.e. reduce emissions by 51% and improve energy efficiency to 50% by 2030.</p> <p>Risk Context</p> <p>Energy Efficiency</p> <p>The Government’s Climate Action Plan sets several targets for Kerry ETB including:</p> <p>Increasing Energy Efficiency (from a 2009 baseline) by 50% by 2030.</p> <p>Energy efficiency is measured using an activity metric (to recognise increased or decreased activity of the ETB).</p> <p>Based on 2024 performance Kerry ETB is set to achieve its 2030 energy efficiency target, the below glidepath shows our targets and progress towards our 2030 target for energy efficiency.</p>  <p>Green House Gas Emissions</p> <p>Reducing Green House Gas Emissions (from a baseline of 2016-2018 emissions) by 51% by 2030.</p> <p>Reducing GHG emissions (from a baseline of 2016-2018 emissions) by 51% by 2030.</p> <table border="1"> <tr> <td>2016-2018 Baseline:</td> <td>1,307,795 kgCO₂</td> </tr> <tr> <td>2024 Kerry ETB GHG emissions:</td> <td>1,139,649 kgCO₂</td> </tr> <tr> <td>2030 Kerry ETB GHG target:</td> <td>421,260 kgCO₂</td> </tr> </table> <p>The following glidepath shows Kerry ETB’s progress towards the 2030 targets for Green House Gas Emissions.</p> <p>As shown above there is a Gap to Target (to 2030 targets) of c. 718,388 kgCO₂.</p>  | 2016-2018 Baseline: | 1,307,795 kgCO ₂ | 2024 Kerry ETB GHG emissions: | 1,139,649 kgCO ₂ | 2030 Kerry ETB GHG target: | 421,260 kgCO ₂ |
| 2016-2018 Baseline: | 1,307,795 kgCO ₂ | | | | | | |
| 2024 Kerry ETB GHG emissions: | 1,139,649 kgCO ₂ | | | | | | |
| 2030 Kerry ETB GHG target: | 421,260 kgCO ₂ | | | | | | |

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| | <ul style="list-style-type: none"> ➤ Kerry ETB is actively implementing a suite of risk mitigation measures to meet the Climate Action Plan targets for greenhouse gas emissions reduction and energy efficiency improvements. ➤ In 2024, Kerry ETB completed several significant building upgrades, including enhanced heating systems and the installation of Solar PV panels, which will contribute to improved energy performance and reduced emissions. The full impact of these works will be realised in 2025. ➤ The second tranche of the SOLAS Green Devolved Capital Grant (€507,500) is currently being allocated. This funding will further enhance energy efficiency and performance across our educational facilities throughout 2025. ➤ All 12 Kerry ETB Schools have applied for works under the Climate Action Summer Works Scheme, which will support the achievement of national targets from 2026 onwards. ➤ In support of these initiatives, Kerry ETB has adopted a comprehensive Climate Action Plan and a Sustainability Strategy, outlining our long-term approach to energy management and sustainability. ➤ Additionally, Kerry ETB has appointed a full-time Grade 6 Officer in the past 12 months, dedicated to driving progress in sustainability and climate action across the organisation. ➤ Internal Controls for Head Office/Schools/Centres/Campuses were drafted in 2024 and will be utilised in 2025 Financial Year. ➤ Kerry ETB continues to engage with all relevant stakeholders, including Departments and SEAI to ensure we are in line with the most up to date legislation, circulars, best practice etc. <p style="text-align: center;">Proposed: Cllr. Marie Moloney Seconded: Cllr. Angie Bailly</p> <p>An Cathaoirleach thanked the Head of Technology, Estates and Sustainability for his comprehensive update.</p> |
| 6.3 | <p>Information Security Management Systems (Cybersecurity) update – circulated.</p> <p>The Board was advised that six members of staff including senior management attended the ETBI/ESBS Information Security and Governance Seminar 2025 on the 13th and 14th May. This seminar allowed for ETBs to network, collaborate and understand, with external stakeholders, the implications of the changing environment surrounding Information Security and Data Governance</p> <p>The Board was advised that work was ongoing addressing the results of the recent ISMS audit in which Kerry ETB received an adequate finding. The focus of this work is currently the Kerry ETB Context Analysis.</p> <p>The Board was further advised that Kerry ETB will be establishing an AI working group.</p> <p>Board members welcomed this update.</p> |
| 6.4 | <p>Health and Safety update - circulated in advance</p> <p>The Head of Corporate and Procurement advised the Board members that the Risk Assessment Program continued throughout May, with the following activities reported:</p> |

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| | <p>Schools and centres were inspected and assisted with risk assessments throughout May with 3 visits to centres and 6 visits to schools carried out.</p> <ul style="list-style-type: none"> ➤ Gaelcholáiste Chiarraí ➤ Coláiste Gleann Lí ➤ Castleisland CC ➤ Coláiste na Ríochta ➤ Causeway CS ➤ Killorglin CC ➤ An Tóchar ➤ Listowel Youthreach/ABE ➤ Dingle FET centre <p>Training with science teachers in Coláiste na Ríochta and Coláiste Gleann Lí was completed on the Standard Operating Procedure for Science Area.</p> <p>The Board were notified that a meeting of the Safety Committee was held on 22nd May 2025.</p> <p>A further update on the High Priorities Action register will be provided at the June 24th Board Meeting.</p> <p>Board Members welcomed this update.</p> |
| 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"> ➤ Lyreacrompane Community National School - Meeting held 22nd January 2025. ➤ Causeway Comprehensive School – Meeting held 2nd February 2025. ➤ Tahilla Community National School – Meeting held 18th February 2025. ➤ Youth Work Committee Minutes - Meeting held 20th February 2025. ➤ Youth Work Committee Minutes - Meeting held 1st April 2025. ➤ Two Mile Community National School – Meeting held 10th February 2025 <p>The Board approved the above listed minutes as presented.</p> <p style="text-align: center;">Proposed: Mr. Michael Larkin Mc Carthy Seconded: Mr. Noel Keenan</p> |
| 6.6 | <p>Amendment to the Constitution of Kerry College Board Membership in accordance with Section 44 of the ETB Act 2013.</p> <p>Approval was sought to add an additional Staff Nominee to the Board structure of the Kerry College Governance Board.</p> <p style="text-align: center;">Proposed: Cllr. Angie Baily Seconded: Mr. DJ O’Donoghue</p> |
| 6.7 | <p>Amendment to the Constitution of Youthreach Board Membership in accordance with Section 44 of the ETB Act 2013.</p> |

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| | <p>Approval was sought to change one of the School Principal Nominees to Senior School Leader Nominee, on the Youthreach Board of Management.</p> <p style="text-align: center;">Proposed: Cllr. Angie Baily Seconded: Mr. John O'Connor</p> |
| 6.8 | <p>Amendment to the Constitution of Music Generation Board Membership in accordance with Section 44 of the ETB Act 2013</p> <p>Approval was sought to change the two staff nominees to two Board of Management / Community Nominees, on the Music Generation Board of Management.</p> <p style="text-align: center;">Proposed: Cllr. Paul Daly Seconded: Cllr. Norma Moriarty</p> |
| 6.9 | <p>Change to Kerry ETB's Bank Mandate</p> <p>Approval was sought to make changes to Kerry ETB Bank Mandate that included:</p> <ol style="list-style-type: none"> 1. Removal of seconded CEO. 2. Addition of new Acting Director of Schools Youth and Music. <p style="text-align: center;">Proposed: Cllr. Norma Moriarty Seconded: Mr. Michael Larkin Mc Carthy</p> |
| 6.10 | <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"> ➤ Procedure for Kerry ETB Board Members to seek Independent Professional Advice revised April 2025. ➤ Policy and Procedure Governance Framework. ➤ Kerry ETB Dignity and Respect at Work Policy. <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Marie Moloney</p> |
| 6.11 | <p>Corporate Procurement Plan - January 2025 to December 2027- for approval</p> <p>Approval was sought for the Kerry ETB Corporate Procurement Plan - January 2025 to December 2027.</p> <p style="text-align: center;">Proposed: Mr. DJ O'Donoghue Seconded: Cllr. Norma Moriarty</p> <p>The Board approved the above.</p> |

| 05/2025/7 | <p style="text-align: center;">CE'S REPORTS & QUESTIONS ON CE'S REPORTS TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU</p> |
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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"> • Review and Planning Day • Castleisland Community College • Coláiste na Ríochta • Killarney Community College • Killorglin Community College • Kerry REALT • School Attendance • National Inspectorate Report on Special Classes • SEN Update • Erasmus • Community National Schools Update • Youth Development • Music Generation • Upcoming Events <p>The Director of Schools, Youth and Music informed the Board that Castleisland Community College have won six A All National titles in Basketball this year. Board members joined the Director of Schools, Youth and Music in congratulating the school on such an achievement.</p> <p>The Board was advised of National School Attendance Initiatives</p> <ul style="list-style-type: none"> • "Anseo" – a new evidence-based framework to help schools analyse and respond to attendance data, to be rolled out in 60 schools following a successful pilot. • A national multimedia campaign, launching in September 2025, to promote the importance of regular school attendance to students, parents and guardians • Continued investment in the Educational Welfare Service, including expansion of educational welfare officer (EWO) capacity • Promotion of the benefits for children and young people of being present in school on each school day. A national Attendance Conference in early 2026 to share best practices and promote whole-system engagement • A scoping project to deliver real-time attendance data for better decision-making and intervention • Continued investment in the School Completion Programme and better planning between the School Completion Programme and the range of supports available through the non-formal education sector in youth so that the range of young people's needs during school days, school holidays and weekends can be best planned for and met. • Work across government to embed attendance as a priority from early childhood onwards. <p>The following upcoming Kerry ETB Music Generation events were notified to the Board</p> <ul style="list-style-type: none"> ➤ Oidhreacht Traditional Ensemble are performing for the opening of Listowel Writer's Week May 28th ➤ Cruinniú na nÓg workshops taking place in Killarney June 7th 2025 |

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| | <ul style="list-style-type: none"> ➤ End-of-Year Summer String Programme at Moyderwell Primary School ➤ Tralee Band Project End-of-Term performance Tuesday 27th May at Collis Sandes House Tralee ➤ Primary School and After-School enrolments ongoing for September 2025 ➤ Creative Communities Project commencing June 2025 <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 and taken as read.</p> <p>The report addressed the following:</p> <ul style="list-style-type: none"> • Budget Allocation Update • 2025 YTD Beneficiaries • Kerry College Commercial Diving Training Programme Update • Blennerville Project Update • Evaluation of Youthreach Provision <p>The Director of FET proceeded to give the Board an update on the Budget Allocation.</p> <p>Following a meeting with the National Apprenticeship Office on 13th May 2025, it was reported that apprenticeship programmes are significantly underfunded.</p> <ul style="list-style-type: none"> ➤ Apprenticeship Under Funded - €1,524,633 ➤ Craft Apprenticeship Under Funded - €1,023,277 ➤ Phase 4 & 6 Allowances - €790,700 Under Funded <p>The Director of FET informed the Board that this level of underfunding raises serious concerns around the funding of the apprenticeship provision for 2025. Particular concern relates to the potential cancellation of the September 2025 Phase 4 and Phase 6 intakes, should funding not be secured. He also outlined that this is a national issue and not just Kerry ETB.</p> <p>Board Members thanked the Director of Further Education and Training for his report and update and also raised concerns regarding the delay and clarity of funding from SOLAS and the National Apprenticeship Office, it was agreed that this needs a lot of focus and attention and that the time element to this is critical.</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:</p> <ul style="list-style-type: none"> ➤ High Court Proceedings (under Matters Arising) ➤ Governance, Compliance and Risk System <ul style="list-style-type: none"> ○ ICQ Module ➤ Internal Audit Unit (IAU) Audits <ul style="list-style-type: none"> ○ Youth Services Audit ○ Information Security Management System <ul style="list-style-type: none"> ▪ School Utilisation Recruitment & Utilisation of Teachers Audit |

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| | <ul style="list-style-type: none"> ▪ School Contributions Audit ▪ Solas Capital Funding - Devolved Funding and Completed Projects in Kerry ETB Audit <ul style="list-style-type: none"> ➤ Comptroller and Auditor General <ul style="list-style-type: none"> ○ Management Letter 2023 Accounts ➤ Protected Disclosures <ul style="list-style-type: none"> ○ Section 22 Reports and Reporting <p>An Cathaoirleach noted the apologies of the Director of Organisational Support and Development and expressed the Board sympathies to her and her family.</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 ○ Tralee Sports and Leisure Centre Company Limited by Guarantee ○ Blennerville Bakery School ➤ ICT Update <ul style="list-style-type: none"> ○ Guidelines for the Responsible Use of AI in the Public Service. ○ Kerry ETB – Microsoft 365 Campus Licence. ➤ Sustainability <ul style="list-style-type: none"> ○ Review of Corporate Risk Register- Sustainability & Climate <p>An Cathaoirleach thanked the Head Technology, Estates and Sustainability for the report.</p> |
| 7.5 | <p>Finance Report</p> <p>The Finance Report, circulated in advance of the meeting, was presented to the Board by Head of Finance.</p> <p>The report addressed the following:</p> <ul style="list-style-type: none"> ➤ Kerry ETB Cash Grants as at 30th April 2025 ➤ Financial Status <ul style="list-style-type: none"> ○ Head Office ○ Schools, Post Primary – Non pay ○ Community National Schools ○ Further Education and Training <p>An Cathaoirleach thanked the Head of Finance for the comprehensive report.</p> |
| 7.6 | <p>Chief Executive’s Report</p> <p>The Chief Executive’s Report, circulated in advance of the meeting, was noted by the Board and taken as read.</p> |

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| | <p>The Report addressed the following matters:</p> <ul style="list-style-type: none"> ➤ Department of Education and Youth (DEY) new branding/ logos ➤ ETBI Meeting with DEY ➤ National Inspectorate Report on Special Classes ➤ Kerry ETB Service Plan 2025 ➤ ETB Finance Committee ➤ Tralee Regional Sports & Leisure Centre Update ➤ Kerry ETB's FET Capital Portfolio Meeting with Solas ➤ Kerry ETB MIC MOU ➤ ETBI/ESBS Information Security and Governance Seminar ➤ National Tertiary Office 2024 Annual Report ➤ FET Tertiary Courses in Kerry 2025/26 ➤ AI Guidelines in Public Service <p>An Cathaoirleach thanked the Chief Executive for her report.</p> |
| 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 | <p>Kerry ETB Retirement Event will be held after the Board meeting on 24th June 2025. 5.30p.m. - Retirement Event</p> <p>The CEO advised the Board that the launch of Memorandum of Understanding between Mary Immaculate College and Kerry ETB will take place on 30th September 2025.</p> |
| 05/2025/10 | ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH |

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| <p>10.1</p> | <p>Procurement: Mr. Michael Larkin McCarthy</p> <p>Mr. Mc Carthy queried the Executive regarding the procurement approach that Kerry ETB take, specifically whether decisions are based on the lowest price or best value. He advised of a recent issue where the lowest-cost option was selected, but the resulting product was of insufficient quality and not fit for purpose.</p> <p>In response, the Head of Corporate Procurement clarified that it is lowest price based on the specification outlined.</p> <p>It was emphasised that all requests should provide a detailed and accurate description, which will ensure that the products procured meet the required standards of quality and are fit for their intended purpose.</p> <p>Mr. Mc Carthy thanked the Head of Corporate Procurement for her clarification.</p> <p>Skills Training for TY Students in Coláiste na Sceilge: Cllr. Norma Moriarty</p> <p>Cllr. Moriarty raised concerns regarding the availability of training and skills development opportunities for Transition Year (TY) students in schools such as Coláiste na Sceilge. Cllr. Moriarty expressed that students in these schools may feel excluded due to their geographical distance from key centres in Tralee. Schools in the Tralee area benefit from easier access to facilities like Kerry College, which enables their students to participate more readily in work experience and other training programmes.</p> <p>The Director of Further Education and Training (FET) acknowledged the concern and affirmed the commitment to inclusivity. He advised that options will be explored to provide equal opportunities for all students, regardless of their location. This could include identifying suitable courses in Killorglin or the O'Connell Centre, as well as brainstorming additional ideas to ensure that students in more remote areas are not disadvantaged.</p> <p>Cllr. Moriarty welcomed these suggestions and thanked the Director of Further Education and Training.</p> |
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| | <p>The next Board meeting will be in-person and is scheduled for Tuesday 24th June 2025 at 3.00 p.m. in The Ashe Hotel, Tralee.</p> <p><i>This concluded the business of the meeting.</i></p> |