

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

Date and Time:	Tuesday 30 th September 2025
Location:	Hybrid: Kerry ETB Head Office. Centrepoint, Tralee, Co. Kerry and via Microsoft Teams
Cathaoirleach:	Cllr. Norma Moriarty
Secretary:	Ms. Ann O’Dwyer, Chief Executive
Attendance (Reserve Members):	<ul style="list-style-type: none"> • Cllr. Norma Moriarty • Cllr. Anne O’Sullivan (VC) • Cllr. Paul Daly • Cllr. Angie Baily • Cllr. Deirdre Ferris • Cllr. Teddy O’Sullivan Casey (VC) • Cllr. Marie Moloney • Cllr. Maura Healy-Rae (VC) • Cllr. Tommy Griffin (VC) • Cllr. Niall Kelleher (VC) • Cllr. Martin Grady (VC) • Mr. Joseph Brennan • Mr. Michael Larkin McCarthy (VC) • Mr. Noel Keenan • Ms. Maria O’Gorman • Ms. Katherina Broderick • Cllr. Liam Nolan (VC) • Ms. Annette Steinborn (VC) • Mr. John O’Connor
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 • 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 • Ms. Eileen Diggin, Executive Support • Ms. Grainne Mulvihill

	CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS
	<p>As per Section 1.18 of Circular Letter (CL) 0083/2024, a conflict-of-interest form was circulated to each Board Member before the meeting for signature.</p> <p>An Cathaoirleach reminded members re the importance of completing the conflict-of-interest form at the start of the meeting and informed Board members that the meeting would go ahead once all forms were complete.</p>
09/2025/1	APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN
1.1	<p>Apologies were noted for the following Board members:</p> <ul style="list-style-type: none"> • Ms. Lorraine O’Sullivan • Mr. Daniel O’Donoghue • Mr. Pádraig O’Sullivan, Head of Technology, Estates and Sustainability (TES) • Ms. Donna Monson, Corporate and Procurement Department
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. Aidan Forristal, former student of Causeway Comprehensive, Leaving Certificate class of 2024, on his sad passing. ➤ Mr. Pádraig O’Donovan, Chairperson of Community National Schools, on the passing of his wife Ms. Olive O’Donovan. ➤ Ms Claire O’Shea, Kerry College Monavalley Campus, on the passing of her uncle Mr. Thomas Coleman. ➤ Ms. Sheila O’Connor, Castleisland Community College on the passing of her father Mr. Patrick McKenna. ➤ Mr. Peter Stack, Castleisland Community College on the passing of his uncle Mr. Kevin Finucane. ➤ Mr. Patrick Dunworth, Kerry College Monavalley Campus on the passing of his mother Ms. Mary Dunworth. ➤ Ms. Mary Swaine, Adult Literacy on the passing of her sister-in-law Ms. Martina Murphy. ➤ Mr. Kieran Harrington, Kenmare Further Education Centre on the passing of his uncle Mr. Jerry Harrington. ➤ Ms. Noreen O’Sullivan, Coláiste Gleann Lí on the passing of her mother-in-law Ms. Peggy Scanlon. ➤ The family of Mr. Pádraig O’Rahilly, past student of the Directions programme from 2015 to 2018 and IST programme from 2018 to 2019, on his sad passing. ➤ Ms. Noreen O’Sullivan, Clerical officer Coláiste Gleann Lí, and family on the passing of her father-in-law Mr. Matt Scanlon. ➤ Ms. Brenda Kelly, Schools Youth and Music on the passing of her brother Mr. John G. Kelly. ➤ Ms. Aileen Brosnan, Family Support Worker, TUSLA and member of Kerry ETB Youth Work Committee on the passing of her sister Ms. Maura Barron.

	<ul style="list-style-type: none"> ➤ The family of Cllr. Patrick Gerard Murphy, former president of ETBI on his sad passing. ➤ Ms. Renata Lesniak. Kerry College, Clash Campus on the passing of her father Mr. Stanislaw. ➤ Mr. Pat Slattery, Head Office, on the passing of his brother-in-law Mr. Denis Brosnan. ➤ Mr. Tony Noctor, Tralee Youthreach on the passing of his uncle Sean Dunne. ➤ Mr. Liam Mansfield, Kerry College, Listowel Campus on the passing of his Aunt Ms. Sheila Kelly. ➤ Ms. Eilish O Leary, Killarney Community College on the passing of her aunt Ms. Kay Griffin. ➤ Ms. Claire Cussen, Dingle Further Education Centre on the passing of her mother-in-law Ms. Kathleen O Shea. ➤ Ms. Marianne Marshall, REALT Co-ordinator on the passing of her father in law Mr. Michael Marshall. ➤ Ms. Clare McGrath Kennelly, Kerry College Listowel Campus on the passing of her uncle Mr. Michael McGrath. ➤ Ms. Linda O'Shea, Kerry College Clash Campus on the passing of her father-in-law Mr. Frank Dowling. ➤ The family of Mr. Edmond Harty, Dairy Master on his passing. ➤ The family of Paddy O'Doherty RIP former TUI Officer and Area Representative on his passing. ➤ Mr. Tom O'Reilly, Kerry College, Monavalley Campus on the passing of his sister Ms. Stella O'Reilly.
09/2025/2	CONGRATULATIONS COMHGHAIRDEAS
	<p>Congratulations/Comhghairdeas</p> <p>An Cathaoirleach extended congratulations to the following:</p> <ul style="list-style-type: none"> ➤ Ms. Stella Loughnane, Principal Killarney Community College on the amazing achievement of her son Mr. Evan Looney, playing on the Winning Kerry team, in the 2025 All Ireland Final. ➤ The Staff and Learners of the Kerry College Beauty Therapy Course for their outstanding work in providing makeup for the Roses during the selection nights. ➤ Ms. Katelyn Cummins, Electrical Apprentice who was crowned the 2025 Rose of Tralee. ➤ Ms. Mairead Corridan on her appointment of Principal of Castleisland Community College. ➤ Mr. Paudie Fleming on his appointment of Deputy Principal to Castleisland Community College. Ms. Caroline Horgan Byrne on her appointment to Deputy Principal Coláiste Gleann Lí ➤ Mr. Jimmy Laide on his appointment of Acting Deputy Principal to Coláiste na Ríochta. ➤ Congratulations to all students on receiving their Leaving Certificate results. ➤ Gaelcholáiste Chiarraí student Hridita Rahman on her appearance in a new TG4 documentary about Ireland's Education and Training Boards - In Eachtraí Foghlama le Kayleigh Trappe, on TG4 on the 29th September.

	<ul style="list-style-type: none"> ➤ Kerry College Apprentices Simon Carey – Retail Sales, Gearóid Costello – Additive Manufacturing, Jack O’Keeffe – Industrial Mechanics, Jia Chyen Queek – Mechanical Engineering CAD, Micheal Sweeney – Plumbing and Heating and Mossie Costello – Metal Fabrication, who represented Kerry College at World Skills 2025 in Dublin. ➤ Congratulations and thank you to Mr. Andrew Brown Lee, CEO SOLAS. We wish Andrew all the best in his new role as CEO of the Construction Industry Federation.
09/2025/3	MINUTES MIONTUAIRISCÍ
3.1	<p>The minutes of the Board meeting held on 24th June 2025 were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Mr. Joe Brennan Seconded: Cllr. Maura Healy Rae</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p>
09/2025/4	MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ
4.1	<p>Kerry College Killarney Campus Building Project - <i>see Technology, Estates and Sustainability Report Section 7.5 from 24th June 2025 Board meeting</i></p> <p>The Board was advised that on the 17th September 2025 Kerry received an email from SOLAS noting that DFHERIS received SOLAS recommendation re the site acquisition on the 31st August 2025 and the recommendation is moving through the DFHERIS approvals process towards Ministerial Approval.</p> <p>The Board was further advised that on the 29th September Kerry Education and Training Board received SOLAS approval to proceed towards Approval Gate 1 for the Killarney College of the Future Major Project through the successful evaluation in 2022 of a Strategic Assessment Report under the Public Spending Code (now replaced by the Infrastructure Guidelines).</p> <p>Communications It was agreed that any external communication/press etc in relation to the Kerry College Killarney Campus Building Project will be provided by the Kerry ETB Executive only. All external communications will also be approved by SOLAS/DFHERIS. This will ensure accurate communication as well as Department/SOLAS support.</p> <p>South Campus The meeting was also informed that the correspondence from SOLAS on the 17th September advised that DFHERIS have authorised SOLAS to pursue to progress Tralee South Campus Transfer.</p>

4.2	<p>Tralee Sports and Leisure Centre Company Limited by Guarantee - <i>see Technology, Estates and Sustainability Report Section 7.5 from 24th June 2025 Board meeting</i></p> <p>The Board was advised of the following:</p> <ul style="list-style-type: none"> • Kerry ETB met with Kerry County Council (CEO) and Tralee Regional Sports and Leisure CLG (Manager and Chairperson) on 17th September 2025. • An update on Business Plan was presented by TRSLC CLG at this meeting. • Kerry ETB presented on progress on the overall insurance claim as well as providing a detailed update on the installation of the modular unit on site. • Following the meeting it was agreed that a technical team would be appointed to advance a master plan and options analysis for the site, prior to appointing a design team. • It was acknowledged at this meeting that the final settlement value of the claim would be required prior to the formal appointment of a design team. • It is anticipated that the settlement value will be agreed in early October.
4.3	<p>Blennerville Project - <i>see Technology, Estates and Sustainability Report Section 7.5 from 25th June 2025 Board meeting</i></p> <p>The Board was advised that</p> <ul style="list-style-type: none"> • The refurbishment works at Blennerville Windmill Centre are finalised. Kerry County Council secured an extension to mid-June for the Town and Village Renewal Funding. • Proposal for Kerry ETB to Lease a portion of Blennerville Windmill was approved at the Kerry ETB Board Meeting on 24th June 2025. • The application for DFHERIS approval was submitted on 18th July 2025. • Queries received from DFHERIS on 23rd July 2025. • All queries have now been resolved. • The application for sanction is on hold by DFHERIS pending receipt of the BER Certificate. • Update to circulated report: - BER Certificate received 30th September 2025.
4.4	<p>Correspondence between Kerry ETB and the Youth Affairs Unit – <i>Director of Schools Youth and Music</i></p> <p>The Board was advised of DEY approval for a new UBU service for the Greater Kenmare area with an allocation of €120,000. Youth services will be invited to apply/tender for this project. Further to the appraisal process and Department approval of the successful application it is anticipated the service will commence in December 2025.</p>
09/2025/6	<p>GOVERNANCE RIALACHAS</p>
6.1	<p>Risk Management update - <i>circulated in advance</i></p> <p>The Director of Organisational Support and Development (OSD) presented the Board with a review of the Corporate Risk Register, in particular a review of Risk Number 8 – Kerry ETB Head Office Accommodation.</p> <p>Kerry ETB’s lease on its Head Office premises is due to expire in August 2027. If an alternative premises is not secured in advance of</p>

this there may be operational risks and financial risks

Failure to secure a suitable permanent Head Office in advance of the lease expiry may cause significant disruption to Kerry ETB operations.

An Cathaoirleach thanked the Director of Organisational Support and Development for her comprehensive update.

6.2

Information Security Management Systems (Cybersecurity) update - *circulated in advance*

The Director of OSD provided the Board with an update on a workshop delivered to senior leaders on 20th August 2025.

IPB Enterprise Risk Advisory personnel delivered the workshop.

The workshop covered the following:

- Introduction to ISMS and Cyber Context
- Information Security Management
- Key Priorities and ISMS Alignment
- Cyber Threat Landscape
- Mini Tabletop Exercise
- Key to the workshop was agreement on the mapping of ISMS strategic priorities to Kerry ETB strategic
- Priorities as set out in the Kerry ETB Strategy Statement 2023 – 2027

The following strategy alignment was agreed

Kerry ETB Strategic Priorities	ISMS Strategies
Excellence in Education and Training Service	Excellence in Service Delivery- Delivering high quality services with reliability and innovation including meeting cybersecurity expectations, ensuring privacy, leveraging technology e.g. AI, maintaining continuity and trust.
Strong, Inclusive and Respectful Organisational Culture	Structure and Culture – Building strong organisational structures and a positive culture – covering robust IIT network/systems, a compliance mindset for regulatory obligations and an embedded security culture among staff and students.
Opportunities for Greater Organisational Synergies	Partnerships and Collaborations – Engaging with external partners and the community including collaborations with higher education, state agencies (like NCSC) and sharing lessons to enhance cyber maturity and resilience across the sector.
A Leader in Education and Training Provision	Leadership – Exemplary Leadership and governance – leaders setting the tone for cyber risk management ('top-down' approach) to strive for best-in-class information security in the education sector.
Communications, Brand Awareness and Shared Understanding of Kerry ETB	Communications and Continuity – Effective communications (including social media use) and robust Continuity/Incident Response Planning – ensuring transparent communication during incidents and preparedness for disruptions.

The Board were also advised that a full review of ~Audit findings was undertaken on 8th September 2025.

Board members welcomed this update and thanked the Director of OSD

6.3

Health and Safety update - *circulated in advance*

The Head of Corporate and Procurement advised Board members that the Risk Assessment Program continued throughout July, August and September with nine visits to centres and two visits to schools carried out.

	<p>Training Programme</p> <ul style="list-style-type: none"> • Training for fire marshals in head office Denny St • Manual handling training in Killarney Youthreach • Safety awareness training in Killarney CC <p>Safety Management System</p> <ul style="list-style-type: none"> • Monthly meetings between Head of Corporate and Procurement and the Health and Safety officer continued. • The draft severe weather inspection checklist was approved and issued. • The corporate safety statement and school/centre safety statement template were revised. • Revisions to the maintenance register, AED check procedure and emergency evacuation procedure and template were completed and issued. <p>Board Members thanked the Head of Corporate and Procurement for this update and asked to be kept updated on this matter.</p>
6.4	<p>Minutes of Section 44 Committees – as circulated in advance</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 date 14.05.2025 ➤ Two Mile Community National School – meeting date 07.04.2025 ➤ Coláiste na Sceilge - meeting date 29.01.2025 ➤ Further Education & Training Governance Board – meeting date 27.03.2025 ➤ Gaelchólaiste Chiarraí - meeting date 05.12.2024 ➤ Gaelchólaiste Chiarraí - meeting date 03.04.2024 ➤ Gaelchólaiste Chiarraí - meeting date 20.06.2024 ➤ Gaelchólaiste Chiarraí - meeting date 23.01.2025 ➤ Gaelchólaiste Chiarraí - meeting date 21.03.2025 ➤ Gaelchólaiste Chiarraí - meeting date 18.09.2025 ➤ Scoil an Ghleanna – meeting date 23.10.2024 ➤ Scoil an Ghleanna – meeting date 12.12.2024 ➤ Scoil an Ghleanna – meeting date 12.03.2025 ➤ Scoil an Ghleanna – meeting date 03.06.2025 ➤ Scoil an Ghleanna – meeting date 18.06.2025 <p>The Board approved the above listed minutes as presented.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Paul Daly</p>
6.5	<p>Establishment of Section 44 Committees (CL 0083/2024) – as circulated in advance</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.</p> <p>Youthreach Committee in accordance with Section 44 of the ETB Act 2013 for Appointment.</p>

	<table border="1" data-bbox="375 235 1492 358"> <tr> <th data-bbox="375 235 699 309">Education Leader Nominee</th> <th data-bbox="699 235 1075 309">Community Nominee</th> <th data-bbox="1075 235 1492 309">Parent Nominee</th> </tr> <tr> <td data-bbox="375 309 699 358">Mr. John O’Roarke</td> <td data-bbox="699 309 1075 358">Mr. Mike Crean</td> <td data-bbox="1075 309 1492 358">Ms. Sheella McSweeney</td> </tr> </table> <p data-bbox="678 403 1061 470"> Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Marie Moloney </p> <p data-bbox="375 515 1476 616"> The Board approved these appointments as per Section 44 ETB Act 2013. Further Education and Training Centres – Governance Board - Section 44(11)(b) of the ETB Act 2013 </p> <table border="1" data-bbox="558 672 1276 761"> <tr> <th data-bbox="558 672 920 716">Agency Nominee:</th> <th data-bbox="920 672 1276 716">Community Nominee</th> </tr> <tr> <td data-bbox="558 716 920 761">Ms. Anna Dokurna</td> <td data-bbox="920 716 1276 761">Mr. Seamus Falvey</td> </tr> </table> <p data-bbox="694 795 1045 862"> Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Baily </p> <p data-bbox="375 907 1348 974"> Music Generation Committee in accordance with Section 44 of the ETB Act 2013 for Appointment. </p> <table border="1" data-bbox="670 1030 1069 1120"> <tr> <th data-bbox="670 1030 1069 1075">Board Nominee:</th> </tr> <tr> <td data-bbox="670 1075 1069 1120">Cllr. Paul Daly</td> </tr> </table> <p data-bbox="678 1153 1069 1220"> Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Norma Moriarty </p> <table border="1" data-bbox="678 1288 1037 1377"> <tr> <th data-bbox="678 1288 1037 1332">Community Nominee:</th> </tr> <tr> <td data-bbox="678 1332 1037 1377">Tallann Fagan (KCYS)</td> </tr> </table> <p data-bbox="694 1411 1045 1478"> Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Baily </p> <p data-bbox="375 1512 1252 1556"> The Board approved these appointments as per Section 44 ETB Act 2013. </p>	Education Leader Nominee	Community Nominee	Parent Nominee	Mr. John O’Roarke	Mr. Mike Crean	Ms. Sheella McSweeney	Agency Nominee:	Community Nominee	Ms. Anna Dokurna	Mr. Seamus Falvey	Board Nominee:	Cllr. Paul Daly	Community Nominee:	Tallann Fagan (KCYS)
Education Leader Nominee	Community Nominee	Parent Nominee													
Mr. John O’Roarke	Mr. Mike Crean	Ms. Sheella McSweeney													
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Board Nominee:															
Cllr. Paul Daly															
Community Nominee:															
Tallann Fagan (KCYS)															
<p data-bbox="191 1814 247 1859">6.6</p>	<p data-bbox="375 1590 1348 1624"> Kerry ETB Partnership Schools Board Vacancies: new 3-year term – for approval </p> <p data-bbox="375 1657 1460 1736"> The CEO outlined that vacancies have arisen on the Board of Management (BOM) of Kerry ETB Partnership School, Pobalscoil Inbhear Scéine, due to end of the Board term. </p> <table border="1" data-bbox="742 1769 1117 1859"> <tr> <th data-bbox="742 1769 1117 1814">CEO Nominee:</th> </tr> <tr> <td data-bbox="742 1814 1117 1859">Mr. Con O'Sullivan</td> </tr> </table> <p data-bbox="375 1904 1412 1971"> The Board formally approved the CE’s nomination to the Kerry ETB Partnership School, Pobalscoil Inbhear Scéine. </p>	CEO Nominee:	Mr. Con O'Sullivan												
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Mr. Con O'Sullivan															

	<p style="text-align: center;">Board Nominee: Cllr. Norma Moriarty</p> <p>The Board approved this appointment.</p> <p style="text-align: center;">Board Nominee: Ms. Maria O’Gorman</p> <p>The Board approved this re-appointment.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr Marie Moloney</p>
<p style="text-align: center;">6.7</p>	<p>Policies for Approval</p> <p>The following policies, as circulated with the agenda, were presented for approval:</p> <ul style="list-style-type: none"> ➤ Kerry ETB Equal Opportunities Policy ➤ School Fees Policy ➤ Diversity and Inclusion Policy and Procedure ➤ Travel and Subsistence Policy and Procedure ➤ Foreign Travel and Subsistence Policy and Procedure ➤ Fixed Asset Management Policy and Procedure <p style="text-align: center;">Proposed: Cllr. Angie Baily Seconded: Cllr Norma Moriarty</p> <p>The Board approved the above-listed policies as presented.</p> <p>The Board noted the following procedure and CE Memo</p> <ul style="list-style-type: none"> ➤ Prevention and Resolution of Sexual Harassment and Harassment at Work ➤ CE Memo - Compliance Requirements for Use of AI
<p style="text-align: center;">6.9</p>	<p>Corporate Health and Safety Statement 2025/2026 (V6.0) – for approval</p> <p>The Corporate Health and Safety Statement 2025/2026 (V6.0) was presented to the Board for Approval.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Angie Baily</p>
<p style="text-align: center;">6.10</p>	<p>Bank overdraft renewal approval as per the provisions of Circular Letter 0066/2014 and ETB Act Sections 12(2)(k) and 49.</p>

	<p>The Director of OSD advised that the approval to borrow money is a reserved function as per the ETB Act 2013 Section 12(2)(k). As per the provisions of Circular Letter 0066/2014 and Section 12 (2)(k) and Section 49 ETB Act 2013, Board approval was requested in principle to renew the current overdraft facility of €2,000,000 for a further 12 months i.e. from 1/11/2025 to 31/10/2026.</p> <p>The Board approved in principle the renewal of the €2,000,000 overdraft as per the provisions of Circular Letter 0066/2014 and Section 12 (2)(k) and Section 49 ETB Act 2013.</p> <p style="text-align: center;">Proposed: Mr. Michael Larkin McCarthy Seconded: Cllr. Deirdre Ferris</p>
<p style="text-align: center;">6.11</p>	<p>ETBI Annual Congress 2025 Attendees as per Section 12(2)(h) of the ETB Act 2013 – for approval</p> <p>Members were advised that the annual ETBI Congress is taking place at the Slieve Russell Hotel, County Cavan on Thursday 9th October 2025.</p> <p>Kerry ETB Board Nominee approved to attend the conference in accordance with Section 12(2)(h) ETB Act is as follows:</p> <ol style="list-style-type: none"> 1. Cllr. Norma Moriarty <p style="text-align: center;">Proposed: Cllr. Marie Moloney Seconded: Mr. Noel Keenan</p>
<p style="text-align: center;">6.12</p>	<p>Lease between Kerry ETB and O’Mahony Sheehy enterprise Limited trading as Curious Minds – for approval</p> <p>Lyreacrompane Community National School came under the patronage of Kerry ETB in September 2024. At that time the pre-school was under lease and the tenant had a lease until September 2025.</p> <p>The preschool was previously constructed as a separate facility on the school grounds to provide a service to families in the area.</p> <p>In advance of the Lease expiry Kerry ETB had sought Expressions of Interest for new providers for the Pre-School.</p> <p>There was only one Expression of Interest received – from the existing Pre-School provider</p> <p>Board Approval is therefore sought to proceed with the lease between Kerry ETB and O’Mahony Sheehy Enterprises Limited (trading as Curious Minds) under the following terms:-</p> <ul style="list-style-type: none"> • Term- 10 Years • Dates – 1st September 2025- 31st August 2035 • Annual Rent - €2,600 per annum • Break Clause – Year 5 (2030) <p>The Board of Management (Section 44 Committee) approved these terms at meeting held on 24th September 2025.</p>

	<p>The lease is subject to the approval of the DEY.</p> <p>The provider has been permitted access to the facility on foot of their original lease which they are presently overholding as it expired in August 2025</p> <p style="text-align: center;">Proposed: Cllr Deirdre Ferris Seconded: Cllr. Marie Moloney</p>
<p>6.13</p>	<p>Self-Assessment Evaluation Process 2025 (CL 0083/2024) - for noting</p> <p>Members were advised, pursuant to the guidelines outlined in Section 4 of Circular 0083/2024 (Code of Governance), that the Board is required to undertake a self-assessment evaluation process.</p> <p>The Board was advised that the questionnaire will be distributed to each Board Member through Microsoft Forms to facilitate ease of completion.</p> <p>The Board will meet prior to the scheduled start of the December Board meeting to discuss the result of this process. The Executive will not be present for this discussion. Administrative support will be provided to the Board for this meeting.</p> <p>Members of the Board noted this.</p>
<p>6.14</p>	<p>Board Attendance - as circulated in advance of the meeting</p> <p>A priority identified under the Performance Delivery Agreement between the Department of Education and Youth (DEY) and Kerry ETB is ‘Attendance Rates at Board Meetings.’</p> <p>The DEY has set out that ETBs should re-emphasise to individual boards the requirement for attendance at all board meetings, as per the Code of Practice for the Governance of ETBs (CL 0083/2024).</p> <p>Members of the Board were advised that the Executive had completed a 2025 review of attendance at Board meetings, with an overview of results included in the September Board pack.</p> <p>Members were invited to contact An Cathaoirleach in relation to any concerns they may have regarding their attendance at meetings.</p> <p>Members of the Board noted this update.</p>
<p>6.15</p>	<p>Training to be scheduled for Interview Board Members - Head of Human Resources</p> <p>The Head of HR addressed the Board and advised of the requirement for all interview board members to attend training. The Board agreed Wednesday 12th November for this training.</p> <p>The Head of HR further advised the Board of the following:</p> <ul style="list-style-type: none"> • All information related to candidates and the interview process must be kept strictly confidential before, during, and after the process.

	<ul style="list-style-type: none"> • Board members must declare any personal or professional relationships with candidates that could compromise impartiality. • Successful / Unsuccessful applicants cannot be notified of the outcome of the interview until the final board report has been ratified by the CE. • Members of the interview board other than Kerry ETB Senior Management do not have a role in notification to candidates. <p>Board members thanked the Head of HR.</p>
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09/2025/7	CE'S REPORTS & QUESTIONS ON CE'S REPORTS TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU
7.1	<p>Schools Youth and Music Report – as circulated in advance</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"> ➤ Summary of Developments During AY 2024-2025 ➤ Compliance Report ➤ Plan for 2025/2026 ➤ Admission policies ➤ Leaving Certificate Results, 8 students over 600 points, 2 students with maximum 625 points ➤ Enrolment Figures ➤ Youth Development Report – New UBU in Kenmare ➤ Child Protection Oversight Report ➤ Attendance Campaign ➤ REALT Report <p>The Director highlighted to the Board the TUSLA Engagement on School Attendance Campaign 2025/2026 which is running for four weeks from 22nd September 2025 to 20th October 2025. The purpose of the campaign is to raise awareness of the impact of casual nonattendance among children in typical Irish households and to influence attitude and behaviour change among parents, grandparents and other carers with respect to the value of school attendance and a reduction in the number of school days missed.</p> <p>Board Members thanked the Director of Schools Youth and Music for his comprehensive report.</p>
7.2	<p>Further Education and Training Report – as circulated in advance</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"> ➤ Revised FET Funding Final Allocation

	<ul style="list-style-type: none"> ➤ 2025 YTD August Beneficiaries ➤ Kerry College September Application ➤ Kerry College Listowel Campus Part-Time Evening Courses ➤ Moyderwell Youthreach Centre Update ➤ O’Connell FET Centre Caherciveen Hairdressing Graduation ➤ Kerry College Commercial Diving Training Programme Update ➤ Night Sky Guide – Programme Overview ➤ QQI Quality Dialogue Meeting ➤ Kerry Community Training Centre <p>The Director highlighted to the Board advancements in the Kerry College Commercial Diving Training Programme. A meeting between Kerry ETB personnel and the QQI Acting CE on 9th September 2025. QQI Validation panel is scheduled to meet in early October.</p> <p>The Board were advised the works completed to date in Kerry Community Training Centre (CTC) included workshops refurbishment and equipment, extraction system, general refurbishment, reception area and learner activity room, fire safety system upgrade, CCTV, entrance, toilet facilities and heating system. The Director also referenced an incident that took place in the centre on 23rd September 2025 and complemented management and staff on the manner in which they dealt with the situation.</p> <p>Board Members thanked the FET Director for his report and update.</p>
7.3	<p>Director of Organisation Support and Development Report – as circulated in advance</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"> ➤ Governance, Compliance & Risk System <ul style="list-style-type: none"> • Internal Control System • Modules in development or being tested • Annual Review of Internal/External/Sectoral Audit Reports • Sampling • Continuous Improvement Tool • Desktop Monitoring ➤ Internal Audit Unit (IAU-ETBs) <ul style="list-style-type: none"> • School Utilisation Recruitment & Utilisation of Teachers Audit • School Contributions Audit • Solas Capital Funding - Devolved Funding and Completed Projects in Kerry ETB Audit • ESOL Audit ➤ Kerry ETB ISMS <ul style="list-style-type: none"> • ISMS Strategic Alignment • Audit Area update <p>An Cathaoirleach thanked the Director of OSD for the report.</p>

<p>7.4</p>	<p>Technology Estates and Sustainability Report – as circulated in advance</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 ➤ ICT and Cyber Security ➤ Sustainability ➤ Land and Leases ➤ Schools EWS and SWS ➤ Kerry ETB Capital Projects ➤ Further Education and Training <p>An Cathaoirleach thanked the Head Technology, Estates and Sustainability for the report.</p>
<p>7.5</p>	<p>Finance Report – as circulated in advance</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 31st August 2025 ➤ Financial Status ➤ Head Office ➤ Department Non-Pay Funding ➤ Schools – Post Primary – Non-Pay ➤ Community National Schools ➤ Youth and Music ➤ Further Education and Training (FET) ➤ Bank Overdraft Facility ➤ 2024 Accounts ➤ Travel & Subsistence <p>An Cathaoirleach thanked the Head of Finance for the report.</p>
<p>7.6</p>	<p>Chief Executive’s Report – as circulated in advance</p> <p>The Chief Executive’s Report, circulated in advance of the meeting, was noted by the Board and taken as read.</p> <p>The Report addressed the following matters:</p> <ul style="list-style-type: none"> ➤ Strategic Engagements ➤ Capital Portfolio ➤ Governance and Policies ➤ Educational Developments ➤ Events ➤ Tech Amergin – A note of Thanks

	An Cathaoirleach thanked the Chief Executive for her report.
09/2025/8	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
09/2025/9	MEMBERS BUSINESS GNÓ NA MBALL
09/2025/10	ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH
10.1	Cllr Deirdre Ferris requested that Kerry ETB explore the possibility of providing general outreach education programmes in rural settings particularly for those in recovery who have to re-locate to areas where there is less congregation. The FET Director advised that he will follow up on this.
10.2	Cllr. Marie Moloney asked if Kerry ETB will be running hobby night classes e.g. flower arranging. The FET Director advised that Kerry ETB had moved away from this model of provision in relation to part-time/night provision under the FET pillar. He advised that there is a comprehensive range of Community Education programmes that may be suitable. The FET Director advised that he will provide an update on all part-time night classes including Community Education at the next Board meeting.

	<p>The next Board meeting will be Tuesday 4th November 2025 at 3.00 p.m. in Boardroom, Centrepoint.</p>
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This concluded the business of the meeting.