

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

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| Date and Time: | Tuesday 2 nd December 2025 |
| Location: | Meadowlands Hotel, Tralee |
| 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 • Cllr. Paul Daly • Cllr. Deirdre Ferris • Cllr. Teddy O’Sullivan Casey • Cllr. Tommy Griffin • Mr. Joseph Brennan • Mr. Michael Larkin McCarthy • Mr. Noel Keenan • Ms. Lorraine O’Sullivan • Ms. Katherina Broderick • Ms. Annette Steinborn • Mr. John O’Connor • Cllr. Angie Baily • Ms. Maria O’Gorman • Cllr. Maura Healy-Rae |
| Attendance (Executive Members): | <ul style="list-style-type: none"> • Ms. Ann O’Dwyer, Chief Executive • 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 • 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 |
| | 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. |

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| | 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. |
| 12/2025/1 | APOLOGIES AND CONDOLENCES LEITHSCÉALTA AGUS COMHBHRÓN |
| 1.1 | <p>Apologies were noted for the following Board members:</p> <ul style="list-style-type: none"> • Cllr. Liam Nolan • Mr. Daniel O’Donoghue • Cllr. Martin Grady • Cllr. Marie Moloney • Cllr. Niall Kelleher |
| | <p>In line with the Standing Orders of the Kerry ETB Board there was a 15-minute adjournment before the meeting to honour the recent passing of our valued friend and former Board Chairperson Mr. Jim Finucane.</p> <p>During this reflective pause, the CE, Chairperson and many Board members shared their personal memories off Jim, recalling their first encounters with him, the warmth and kindness he showed to everyone and the long-lasting positive impact he had on everyone he met, and the long-lasting positive impact he had on Kerry ETB and the wider community.</p> <p>Members spoke of his generous spirit, unwavering commitment to Public Service and the genuine goodwill spread wherever he went. The Board collectively acknowledged the significant legacy he leaves behind and expressed their deep appreciation for his many contributions.</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"> ➤ Suzanne Mullins, Director of Organisation Support and Development, ETBI on the passing of her father Mr. Ernest Willis ➤ Liam Scott, Director of Organisation Support and Development, Kilkenny and Carlow ETB on the passing of his mother Ms. Ita Lucy Scott ➤ The family of Mr. Jim Finucane, former Chairperson of the Kerry ETB Board. ➤ Karl Sloan, Kerry College, Killorglin Campus, on the passing of his uncle Mr. Gabriel Carty ➤ Yvonne Kelly, Kerry College, Clash Campus, on the passing of her Father Mr. Joe Kelly ➤ Christine Leen, Coláiste Gleann Lí, on the passing of her uncle Mr. Liam Leen ➤ Hilda Uí Nualláin, Gaelcholáiste Chiarraí, on the passing of her mother-in-law Ms. Ciss Nolan ➤ Aideen Martin, LCA Youthreach, on the passing of her uncle Mr. Vincent Hickey ➤ Kevin O Mahony, Head Office, on the passing of his uncle Mr. Liam O' Mahony ➤ Louise Egan, Kerry College, Monavalley Campus, on the passing of her father-in-law Mr. Brendan Egan |

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| | <ul style="list-style-type: none"> ➤ Maire Keane, Killarney Community College, on the passing of her aunt Ms. Bridie O'Connor ➤ Marianne Fanning, Kerry College, Killorglin Campus, on the passing of her uncle Mr. Denis Haugh ➤ Niamh O Halloran, Kerry College, Monavalley Campus, on the passing of her uncle Mr. Sean O Halloran ➤ Eimear O Mahony, Community Education, on the passing of her Father Mr. Liam O Mahony ➤ Aoife Reidy, Coláiste Gleann Lí, on the passing of her aunt Ms. Margaret (Peggy) Guilfoyle ➤ Linda O'Shea, Kerry College Clash Campus, on the passing of her uncle Mr. Tim Kirby ➤ Kasia Lyko, Kerry College Monavalley Campus, on the passing of her grandmother Ms. Stanislawa Piekarczyk ➤ Karis Goggin, O Connell FET Centre, on the passing of his uncle Mr. David Bannister ➤ Brenda Kelly, Kerry ETB Head Office, on the passing of her brother Mr. John Kelly ➤ Melanie Walsh, Quality Assurance, Centrepont, on the passing of her grandmother Ms. Margaret O'Brien |
| 12/2025/2 | CONGRATULATIONS COMHGHAIRDEAS |
| | <p>Congratulations/Comhghairdeas</p> <p>An Cathaoirleach extended congratulations to the following:</p> <ul style="list-style-type: none"> ➤ Official opening of Tahilla Community National School by Minister for Education and Youth Helen McEntee that took place on Friday 14th November 2025. ➤ Official opening of Coláiste na Sceilge modular building by Minister for Education and Youth Helen McEntee that took place on Friday 14th November 2025. ➤ Kerry College, Monavalley Campus who welcomed Minister for Further and Higher Education, Research, Innovation and Science, James Lawless TD, who highlighted Innovation and Investment in Kerry College of the Future. ➤ 50 learners from Kerry College's Clash Road, Denny Street, and Listowel campuses took part in a recent Learner Voice Training session led by AONTAS, the national adult learning organisation. ➤ Kerry College Beauty Therapy Instructor, Tara O'Halloran-Cronin, received the prestigious Lifetime Achievement Award. This honour recognises Tara's exceptional contribution to the beauty industry in Kerry, her leadership in professional practice, and her dedication to training the next generation of therapists. ➤ Congratulations to Kerry ETB for receiving Bronze status accreditation from the Irish Centre for Diversity. |
| | <p>Board members were notified of the Investors in Diversity Bronze Accreditation presented to Kerry ETB by The Irish Centre for Diversity. A comprehensive report was provided on Kerry ETBs progress and commitment to aiming for higher accreditation.</p> <p>An Cathaoirleach thanked the Director of Organisation Support and Development for this very informative presentation.</p> |
| 12/2025/3 | MINUTES |

| | MIONTUAIRISCÍ |
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| 3.1 | <p>The minutes of the Board meeting held on 4th November 2025 were presented to the Board for approval.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Ms. Lorraine O’Sullivan</p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p> |
| 12/2025/4 | MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ |
| 4.1 | <p>South Campus Update</p> <p>On November 12th 2025, a meeting of the project Steering Committee was held between representatives from Kerry ETB, SOLAS and MTU on site in the South Campus of MTU. At this meeting it was noted that MTU has largely transitioned to the North Campus, leaving the South Campus occupied by electrical apprenticeships, research units, HR and Finance teams, alongside temporary classroom allocations for backlog apprenticeship training.</p> <p>A new MOU between both organisations is being drafted to facilitate this transition.</p> <p>An Operational Group representative of both organisations was set up to manage the practical steps involved in the gradual transition.</p> <p>A further Steering Committee meeting has been scheduled for 17th December.</p> <p>Board members welcomed this update.</p> |
| 4.2 | <p>Designated quiet rooms</p> <p>Following a query raised at the November meeting under members business, the Director of Schools, Youth & Music (SYM) and the Director of Further Education & Training (FET) both confirmed to the Board that all schools and centres currently have a designated quiet space available for learners. It was further noted that for all new builds and capital projects, the inclusion of a designated quiet space is incorporated at the planning stage.</p> <p>The Directors of FET & SYM advised that a follow-up review will be undertaken across all ETB properties to verify the availability, suitability and functionality of designated quiet spaces and to ensure consistency of provision.</p> <p>The Directors outlined that designated quiet rooms are considered good practice as they support learner wellbeing, provide a regulated environment for individuals with sensory needs, reduce anxiety, and offer a space for de-escalation where necessary. The Board was assured that this principle is recognised and embedded across ETB provision.</p> <p>The Board noted the update and welcomed the commitment to completing a full review of designated quiet spaces across the ETB schools and centres.</p> |

| 12/2025/6 | <p style="text-align: center;">GOVERNANCE RIALACHAS</p> |
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| <p style="text-align: center;">6.1</p> | <p>Kerry College Killarney Campus Building Project Update.</p> <p>The CE advised that further to the discussion at the ETB Board meeting on 4th November 2025, matters were progressed as follows:</p> <p>Kerry ETB are progressing the project for the proposed construction of a FET College of the Future on the grounds of the Sara Lee site in Killarney.</p> <p>The project is progressing under two streams at present:</p> <ol style="list-style-type: none"> 1. The Site Acquisition Process 2. The Refinement of the Preliminary Business Case for the Project <p>Site Acquisition Process</p> <p>Kerry ETB awaits formal feedback and from SOLAS in this regard, it was noted during an online MS Teams meeting with SOLAS on 21st November 2025 that a letter was due to issue to Kerry ETB and this is expected to be received w/c 1st December 2025.</p> <p>Kerry ETB understands that the site acquisition process forms part of a three-stage process and expect approval to be received imminently to allow Kerry ETB to place an offer for the site, Stage 1 (Tailte Éireann Valuation).</p> <p>Following acceptance of this offer (Stage 2) and prior to the issuing of formal contracts Kerry ETB must apply for approval and funding to undertake assessments of the site e.g. site investigation, environmental assessments etc., these reports must be completed and issued to DFHERIS before final approval will issue for completion of the sale (Stage 3).</p> <p>The Refinement of the Preliminary Business Case for the Project.</p> <p>In parallel, Kerry ETB is preparing to submit a revised Preliminary Business Case for the FET College project that will be developed on the preferred site. Based on the direction received from SOLAS on 29th September 2025 Kerry ETB were approved to proceed to tender for technical support to assist Kerry ETB with the refinement of the preliminary business case. The tender evaluation was completed by the 12th November 2025 and submitted to SOLAS for review. A pre-contract meeting was held with proposed technical resources, Kerry ETB and SOLAS on the 21st November 2025 to discuss scope of work, overall project brief and programme. Kerry ETB on the 26th November 2025 received a formal letter from SOLAS providing grant funding and confirmation to proceed with the appointment of the integrated technical team.</p> <p>An Cathaoirleach thanked the CE and welcomed a further update to be provided at the next Board meeting on 27th January 2026.</p> |
| <p style="text-align: center;">6.2</p> | <p>Tralee Sports and Leisure Centre Company Limited by Guarantee (CLG) Update</p> <p>The CE advised the Board that on 11th November 2025, that Kerry ETB met with the CE of Kerry County Council and the Manager of Tralee Regional Sports and Leisure CLG. At this meeting, Kerry ETB provided an update on the overall insurance claim and progress on the installation of the modular unit on site. It was agreed that a technical team would be appointed to prepare a master plan and conduct an options analysis before engaging a design team.</p> |

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| | <p>Progress Timeline</p> <ul style="list-style-type: none"> • 30.09.25 – Tender documents issued to seven architectural firms with expertise in sports centre master planning. • 10.10.25 – Three tenders received. • 21.10.25 – Tender evaluations completed; tenderers notified of results. • Current Status –The architect has been appointed and will have eight weeks to complete the master plan, with an anticipated completion date of 12.01.26, allowing for the Christmas closure. • A kick-off meeting with Demesne Architects was held on 13.11.25, followed by a site inspection on 17.11.25. • A follow-up meeting of this group is scheduled for 6th January 2026. <p>Progress update on Temporary Modular Gym Structure</p> <p>As part of the Gym facility was damaged during the collapse, a temporary modular gym will be installed to accommodate the members while the new facility is developed. The successful contractor was engaged on the 27th August 2025.</p> <p>Design/FSC/DAC have been finalised and issued with the intention for handover at the end of December.</p> <p>The Board were advised that it is hoped the installation of this modular unit will be completed in January 2026.</p> <p>Overall Settlement</p> <p>An overall further settlement value of c. €6.14Million from IPB was provided to Kerry ETB for review on the 26th September 2025.</p> <p>A meeting was held with Kerry ETB and OMC to review on 8th October 2025. Following this meeting the proposed settlement figures were reviewed by Kerry ETB’s engaged QS and feedback from QS was provided to OMC. OMC and IPB currently reviewing Kerry ETB Feedback.</p> <p>This settlement (based on IPB’s offer) is on top of costs already agreed (Contents, Temporary Gym & Costs of Re-Opening) and would result in the overall insurance claim settlement of c.€7.35Million.</p> <p>An Cathaoirleach thanked the CE for the update.</p> |
| <p>6.3</p> | <p>Risk Management update - circulated in advance</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 5 and 6.</p> <p>Risk 5: Legacy Third Party Arrangements</p> <p>The Director advised that this was a historic risk and recommended the removal of this from the Risk Register, as outdated or obsolete agreements are being revised in alignment with current governance requirements, where necessary, frequent interactions are conducted with stakeholders and the Board and relevant subcommittees are provided with updates as required.</p> <p>It was agreed to remove this risk from the Register.</p> |

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| | <p>Risk 6: Staffing Resourcing</p> <p>The Director informed the Board of the following:</p> <ul style="list-style-type: none"> ➤ Approval was granted for an additional Assistant Principal and a Grade 7 post in early January 2024. ➤ Confirmation that Kerry ETB has access to Project Management (PM) Services to support the delivery of capital and building projects <p>Other areas of concern that were addressed were Information Security Management System (ISMS) and School Completion Programme (SCP).</p> <p>An Cathaoirleach thanked the Director of OSD for her update.</p> |
| 6.4 | <p>Risk Management Training</p> <p>The Director of OSD informed the Board of the following:</p> <ul style="list-style-type: none"> ➤ Kerry ETB are currently in the process of procuring Risk Management Training for Board members and relevant staff. ➤ This training will take place in Q1. ➤ Procurement is being handled in line with Kerry ETB procedures. <p>An Cathaoirleach thanked the Director of OSD for her update.</p> |
| 6.5 | <p>Information Security Management Systems (Cybersecurity) update - <i>circulated in advance</i></p> <p>The Director of OSD advised the Board of Kerry ETB’s ISMS Team review of all open Audit Recommendation areas in progress and matters transferred to ISMS Audit Plan/Schedule Plan 2025/2026.</p> <ul style="list-style-type: none"> ➤ ISMS Management Review and Asset Register Review scheduled for consideration. ➤ Data Protection Impact Assessment (DPIA) for Co-Pilot on-going with further Data Protection Officer (DPO) subgroup collaboration envisaged. ➤ Three ICT Policies for final review - Firewall Policy, Physical & Environmental Security Access Control Policy and the Desk and Screen Policy for Safeguarding Sensitive Information. <p>Board members noted the following:</p> <ul style="list-style-type: none"> ➤ Offsite Records Management Storage Project underway, all departments engaged and co-operating with phase 3 file recall now operational. ➤ AI Working Group agreed strategic roadmap, consensus reached to recommend adoption of AI Policy, circulated by ETBI, with minor amendments together with Appendices <p>Board members welcomed this update and thanked the Director of OSD.</p> |
| 6.6 | <p>Health and Safety update - <i>circulated in advance</i></p> <p>The Head of Corporate and Procurement advised Board members that the Risk Assessment Program continued throughout October and November, with the following activities reported:</p> <p>Training that took place:</p> |

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| | <ul style="list-style-type: none"> • Training for new Safety Officers in Castleisland CC and Tralee Pathways <p>Safety Management System</p> <ul style="list-style-type: none"> • Monthly meetings between Head of Corporate and Procurement and the H&S officer continued. • Principal’s meeting on the 11th November 2025 – safety inspection, electrical hazards and administration of medication policy discussed • Administration of medication policy revised. <p>Risk assessment program</p> <p>Schools and centres were inspected and assisted with risk assessments in November with 7 visits to centres and 1 visit to a school carried out:</p> <ul style="list-style-type: none"> ➤ Kerry College Clash ➤ Head office, Denny St ➤ Killorglin ABE ➤ Dingle ETB ➤ Kerry College Monavalley ➤ Tralee Pathways ➤ Castleisland CC ➤ Kerry College ➤ Listowel Health and Safety <p>Board Members thanked the Head of Corporate and Procurement for this update.</p> |
| 6.7 | <p>Tralee Sports and Leisure Centre Company Limited by Guarantee, Board Membership, CE Nominee – for Approval</p> <p>In addressing the Company Constitution (Articles of Association), members were advised that the Kerry ETB membership of the Board of Tralee Sports and Leisure Centre Company Limited by Guarantee is as follows:</p> <ul style="list-style-type: none"> ➤ Two members of the Board ➤ The Chief Executive or his/her nominee ➤ One nominee of the schools using the centre operated by the company. <p>In addressing matters, the following nominee was presented for consideration for appointment to the Board of Tralee Regional Sports and Leisure Centre Company Limited by Guarantee, as the CE nominee.</p> <div style="text-align: center;"> <p>CE Nominee</p> <p>Mr. Damien Ginty</p> </div> <p>Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Paul Daly</p> <p>The Board approved this appointment to the Board of Tralee Sports and Leisure Centre Company Limited by Guarantee.</p> <p>A letter will be issued to the Manager of Tralee Regional Sports and Leisure Centre, confirming the appointment with contact details.</p> |
| 6.8 | Data Protection and Freedom of Information Report 2025 – as circulated in advance |

The Board were presented with the Data Protection and Freedom of Information Report 2025, which outlined the Data Protection, Freedom of Information, Parliamentary Questions / Oireachtas Enquiries Report for Kerry ETB Board.

***Figures as of 17th November 2025**

| Item | Number received in 2025* | Closed during 2025* | Remain in Progress at end of 2025* |
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| Data Subject Access Requests (DSARs) | 46 | 37 | 9 ^a |
| Personal Data Erasure Requests | 3 | 3 | 0 |
| Freedom of Information Requests | 2 | 1 | 1 ^a |
| Parliamentary Questions / Oireachtas Enquiries | 3 | 3 | 0 |

Board Members thanked the Head of Corporate and Procurement for this update.

Establishment of Section 44 Committees (CL0083/2024) – as circulated in advance

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.

Tahilla Community National School in accordance with Section 44 of the ETB Act 2013 - for Appointment. – BOM/Community Nominee

BOM/Community Nominee

Elaine Houlihan

Proposed: Mr. Michael Larkin Mc Carthy

Seconded: Cllr. Maura Healy Rae

6.9

The Board approved this appointment as per Section 44 ETB Act 2013.

Coláiste na Sceilge Board of Management in accordance with Section 44 of the ETB Act 2013 - for Appointment. – BOM/Community Nominee

BOM/Community Nominee

Colum O’Connell

Proposed: Cllr. Deirdre Ferris

Seconded: Mr. Michael Larkin Mc Carthy

The Board approved this appointment as per Section 44 ETB Act 2013.

Gaelcholáiste Chiarraí Board of Management in accordance with Section 44 of the ETB Act 2013 - for Appointment. – BOM/Community Nominee

BOM/Community Nominee

Anton O’Callaghan

Proposed: Cllr. Paul Daly
Seconded: Ms. Lorraine O’Sullivan

The Board approved this appointment as per Section 44 ETB Act 2013.

6.10

Minutes of Section 44 Committees - circulated in advance

The following Section 44 Committees’ minutes, as circulated with the agenda, were presented for approval:

- Killarney Community National School, meeting date 30.06.2025
- Youth Work Committee, meeting date 23.09.2025
- Youthreach Committee, meeting date 10.06.2025
- Lyreacrompane Community National School, meeting date 23.06.2025
- Lyreacrompane Community National School, meeting date 24.09.2025

The Board approved the above-listed minutes as presented.

Proposed: Mr. Noel Keenan
Seconded: Cllr. Teddy O’Sullivan Casey

6.11

Minutes of Section 45 Committees – as circulated in advance

The following Section 45 Committees’ minutes and summary reports, as circulated with the agenda, were taken as read and noted by the Board.

- Finance Committee Mtg.3/25, meeting date 08.10.2025
- Finance Committee Summary Note Mgt.3/25, meeting date 08.10.2025

The Board noted the above as presented.

6.12

Policies for Approval - as circulated in advance

The following policy was presented for approval by the Director of FET.

- Kerry ETB Adult Safeguarding Policy and Procedures

The Board approved the above-listed policy as presented.

Proposed: Cllr. Deirdre Ferris
Seconded: Cllr. Paul Daly

6.13

Kerry ETB Conflict of Interest Form as per Section 1.18 of Circular Letter 83/2024 Review - circulated in advance

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| | <p>An Cathaoirleach presented the Kerry ETB Conflict of Interest Form as per Section 1.18 of Circular Letter 83/2024 Review, no changes made.</p> <p>The Board approved the above.</p> <p style="text-align: center;">Proposed: Ms. Lorraine O’Sullivan Seconded: Cllr. Deirdre Ferris</p> |
| 6.14 | <p>The Kerry ETB Code of Conduct for Board Members as per Appendix 9(a) Circular Letter 83/2024 Review - circulated in advance</p> <p>An Cathaoirleach presented the Kerry ETB Code of Conduct for Board Members, as it was updated in line with Appendix 9(a) of Circular Letter 83/2024, no changes made.</p> <p>The Board approved the above.</p> <p style="text-align: center;">Proposed: Mr. Noel Keenan Seconded: Cllr. Teddy O’Sullivan Casey</p> |
| 6.15 | <p>The Kerry ETB Code of Conduct for Staff Members as per Appendix 9(b) Circular Letter 83/2024 Review - circulated in advance</p> <p>An Cathaoirleach presented the Kerry ETB Code of Conduct for Staff Members as per Appendix 9(b) Circular Letter 83/2024 Review, no changes made.</p> <p>The Board approved the above.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Tommy Griffin</p> |
| 6.16 | <p>Kerry ETB Section 44 Committees Charter including Terms of Reference as per Section 4.9 Circular Letter 83/2024 Review - circulated in advance</p> <p>An Cathaoirleach presented the Kerry ETB Section 44 Committees Charter including Terms of Reference as per Section 4.9 Circular Letter 83/2024 Review, no changes made.</p> <p>The Board approved the above.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Cllr. Norma Moriarty</p> |
| 6.17 | <p>Kerry ETB Section 45 Finance Committee Charter and Terms of Reference as per Appendix 13 of Circular Letter 83/2024 review - circulated in advance</p> <p>An Cathaoirleach presented the Kerry ETB Section 45 Finance Committee Charter and Terms of Reference as per Appendix 13 of Circular Letter 83/2024 Review. Changes made were noted as follows:</p> |

V1.3 ToRs for Finance Committee as approved by the Committee on 18/11/25. Amended to include 'Vacancy' in place of the resigned Committee member.

Finance Committee noted and approved the Terms of Reference as tabled. It was noted that there is currently a vacancy on the Committee. Committee members identified 'expertise in accountancy' as a criteria for the vacant position and requested that Kerry ETB proceed to fill the vacancy.

The Board approved the above.

Proposed: Mr. Noel Keenan
Seconded: Cllr. Maura Healy Rae

Schedule of Board meetings for 2026 - for approval

The following schedule of meeting dates was presented to the Board:

2026
Sceideal Cruinnithe/ Schedule of Meetings

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| January Meeting | 27 Eanáir/January 2026 |
| February Meeting | 24 Feabhra /February 2026 |
| March Meeting | 24 Márta/ March 2026 |
| April Meeting | 28 Aibreán/April 2026 |
| May Meeting | 26 Bealtaine /May 2026 |
| June Meeting | 30 Meitheamh / June 2026 |
| September Meeting | 29 Meán Fómhair/September 2026 |
| October Meeting | 3 Samhain/November 2026 |
| November Meeting | 1 Nollag/December 2026 |

The Board approved the above.

Proposed: Ms. Lorraine O'Sullivan
Seconded: Cllr. Teddy O'Sullivan Casey

IPB – Insurance Schedules

The Head of Corporate presented the IPB Insurance policies for 2025, as circulated in advance (CE Board Report), with agenda.

Insurance Product Summary Overview Report 2025

Cover Type Description.

- **Commercial Combined Policy (CCP0002165):** Covers property damage, business interruption, money loss/theft, all risks, computer damage, employer liability, public liability, and product liability.
- **Crime (IMS0002211):** Financial loss due to criminal acts by employees or third parties, including electronic fund transfer fraud.
- **Criminal Defence Costs (IMS0001918):** Legal expenses for criminal prosecution defence.
- **Cyber Liability (IMS0002296):** Covers costs from data breaches, network intrusions, and cyber extortion.
- **Employment Practices Liability (IEP0000028):** Legal liability for breaches of employment law.
- **Engineering (CCP0002581):** Covers damage to plant and equipment, statutory inspections, and third-party liability.
- **Environmental Impairment Liability (IMS0002236):** Covers pollution incidents and related costs.
- **Marine Vessels (IMS0001509):** Covers accidental damage to vessels, marine equipment, and public liability.
- **Motor Fleet (IMF0000153):** Comprehensive cover for motor vehicles, trailers, and third-party liability.
- **Personal Accident Policies:**
- **Board Members (IPA0000097):** Covers death/injury during official duties.
- **OEC Participants (IPA0000098):** Covers death/injury during school activities.
- **Employees (IPA0000503):** Covers death/injury during official duties.
- **Students (IPA0000243):** Covers death/injury during school activities.
- **Professional Indemnity (PI0000013):** Covers legal liability and defence costs for administrative errors, defamation, and breaches of confidentiality.
- **Additional Services:**
- **Building Valuations:** Assistance with ensuring adequate insurance coverage for buildings.
- **Contracts Advisory Service:** Guidance on contractor insurance policies and indemnity clauses.

6.18

6.19

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| | <p>The CE advised the Board members that Kerry ETB have a very comprehensive insurance in place, however, Kerry ETB does not have full cover in the area of Cyber Security, through no fault of the ETB, as we do not meet the standard to get this insurance cover. The CE reiterated that Kerry ETB work to the highest possible standards to avoid any Cyber security issues.</p> <p>An Cathaoirleach and Board members thanked the CE for her update.</p> |
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| 12/2025/7 | 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"> ➤ Parents Forum ➤ National Education Convention 2026 ➤ RISE / SEN ➤ Implement Patrons' Framework on Ethos ➤ Youth Work ➤ LCYP ➤ REALT <p>A lengthy discussion took place in regard to RISE/Provisional Mapping, it was agreed that a detailed report on this would issue to the Board in the next Board meeting on 27th January 2026.</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</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"> ➤ FET Funding October YTD ➤ 2025 YTD October Beneficiaries ➤ 2025 October YTD Beneficiaries ➤ Kerry College September Registrations ➤ South Campus update <p>Board Members thanked the Director of Further Education and Training for his report and updates.</p> |

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| <p style="text-align: center;">7.3</p> | <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. The report addressed the following:</p> <p>Governance, Compliance & Risk System</p> <ul style="list-style-type: none"> • Internal Control System • Annual Review of Internal/External/Sectoral Audit Reports • Sampling • Continuous Improvement Tool – Areas for Improvement • Desktop Monitoring • Site Visits <p>Internal Audit Unit (IAU-ETBs)</p> <p>School Utilisation Recruitment & Utilisation of Teachers Audit – Final Report received 13.11.2025 - Audit Opinion: System of internal control is comprehensive and operates effectively. Control issues identified are relatively minor in nature and do not expose the ETB to significant risk of financial loss/operational disruption/reputational damage.</p> <ul style="list-style-type: none"> • School Contributions Audit - draft report awaited • Solas Capital Funding - Devolved Funding and Completed Projects in Kerry ETB Audit - draft report awaited • ESOL Audit - Fieldwork is ongoing. Next Progress meeting Wednesday 26th November • School Meals Programme – Sectoral Report - The A&C Unit will also add the recommendations to the relevant ICQs in 2026. <p>An Cathaoirleach thanked the Director of OSD for her report.</p> |
| <p style="text-align: center;">7.4</p> | <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. The report addressed the following topics:</p> <ul style="list-style-type: none"> ➤ South Campus Update ➤ Kerry College Killarney Campus Project ➤ Tralee Sports and Leisure Centre Company Limited by Guarantee ➤ ICT and Cybersecurity Update ➤ Sustainability and Climate Action update ➤ Land and Leases ➤ Use of the Seal ➤ Kerry ETB Capital Projects <ul style="list-style-type: none"> • Schools • Further Education and Training <p>Licence Agreements for Signing and Sealing</p> |

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| | <p>In accordance with Schedule 3, Paragraph (2) of the Education and Training Boards Act 2013, the seal of Kerry Education & Training Board was used to execute the following document at the 2nd December 2025 Board meeting:</p> <p>Licence Agreement between Kerry ETB and the Trustees of Castleisland AFC regarding the Astro Turf pitch at Castleisland Community College.</p> <p>The proposal has been approved by the Board of Kerry ETB and the DEY.</p> <p>The Board noted same and thanked the Head of TES for this update.</p> <p>An Cathaoirleach thanked the Head Technology, Estates and Sustainability for the report.</p> |
| 7.5 | <p>Finance Report</p> <p>The Finance Report was circulated in advance of the meeting and 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 October 2025 ➤ Financial Status <ul style="list-style-type: none"> - Head Office - Schools, Post Primary - Non pay - Community National Schools - Youth and Music - Further Education and Training ➤ Bad debts written off in 2025 <p>An Cathaoirleach thanked the Head of Finance for the 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> <p>The Report addressed the following matters:</p> <ul style="list-style-type: none"> • Strategic Engagements • Capital Portfolio • Governance and Policies • Educational and Training Developments • Events <p>An Cathaoirleach thanked the Chief Executive for her report.</p> |
| 12/2025/8 | <p>CORRESPONDENCE COMHFHREAGRAS</p> |
| 8.1 | <p>DES Correspondence/Comhfhreagras na Roinne O&S: Noted as listed</p> |
| 8.2 | <p>DES Circular Letters/Imlitreacha na Roinne O&S:</p> |

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| | 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 |
| 12/2025/9 | MEMBERS BUSINESS GNÓ NA MBALL |
| | <p>Cllr. Deirdre Ferris suggested "That Kerry ETB commits to working with the 1 Million Stars project to include a module on their awareness Love campaign for our secondary school students in conjunction with the National SPHE curriculum to try to combat Domestic, Sexual and Gender Based Violence"</p> <p>Cllr. Deirdre Ferris outlined the many positives of the project and Board members noted that integrating such an external module to the school curriculum could help reinforce classroom learning on the matters.</p> <p style="text-align: center;">Proposed: Cllr. Deirdre Ferris Seconded: Ms. Lorraine O’Sullivan</p> |
| 12/2025/10 | ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH |
| 10.1 | |
| | <p>The next Board meeting will be Tuesday 27th January 2025 at 3.00 p.m. Centrepoint Boardroom</p> <p><i>This concluded the business of the meeting.</i></p> |