

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

<b>Date and Time:</b>	Tuesday 27 <sup>th</sup> January 2026
<b>Location:</b>	Centrepoint Boardroom
<b>Cathaoirleach:</b>	Cllr. Norma Moriarty
<b>Secretary:</b>	Ms. Ann O’Dwyer, Chief Executive Officer
<b>Attendance (Reserve Members):</b>	<ul style="list-style-type: none"> <li>• Cllr. Norma Moriarty</li> <li>• Cllr. Anne O’Sullivan</li> <li>• Cllr. Paul Daly</li> <li>• Cllr. Teddy O’Sullivan Casey (V)</li> <li>• Cllr. Tommy Griffin (V)</li> <li>• Mr. Joseph Brennan</li> <li>• Mr. Michael Larkin McCarthy</li> <li>• Mr. Noel Keenan</li> <li>• Ms. Lorraine O’Sullivan</li> <li>• Ms. Katherina Broderick</li> <li>• Ms. Annette Steinborn (V)</li> <li>• Mr. John O’Connor</li> <li>• Cllr. Angie Baily</li> <li>• Ms. Maria O’Gorman</li> <li>• Cllr. Maura Healy-Rae (V)</li> <li>• Mr. Daniel O’Donoghue</li> <li>• Cllr. Niall Kelleher</li> </ul>
<b>Attendance (Executive Members):</b>	<ul style="list-style-type: none"> <li>• Ms. Ann O’Dwyer, Chief Executive</li> <li>• Ms. Maria Brennan, Director of Organisation Support and Development</li> <li>• Mr. Owen O’Donnell, Director of Further Education and Training (FET)</li> <li>• Mr. Con Moynihán, Director of Schools, Youth and Music (SYM)</li> <li>• Ms. Betty Corkey, Head of Corporate and Procurement</li> <li>• Ms. Heather Shanahan, Head of Finance</li> <li>• Mr. Pádraig O’Sullivan, Head of Technology, Estates and Sustainability (TES)</li> <li>• Mr. Michael Lyons, Technology, Estates and Sustainability (TES)</li> <li>• Ms. Donna Monson, Corporate and Procurement Department</li> <li>• Ms. Eileen Diggin, Executive Support</li> </ul>
	<b>CONFLICT OF INTEREST/DISCLOSURE OF INTERESTS</b>

	<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>
<b>12/2025/1</b>	<p><b>APOLOGIES AND CONDOLENCES</b> <b>LEITHSCÉALTA AGUS COMHBHRÓN</b></p>
<b>1.1</b>	<p><b>Apologies</b> were noted for the following Board members:</p> <ul style="list-style-type: none"> <li>• Cllr. Deirdre Ferris</li> <li>• Cllr. Liam Nolan</li> <li>• Cllr. Martin Grady</li> <li>• Cllr. Marie Moloney</li> </ul>
<b>1.2</b>	<p><b>Condolences/Comhbhrón</b></p> <p>An Cathaoirleach expressed her sympathy and that of the Board to:</p> <ul style="list-style-type: none"> <li>➤ Anne Marie Duggan, Corporate and Procurement Department, on the passing of her father Mr. Martin Duggan</li> <li>➤ Catherine Dinneen, Finance Department, on the passing of her uncle Mr. John Dinneen</li> <li>➤ Peter Twiss, Secretary, Kerry County Board (GAA), on the passing of his sister Ms. Eileen Roche (nee Twiss)</li> <li>➤ Cian Ó Cuirc, Gaelcholáiste Chiarraí, on the passing of his grandfather Mr. Batt Quirke</li> <li>➤ Kevin O Connor, Kerry College, Monavalley Campus on the passing of his aunt Ms. Agnes Whelton</li> <li>➤ Stella Loughnane, Killarney Community College on the passing of her father-in-law Mr. Michael Looney</li> <li>➤ The family of "John" Clancylee Casey, LCYP Boys Art Project member on his passing</li> </ul>
<b>1.3</b>	<p><b>Standards in Public Office Statement of Interest (SIPO) Forms</b></p> <p>The CE reminded Board Members regarding the importance of returning the completed SIPO forms by the Regulatory deadline. It was agreed that follow up communications would issue from the Corporate and Procurement Department to relevant Board Members.</p>
<b>12/2025/2</b>	<p><b>CONGRATULATIONS</b> <b>COMHGHAIRDEAS</b></p>
	<p><b>Congratulations/Comhghairdeas</b></p> <p>An Cathaoirleach extended congratulations to the following:</p>

	<ul style="list-style-type: none"> <li>➤ Aoibheann Daly, 4th year student from Mercy Mounthawk Secondary School who won the overall prize at the 2026 Stripe Young Scientist and Technology Exhibition for her development of a diagnostic tool for brain cancer.</li> <li>➤ Gaelcholáiste Chiarraí students Clodagh de Búrca and Evelyn Ahern, who exhibited their projects at the Stripe Young Scientist and Technology Exhibition.</li> <li>➤ Alex O'Connor, (son of Lorraine O Connor, Finance Department) CBS The Green received the AMD Award for his project "AI-Based Defence System Against Asian Hornet Predation on Honeybee Colonies." He also placed 2nd in the Intermediate Individual Category for this project.</li> <li>➤ Jessie Buckley, niece of Mary Fuller, retired teacher, Killarney Community College, who won Best Actress at the Golden Globes for her performance in Hamnet.</li> <li>➤ Ella O'Neill, 2nd year student, Coláiste na Sceilge on winning the Kerry ETB Christmas card competition.</li> <li>➤ Emmy O'Donoghue, a 1st Year student from Killarney Community College and Katarzyna Witkowska, a 5th Year student from Coláiste na Ríochta on being runners up in the Kerry ETB Christmas card competition.</li> <li>➤ Causeway Comprehensive School on winning the Creative Expression category at the Stand-Up Awareness Week 2025 Awards.</li> <li>➤ Learners from Kerry ETB's Specialist Training Provision programme who celebrated their graduation on 2nd January.</li> <li>➤ Thank you to Minister Marian Harkin for her recent visit to Kerry College Monavalley Campus.</li> <li>➤ Thank you to Kerry College Monavalley Campus for their hospitality in hosting Minister Marian Harkin on her recent visit.</li> <li>➤ Ballymacelligott GAA – Winners All-Ireland Junior Club Football Championship, defeating Clogher Éire Óg 1-16 to 0-13 at Croke Park on 11 January.</li> <li>➤ An Ghaeltacht GAA – Winners of the All-Ireland Intermediate Club Football Championship, overcoming Glenullin 0-12 to 0-6 at Croke Park on 11 January.</li> <li>➤ Dingle GAA (CLG Daingean Uí Chúis) All-Ireland Senior Club Football Champions.</li> </ul>
	<p>Mr. Aidan Horan delivered a presentation on the upcoming Risk Management Training. He outlined the overall process, explained what the training would involve, and provided detailed background information to support understanding of the programme.</p> <p>Mr. Horan also informed the group that a questionnaire will be circulated to all participants. He requested that everyone complete it in advance. He noted that the questionnaire would be anonymous and that the responses would help shape the training scheduled for Quarter 1 of this year.</p> <p>An Cathaoirleach thanked Mr. Horan on behalf of the Board and the Executive for his presentation.</p>
<b>12/2025/3</b>	<b>MINUTES MIONTUAIRISÍ</b>
<b>3.1</b>	

	<p>The minutes of the Board meeting held on 2<sup>nd</sup> December 2025 were presented to the Board for approval.</p> <p style="text-align: center;"><b>Proposed: Mr. Micheal Larkin McCarthy</b> <b>Seconded: Cllr. Angie Baily</b></p> <p>The minutes were adopted and signed at the meeting by an Cathaoirleach.</p>
<b>12/2025/4</b>	<b>MATTERS ARISING FROM MINUTES NITHE ATÁ AG ÉIRÍ AS NA MIONTUAIRISCÍ</b>
<b>12/2025/6</b>	<b>GOVERNANCE RIALACHAS</b>
<b>6.1</b>	<p><b>Risk Management Training</b></p> <p>The Head of Corporate and Procurement informed Board Members that Risk Management Training will take place in March. Four potential dates were provided for consideration.</p> <p>The Head of Corporate and Procurement explained that the proposed start time for the session will be 5:00 PM/5:30 PM, and that the training will run for approximately two and a half hours and that it was an in-person session.</p> <p>Board Members were asked to confirm which date suited them best. There was unanimous agreement that Tuesday, 3<sup>rd</sup> March 2026, would be the most suitable date for the training session. It was noted that a venue will be notified in due course.</p>
<b>6.2</b>	<p><b>Kerry College Killarney Campus Building Project Update.</b></p> <p>The Head of Technology, Estates and Sustainability advised that further to the discussion at the ETB Board meeting on 2<sup>nd</sup> December 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. The project is progressing under two streams at present:</p> <ul style="list-style-type: none"> <li>• The Site Acquisition Process</li> <li>• The Refinement of the Preliminary Business Case for the Project.</li> </ul> <p><b>Site Acquisition Process.</b></p> <ul style="list-style-type: none"> <li>• Stage 1 (Aug 6, 2025): Kerry ETB submitted the multi-criteria analysis to SOLAS, initiating the three-stage acquisition process.</li> <li>• Stage 2 (Dec 17, 2025 – Q1 2026): SOLAS approved progression to price agreement with Kerry County Council based on Tailte Éireann valuation. Kerry ETB will confirm the agreed price and seek approval/funding for site investigations and</li> </ul>

	<p>environmental assessments before contracts are issued. Kerry ETB are actively engaging with Kerry County Council and the integrated technical team in relation to the requirements attached to the letter received from SOLAS on 17<sup>th</sup> December in relation to this matter.</p> <ul style="list-style-type: none"> <li>• Stage 3 (Post-assessments): Completion of required reports and DFHERIS approval will enable finalisation of the sale.</li> </ul> <p><b>The Refinement of the Preliminary Business Case for the Project.</b></p> <ul style="list-style-type: none"> <li>• In parallel, Kerry ETB is preparing a revised Preliminary Business Case for the FET College project that will be developed on the site.</li> <li>• Technical support tender approved 26<sup>th</sup> November 2025 team engaged to refine the PBC.</li> <li>• A site inspection was conducted at the Killarney and Tralee locations on 7<sup>th</sup> January 2026, with the technical resource team. The visit identified several action items for Kerry ETB to support development of the preliminary business case. Kerry ETB is actively compiling the required information and securing approvals for submission to the technical resource team.</li> <li>• Following submission and formal evaluation of the revised Preliminary Business Case, Kerry ETB aims to secure Approval Gate 1 (AG1) to appoint a Design Team and advance to initial design, based on current timelines this would be anticipated in Q2/Q3 2026.</li> </ul> <p>An Cathaoirleach thanked the Head of Technology, Estates and Sustainability for the update.</p>
<p><b>6.3</b></p>	<p><b>South Campus update</b> The Head of Technology, Estates and Sustainability advised that further to the discussion at the ETB Board meeting on 2nd December 2025, matters were progressed as follows:</p> <p><b>Phased Acquisition Plan:</b> Kerry ETB is advancing plans to acquire MTU’s South Campus gradually to reduce reliance on leased properties and consolidate operations, as outlined in its business case to DEY, DFHERIS, and SOLAS.</p> <p><b>Governance Framework:</b> Key governance structures were agreed, including a Steering Group and Technical Working Group, with Terms of Reference and a Memorandum of Understanding (MOU) to guide collaboration and compliance during the transition.</p> <p>The initial plan anticipates relocating some FET provision from Clash Campus to the South Campus by September 2026,</p> <p>An Cathaoirleach thanked the Head of Technology, Estates and Sustainability for the update.</p>
<p><b>6.4</b></p>	<p><b>Tralee Sports and Leisure Centre Company Limited by Guarantee (CLG) Update</b></p> <p>The Head of Technology, Estates and Sustainability advised that further to the discussion at the ETB Board meeting on 2<sup>nd</sup> December 2025, matters were progressed as follows:</p> <p><b>Temporary Gym Structure</b></p> <ul style="list-style-type: none"> <li>• As part of the Gym facility was damaged during the collapse a temporary modular of 150m2 gym will be installed to accommodate the members while the new facility is developed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Modulacc the successful contractor engaged on the 27<sup>th</sup> August 2025.</li> <li>• The project has experienced some delays due to ground conditions and now has a revised project completion date of the 27<sup>th</sup> February 2026.</li> </ul> <p><b>Insurance Claim Settlement</b></p> <ul style="list-style-type: none"> <li>• The insurance claim with IPB has now been agreed and settled.</li> <li>• Kerry ETB are currently waiting to receive the final settlement payment.</li> </ul> <p><b>Masterplan</b></p> <ul style="list-style-type: none"> <li>• Kerry ETB have proceeded to engage an architect led team to develop a masterplan for the redevelopment of the TRSLC based on a detailed review of the entire campus and facilities.</li> <li>• Demesne Architects were the successful tenderer and were engaged on the 5<sup>th</sup> November 2025</li> <li>• Demesne Architects are currently developing masterplan options for all stakeholders to consider with an indicative funding requirement in excess of €15 Million (to be confirmed on completion of the master plan).</li> <li>• The masterplan will enable all stakeholders to plan and cost the total redevelopment of the entire campus.</li> <li>• Kerry ETB and Kerry County Council met with members of the Department of Culture, Communications and Sport on 12<sup>th</sup> January 2026 in relation to the project to discuss potential funding.</li> </ul> <p>An Cathaoirleach thanked the Head of Technology, Estates and Sustainability for the positive update.</p>
6.5	<p><b>Risk Management update - circulated in advance</b></p> <p>The Director of Organisation Support and Development (OSD) presented the Board with a review of Risk Number 1 – Cyber Security.</p> <p><b>Risk 1: Cyber Security</b></p> <p>The Director advised that this is a very important Risk to note. Failure to meet the minimum-security outcome requirements as defined in the Cyber Security Baseline Standards may leave Kerry ETB more vulnerable to a successful cyber-attack and the consequences of information security breach, financial costs, reputational damage, breach of legal obligations and breach of contract agreements.</p> <p>The Director of Organisation Support and Development noted the Significant progress that continues to be made in strengthening Kerry ETB’s information security posture and alignment with Public Sector Cybersecurity Baseline Standards.</p> <p>The ISMS Team is established and actively oversees the implementation and continuous improvement of the Information Security Management System (ISMS).</p> <p>An Cathaoirleach thanked the Director of OSD for her comprehensive update.</p>
6.6	<p><b>Information Security Management Systems (Cybersecurity) update - circulated in advance</b></p> <p>The Director of OSD advised the Board of the following:</p>

	<ul style="list-style-type: none"> <li>• AI Awareness / Literacy Training Kerry ETB has signed up for training procured by ETBI. This is high-level training approximately 40 to 50 minutes in length and it can be stopped and restarted to suit participant’s requirements. It is aimed at providing all staff in the ETB including Board members with awareness of legislative requirements under Article 4 of the EU AI Act and general AI points.</li> <li>• Emergency Text Alert Service Procedure developed for review by the SEM on 26<sup>th</sup> January 2026 This procedure outlines the steps Kerry ETB follows in issuing emergency text alerts during severe weather events, cyber incidents, or other unprecedented/critical disruptions.</li> <li>• Offsite Records Management Storage Project underway, all departments engaged and co-operating with phase 3 file recall now operational.</li> <li>• AI Working Group proposal to SEM to adopt AI Policy, circulated by ETBI, with minor amendments.</li> </ul> <p><b>Internal Audit Unit (IAU-ETBs)</b></p> <ul style="list-style-type: none"> <li>• School Contributions Audit – final report received on 21/01/26 – Audit opinion - Effective</li> <li>• Solas Capital Funding - draft report received 18th December</li> <li>• ESOL Audit – closing meeting took place 18th December – draft report awaited</li> <li>• Sectoral Reports <ul style="list-style-type: none"> <li>- School Meals Programme – Sectoral Report</li> <li>- Further Education and Training (“FET”) Management Accounting Processes and Budgetary Controls Audit</li> <li>- ETB Teachers and Education Sector Superannuation Schemes 2015 audits</li> </ul> </li> </ul> <p>Board members welcomed this update and thanked the Director of OSD.</p>
6.7	<p><b>Health and Safety update - <i>circulated in advance</i></b></p> <p>The Head of Corporate and Procurement advised Board members that the Risk Assessment Program continued throughout November and December, with the following activities reported:</p> <p><b>Training that took place:</b></p> <ul style="list-style-type: none"> <li>• Training for new safety officer in Castleisland Community College and Coláiste na Ríochta</li> <li>• Manual handling and fire marshal training in both Admissions offices.</li> </ul> <p><b>Safety Management System</b></p> <ul style="list-style-type: none"> <li>• Monthly meetings between Head of Corporate and Procurement and the H&amp;S officer continued.</li> <li>• Safety update meeting with Director of FET on 2nd December.</li> <li>• Indoor Air Quality policy and procedure drafted</li> <li>• Outreach centre procedure revised with co-operation hours procedure added to it.</li> <li>• PEEP procedure and template revised.</li> </ul> <p>Ergonomic assessments continued with staff in QA, HR and both Admissions offices.</p> <p><b>Risk assessment program:</b></p> <p>Schools and centres were inspected and assisted with risk assessments in December with visits to 4 centres and 1 visit to a school carried out.</p>

	<p>Schools/centres visited were:</p> <ul style="list-style-type: none"> <li>• Kerry college Monavalley</li> <li>• Tralee Youthreach</li> <li>• Admissions office, Denny St</li> <li>• Admissions office, Killarney</li> <li>• Two Mile Community National School</li> </ul> <p>The Head of Corporate and Procurement presented the Board with Kerry ETB’s high priorities and gave an update on the six high priorities presented.</p> <p>Board Members thanked the Head of Corporate and Procurement for this update.</p>						
<p>6.8</p>	<p><b>Establishment of Board of Management for Partnership Schools - <i>circulated in advance</i></b></p> <p>The CE outlined that a vacancy had arisen on the Board of Management (BOM) of Kerry ETB Partnership School, Pobalscoil Chorca Dhuibhne. Cllr. Anne O’Sullivan was considered for appointment.</p> <div data-bbox="737 822 1123 900" style="text-align: center;"> <table border="1"> <tr><td><b>KETB Nominee</b></td></tr> <tr><td>Cllr. Anne O'Sullivan</td></tr> </table> </div> <p>The Board approved this appointment to the BOM of Pobalscoil Chorca Dhuibhne.</p> <p style="text-align: center;"><b>Proposed: Cllr. Angie Baily</b> <b>Seconded: Cllr. Niall Kelleher</b></p> <p>The CE outlined that two vacancies were arising on the Board of Management (BOM) of Kerry ETB Partnership School, Tarbert Comprehensive School. Mr. Stephen Goulding and Ms. Maria O’Gorman were considered for appointment.</p> <div data-bbox="718 1292 1145 1382" style="text-align: center;"> <table border="1"> <tr><td><b>KETB Nominee</b></td></tr> <tr><td>Stephen Goulding</td></tr> </table> </div> <p>The Board approved this appointment to the BOM of Tarbert Comprehensive School.</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall Kelleher</b> <b>Seconded: Ms. Lorraine O’Sullivan</b></p> <div data-bbox="708 1621 1142 1709" style="text-align: center;"> <table border="1"> <tr><td><b>KETB Nominee</b></td></tr> <tr><td>Maria O'Gorman</td></tr> </table> </div> <p>The Board approved this appointment to the BOM of Tarbert Comprehensive School.</p> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Mr. Noel Keenan</b></p>	<b>KETB Nominee</b>	Cllr. Anne O'Sullivan	<b>KETB Nominee</b>	Stephen Goulding	<b>KETB Nominee</b>	Maria O'Gorman
<b>KETB Nominee</b>							
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Stephen Goulding							
<b>KETB Nominee</b>							
Maria O'Gorman							
<p>6.9</p>	<p><b>Establishment of Section 44 Committees (CL0083/2024) – as circulated in advance</b></p>						

	<p>Further to the establishment of the Section 44 committees as was addressed at the 10<sup>th</sup> December 2024 Board meeting, the following Kerry ETB members/nominees' appointments were presented for approval.</p> <p><b>FET Governance Board</b> in accordance with Section 44 of the ETB Act 2013 – for Appointment. – Senior Management, non-ETB.</p> <div style="text-align: center;"> <p><b>Senior Management (non-ETB) Nominee</b></p> <p>Mr. Dermot Healy</p> </div> <p style="text-align: center;"><b>Proposed: Cllr. Norma Moriarty</b> <b>Seconded: Mr. John O'Connor</b></p> <p>The Board approved this appointment as per Section 44 ETB Act 2013.</p> <p><b>Youthreach</b> Board of Management in accordance with Section 44 of the ETB Act 2013 - for Appointment. – Parent Nominee</p> <div style="text-align: center;"> <p><b>Parent Nominee</b></p> <p>Micheal Warr</p> </div> <p>The Board approved this appointment as per Section 44 ETB Act 2013.</p> <p style="text-align: center;"><b>Proposed: Cllr. Niall Kelleher</b> <b>Seconded: Cllr. Angie Baily</b></p>
<p style="text-align: center;"><b>6.10</b></p>	<p><b>Minutes of Section 44 Committees - circulated in advance</b></p> <p>The following Section 44 Committees' minutes, as circulated with the agenda, were presented for approval:</p> <ul style="list-style-type: none"> <li>• Kerry College Governance, meeting date 21.10.2025</li> <li>• FET Governance Board, meeting date 28.05.2025</li> <li>• FET Governance Board, meeting date 24.09.2025</li> <li>• FET Governance Board, meeting date 26.11.2025</li> </ul> <p>The Board approved the above-listed minutes as presented.</p> <p style="text-align: center;"><b>Proposed: Mr. Michael Larkin McCarthy</b> <b>Seconded: Cllr. Niall Kelleher</b></p>
<p style="text-align: center;"><b>6.11</b></p>	<p><b>Minutes of Section 45 Committees – as circulated in advance</b></p> <p>The following Section 45 Committees' minutes and summary reports, as circulated with the agenda, were taken as read and noted by the Board.</p> <ul style="list-style-type: none"> <li>• Signed minutes of Mtg. 3/25 on 7<sup>th</sup> October 2025</li> <li>• Summary Report of Mtg. 4/25 which took place on 4<sup>th</sup> December 2025</li> </ul> <p>The Board noted the above as presented.</p>

<p><b>6.12</b></p>	<p><b>Policies for Approval - as circulated in advance</b></p> <p>The following policies were presented for approval.</p> <ul style="list-style-type: none"> <li>• Administration of Medication Policy</li> <li>• Portable Appliance Test (PAT) Policy</li> <li>• Information Security Policy</li> <li>• Desk and Screen Policy</li> <li>• Firewall Policy</li> </ul> <p>The Board approved the above-listed policies as presented.</p> <p style="text-align: center;"><b>Proposed: Ms. Lorraine O’Sullivan</b> <b>Seconded: Cllr. Angie Baily</b></p>
<p><b>6.13</b></p>	<p><b>Charities Regulator</b></p> <p>The Head of Corporate and Procurement delivered a presentation on the Charities Regulator and the implications for Kerry Education and Training Board (Kerry ETB) as a registered charity (Charity Registration No. 20083243).</p> <p>The Board noted that a Charity Trustee is defined as a member of the governing body of a registered charity. As such, all Kerry ETB Board members are charity trustees and are collectively responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring the organisation complies with charity law.</li> <li>• Acting in the best interests of the charity.</li> <li>• Overseeing good governance, accountability, and transparency.</li> <li>• Acting with care, integrity, and independence, and ensuring that all organisational activities align with the charitable purpose and legal obligations.</li> </ul> <p>The presentation included a comparison between Circular 83/2024 Code of Governance for ETBs and the Charity Regulator’s Governance Code. It was noted that while both codes share similar principles, the ETB Code is significantly more rigorous, procedural, and tied to Public Sector accountability, whereas the Charities Governance Code is principle driven and allows greater flexibility.</p> <p>It was noted that Board members received the following in advance of the meeting:</p> <ol style="list-style-type: none"> <li>1. Charities Regulator Governance Code: Provided to support Board members in their role as Charity Trustees.</li> <li>2. Charities Regulator Statement of Strategy 2025–2027: Outlines the Regulator’s priorities, expectations, and regulatory focus over the coming period</li> <li>3. Registered Charity Declaration - To be signed by the Chairperson of the Board and the Chief Executive and submitted to the Charities Regulator: Confirms Kerry ETB’s continued compliance with charity law requirements</li> </ol>

	<p>4. Kerry ETB Charities Regulator Compliance Document – to be approved by the Board and kept on file for Audit Purposes.</p> <p>An Cathaoirleach presented the Kerry ETB Charities Regulator Compliance Document for approval.</p> <table border="1" data-bbox="408 439 1453 519"> <tr> <td>Charity Name</td> <td>Kerry Education and Training Board</td> </tr> <tr> <td>Registration Charity Number (RCN)</td> <td>20083243</td> </tr> <tr> <td>Annual Reporting Period</td> <td>2025</td> </tr> </table> <p style="text-align: center;"><b>Proposed: Ms. Maria O’Gorman</b> <b>Seconded: Cllr. Angie Baily</b></p>	Charity Name	Kerry Education and Training Board	Registration Charity Number (RCN)	20083243	Annual Reporting Period	2025
Charity Name	Kerry Education and Training Board						
Registration Charity Number (RCN)	20083243						
Annual Reporting Period	2025						
<p><b>6.14</b></p>	<p><b>Audit and Risk Committee Self Evaluation Assessment for 2025 – circulated in advance</b></p> <p>An Cathaoirleach presented the Audit and Risk Committee Self Evaluation Assessment for 2025, in association with Circular letter 0083/2024 Appendix 15(b): Checklist for the effectiveness of the Audit and Risk Committee 2025, agreed at Audit and Risk meeting on 4<sup>th</sup> December 2025.</p> <p>The Board noted the above.</p>						
<p><b>6.15</b></p>	<p><b>Kerry ETB Board Self-Assessment follow up – circulated in advance</b></p> <p>An Cathaoirleach presented the Board Self-Assessment Management Response and formally thanked the Executive for preparing the response.</p> <p>The Chairperson also thanked all Board Members who attended the preparatory meeting held in advance of the December Board Meeting.</p> <p>It was agreed that the Board would meet again to review the management response and the assessment results prior to the next full Board Meeting on 24<sup>th</sup> March 2026.</p> <p>Board Members confirmed that they will meet at 2:30 p.m. on 24<sup>th</sup> March 2026 to review the Executive response before the Board Meeting commences.</p>						

<p><b>12/2025/7</b></p>	<p><b>CE’S REPORTS &amp; QUESTIONS ON CE’S REPORTS</b> <b>TUAIRISCÍ AN PHRÍOMHFHEIDHMEANNAIGH AGUS CEISTEANNA ORTHU</b></p>
<p><b>7.1</b></p>	<p><b>Schools Youth and Music Report</b></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"> <li>• School FET Pathways Update</li> <li>• School Attendance Drive</li> <li>• LCYP</li> </ul>

	<ul style="list-style-type: none"> <li>• Music Generation Kerry</li> <li>• Youth Work</li> <li>• Special Education Provision</li> <li>• Student Forum</li> <li>• REALT</li> </ul> <p>The Board held a discussion regarding school attendance and issues of school refusal. Board members expressed concerns about current attendance challenges.</p> <p>The CE and the Director of SYM assured the Board that all possible measures were being taken to address these issues and highlighted that all schools were working very hard to support students and improve attendance levels.</p> <p>A Board member also noted that an ETB school had demonstrated excellent work in this area. Additionally, another Board member commended and thanked the ETB for their significant contributions and support in tackling school attendance difficulties.</p> <p>The Director of SYM informed the Board that the SEN/Ethos Co-ordinator will be attending the next Board meeting on 24<sup>th</sup> February with a presentation on Universal Design for Learning and the RISE Programme.</p> <p>The Director of SYM advised that School ETB awards are taking place on Thursday 12<sup>th</sup> March at 7 p.m. in Killarney Community College.</p> <p>Board Members thanked the Director of Schools Youth and Music for his comprehensive report.</p>
<p style="text-align: center;"><b>7.2</b></p>	<p><b>Further Education and Training Report</b></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"> <li>➤ FET Funding 2025 Final Spend</li> <li>➤ FET 2025 vs 2026 Allocation 2025</li> <li>➤ 2025 Actual Final Beneficiaries</li> <li>➤ 2025 Vs 2026 Planned Beneficiaries</li> <li>➤ Killorglin Town Campus - Facility Overview</li> <li>➤ Open Week 2026</li> <li>➤ South Campus update</li> <li>➤ Apprenticeships - Transitioning Roles and Responsibilities</li> </ul> <p>A member of the Board expressed concern in relation to the lack of wet trades e.g. tilers, plasterers etc.</p> <p>Board Members thanked the Director of Further Education and Training for his report and updates.</p>

7.3	<p><b>Director of Organisation Support and Development Report</b></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> <p><b>Governance, Compliance &amp; Risk System</b></p> <ul style="list-style-type: none"> <li>• Annual Review of Internal Controls - Requirements</li> <li>• Annual Review of Internal Controls (contd) – Process</li> <li>• Internal Control Questionnaires (ICQs) 2026</li> <li>• Audit Register - Review of Previous Internal/External/Sectoral Audit Recommendations</li> <li>• Fixed Asset Management Review</li> <li>• Health and Safety – Risk Assessment Pilot/Training</li> </ul> <p><b>Internal Audit Unit (IAU-ETBs)</b></p> <ul style="list-style-type: none"> <li>• School Contributions Audit – final report received on 21/01/26 – Audit opinion - Effective</li> <li>• Solas Capital Funding - draft report received 18th December</li> <li>• ESOL Audit – closing meeting took place 18th December – draft report awaited</li> <li>• Sectoral reports: <ul style="list-style-type: none"> <li>• School Meals Programme – Sectoral Report</li> <li>• Further Education and Training (“FET”) Management Accounting Processes and Budgetary Controls Audit</li> <li>• ETB Teachers and Education Sector Superannuation Schemes 2015 audits</li> </ul> </li> </ul> <p><b>Kerry ETB ISMS</b></p> <p><b>AI Awareness / Literacy Training</b> Kerry ETB has signed up for training procured by ETBI. This is high-level training approximately 40 – 50 minutes in length and it can be stopped and restarted to suit participant’s requirements. It is aimed at providing all staff in the ETB including Board members with awareness of legislative requirements under Article 4 of the EU AI Act and general AI points.</p> <p><b>Emergency Text Alert Service Procedure</b> developed for review by the SEM on 26th January, 2026 This procedure outlines the steps Kerry ETB follows in issuing emergency text alerts during severe weather events, cyber incidents, or other unprecedented/critical disruptions.</p> <p><b>Offsite Records Management Storage</b> Project underway, all departments engaged and co-operating with phase 3 file recall now operational.</p> <p><b>AI Working Group</b> proposal to SEM to adopt AI Policy, circulated by ETBI, with minor amendments.</p> <p>An Cathaoirleach thanked the Director of OSD for her report.</p>
7.4	<p><b>Technology Estates and Sustainability Report</b></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"> <li>• Kerry College Killarney Campus Building Project</li> <li>• South Campus Update</li> <li>• Tralee Sports and Leisure Centre Company Limited by Guarantee Update</li> <li>• ICT &amp; Cyber Security Update</li> <li>• Sustainability &amp; Climate Action Update</li> <li>• Land and Leases</li> </ul> <p>An Cathaoirleach thanked the Head Technology, Estates and Sustainability for the report.</p>
<p style="text-align: center;"><b>7.5</b></p>	<p><b>Finance Report</b></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"> <li>➤ Kerry ETB Cash Grants as at 31<sup>st</sup> December 2025</li> <li>➤ Financial Status <ul style="list-style-type: none"> <li>- Head Office</li> <li>- Schools, Post Primary - Non pay</li> <li>- Community National Schools</li> <li>- Youth and Music</li> <li>- Further Education and Training</li> </ul> </li> </ul> <p>An Cathaoirleach thanked the Head of Finance for the report.</p>
<p style="text-align: center;"><b>7.6</b></p>	<p><b>Chief Executive's Report</b></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"> <li>• Strategic Engagements</li> <li>• Governance and Policies</li> <li>• Educational and Training Developments</li> <li>• Events</li> </ul> <p>The CE informed the Board that the Kerry ETB Youth Development Officer has formally submitted his resignation. The Executive, on behalf of the Board, wishes to acknowledge the formal completion of arrangements for the transition and replacement of the Youth Development Officer.</p> <p>An Cathaoirleach and the CE expressed sincere thanks to Mr. Seamus Whitty for his work and dedication during his time in the role, on behalf of the Board and organisation. His</p>

	<p>contribution has been greatly appreciated, and we extend our very best wishes to him as he takes on his new position.</p> <p>The CE informed the Board that the role of the Irish Language Development Officer will be readvertised on the Kerry ETB website, Irish publications and media.</p> <p>An Cathaoirleach thanked the Chief Executive for her report.</p>
<b>12/2025/8</b>	<b>CORRESPONDENCE COMHFHREAGRAS</b>
<b>8.1</b>	<b>DES Correspondence/Comhfhreagras na Roinne O&amp;S:</b> Noted as listed
<b>8.2</b>	<b>DES Circular Letters/Imlitreacha na Roinne O&amp;S:</b> Noted as listed
<b>8.3</b>	<b>DES Press Releases/Preaseisiúintí na Roinne O&amp;S:</b> Noted as listed
<b>8.4</b>	<b>ETBI Correspondence/Comhfhreagras BOOÉ:</b> Noted as listed
<b>8.5</b>	<b>Other Correspondence/Comhfhreagras Eile:</b> Noted as listed
<b>12/2025/9</b>	<b>MEMBERS BUSINESS GNÓ NA MBALL</b>
	<p><b>Mr. Joe Brennan – The Use of X (formally Twitter)</b></p> <p>A Board member raised a query regarding the organisation’s use of the X platform. It was noted that Kerry ETB no longer actively engages with the platform, and Board members were happy with the response.</p> <p><b>John O’Connor - Review of Life Skills in association with Down Syndrome Kerry</b></p> <p>A Board member expressed his thanks to Kerry ETB for facilitating the Life Skills programme in association with Down Syndrome Kerry. He noted the success of the initiative, now in its second year, and highlighted the increased participation and engagement achieved this year. It was also reported that there is potential to add two additional participants next year.</p> <p>Both the Director of FET and the CE were pleased to receive such positive feedback and indicated strong interest in exploring further opportunities to expand the initiative. They</p>

	<p>emphasised their commitment to supporting greater social integration and creating meaningful developmental pathways.</p> <p>The Director of FET noted that similar practices are being considered for wider implementation in other areas and expressed appreciation at the feedback provided.</p> <p>The Board formally thanked Kerry ETB for their continued support and contribution to the success of this initiative.</p>
<b>12/2025/10</b>	<p><b>ANY OTHER BUSINESS WITH THE PERMISSION OF AN CATHAOIRLEACH AON GHNÓ EILE LE CEAD AN CHATHAOIRLIGH</b></p>
<b>10.1</b>	
	<p><b>The next Board meeting will be Tuesday 24<sup>th</sup> February 2026 at 3.00 p.m. Centrepoint Boardroom</b></p> <p><i>This concluded the business of the meeting.</i></p>