

*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board

Annual Report 2018

The logo for Louth and Meath Education and Training Board (lmetb). The letters 'l' and 'm' are in a stylized, lowercase font with a yellow-to-orange gradient. The letters 'e', 't', and 'b' are in a bold, lowercase, black sans-serif font.

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Chairperson's Introduction



It is my pleasure to present the Annual Report of Louth and Meath Education and Training Board (LMETB) for 2018. This report covers the period 1st January to 31st December 2018 and is the fifth annual report since the establishment of LMETB.

It has been an honour to serve on the Board for the past 5 years during a very challenging period, and to support this progressive and ambitious organisation to meet those challenges.

Our Chief Executive Martin O'Brien, together with his dynamic leadership team, ensure that our learners, across the spectrum of our services, are at the core of every decision taken within the organisation.

This report is further evidence of the incredible work of all the staff working tirelessly throughout the organisation to ensure our learners receive the best possible education and opportunities.

I wish them all well into the future.

A handwritten signature in black ink, appearing to read 'S. Tolan'.

Cllr Sharon Tolan
Chairwoman

Chief Executive's Foreword



I am pleased, as Chief Executive of Louth and Meath Education and Training Board (LMETB), to present the 2018 Annual Report.

LMETB is a progressive dynamic organisation which responds to the needs of a growing population and provides an inclusive education across counties Louth and Meath. In this context LMETB, as the largest education provider in the region, provides professional patronage to all our schools and Centres of Further Education.

Demographic changes and population growth in Louth and Meath have contributed to a very exciting and challenging period for LMETB. Increased enrolments and the commencement of new schools and building projects in both counties reflect these changes.

We are very pleased to have been the first choice of patron for the parents of North Louth, and look forward to working with parents/ guardians, principal and staff of Faughart Community National School.

The recent announcement in February 2019 by the Minister for Education and Skills, Minister Joe McHugh TD., confirming LMETB as patron of Dunshaughlin Community National School enhances the provision of an inclusive education for the area. We very much look forward to working in partnership with the patrons of other primary schools in order to meet the needs of the community.

This report is an opportunity to showcase the excellent work of all the staff who work tirelessly to provide a top class education to children and adults across Louth and Meath.

I look forward to reviewing and implementing further fresh, new and exciting developments into 2019 and beyond.

A handwritten signature in black ink that reads "Martin G. O'Brien". The signature is written in a cursive style with a large, stylized 'M' and 'O'.

Martin G. O'Brien
Chief Executive

Mission Statement

“Louth and Meath Education and Training Board (LMETB) is committed to excellence and innovation in the education of young people and adults through the provision of dynamic services delivered by professional staff”

The Board of LMETB

Following local elections in May 2014, a new Board of twenty-one members was formed in accordance with Part 3, Sections 30 and 31 of the Education and Training Board Act 2013. The following were members of the Board in 2018:

Member Name	Nominated By
Mr. Peter Savage	Louth County Council
Mr. Oliver Tully	Louth County Council
Ms. Maeve Yore	Louth County Council
Ms. Marianne Butler	Louth County Council
Ms. Tomás Sharkey (1)	Louth County Council
Ms. Maria Murphy	Meath County Council
Ms. Eimear Ferguson	Meath County Council
Mr. Wayne Harding	Meath County Council
Ms. Sharon Tolan	Meath County Council
Mr. Nick Killian	Meath County Council
Mr. Damien O’Reilly	Meath County Council
Mr. Trevor Golden	Meath County Council
Ms. Catherine Clair	LMETB Staff Representative
Mr. Ciarán O’Donnell	LMETB Staff Representative
Ms. Ashimedua Okonkwo	LMETB Parent Representative
Mr. Cormac Bohan	LMETB Parent Representative

Member Name	Designated Categories (3)
Mr. Bill Sweeney	Representative of Business, Industry and Employers
Mr. Seán Patrick Carey	Representative of Learners
Ms. Siobhán Greer	Representative of persons engaged in the Management of, or Leadership in, recognised schools.
Ms. Jennifer D’Arcy	Representative of a body not in the three designated categories.
Mr. Alan Breathnach (2)	Representative of a body not in the three designated categories.

(1) Mr. Tomás Sharkey resigned from the Board on 20/09/2018. No replacement appointed in 2018.

(2) Mr. Alan Breathnach resigned from the Board on 22/3/2018. No replacement appointed in 2018.

Finance Committee and Audit Committee

The following committees were established in accordance with Section 45. – (1) of the Education and Training Board Act 2013.

LMETB Audit Committee	
Paul Morgan	External (Chairperson)
Liam Coleman	External
Martin Kelly	External
Eimear Ferguson	Internal
Cormac Bohan	Internal
Bill Sweeney	Internal

The LMETB Audit Committee held three meetings in 2018.

LMETB Finance Committee	
Oliver Tully	Internal (Chairperson)
Brendan McKenna	External
Ashimedua Okonkwo	Internal
Bill Sweeney	Internal
Nick Killian	Internal

The LMETB Finance Committee held five meetings in 2018.

LMETB Senior Management

LMETB Senior Management	
Martin G. O'Brien	Chief Executive
Fiona Kindlon	Director of Schools
Brian Murphy	Director of Organisation Support and Development
Sadie Ward McDermott	Director of Further Education and Training

Key Management Personnel Compensation

Key management personnel in Louth and Meath Education and Training Board consist of the Chief Executive and the Directors of Schools, Further Education and Organisation Support and Development. The total value of employee benefits for the key management personnel excluding employer's PRSI is set out below:

	2018 €
Salaries	389,762
Allowances	-
Termination Benefits	-

Chief Executive Remuneration

In accordance with pay scales approved by the Department of Education and Skills, Chief Executive salary was €127,407 (excluding employer's PRSI) during the year ended 31 December, 2018.

Employer's PRSI of €2,754.30 was also paid.

The Chief Executive Officer did not undertake any foreign travel for ETB business purposes during the period. The Chief Executive is a member of an unfunded defined benefit public sector scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.

Overview and Résumé of Services

LMETB is a local statutory education and training authority with responsibility for education, youth work and a range of other statutory functions. LMETB manages and operates:

- 16 Second level schools including 1 with PLC components
- 2 PLC Colleges
- 2 Community National Schools
- 1 Training Centre
- 1 Centre for European Schooling
- 9 Youthreach Centres
- A range of further education and training centres delivering education and training programmes
- Joint Patron of 6 Community Schools at: Ardee, Kells, Trim, Athboy, Ashbourne and Ballymakenny College Drogheda

LMETB is active in local communities through the direct provision of training and education programmes delivered in Training Centres, Colleges and other training and educational settings. LMETB seeks to make a real difference to the lives of the people it serves.

Schools and Colleges		
Beaufort College, Navan	Bush PPS, Dundalk	Coláiste De Lacy, Ashbourne
Coláiste Chú Chulainn, Dundalk	Coláiste na hInse, Laytown	Coláiste na Mí, Navan
Coláiste Pobail, Rathcairn	Dunshaughlin Community College	O'Carolan College, Nobber
O'Fiaich College, Dundalk	Ratoath College	Scoil Uí Mhuirí, Dunleer
Colaiste Clavin, Longwood	St. Oliver's Community College, Drogheda	St. Peter's College, Dunboyne
St. Oliver PPS Oldcastle	Drogheda Institute of Further Education	Dunboyne College of Further Education
Ard Rí CNS, Navan	Faughart CNS, Faughart, Co. Louth	Centre for European Schooling Dunshaughlin

Overview and Résumé of Services of LMETB (Cont'd)

Further Education and Training			
Training Centre	Dundalk		
VTOS	Drogheda	Dundalk	Navan
Youthreach	Drogheda	Dundalk	
	Youthreach Foundation Navan	Youthreach Progression Navan	
	Trim	Kells	
	Ashbourne	Laytown/Bettystown	
	Ardee		
Adult Learning Services Adult Guidance Back to Education Initiative Community Education	Drogheda	Dundalk	Navan
	Trim	Kells	Oldcastle
	Mosney	Laytown/ Bettystown	Dunshaughlin
	Dunboyne	Athboy	Ashbourne
	Ardee		
Evening Course Provision	9 centres in Louth and Meath		
Music Generation	Louth		
Youth Services	Louth	Meath	
Quality Assurance	Louth	Meath	

Schools Directorate

Introduction to LMETB Schools & Colleges

LMETB is the largest comprehensive educational provider in the Louth and Meath region with a range of educational services from primary to post primary and further education and training.

LMETB manages two Community National Schools, a Centre for European Schooling, sixteen post primary schools (including one school with Post Leaving Certificate provision) and two dedicated Post Leaving Certificate colleges. The PLC Colleges in LMETB report to the Director of Further Education and Training. LMETB is also joint patron of six Community Schools located in Ardee, Ashbourne, Athboy, Drogheda, Kells and Trim.

Each LMETB school and college has proven itself as a centre of excellence in teaching, learning and assessment in its local community. LMETB schools provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate. The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning. A broad and balanced curriculum with a diverse range of co-curricular and extra-curricular activities where the aptitudes of students are central to its design is available in LMETB schools. Each of these schools has built a very positive reputation in the local communities in which they operate and each school continues to enjoy strong parental support and a high level of satisfaction with the quality of teaching, learning and assessment.

Department of Education and Skills Schools Patronage Campaigns

LMETB was an applicant patron for a 600 post primary school in Laytown, Co. Meath and an eight classroom primary school for Dunshaughlin, Co. Meath scheduled to open in September 2019. In early 2019, LMETB was awarded patronage of the new primary school in Dunshaughlin.

LMETB were also awarded patronage of Faughart Community National School in July 2018.

LMETB Primary & Post Primary Schools & Colleges Enrolment Numbers October 2018			
School	Location	County	Enrolment as at October 2018
Beaufort College	Navan	Meath	491
Bush Post Primary	Dundalk	Louth	603
Coláiste Chú Chulainn	Dundalk	Louth	519
Coláiste na hInse	Bettystown	Meath	1,008
Coláiste na Mí	Navan	Meath	714
Coláiste Pobail Rathcairn	Rathcairn	Meath	124
Coláiste de Lacy	Ashbourne	Meath	401
Dunshaughlin Community College	Dunshaughlin	Meath	1051
O' Carolan College	Nobber	Meath	550
O' Fiaich College	Dundalk	Louth	315
Ratoath College	Ratoath	Meath	1,046
Scoil Uí Mhuirí	Dunleer	Louth	544
Colaiste Clavin	Longwood	Meath	364
St. Oliver Post Primary School	Oldcastle	Meath	583
St. Oliver's Community College	Drogheda	Louth	1,337
St. Peter's College	Dunboyne	Meath	1,197
Centre for European Schooling	Dunshaughlin	Meath	40
Ard Rí Community National School	Navan	Meath	228
Faughart Community National School	Dundalk	Louth	24
Totals	N/A	N/A	11,139

LMETB Primary & Post Primary Schools & Colleges Management Teams 2018			
School	Principal	Deputy Principals	Total Senior Management Team
Beaufort College	1	1	2
Bush Post Primary	1	1	2
Coláiste Chú Chulainn	1	1	2
Coláiste na hInse	1	3	4
Coláiste na Mí	1	2	3
Coláiste Pobail Rathcairn	1	1	2
Coláiste de Lacy	1	1	2
Dunshaughlin Community College	1	3	4
O' Carolan College	1	1	2
O' Fiaich College	1	2	3
Ratoath College	1	3	4
Scoil Uí Mhuirí	1	1	2
Colaiste Clavin	1	1	2
St. Oliver Post Primary School	1	1	2
St. Oliver's Community College	1	3	4
St. Peter's College	1	3	4
Centre for European Schooling	1 (Director)	0	1
Ard Rí Community National School	1	1	2
Faughart Community National School	1	0	1
Totals	19	29	48

In 2018, LMETB welcomed four new Principals and nine new Deputies. LMETB induction and in-school induction was provided for all.

LMETB Primary & Post Primary Schools & Colleges Inspection Reports 2018	
School	Inspection Report Type
Beaufort College	Gaeilge Subject Inspection
Coláiste na hInse	SEN Inspection
Coláiste na Mí	Business & Accounting Subject Inspection
Coláiste Pobail Rathcairn	PE Subject Inspection
Coláiste de Lacy	Home Economics Subject Inspection
Ratoath College	Art Subject Inspection
Scoil Uí Mhuirí	Whole School Evaluation
Colaiste Clavin	French Subject Inspection
St. Oliver Post Primary School	Whole School Evaluation

Selection of Key Priorities in LMETB Primary & Post Primary Schools & Colleges 2018	
1	Implementation of LMETB Strategy Statement Strategic Goals
2	Child Protection Procedures 2017, Child Safeguarding & Risk Assessment, Reporting to the Board of Management
3	Continued Implementation of Junior Cycle Reform (Post Primary Schools)
4	Introduction and Development of Special Needs Units (SNU's)
5	Implementation of Special Education Teaching Model (SET)
6	School Self Evaluation
7	Implementation of recommendations from Department of Education and Skills Inspections
8	Development of Wellbeing Programmes & Implementation of NCCA Wellbeing Guidelines
9	Development of Transfer and Transition Programmes (Pre School to Primary, Primary to Post Primary & Post Primary to Further and Higher Education & Employment)
10	Development and Introduction of Short Courses as part of Junior Cycle Reform
11	Induction for new staff (Leadership team members, teachers, administration and ancillary staff)
12	Introduction of Way to Pay Online Payment System & Asset Management System
13	Rollout of DCS system for part time teachers
14	Supporting students who are in the process of Transitioning
15	Implementation of the Digital Strategy for Schools 2015 - 2020
16	Introduction of Level Two Learning Programmes (L2LP's) as part of Junior Cycle Reform
17	Implementation of Circular Letters 0003/2018 Leadership and Management in Post Primary Schools and 0070/2018 Leadership and Management in Primary Schools including review of school needs and priorities and appointment of API and APII post holders
18	Review, development and implementation of DEIS Plans in LMETB's seven DEIS schools, four located in Co. Louth and three located in Co. Meath
19	GDPR Compliance, Procurement Compliance
20	School Self Evaluation Regulatory Checklist & Review of School Policies & Procedure

Selection of Priority Meetings/CPD in 2018	
1	Principals Meetings with CE, Directors & Heads of Department
2	School Leaders Forum Meetings with Director of Schools
3	Induction Programme for new School Leaders
4	Induction Programme for Newly Appointed Teachers & Tutors
5	Meetings with TY, LCA, LCVP & JCSP Co-ordinators
6	Financial Planning Meetings with Principals
7	ICT Planning Meetings with Principals
8	Recruitment Planning Meetings with Principals
9	Teaching Allocation Meetings with Principals
10	DEIS Principals Meetings
11	Meetings with Home School Community Liaison Officers
12	Board of Management Training – Child Protection
13	Board of Management Minutes
14	Data Protection, GDPR, Asset Management System, DCS System, Way to Pay System
15	Scheduler Training
16	Inclusion of Students with Autism Workshop for School Leaders

17	Teaching Council Workshop for School Leaders
18	ETBI Core Values Workshop
19	School Self Evaluation with Department of Education and Skills Senior Inspectors
20	Implementing Junior Cycle Reform with JCT Personnel
21	Meeting with Special Needs Assistants
22	Meetings of RSE Co-ordinators to review RSE policies in LMETB Schools & Colleges

Development of Special Needs Units in LMETB Primary and Post Primary Schools

LMETB has Special Needs Units (SNUs) in seven of its Post Primary Schools. In 2018, a second SNU was opened in Scoil Uí Mhuirí, Dunleer, St. Oliver Post Primary School, Oldcastle and two new SNUs were opened in Colaiste Clavin, Longwood.

Short Courses Introduced in LMETB Post Primary Schools & Colleges as part of Junior Cycle Reform

Several LMETB Post Primary Schools and Colleges introduced short courses in PE, CSPE, SPHE, Digital Media Literacy, Philosophy and Coding.

Level Two Learning Programmes (L2LPs) Introduced in LMETB Post Primary Schools & Colleges as part of Junior Cycle Reform

A number of LMETB schools and colleges have been working with Junior Cycle for Teachers (JCT) in the development and introduction of L2LPs for students.

New Teaching & Learning Initiatives Being Developed and Implemented in LMETB Schools and Colleges

TL21, ETBI Instructional Leadership Programme, Restorative Practice, Building Learning Power, NBSS Behaviour for Learning Programmes, NEPS Friends Programmes, Battelle for Kids, Co-operative Teaching Methodologies, Effectively incorporating ICT into Teaching and Learning, Get Up Stand Up, Super Troopers, Green Schools Programmes, Active Flag Programmes, Yellow Flag Programmes and Study Skills Programmes.

Department of Education & Skills Pilot Projects being Implemented in LMETB Schools & Colleges

Leaving Certificate Computer Science Pilot

Bush Post Primary School was one of forty post primary schools nationally, offered a place on the Computer Science for Leaving Certificate Pilot Project. Computer Science for Leaving Certificate focuses on how programming and computational thinking can be applied to the solution of problems, and how computing technology impacts the world around us. Students engaging with the course will learn: Computational thinking, how to analyse problems in computational terms, Programming languages and how to read, write, test and modify computer programs, Creative design, Design computational artefacts such as web pages, digital animations, simulations, games, apps and robotic systems, the ethical, historical, environmental and technological aspects of Computer Science, and how it impacts the social and economic development of society.

Leaving Certificate Physical Education Pilot

Beaufort College and Ratoath College were included in eighty schools which have been selected to take part in a pilot project for Leaving Certificate Physical Education. The specification for Leaving Certificate Physical Education (LCPE) will provide learners with an opportunity to study physical education for the Leaving Certificate examination, providing an additional optional Leaving Certificate subject.

Department of Education & Skills & NCCA Review of Senior Cycle Education

Dunshaughlin Community College are representing LMETB on the review of Senior Cycle at National Level which commenced in 2018.

Department of Education and Skills Gaeltacht School Recognition Scheme

Colaiste Pobail, Rathcairn have been selected to be part of the Gaeltacht Recognition Scheme. As part of the scheme, the school is availing of additional teaching allocation, grant for teaching and learning resources, information seminars and CPD events and Inspectorate support.

Themed Weeks in LMETB Schools & Colleges

LMETB Schools & Colleges had a number of themed related weeks during 2018 including literacy, numeracy, wellbeing, anti-bullying, study skills, intercultural, LGBT, active schools, green schools, induction, friendship, autism awareness, coding, road safety, safer internet, science, technologies and Seachtain na Gaeilge weeks.

Promotion of STEM Subjects

LMETB Schools & Colleges are committed to promoting STEM subjects and in particular girls in STEM. Some of the initiatives undertaken in 2018 include visits to the classroom by speakers working in the area of STEM, visits out to businesses in the local community, participation and attendance at BTYSE, participation and attendance at Scifest, Engineering weeks in schools, partnership with local businesses in the community, demonstrations on school open nights, partnerships with the Institute of Physics, Maths weeks, Intel Mini Scientist, Charles Darwin day, coding , Digital Media Literacy, Microsoft Office Specialist Programmes, TY architecture modules

Reporting to Parents/Guardians

LMETB Schools & Colleges provided parent teacher meetings for all Year Groups. In some LMETB schools and colleges, students were invited to attend with their parent/guardian. Reports were distributed to parents/guardians throughout the year and these included in many cases a grade and a comment. Schools report that parents/guardians are requesting grades on reports and in many cases are not in favour of a comment only report. This is a challenge for schools as current trends and research indicate the benefits of comment only reporting. All schools are reviewing the practice of frequent reports home in the context of the new CBAs and ATs which have been introduced as part of the Junior Cycle Reform.

State Examinations Success

Once again this year, LMETB students have excelled and the collective results of all our examination students are outstanding. Achievements like this demonstrate that commitment and hard work on the part of students is rewarded by fantastic results. In general, there was a marked increase in the numbers of students taking higher level papers in a range of subjects and this is a trend that should continue in the future. Exceptional results were achieved in a range of subjects. A number of our Leaving Certificate students achieved well over 500 points and are currently pursuing courses and careers in a range of areas.

Our Junior Certificate students have progressed to Senior Cycle where they are engaging in either Transition Year, the Established Leaving Certificate, the Leaving Certificate Applied or the Leaving Certificate Vocational Programme.

Early in each school year, department members across our schools meet formally to review the examination results of students and to compare those results with national averages and with the previous year's results in that subject for the school. Observations are made and decisions are taken regarding any changes that need to be initiated. These changes may relate to teaching, learning and assessment of subjects, promotion and uptake of subject at school level, options structure, timetabling and resources to name but a few. Marking schemes and chief examiners reports on subjects are also referenced by subject teachers. These documents can both inform discussion and debate among department members and are a vital resource in assisting with subject department and individual planning for teaching and learning.

We would like to once again congratulate our students on their wonderful results and to publicly acknowledge and thank the highly committed, supportive and professional teaching staff in our schools and colleges for the hard work they have done with our students in preparation for these examinations. We wish our students well as they progress to Higher and Further Education and Training.

Student Scholarships & Awards from Competitions	
Gaeltacht Scholarships Awarded (LMETB)	LMETB Schools & Colleges Awarded Gaeltacht Scholarships as ratified by the LMETB Board
University Scholarships Awarded	Students from LMETB Schools & Colleges were recipients of the Naughton Scholarship Awards, UCD Scholars Award, DCU High Achievers Awards, Trinity Entrance Awards and Maynooth University Excellence in Business Awards
College Group Bursary Award	Student from O' Carolan College
Other Awards	Student of the Month Awards (within schools), Annual Awards Ceremony (within schools), LMETB Academic Awards, Subject Association awards, BTYSE Awards, Intel Mini Scientist Awards, Junk Kouture Awards, Young Enterprise Awards, TY Mini Company Awards, ESB Innovation and Creativity Award & LMETB Inter Schools Art Competition Awards

Selection of Key Challenges in LMETB Primary & Post Primary Schools & Colleges 2018	
1	Teacher Supply – lack of suitably qualified teachers in a range of subject areas including Maths (Higher Level Leaving Certificate), Modern Foreign Languages, Sciences, SEN, Guidance, Home Economics, Irish and Technology subjects.
2	Continued support required in the area of Differentiation .
3	Demand for school places exceeding supply particularly in areas such as Dunboyne , Dunshaughlin and Ashbourne.
4	Decisions by Boards of Management pertaining to catchment areas for Admissions.
5	Level of administration work in schools to ensure compliance from audit, procurement, GDPR perspective and at present allocation of one secretary to schools.
6	Low allocation of caretakers and cleaners to schools which in many cases are experiencing growth due to location.
7	Lack of suitable programme for 12 – 15 Year olds who are at risk of dropping out from school.
8	Student, staff, parent and community perception of the LCA programme.
9	Lack of suitable space for classrooms and increase in number of temporary accommodation on site in schools.
10	Lack of PE facilities.
11	Challenges around scheduling CBAs and ATs in schools as part of Junior Cycle Reform.
12	Challenges regarding scheduling of co-curricular and extra - curricular activities in schools due to increase in number of CBAs and ATs as Junior Cycle Reform reaches full implementation.
13	Additional secured space for storage of examination materials, projects, portfolios etc.
14	Initiative overload in schools.
15	No final decision on National Governance of School Completion Programme operating in LMETB DEIS Schools.
16	Increase in number of students presenting in schools with Mental Health Issues and delays in students accessing CAMHS.





Further Education and Training Directorate

Introduction to LMETB's Further Education and Training Services

LMETB Further Education and Training Services provides inclusive, flexible accredited and non-accredited adult education opportunities to more than 18,000 beneficiaries every year. Provision is both full time and part time and delivered in FET centres throughout Counties Louth and Meath, the Regional Skills Training Centre in Dundalk, two PLC institutes in Dundalk and Drogheda and one college in Dunboyne. Courses offered are wide and varied and can be part time or full time.

- Those who left school early and want to return to education either on a part time or full time basis;
- Adults to join a Leaving Certificate programme;
- Young people aged 15 upwards where school has not been successful for them;
- Those who were busy rearing the family and now want to upskill or retrain and
- Those who want to participate in a traineeship or earn while they learn on an apprenticeship;
- English classes to those whose first language is not English, English classes to resettled refugee families, and asylum seekers in the direct provision centre in Mosney.

Educational opportunities include

- A wide range of full time accredited vocational courses delivered through Post Leaving Certificate courses, VTOS, Youthreach and the Regional Skills Training Centre.
- A broad range of accredited and non-accredited part time courses through BTEI and Adult Literacy Service.
- Reading, writing, numeracy and IT skills delivered in various FET centres throughout Louth and Meath.
- One to one literacy support; literacy support for apprenticeship courses.
- Community Education provision in local community centres across both counties
- Accredited and hobby courses delivered in night classes in local schools in both counties.
- LMETB also co-operates with other agencies through co-operation hours to deliver a variety of programmes catering to the diverse needs of client groups in local communities.
- A wide range of services for young people aged between 10 and 24 in cooperation with the department of Children and Youth Affairs.
- Access to the Adult Education Guidance and Information Service. This service provides free, confidential and independent advice to anyone who wants to explore their education and training options both nationally and with LMETB.

LMETB Further Education and Training Services also supports industry by providing:

- Free basic skills training to employees in or outside the workplace under the Skills for Work Programme
- Free Digital Skills training in or outside the workplace for employees in manufacturing industries in the Explore programme.
- Exciting new opportunities for employers and employees under the new Skills to Advance Initiative www.solas.ie/skillstoadvance. This new initiative offers valuable skills development opportunities to those in lower skilled jobs, working in small and medium sized enterprise in vulnerable sectors.



Pictured at The Official Video Launch of "If the shoe was on the other foot" by Prosper Kells on Wednesday 20th March in the Headfort Arms Hotel, for World Down Syndrome Ireland Day. The Launch was addressed by Minister Helen McEntee. The Video Production Class was delivered and funded by LMETB Community Education Service Meath.



BTEI Louth learners Sherin Haidar and Christine Holmes received awards for the Introduction to Childcare and Healthcare programme.



Award winning portrait of "Amy" won Alex Rooney Ashbourne Youthreach student First prize in the Photography category of the Robert Ballagh Arts Competition.



Pictured receiving their First Aid certificates are one of the new groups to become involved in Louth Community Education Service, the Dundalk Muslim Woman's Group.



Drogheda Youthreach students 2018 Awards Morning



Trim Youthreach students working in teams on the Sports Leadership Programme



Pictured with Imelda Prunty AEO are VTOS Meath Learners – Masindi Phiriga and Adam Coogan who achieved the highest scores in Ireland in the Combined Physics and Chemistry (Ordinary Level) paper in the 2019 Leaving

FET Provision

LMETB received funding from SOLAS of €29.2m in 2018 and supported over 18,000 beneficiaries across the range of programmes set out in the diagram below. Beneficiaries in all programmes funded amounted to 19,055 learners, Representing 12,631 new Learners / starters in the 2018 period. These figures exclude Self-financing programmes referenced below.

Beneficiaries 2018: FET Programmes

Programme	Actual Beneficiaries 2018
Apprenticeship +2016	0
Adult Literacy Groups	2,064
Apprenticeship 2017	122
Apprenticeship 2,4,6	850
Bridging and Foundation Training	96
BTEI Groups	1,521
Community Education	3,002
Community Training	76
ESOL	1,915
Evening Training	544
FET Cooperation hours	1,823
ITABE	190
Local Training Initiative	288
PLC	4,367
Refugee Resettlement	137
Skills for work	162
Specialist Training Providers	197
Specific Skills Training	537
Skills to advance	24
Traineeship Training	219
Voluntary Literacy Tuition	146
VTOS Core	300
Youthreach	475
Total	19,055

LMETB Self Financing Evening Courses

Term	Number of Learners
Spring 2018	1,575
Autumn 2018	1,227
Total Learners 2018	2,802

Strategic Performance Agreements

LMETB have developed a Strategic Performance Agreement with SOLAS, in which LMETB have defined, (subject to budgetary sanction and respectful of changing government policy direction over the period in question), A strategic Performance Agreement for the period 2018 -2020.

As part of the preparation for this agreement, Staff of LMETB worked fastidiously to establish sector by sector, what percentage, we in LMETB were able to contribute to the national targets as defined in the table hereunder.

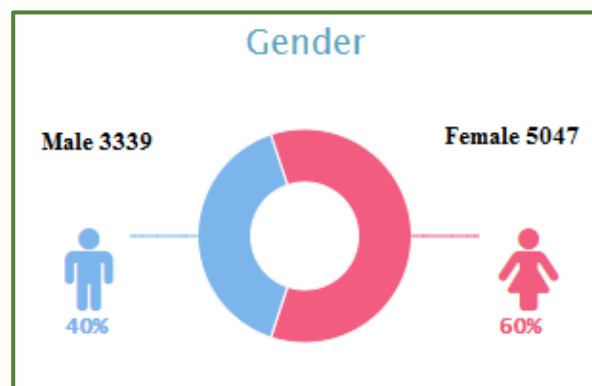
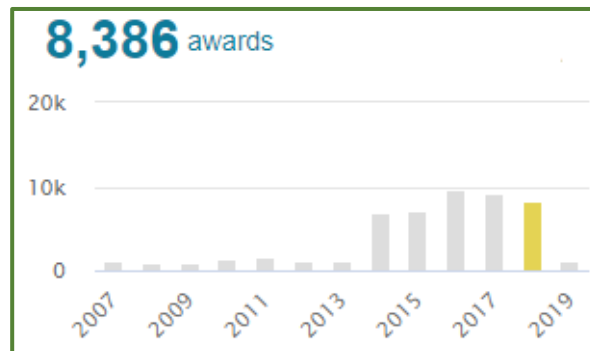
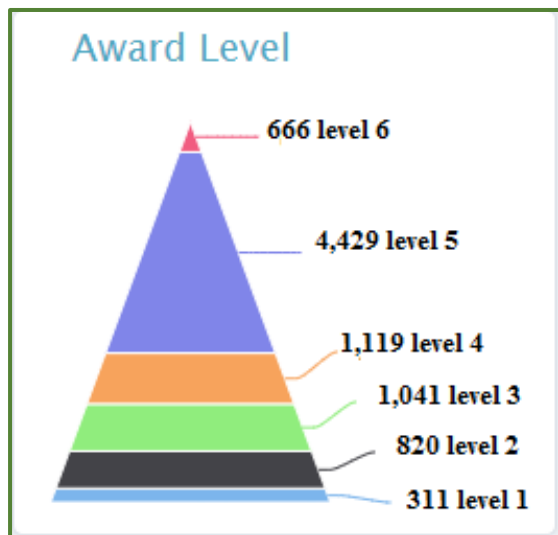
Note the agreed percentages therein for LMETB. Having reviewed progress to date, LMETB is on track in most targets at this early stage.

National Target 1	National Target 2	National Target 3	National Target 4	National Target 5	National Target 6
Sector Provision 10% more Learners will secure Employment from provision which primarily serves the Labour market	Sector Provision 10% more Learners will progress to Other Further and Higher Education course from provision which is primarily focused on this purpose	Sector Provision 10% increase in the rate of certification on courses primarily focus on transversal (social mobility) skills development	Sector Provision 10% increase of adults who are seeking FET level provision engaging in Lifelong learning interventions	Sector Provision 10% increase in relevant qualifications across FET programmes increase of 10,000 learners per annum securing relevant qualifications in sectors where employment growth/skills needs have been identified	Traineeship programmes .Traineeship national Target of 19,000 (2016-2020) , 13,900 (2018-2020)commencements
LMETB % Target 1	LMETB % Target 2	LMETB % Target 3	LMETB % Target 4	LMETB % Target 5	LMETB % Target 6
16%	10%	13%	11%	41%	102%

Accreditation

LMETB Further Education and Training programmes are accredited by a range of quality assured providers. Quality Qualifications Ireland (QQI) is the primary provider. See certification statistics below. Certification is also supplied by the State Examinations Commission and by City & Guilds; by specific bodies: ITEC; CIBTAC; NEBDN; by sporting bodies: NCEF; FAI; GAA; Basketball Ireland; Irish Water Safety; Volleyball Ireland; IRFU; Badminton Ireland; Canoeing Ireland; Mountaineering Ireland; Irish Sailing Association; by IT specialists Microsoft; ILM; EIS and the President's award: Gaisce.

QQI Awards



Organisation Support and Development Directorate

Music Generation

In September of 2018 Music Generation Louth moved from the Further Education and Training Directorate to the OSD Directorate. Music Generation Louth is a music education service that provides opportunities throughout the county for children and young people up to 18 years old to learn music. It delivers a diverse range of vocal and instrumental projects that take place within schools and in community settings.

Music Generation Louth is overseen by a Committee of Board (Louth Music Education Partnership) and is part of Music Generation – Ireland’s National Music Education Programme. This programme was initiated by Music Network, co-funded by U2, The Ireland Funds and the Department of Education and Skills. Locally, it is supported by LMETB, Create Louth and Dundalk Institute of Technology.

	2018	2017
Number of programmes	14	14
Participation (Girls)	1,830	930
Participation (Boys)	1,462	918
Participation (primary school age)	2,725	1,483
Participation (post - primary school age)	567	365
Total Participation	3,292	1,848



Receipts and Payments against Planned

Louth and Meath Education and Training Board			
Receipts and Payments For The Year Ended 31 December 2018			
		Actual (Draft) (1)	Service Plan (2)
		€	€
RECEIPTS			
Post Primary Schools & Head Office Grants		73,544,637	71,909,438
Primary School Grants		80,609	129,591
Further Education and Training Grants		29,228,722	81,229,103
Youth Services Grants		503,190	693,371
Agencies & Self-Financing Projects		6,685,837	5,297,977
Capital Grants		13,088,985	12,478,000
		123,131,980	172,737,480
PAYMENTS			
Post Primary Schools & Head Office		72,920,461	71,909,438
Primary School		103,911	129,591
Further Education and Training		28,142,967	81,229,103
Youth Services		628,471	693,371
Agencies & Self-Financing Projects		8,609,687	7,208,605
Capital		12,376,676	13,478,000
		122,782,173	174,648,108
Cash surplus/(deficit) for period		349,807	
Notes			
(1) Per draft financial statements submitted to The Comptroller and Auditor Generals' Office in March 2019. The draft financial statements have not been subject to audit and are therefore subject to revision.			
(2) Per Service Plan submitted to the Department of Education and Skills in February 2018.			

LMETB will publish the Annual Financial Statements for 2018 within one month of receipt of audit report from C&AG

Public Spending Code

LMETB, resolution R20/05/2019, reaffirm their commitment to meeting all requirements relating to relevant aspects of the Public Spending Code and confirm also, that following a review of same, they are satisfied that in 2018 the Board adhered to the relevant aspects of said code and have noted areas for further progress in the 2018 Statement of Internal Control.

Obligations Under Tax Law

LMETB confirm that they have complied with their obligations under tax law.

Procurement Policy and Procedures

LMETB, resolution R21/05/2019, reaffirm their commitment to meeting all requirements relating to relevant procurement policies and procedures and confirm also that in 2018, in implementing its corporate procurement plan (as noted by the Board on the 17/05/2018) it adhered to the relevant aspects of said policies and procedures other than in those areas noted for further progress in the 2018 Statement of Internal Control.

Statistics on payments

Payment Type	Payment Runs		Transactions	
	2018	2017	2018	2017
Creditors	53	57	20,961	21,100
Creditors RSTC	104	115	1,279	2655
Travel & Subsistence	11	15	1,452	950
VTOS Allowances	52	52	4,514	5,270
Youthreach Allowances	52	52	7,864	10,500
Training Allowances RSTC	51	50	25,160	25,459
Salary Payments	27	26	12,025	33,400
Monthly Salary Payments	30	12	45,434	13,560

Number of Employees

Number of Employees	2018	2017
	2,394	2,296

LMETB Board Meetings/Attendance and Fees

In accordance with the requirements of Department of Education and Skills - Circular Letter 0018/2015, the following table outlines ETB Members' expenses and attendance at meetings.

	Statutory Meetings €	Interview Boards (5) €	Attendance at Conferences/ Seminars €	BOM €	Other €	Total T & S & Fee €	No. of Board Meetings Attended/Held
Cormac Bohan	107	-	-	-	-	107	3/10
Alan Breathnach (4)	-	-	-	-	-	-	0/10
Marianne Butler	197	1,682	-	-	-	1,879	8/10
Sean Carey	274	-	-	90	-	364	9/10
Catherine Clair	470	-	-	-	-	470	9/10
Jennifer D'Arcy	201	48	-	-	-	249	6/10
Trevor Golden	-	-	-	-	-	-	4/10
Siobhan Greer (6)	282	7,805	-	-	-	8,087	8/10
Wayne Harding	111	5,023	11	-	-	5,145	9/10
Nick Killian	318	1,298	-	-	-	1,616	9/10
Eimear Ferguson (6)	-	3,388	-	-	-	3,388	7/10
Maria Murphy	178	680	109	-	-	967	9/10
Ciaran O'Donnell	731	106	408	148	-	1,393	9/10
Ashimedu Okonkwo	84	512	23	-	-	619	1/10
Damien O'Reilly	286	1,471	51	105	-	1,913	8/10
Peter Savage	-	-	-	-	-	-	6/10
Tomás Sharkey	207	468	-	-	-	675	8/10
Bill Sweeney (6)	1,324	1,903	369	96	-	3,692	8/10
Sharon Tolan (3)	62	607	-	-	-	669	7/10
Oliver Tully (1)+(6)	1,581	1,754	1,074	202	-	4,611	8/10
Maeve Yore	232	-	-	-	-	232	7/10
Total	6,645	26,745	2,045	641	-	36,076	

- (1) Member of ETBI – Oliver Tully.
- (2) Chairperson – Thomas Sharkey until resignation on 20/09/2018. No replacement appointed in 2018.
- (3) Chairperson – Sharon Tolan. Acting Chairperson under R. 62/09/18. Officially nominated as Chair in November 2018.
- (4) Alan Breathnach resigned on 22/3/2018. No replacement appointed in 2018.
- (5) Note: Amounts shown for interview Board Fees include employers' PRSI where applicable and are gross before PAYE, PRSI and other statutory deductions.
- (6) These Board members sat on numerous interview Boards during 2018.

LMETB Policies Approved

The following ETB policies were approved by the Board during 2018:

1. Procurement Regulations - Revised
2. Code of Conduct – Members V.2
3. Code of Conduct – Staff V.2
4. CCTV Privacy Notice and Policy – Revised
5. Data Breach Protocol
6. Privacy Notices and Data Protection
7. Fraud policy
8. Policy Statement on Disclosure of interests – Members
9. Policy Statement on Disclosure of interests – Staff
10. Use of Facilities – Revised
11. ICT Acceptable Usage – Revised
12. Complaints Procedure/Guidance Notes
13. Bullying Prevention/Guidance Notes
14. CPD Policy for Admin/Clerical Staff
15. Suspension and Expulsion Policy and Procedures

Internal Control

A review of the effectiveness of the system of internal control was carried out in 2018.

Procurement

	2018	2017
Number of Framework Competitions:	16	15
Number of Tenders advertised on OJEU	23	2
Number of Tenders advertised on etenders	0	17
Request for 5 Quotes	26	46
Number of Contracts extended	31	29

Capital Projects

Projects Type	No. 2018	Projects	No. 2017
New Schools	3	Coláiste Clavin, Longwood	3
		Coláiste Chu Chulainn, Dundalk (Led by Louth County Council)	
		O'Carolan College, Nobber	
Major Extension	8	Ratoath College, Ratoath	8
		Beaufort College, Navan	
		Bush Post Primary School, Riverstown, Dundalk	
		Ardee CS (non ETB school), Ardee	
		Coláiste na Mí Phase II, Navan	
		De Lacy College Ashbourne Phase II (Project Management led)	
		St. Peter's College, Dunboyne	
		Scoil Uí Mhuirí, Dunleer	
Smaller Projects - SNUs, Prefabs, etc.	15	Special Needs Unit, St. Oliver Post Primary School, Oldcastle	7
		Temporary Accommodation, Ard Rí CNS, Navan	
		Temporary Accommodation, Coláiste na Mí, Navan	
		Temporary Accommodation, Bush Post Primary	
		Temporary Accommodation, Dunboyne College of Further Education	
		Temporary Accommodation, O'Fiaich Institute of FE	
		Temporary Accommodation Dunshaughlin Community College	
		Temporary Accommodation, Ratoath College	
		Temporary Accommodation, Laytown Youthreach	
		Temporary Accommodation, Navan Youthreach	
		Clár Works (external civil road improvements), Bush Post Primary	
		Boiler Replacement, Further Education Building, King Street, Drogheda	
		Sports Pitch, Drogheda Institute of Further Education	
		External Works, St. Oliver Post Primary School, Oldcastle	
		Special Needs Unit, St. Peter's College, Dunboyne	
Summer Works Projects	5	Electrical Works, O'Fiaich College, Dundalk	4
		Roof Repairs, St. Peter's College, Dunboyne	
		Roof Repairs, Ratoath College	
		Toilet & Changing Room upgrade, Coláiste Pobail, Rathchairn	
		Heating System, Faughart CNS	

Capital Projects (Cont'd)

Emergency Works Projects	5	Electrical Upgrade, Abbey Road, Navan	2
		Roof Repairs, O'Fiaich Institute of Further Education	
		Various Works, Faughart CNS	
		Fire Safety, O'Fiaich Institute of Further Education	
		Modifications to Accommodation for Special Needs, O'Fiaich Inst. of FE	
Other	12	LMETB Head Quarters, Drogheda	10
		Percent for Art Projects x 9	
		Extraction Units, RSTC	
		Electrical Re-wiring, Trim Youthreach	

Leases/Short Term Rental Agreements

Number	Leases/Short Term Rental Agreements
2018	33
2017	27

Use of Facilities

Number	Applications Processed
2018	39
2017	27

Insurance

Number	New Claims	Settled Claims	Active Claims
2018	6	20	23
2017	12	7	30

Official Language Scheme

LMETB is committed to implementing the commitments entered into in the Board's language scheme 2015-2018. LMETB are currently preparing a draft scheme 2019-2022.

Health and Safety

Incidents Reported to the Health and Safety Authority	
2018	11
2017	10

Risk Management

Risk Items Recorded On LMETB Risk Register					
	High Risk	Medium Risk	Low Risk	Unassessed	Total
2018	10	44	23	0	77
2017	8	36	18	10	72

Section 29 Appeals

Section 29 Appeal Statistics				
	Appeals relating to refused enrolment	Appeals relating to expulsion	Appeals relating to suspension	Total Number of Appeals
2018	82	3	0	85
2017	1	0	2	3
Category	2018/2017	2018/2017	2018/2017	2018/2017
Resolved before an appeal hearing	36/1	2/0	0/0	38/1
Appeals upheld	23/0	0/0	0/1	23/1
Appeals not upheld	23/0	1/0	0/1	24/1

Protected Disclosures

	2018	2017
Number	0	0

ICT

Projects Type	Projects 2018	Projects 2017
Major projects	18	10
System uptime	98% est.	98% est.
Helpdesk queries managed	6,117	5,120

Payroll Administration

	2018	2017
Starters	369	247
Leavers	195	173
Salary adjustments	1,487	1,492
Part-time pay adjustments	501	477
Incremental credit applications	96	80
Statements of service	108	109

Leave Management

	2018	2017
Maternity leave applications	121	105
Parental leave applications	59	61
Career break applications approved	21	20
Job-share applications approved	36	37
Paternity Leave	25	17
Secondment	16	15

Recruitment

	2018	2017
Posts advertised	515	330
Applications received	3,232	2,914
Interview competitions held	365	282
Posts filled	403	330

Pensions

	2018	2017
Pension awards	33	29