

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

## Annual Report 2016

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

**lmetb**

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## Chairperson's Introduction



It is a pleasure to present the Annual Report of Louth and Meath Education and Training Board (LMETB) for 2016. This report covers the period 1st January to 31st December 2016 and is the third annual report since the establishment of LMETB.

There has been significant growth in LMETB's schools, programmes and services. LMETB's services aspire to the highest quality and at the core of our values is a student/learner centered approach. LMETB remains the biggest provider of education services in the North East, providing education programmes in the Primary, Post Primary and Further Education and Training sectors.

I would like to take this opportunity to thank our former CEO Mr. Peter Kierans for his hard work and dedication to LMETB and wish him well in retirement. I would also like to thank my predecessor Councillor Oliver Tully who was Chairperson of LMETB for 2016. I warmly welcome our new CE Mr. Martin G. O' Brien to LMETB. Martin has brought a wealth of experience to our Board which will see the continued growth of our sector into the future. The Board looks forward to working closely with him in the coming years.

LMETB could not provide the broad spectrum of services to the community without having a team of people that work tirelessly to ensure best practice and quality of provision. On behalf of the Board I would like to thank the management and staff of LMETB for their commitment and dedication to our vision of an inclusive and progressive education service.

Go raibh maith agaibh go léir

Jennifer D'Arcy  
Cathairleach

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## Chief Executives Foreword



I am delighted to present this Annual Report, which records and acknowledges the progress made by Louth and Meath Education and Training Board (LMETB) for the year ending 31<sup>st</sup> December 2016.

LMETB is a progressive, dynamic organisation which responds to the needs of a growing population. Demographic changes and population growth in Louth and Meath have contributed to this very exciting and challenging period for LMETB. Increased enrolments and the commencement of new schools and building extension projects in both counties reflect these changes.

In 2016 phase 1 of the 1,000 pupil school - Coláiste De Lacy - opened its doors in Ashbourne, County Meath. Significant investment has also occurred in delivering Special Needs Units and in developing ICT services across our schools and centres. A significant number of new courses and programmes were also established. I look forward to building on this investment in 2017.

In 2017, LMETB plan to open a 500 pupil school in Longwood, County Meath and a number of major extensions - at Ratoath College, St Peter's College Dunboyne, Scoil Uí Mhuirí, Dunleer and Beaufort College in Navan. LMETB also looks forward to its role as the sole patron of Ard Rí Community National School.

I look forward to these and other new and exciting developments and opportunities into and beyond 2017.

*Martin G. O'Brien*  
Chief Executive

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## Mission Statement

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

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## LMETB Values



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## ***The Board of LMETB***

Following Local Elections in May 2015, a new 21 member Board was formed in accordance with Part 3, Sections 30 and 31 of the Education and Training Act 2013. On 31<sup>st</sup> December 2016, the composition of this board was as follows:

<b>Member Name</b>	<b>Nominated By</b>
<b>Mr. Liam Reilly</b>	Louth County Council
<b>Mr. Oliver Tully</b>	Louth County Council
<b>Ms. Maeve Yore</b>	Louth County Council
<b>Ms. Marianne Butler</b>	Louth County Council
<b>Ms. Tomás Sharkey</b>	Louth County Council
<b>Ms. Caroline Lynch</b>	Meath County Council
<b>Ms. Sarah Reilly</b>	Meath County Council
<b>Mr. Wayne Harding</b>	Meath County Council
<b>Ms. Sharon Tolan</b>	Meath County Council
<b>Mr. Nick Killian</b>	Meath County Council
<b>Mr. Damien O'Reilly</b>	Meath County Council
<b>Mr. Trevor Golden</b>	Meath County Council
<b>Ms. Catherine Clair</b>	LMETB Staff Representative
<b>Mr. Ciarán O'Donnell</b>	LMETB Staff Representative
<b>Ms. Ashimeduwa Okonkwo</b>	LMETB Parent Representative
<b>Mr. Cormac Bohan</b>	LMETB Parent Representative

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

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## Finance Committee and Audit Committees

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

<b>LMETB Audit Committee – Date Appointed 25<sup>th</sup> June 2015</b>	
<b>Name</b>	
<b>Paul Morgan</b>	<b>External (Chairman)</b>
<b>Liam Coleman</b>	<b>External</b>
<b>Martin Kelly</b>	<b>External</b>
<b>Caroline Lynch</b>	<b>Internal</b>
<b>Cormac Bohan</b>	<b>Internal</b>
<b>Bill Sweeney</b>	<b>Internal</b>

<b>LMETB Finance Committee – Date Appointed 25<sup>th</sup> June 2015</b>	
<b>Name</b>	
<b>Oliver Tully</b>	<b>Internal (Chairman)</b>
<b>Brendan McKenna</b>	<b>External</b>
<b>Ashimedua Okonkwo</b>	<b>Internal</b>
<b>Bill Sweeney</b>	<b>Internal</b>
<b>Nick Killian</b>	<b>Internal</b>

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## Organisational Structure of LMETB



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

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## Overview and Resumé 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 2<sup>nd</sup> level schools including 3 with PLC components
- 2 PLC colleges
- 1 Community National School
- 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
St. Fintina's PPS 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	Centre for European Schooling Dunshaughlin	

*Overview and Resumé of Services of LMETB (Cont'd)*

<b>Further Education and Training</b>			
<b>Further Education and Training</b>	<b>Centres</b>		
<b>Training Centre</b>	Dundalk		
<b>VTOS</b>	Drogheda	Dundalk	Navan
<b>Youthreach</b>	Drogheda	Dundalk	
	Youthreach Foundation Navan	Youthreach Progression Navan	
	Trim	Kells	
	Ashbourne	Laytown/Bettystown	
	Ardee		
<b>Adult Learning Services</b>	Drogheda	Dundalk	Navan
<b>Adult Guidance</b>	Trim	Kells	Oldcastle
<b>Back to Education Initiative</b>	Mosney	Laytown/ Bettystown	Dunshaughlin
<b>Community Education</b>	Dunboyne	Athboy	Ashbourne
<b>Evening Course Provision</b>	11 centres in Louth and Meath		
<b>Music Generation</b>	Louth		
<b>Youth Services</b>	Louth	Meath	
<b>EU Projects</b>	Louth	Meath	
<b>Quality Assurance</b>	Louth	Meath	

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## ***LMETB Highlights***

### **New Chief Executive**



LMETB welcomed its new Chief Executive, Mr. Martin G. O'Brien, on the 1st September 2016.

Mr. O'Brien brings with him vast experience having been Chief Executive of Cavan and Monaghan ETB since 2013 and prior to that Chief Executive of Monaghan VEC from 2007. He also served as CEO of County Sligo VEC between 2005 and 2007.

Mr. O'Brien is a native of Carlanstown County Meath and he was educated in CBS Kells and O'Carolan College, Nobber. He taught engineering at O'Fiaich College Dundalk, and O'Carolan College Nobber, before becoming principal of Bush Post Primary School from 2000 to 2005.

### **New Director Appointments**

LMETB announced two new Director Appointments in 2016 following national recruitment campaigns conducted by the Public Appointments Service (PAS).

- Ms. Sadie Ward McDermott – Director of Further Education and Training
- Mr. Brian Murphy – Director of Organisation Support and Development

Ms. Fiona Kindlon was appointed acting Director of Schools.

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## LMETB Top Scholars Honoured at Prestigious Ceremony

In September 2016, LMETB honoured students from its schools and centres who had achieved the highest academic grades in the 2016 Leaving Certificate.

Chief Executive of LMETB Mr. Martin G. O'Brien presided over the ceremony and presented awards to 38 students.

School Principals made short speeches of commendation for each student and described the contribution the students had made to their schools and how they excelled not only in the academic area but also on the sport's field, in voluntary activity and as colleagues with their fellow students.

Mr. Martin G. O'Brien complimented parents, teachers, school Principals and most of all the students themselves on their outstanding achievement. He said that "results of this nature can only be achieved by the combination of hard work by students, exceptional teaching skills by teachers, support from family, and active and visionary leadership by the outstanding school Principals who now lead the schools of Louth and Meath Education and Training Board".



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## Peter Kierans signs off on 21 years as Chief Executive Officer at County Meath VEC/LMETB



LMETB bade a fond farewell to CEO Mr. Peter Kierans who retired in August 2016.

Over his twenty one year term of office as Chief Executive Officer, Mr. Kierans oversaw the amalgamation of County Louth VEC and County Meath VEC to form Louth and Meath Education and Training Board. Seven new schools were opened under his tenure and in addition to this he also oversaw an extensive programme of building development – which included major extensions, upgrades and refurbishments.

LMETB wishes him the very best in his retirement.

*‘Peter Kierans is led to retirement by his 1 year old grand-daughter Maura Ascough, after his last day of work at LMETB’*

## Coláiste De Lacy Ashbourne



Coláiste De Lacy students moved to their new school in the Ashbourne Education Campus in November 2016. To celebrate this, students went on a parade around the town of Ashbourne to mark this historic day. Afterwards students and staff planted spring bulbs to represent their growth as individual students, professionals, as a school and as a learning community.

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## Coláiste Chú Chulainn Dundalk



Coláiste Chú Chulainn's students and teachers moved into new temporary accommodation in the old Marist building in Nicholas Street Dundalk in September 2016 - a site that affords vastly improved facilities and space for the growth of the school community as they await completion of their permanent accommodation at the Marshes Dundalk.

Work began on their new campus at The Marshes in December 2016, and the school community are very excited and looking forward to its completion in 2018.

## VTOS Navan Leaving Certificate 2016



Students from VTOS Navan celebrate on receiving their Leaving Certificate Certificates in August 2016.

# Schools and Colleges



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## ***Beaufort College Navan***



<b>Principal:</b>	Angela Crowcock
<b>Deputy Principal:</b>	Ken Flynn
<b>Telephone:</b>	046 9028915
<b>Email:</b>	<a href="mailto:beaufortcollege@lmetb.ie">beaufortcollege@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.beaufortcollege.ie">www.beaufortcollege.ie</a>
<b>Enrolment Dec 2016:</b>	550

### ***School Achievements/Developments***

- Introduction of mixed ability teaching in 1<sup>st</sup> year and 5<sup>th</sup> year
- Appointment of two Assistant Principals and Science/Agricultural Science and Biology teachers
- Introduction of LCVP for 5<sup>th</sup> year students
- New Junior Cycle Science and Business specifications in 1<sup>st</sup> year
- Commencement of large extension and new sports hall to school in June 2016
- Three performances of “Grease” in Solstice Theatre Navan in November 2016
- Participation by students in the U14 Soccer North Leinster Division 2 league and in the U15, U17 and U19 Northeast schoolboys’ soccer league
- Gaelic football teams in the school participated in both the Leinster GAA competitions and the competitions organised by Meath GAA
- Enhanced provision of mobile devices for students by investing in additional class sets of iPads
- Improved school Wi-Fi coverage through additional Access Points. Air Server installed on the majority of teaching stations to create more interactive learning in the classrooms
- Beaufort College hosted Development Education day for all five second level schools in Navan
- Senior School Debate Team competed in the final of the Leinster Debates 2016
- Startup of a formal Student Voice committee

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## ***Bush Post Primary School Dundalk***



<b>Principal:</b>	Kevin Joyce
<b>Deputy Principal:</b>	Sinead McDonnell
<b>Telephone:</b>	042 9376246
<b>Email:</b>	<a href="mailto:bushpp@lmetb.ie">bushpp@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.bpps.ie">www.bpps.ie</a>
<b>Enrolment Dec 2016:</b>	576

### ***School Achievements/Developments***

- Introduction of two new short courses to the New Junior Cycle – Digital Media Literacy and Physical Education
- Introduction of Microsoft Office Specialist to the TY Programme
- Bush Post Primary School selected to participate in the ATS (Assessment of Transversal Skills) 2020 Programme
- Students reached the Lennon Cup Final in 2016
- Successful WSE-MLL (Whole School Evaluation – Management, Leadership and Learning) in February 2016
- Instructional Leadership Programme – Graduation of 3 staff members with an additional 6 staff participating in the programme
- Wi-Fi facilities upgraded in all classrooms
- Student achieved 10 A grades at Junior Cycle from a possible 10 subjects
- Student achieved 550 points at Leaving Certificate
- LCA student achieved distinctions in all components of the programme
- Operation Bush4mation (joint initiative between the school and the local community) awarded the first ever Community Flag in the country from the Operation Transformation team
- Design of major extension of new school continues

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## **Coláiste De Lacy Ashbourne**



<b>Principal:</b>	Janice Corrigan
<b>Deputy Principal:</b>	David McCormack
<b>Telephone:</b>	086 4102507
<b>Email:</b>	<a href="mailto:colaistedelacy@lmetb.ie">colaistedelacy@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.colaistedelacy.ie">www.colaistedelacy.ie</a>
<b>Enrolment Dec 2016:</b>	182

### ***School Achievements/Developments***

- Coláiste De Lacy appointed eight more teachers and a Special Needs Assistant for 2016-17
- Transition Programme and friendship week held for incoming first years in September 2016
- Construction of Phase 1 of Coláiste De Lacy completed in November 2016. Students and staff moved into the new premises on 7<sup>th</sup> of November 2016
- Taster curriculum offered in first year to facilitate students in making informed decisions about which optional subjects are best for them
- Students Participating in Basketball, Athletics, Soccer, Rugby and Equestrian competitions. The school won the All Ireland Inter-schools Hunter Trials in 2016
- Students' extra-curricular activities included Performing Arts Club, Ukulele Orchestra, Film Club, Art Club, Debating Club, participation in Sci-Fest and MATHletes and Comhairle Na nÓg with a second-year student elected to the Meath Comhairle na nÓg Youth Council
- Themed Weeks included Mindfulness Week, Science Week, Active Week and Family Day
- Performances at the LMETB Musical Extravaganza in May 2016
- Participation in the LMETB Young Historians and Francis Ledwidge Poetry Competition with a 2<sup>nd</sup> year student from Coláiste De Lacy winning the Francis Ledwidge Poetry Competition 2016
- Coláiste De Lacy continue to work with Graham Powell on "Building Learning Power" (BLP) – which is an approach in helping students to become better responsible learners

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## ***Coláiste Chú Chulainn/Coláiste Lú Dundalk***



Coláiste Chú Chulainn  
Cúram. Forbairt. Feabhas.

<b>Principal:</b>	Deirdre Uí Liatháin
<b>Deputy Principal:</b>	Seán ÓhÉanaigh
<b>Telephone:</b>	042 9352428
<b>Email:</b>	<a href="mailto:colaistechuchulainn@lmetb.ie">colaistechuchulainn@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.colaistecc.ie">www.colaistecc.ie</a>
<b>Enrolment Dec 2016:</b>	287

### ***School Achievements/Developments***

- Students entered Senior Cycle for the first time with a group of 21 Transition years in Gaelcholáiste, Coláiste Lú
- In September 2016, Coláiste Chú Chulainn students and teachers moved to temporary accommodation in the old Marist building, Nicholas St. – a site that affords vastly improved facilities and space for the growth of the school community
- Work commenced on new campus at The Marshes site in Dundalk in December 2016 – and teachers and students are looking forward to moving there in 2018
- Students continued to develop Building Learning Power methodologies in the school
- Coláiste Chú Chulainn claimed their first sporting silverware, winning the North Leinster Football League (Div. 2)
- CLÚ student won the first All-Ireland Athletics title for the school, taking gold in the 1500m Steeplechase event in Santry. The student went on to represent his country, finishing in second place in the Home Nations tournament
- CLÚ student won a National Gold in the Poetry Aloud competition, junior category, a huge achievement in second year
- Regional winner in the Gael Linn, Abair competition
- Regional winners in the Comórtas Uí Chadhain Irish language debating competition
- CCC: Ulster Title in the Gael Linn Tráth na gCeist

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## ***Coláiste na hInse Laytown***



**Principal:** Anne Marie McCarrick  
**Deputy Principal:** Ian Gardiner  
**Telephone:** 041 9813335  
**Email:** [colaistenahinse@lmetb.ie](mailto:colaistenahinse@lmetb.ie)  
**Website:** [www.colaistenahinse.ie](http://www.colaistenahinse.ie)  
**Enrolment Dec 2016:** 973

### ***School Achievements/Developments***

- Visit from History Live as part of history week which focused on the Easter Rising
- Coláiste na hInse issue 2016 proclamation and receive Tricolour from Defence Forces
- Two students won the Michael Sweetman Educational Trust Scholarship to represent the school, LMETB and Leaving Cert Applied in Strasbourg
- First years boys' team reach Leinster semi-final
- Under 17 girls are the FAI schools division 2 Leinster champions
- Coláiste na hInse hosts inter-schools Cupcake Challenge
- Student from Coláiste na hInse selected as one of only 16 students from across Ireland to participate in Trinity College's AMBER Nano technological programme
- School receives its first Green Flag
- The Managing Director of Schools Websites gave a talk to parents on internet safety and cyberbullying
- Students past and present raised funds for St. Vincent de Paul at Christmas when they performed popular festive songs
- College Awareness Week – Students celebrated College Awareness week with the official launch of their new Careers Library, and a visit to Naas Racecourse to learn about careers in equine and racing.

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## ***Coláiste na Mí Navan***



<b>Principal:</b>	Justine Hughes
<b>Deputy Principal:</b>	Paddy Carr/Pat Cole
<b>Telephone:</b>	046 9012130
<b>Email:</b>	<a href="mailto:colaistenami@lmetb.ie">colaistenami@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.colaistenami@lmetb.ie">www.colaistenami@lmetb.ie</a>
<b>Enrolment Dec 2016:</b>	510

### ***School Achievements/Developments***

- Significant advancement of curricular development at Senior Cycle level coupled with planning and preparation for all facets of the Junior Cycle reforms
- Student's options broadened at Junior and Senior level due to increasing student intake
- Student population growth to over 500 with 150 new 1<sup>st</sup> year students
- 2016 marked first full engagement with the State Examinations Commission as the first group completed their Junior Certificate examinations with great success
- Rapid growth of school population has quickly filled Phase 1 of the school building development and preliminary work continues in advance of Phase 2 with an expectant start date in late 2017 with significant temporary accommodation put in place to meet the demands of the growing college
- Extra-curricular activity contributed hugely in progressing the college through 2016. A wide range of team and individual student successes has seen wellbeing flourish in the school
- Award of 'Meath School' of the Year in boys athletics
- A whole school approach has been implemented in relation to Evaluation and Development Planning and new policy implementation is ongoing in areas such as – Wellbeing, Guidance, Educational Trips and Community involvement

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## **Coláiste Pobail Ráth Chairn**



**Príomhoide:** Macdara Ó Duillearga

**Leasphríomhoide:** Proinsias Ó Luachra

**Teileafón:** 046 9432722

**Ríomhphost:** [cprc@lmetb.ie](mailto:cprc@lmetb.ie)

**Suíomh Ghréasáin na scoile:** [www.cprathcairn.ie](http://www.cprathcairn.ie)

**Clárú Nollaig 2016:** 116

### ***Achievements/Developments***

- Regional winners of Gael Linn senior debates
- Trip to Rome for Transition year group
- JCT training undertaken by staff and First Aid course undertaken by all staff
- Tháinig Sorcha ó Concern go Coláiste Pobail Ráth Chairn ar an 12 Deireadh Fómhair chun labhairt leis an Idirbhliain agus an Cúigiú bliain faoin obair a dhéanann Concern agus an troscadh
- Winners of North Leinster u14D basketball league
- Students came 2<sup>nd</sup> at Scléip 2016 and Filíocht agus Dánta na hÁrdteiste was produced by Transition year

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## ***Dunshaughlin Community College***



<b>Principal:</b>	Shane Foley
<b>Deputy Principals:</b>	Bridget Bennett & Cathy Byrne
<b>Telephone:</b>	01 8259137
<b>Email:</b>	<a href="mailto:dunshaughlincc@lmetb.ie">dunshaughlincc@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.dunshaughlincc.ie">www.dunshaughlincc.ie</a>
<b>Enrolment Dec 2016:</b>	1,011

### ***School Achievements/Developments***

- Pilot school for the introduction of Politics and Society in 5<sup>th</sup> year
- Microsoft Office Professional Exams introduced for students
- Sporting success in Boys Football, Girls Football, Girls Basketball, Equestrian, Athletics, Golf, Soccer and Camogie
- Appointment of nine new teaching staff
- Research Partner with DCU
- Participation in LMETB Musical Extravaganza
- Junior Science Olympiad: Silver Medalist in National Junior Science Olympiad, and Bronze Medalist in International Junior Science Olympiad in Bali
- Academic Scholarships awarded to eight students
- Science: BT Young Scientist Highly Commended for Dunshaughlin CC student and Best Communicator Award at Scifest
- Educational trips to Andalusia and Krakow
- Charity fundraising and events including DCC Charity Day, Show Box Appeal, St. Vincent De Paul food appeal, Focus Ireland, and hats, gloves and scarves appeal

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## ***O'Carolan College Nobber***



**Principal:** John Grant  
**Deputy Principal:** Helen Loftus  
**Telephone:** 046 9052177  
**Email:** [ocarolancollege@lmetb.ie](mailto:ocarolancollege@lmetb.ie)  
**Website:** [www.ocarolancollege.ie](http://www.ocarolancollege.ie)  
**Enrolment Dec 2016:** 608

### ***School Achievements/Developments***

- Junior Cycle being introduced on a phased basis
- Junior and senior girls qualified for Leinster quarter finals
- U/16 boys football qualified for North East Leinster quarter finals
- Teachers involved in *Instructional Leadership*, Maths Development in-service, and SLAR (Subject Learning and Assessment Review Meetings) meetings in relation to JCPA (Junior Cycle Profile of Achievement)
- Academic Scholarships awarded to two students
- Award for contribution to Teaching and Promotion of Excellence in JC Business Studies
- 5<sup>th</sup> year drama presentation of “Endgame” by Samuel Beckett in November 2016
- As part of Science Week TY students took part in I’m a Scientist, a free online event where students meet and interact with scientists
- TY trip to Trinity for 'The Sacred Geometry of Chance' – as part of Maths Week
- Various events took place for ‘Healthy Eating Week’ which included a demonstration of a Healthy Lunch prepared by O’Carolan College parents
- As part of 'Book in a Bag' initiative every first year student was given a gift of a book. The idea behind the initiative is that all students will carry a novel with them at all times, in the same way as they have their diary and journal with them at all times

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## ***O'Fiaich College Dundalk***



<b>Principal:</b>	Padraig McGovern
<b>Deputy Principal:</b>	Margaret Deegan/Karen Patton
<b>Telephone:</b>	042 9331398
<b>Email:</b>	<a href="mailto:ofi@lmetb.ie">ofi@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.ofiaichcollege.ie">www.ofiaichcollege.ie</a>
<b>Enrolment Dec 2016:</b>	885

### ***School Achievements/Developments***

- Incoming first year student induction was complemented by the delivery of the Alert Programme. This programme eases the transition from primary to secondary school and gives every incoming student the opportunity to speak about their concerns and gain a reassurance and confidence in their new school environment
- Literacy week took place in March 2016. A series of events took place over the week with Games Day in the Library, Verbal Football Quiz in English classes, iMovie competition (TY and LCA), Creative Writing Workshops, Selfie Competition and First Year Spelling Bee. There was a presentation of prizes at the end of the week
- Friendship week saw a number of actions and speakers within the school. Students were encouraged to speak out about bullying that they might have experienced or have witnessed, they learned what actions to take, what interventions are in place and gained a greater awareness of the impact that this behavior has upon others
- The TY Programme continues to grow from strength to strength, with students enjoying a packed programme where they engaged with a range of activities
- Exam students (3<sup>rd</sup> and 6<sup>th</sup> year) benefitted from a range of study skills programmes delivered both with the school and at outside venues

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## ***Ratoath College***



<b>Principal:</b>	Oonagh Prendergast
<b>Deputy Principals:</b>	Angela Guinan/Derek Ball, Aoife O'Dwyer
<b>Telephone:</b>	01 8254102
<b>Email:</b>	<a href="mailto:ratoathcollege@lmetb.ie">ratoathcollege@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.ratoathcollege.ie">www.ratoathcollege.ie</a>
<b>Enrolment Dec 2016:</b>	1,051

### ***School Achievements/Developments***

- The school has developed a new programme for 1<sup>st</sup> years entitled Learning Curve. This programme is based on building the learning power of students and equipping them with the tools, skills and language needed to develop themselves as problem solvers/independent learners
- A very successful workshop for the parents of the first years was organised with Graham Powell, so that they too can work with their child to become more independent
- Several students achieved all-Ireland and European medals in a wide variety of sports. Girls' soccer is going from strength to strength and both U16 and U18 boys hurling teams made it to the semi-finals
- Students achieved exceptional results in both the Leaving Certificate and the Junior Cycle. Over 75% of leaving cert students attaining over 400 points and 73% have gone on to 3<sup>rd</sup> level with a further 19% attending a PLC college. One Junior Cert student was one of only 6 students to achieve 12 A's in the Junior Cycle
- The annual talent show was a resounding success again with some amazing performances from extremely talented students. 6<sup>th</sup> years in particular did extremely well winning two of the top three prizes

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## *Scoil Uí Mhuirí Dunleer*



<b>Principal:</b>	Eilis Flood/Fiona Kindlon
<b>Deputy Principal:</b>	Ray Donagh
<b>Telephone:</b>	041 6851344
<b>Email:</b>	<a href="mailto:scoiluimhuiri@lmetb.ie">scoiluimhuiri@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.scoiluimhuiri.ie">www.scoiluimhuiri.ie</a>
<b>Enrolment Dec 2016:</b>	597

### *School Achievements/Developments*

- 2016 Leaving Certificate Established and Leaving Certificate Applied groups did very well with 67% progressing onto higher education, 21% progressing onto further education, 2% of students taking up apprenticeships and 10% of students progressing to work, mainly in the agricultural sector
- The English Department has been working hard to smoothly introduce changes brought about by new Junior Cycle and this year as a result of demand Spanish was introduced to the school
- New extension is well underway and a few weeks ahead of schedule. It is due for completion in November 2017
- Successful sporting year for the students of Scoil Uí Mhuirí:
  - Senior Girls Gaelic Team won the Louth League Final
  - Junior Girls Gaelic Team through to the Leinster quarter final
  - Senior and Junior Basketball teams went up a division (North Eastern School League) due to their success in 2015/2016
  - 16 year old student awarded a Lennon Cup all-star award in Senior Gaelic Football
- Transition Year musical 'Sister Act' was a great success with very large attendances from the community on both nights

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## ***St. Fintina's Post Primary School Longwood***



<b>Principal:</b>	Tom Stack
<b>Deputy Principal:</b>	Monica Clarke
<b>Telephone:</b>	046 9555018
<b>Email:</b>	<a href="mailto:stfintinas@lmetb.ie">stfintinas@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.stfintinas.ie">www.stfintinas.ie</a>
<b>Enrolment Dec 2016:</b>	291

### ***School Achievements/Developments***

- Educational JCSP Paired Maths Initiative provided opportunities for linking senior students with JCSP students in order to support the development and enhancement of mathematical and numerical competencies among JCSP students
- A first year cohort of students participated in “Grow your own vegetables” project in partnership with parents and a local Gardening Centre as part of their CSPE programme
- Construction of the new school building, to cater for 500 students, progressed well during the year and is to be completed and open in September 2017
- The school community, through a consultative process, chose “Coláiste Clavin” as the name of the new school in honour of former parish priest Rev. Matthew Clavin who was instrumental in having a second- level school set up in Longwood in 1952
- Basketball was re-introduced as a competitive sport in 2016 with two female teams competing in the North East Basketball league. Teams also competed in hurling, football, ladies football and soccer during the year
- Musical 2016 - The school drama group presented “A Little Box of Oblivion” a comedy by Stephen Bean as the main production for the year. They also performed an extract from “The Chastitute” by John B Keane as part of LMETB Musical Extravaganza
- St. Fintina’s student won the project category in LMETB’s “Young Historian Competition”, and a senior student was appointed a water ambassador on the national Green Schools Committee.

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## ***St. Oliver's Community College Drogheda***



<b>Principal:</b>	John Halpin
<b>Deputy Principals:</b>	Úna Kirk, Mary Donaghy
<b>Telephone:</b>	041 9838390
<b>Email:</b>	<a href="mailto:socc@lmetb.ie">socc@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.socc.ie">www.socc.ie</a>
<b>Enrolment Dec 2016:</b>	1,288

### ***School Achievements/Developments***

- St. Oliver's Community College has been a focus school for the University of Limerick's research project to examine the characteristic spirit of ETB schools. An overall report is produced as well as a specific report for the school with a description of the Characteristic Spirit of St. Oliver's Community College
- St. Oliver's Community College won the final of the National Spanish Debating Competition. St. Oliver's Community College student also won the award for Best Speaker
- *First White Ribbon School in Ireland* - St Oliver's CC is the first school in Ireland to embrace this international initiative which raises awareness of men's violence against women
- St. Oliver's Transition Year students were involved in the Annual Lions Club Tea Dance which was held in the Westcourt Hotel in Drogheda. This annual dance is held in conjunction with Drogheda's active retirement groups and allows for interaction between different generations
- As part of the St. Oliver's Community College Active Schools Week 450 students and teachers participated in our second annual Ladies Mini Marathon
- St. Oliver's celebrated European Day of Languages with churros and chocolate. In September every year, the linguistic and cultural diversity of Europe is celebrated and almost 700 students in the school enjoyed the typical Spanish dish prepared by Maria's Spanish Restaurant, Drogheda.



## ***St. Oliver Post Primary School Oldcastle***

<b>Principal:</b>	Brendan Corcoran/Martin O'Reilly
<b>Deputy Principal:</b>	Michéal McCafferty/Brendan Corcoran
<b>Telephone:</b>	049 8541180
<b>Email:</b>	<a href="mailto:stoliverpostprimary@lmetb.ie">stoliverpostprimary@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.stoliverpps.ie">www.stoliverpps.ie</a>
<b>Enrolment Dec 2016:</b>	555

### ***School Achievements/Developments***

- Mr. Martin O'Reilly retired as principal of St. Oliver Post Primary School Oldcastle on the 31<sup>st</sup> August 2016 – having been principal of the school for 11 years.
- Implementation of new syllabi for Science and Business and continued implementation of English for new JC Concern Debating finalists
- New extension completed and operational with 4 practical rooms and a staffroom.
- New Special Needs Unit building complete and operational
- Annual School Community Fun Run in September
- U16 boys football reached Meath blitz final and qualified for North Leinster 'B' championship
- U16 girls basketball reached semi-final of the North-East league
- U16 and U18 girls rugby - successful in regional competitions
- Positive Mental Health Week in October and Friendship Week in December 2016
- 2 night school Musical – Thank you for the music (Mama Mia) December '16
- Student trips to: Ploughing championships, Back Stage Productions Longford, AXA Road Safety Cavan, Dáil Visit, Dublin Zoo, Agricultural Science Trip to Tipperary, Peer Mentors presented at the Headstrong Conference in the Mansion House, and Peer Mentors visited Gormanstown College to assist their efforts in introducing a Peer Mentor system

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## ***St. Peter's College Dunboyne***



<b>Principal:</b>	Maureen Murray
<b>Deputy Principals:</b>	Liam Greene, Deirdre Maye/Paul O'Leary (Retired)
<b>Telephone:</b>	01 8252552
<b>Email:</b>	<a href="mailto:stpeterscollege@lmetb.ie">stpeterscollege@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.stpeterscc.ie">www.stpeterscc.ie</a>
<b>Enrolment Dec 2016:</b>	1,172

### ***School Achievements/Developments***

- St. Peter's College have added Agricultural Science to the Leaving Certificate programme and Chinese to the Transition Year programme
- The school is fully engaged in the new Junior Cycle and all students completed Classroom-Based Assessment's in December 2016
- Congratulations to the U14 and U16 girls Gaelic teams who won Leinster Finals, and also to the senior hurling team who won Leinster Senior Championships. U19 girls basketball team (Division A) won the North-East Regional final and qualified for Division A- All Ireland Quarter Finals. St Peter's College Track & Field athletics students were exceptionally successful also
- The school musical in 2016 was *"Into the Woods"* which was a huge success
- St. Peter's College had its 10<sup>th</sup> trip to China at Easter 2016. Trips to Italy (4<sup>th</sup>/5<sup>th</sup> years), Lake Garda (1<sup>st</sup> years), Germany (History Tour), Germany and Spain (Language Tours) were all successfully completed
- IT Developments – School infrastructure was upgraded and Wi-Fi was installed
- Approval for a Special Needs Unit was granted in December 2016. Preparation is at an advanced stage for the commencement of the building of an 18 room extension which will include, a Home Economics room, Art room, Technical room, Music room and general classrooms. The project is to be completed in October 2017

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## ***Drogheda Institute of Further Education – DIFE***



**Principal:** David McDonnell  
**Deputy Principal:** Margaret Donohoe/Eilis Flood  
**Telephone:** 041 9837105  
**Email:** [info@dife.info](mailto:info@dife.info)  
**Website:** [www.dife.info](http://www.dife.info)  
**Enrolment Dec 2016:** 856

### ***Achievements/Developments***

- Three new courses were introduced in 2016:
  - QQI Level 5 Certificate in Professional Cookery
  - QQI Level 5 certificate in Pre-University Law
  - Pre-Paramedic Course certified by QQI and relevant professional bodies offering Emergency First Responder and Emergency Medical Technician qualifications
- DIFE and LMETB have signed up to the Further Education and Training 2 Higher Education Progression and Pathways project which aims to increase and facilitate improved participation from FET students in Higher Education. The project focuses primarily on links to NUI Maynooth, DCU, AIT and DKIT
- A new state of the art kitchen was housed in temporary accommodation at DIFE in order to facilitate the introduction of a number of QQI certified courses in Professional Cookery
- Childcare facilities were added to cater for QQI Level 5 and Advanced Certificate Level 6 courses in Childcare
- A new Student Library has further enhanced the excellent facilities at the college
- Sporting teams, both male and female continue to represent DIFE in Higher Education Leagues in Basketball, Soccer and Gaelic Football

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## ***Dunboyne College of Further Education***



**Principal:** Denis Leonard  
**Deputy Principal:** Emer Cloak  
**Telephone:** 01 8026577  
**Email:** [dunboynecfe@lmetb.ie](mailto:dunboynecfe@lmetb.ie)  
**Website:** [www.dunboynecfe@lmetb.ie](http://www.dunboynecfe@lmetb.ie)  
**Enrolment Dec 2016:** 600

### ***Achievements/Developments***

- 90% of graduates with full awards offered third level places. Numerous students placed in the Childcare, Cookery, Healthcare and Business world with some travelling to the UK for Nursing and for Law
- Participation by students in FAI Colleges and University League
- Concert organised for Peter McVerry Trust and NCBI with all music and sound courtesy of Dunboyne College Music and Sound students. Fundraising events also held for Temple Street Children's Hospital, Animal Rights, and The Irish Cancer Society
- A third computer room with multimedia software was developed to facilitate new computer courses - communications, word processing as well as Level 6 in Multimedia and a Creative Media course
- Two graduation ceremonies held in Dunboyne Castle in May where students were presented in each subject area. Minister Helen McEntee and Thomas Byrne TD presented many of the awards.
- Success for sports student who had several top 3 finishes at the European Downs Syndrome swimming championships in Italy
- Four students won gold medals in an international cookery competition in the RDS

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## ***Ard Rí Community National School***



<b>Principal:</b>	Darragh Roe
<b>Deputy Principal:</b>	Emer Kavanagh
<b>Telephone:</b>	087 1341007
<b>Email:</b>	<a href="mailto:droe@lmetb.ie">droe@lmetb.ie</a>
<b>Website:</b>	<a href="http://www.ardrics.ie">www.ardrics.ie</a>
<b>Enrolment Dec 2016:</b>	<b>190</b>

### ***School Achievements/Developments***

- Completion of a Whole School Evaluation - Management Leadership and Learning in May 2016 which found the learning achievement of pupils and the overall teaching throughout the school to be good. The report found that the school supported the pupil's well-being and promoted a culture which embraces diversity
- Re-assessment of Special Education Support which included organising the Special Education Team and moving towards a more target-focused, in-class and team-teaching style of support
- Investment in a stock or graded readers, which now allows children to read at their own ability levels and to pursue topics and genres which interest them most
- Three new classrooms opened in October 2016 which hold two mainstream classes and the SEN Department
- Sport and Well-Being:
  - Weekly after-school field sports for all pupils
  - Workshops in martial-arts, yoga and ballet
  - Training programmes in tennis, swimming, Gaelic football and rugby
  - Cycle safety workshops for children in second class
  - All classes go on regular walks around the campus grounds and senior classes walk to town for library visits and trips to the theatre
- The Arts – investment in resources for visual arts and improved art lessons for children. Drama schemes updated.

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## ***Centre for European Schooling***



**Director:** Nollaig Gavin  
**Telephone:** 01 8259679  
**Email:** [ces@lmetb.ie](mailto:ces@lmetb.ie)  
**Website:** [www.europeanschooling.eu](http://www.europeanschooling.eu)  
**Enrolment Dec 2016:** 42

### ***School Achievements/Developments***

- CES language clubs have been established for French, Spanish, German and Italian. They are facilitated by native speaking language CES teachers.
- CES students have participated in many sporting events with St. Seachnall's N.S and Dunshaughlin CC.
- CES students participated in LMETB's Musical Extravaganza for the first time as an individual school. Four students played the viola, violin and sang along with their teacher on guitar.
- Two CES students are members of the Irish National Youth Orchestra
- The CES Primary School Student Council organised a number of charity events in the primary school over the course of the year and raised funds for Amnesty International, ISPCA and Save the Children Refugee charity.
- CES students set up a Film Club where they regularly show short European movies.
- Distance learning set up for Portuguese classes with European School Alicante – three classes per week.
- Language clubs have been established for French, Spanish, German and Italian. They are facilitated by CES native language teachers.
- As an accredited European School, every year European Day of Languages is marked in September and Europe Day is marked on the 9<sup>th</sup> May. In 2016 for Europe Day a European travel Expo visited the primary school with twelve country stalls showcasing the history, geography, culture, traditions, costumes and languages from the different countries represented in the CES. For European Day of Languages, activities were held in Dunshaughlin Community College and storytelling initiatives in different languages were held in the Primary school.

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## *Further Education and Training*



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## ***Community Education Services***

**Community Education Facilitator:** Sinead Fearon

**Telephone:** Dundalk - 042 9364627      Navan - 046 9012154

**Email:** [sfearon@lmetb.ie](mailto:sfearon@lmetb.ie)

### ***Achievements/Developments***

- 2,641 learners across Community Education and BENEFIT IT schemes
- Co-ordination of LMETB's Community Education Grants programme and BENEFIT IIII IT across the two counties
- Provision of associated support to community and voluntary groups and organisations
- Continued development and increased usage of Athboy Alpha Learning Centre
- Completion of QQI Level 5 Youth Work Major Award with 11 participants and enrolment of 9 participants in QQI Level 5 Community Development Major Award
- Implementation and management of new SOLAS reporting and timetabling systems
- On-going tutor support and staff development
- Organisation of community information meeting in Nobber with representatives from statutory, community and voluntary sector in attendance
- Co-funding of programmes and participation in Open Days with Adult Learning Service in new Adult Education Centre in Ardee to increase uptake in area
- Liaison with Jobpath employment activation programme regarding offer of basic IT to clients through BENEFIT 4 programme
- *Creative Spark, Dundalk:* Crafts Product Development and Business Skills for Marketing - for women who had been unemployed or distanced from the workplace
- *Ablevision Ireland:* Delivery of a programme in film production and media training for a group of learners with disabilities
- Introduction of a First Aid course accredited by Irish Red Cross - specific to disability groups, hence enabling access to accreditation

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## ***Adult Education Guidance Service***

**Co-ordinators:** Ann Fallon (Louth), Martin Bellew (Meath)

**Telephone:** Louth 041 9842030, Meath 046 9012167

**Email:** [laegis@lmetb.ie](mailto:laegis@lmetb.ie) and [maegs@lmetb.ie](mailto:maegs@lmetb.ie)

### ***Achievements/Developments***

- In conjunction with Training Centre in Dundalk and BTEI, regularly engaged with the Steps to Learning groups and delivered workshops for the Diageo/Skillnet groups
- Networked on Referral Protocols and Literacy awareness in conjunction with the Adult Learning Service, Intreo and the Local Employment Service
- Information sessions provided to CE schemes and Community Groups in the Louth area
- Delivered workshops to full-time and part-time students. Topics included: Confidence, Beliefs, Transferrable Skills, Study Skills, CVs and Finance for College
- Administered and provided feedback on Aptitude and Personality tests to our adult learners
- Supported Louth based LMETB learners and others, with their progression paths, through group and one to one guidance and information sessions
- Participated in LMFM and Dundalk FM interviews
- MAEGS (Meath Adult Education Guidance Service) had 2,286 individual meetings with new and existing clients, dealt with 535 queries from the general public and provided advice to 1,508 members of 110 different groups in the period January 2016 to December 2016, resulting in an overall total of 4,329 beneficiaries
- Supporting Learners into Learning (SAIL) – under this programme guidance and support are provided in the following areas: information workshops on CAO and Colleges of Further Education, Mature Student Submissions, Interview Preparation, SUSI Grant information and College Access Officer Information Sessions
- MAEGS promoted services with regular information tables staffed by the guidance team, events included: DSP events, Meath Partnership Access to Success, Meath Later-Life Network, Cultúr and School Information Open Nights
- Continuation of Class Guidance Progression Information talks delivered to BTEI and ABE (Adult Basic Education) class groups

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## ***VTOS Dundalk***

**Co-ordinator:** Lynne Keery  
**Telephone:** 042 9364621  
**Email:** [vtosdundalk@lmetb.ie](mailto:vtosdundalk@lmetb.ie)

### ***Achievements/Developments***

- Recruitment days in conjunction with Department of Social Protection
- Addition of study skills module to each programme
- Joint study days with VTOS Navan and Drogheda
- Further integration of QQI Assessment
- Work on the interior of the building made it more welcoming

## ***VTOS Drogheda***

**Co-ordinator:** Elizabeth Cotterell  
**Telephone:** 041 9830870  
**Email:** [ecotterell@lmetb.ie](mailto:ecotterell@lmetb.ie)

### ***Achievements/Developments***

- Student representation at AONTAS learning festival
- Participation in 1916 celebrations attended by the Lord Mayor and local representatives
- On-going guidance provision and supports for students
- Tutor training on integration of presentation of e-portfolios
- Installation of inner doors for safety and energy efficiency
- Updating interactive whiteboards and installation of digital signage

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## ***VTOS Navan***

**Co-ordinator:** Angela Cahill

**Telephone:** 046 9010260

**Email:** [vtosnavan@lmetb.ie](mailto:vtosnavan@lmetb.ie)

### ***Achievements/Developments***

- Students very successfully completed their Leaving Certificate in a number of subject areas as well as receiving QQI accreditation at levels 4 and 5 on the National Framework of Qualifications
- Excellent progression rates into both further and higher education as well as into employment for the students of 2016
- Continued establishment of strong links with 3rd level institutions – IT Blanchardstown through Level 5 Cloud Computing/eBusiness programme and Maynooth University through Unistart Humanities and Science programmes
- Involvement in Meath Enterprise Week 2016 by Level 5 Cloud Computing/eBusiness students, who hosted a workshop entitled ‘Unleash Your Niche’ – aimed at people hoping to start their own business
- Development and curriculum design of a new foundation VTOS course accredited at Level 3 on the NFQ called ‘ReStart Your Learning’. This course will provide learners with a gentle introduction back to full-time education

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## ***Adult Learning Service - Meath***

**Co-ordinator:** Bernie McKeivitt

**Telephone:** 046 9012156

**Email:** [bmckevitt@lmetb.ie](mailto:bmckevitt@lmetb.ie)

### ***Achievements/Developments***

- Official launch of “A Moment in Time” - a collection of writing penned by a local group of Traveller women
- Irish Refugee Resettlement Programme – Mosney Adult Learning Centre – provision of English language training and orientation training for incoming refugees while resident in Mosney
- Introduction of a new non accredited module under the Preparing for Work course called ‘Trash to Cash’ – which encouraged and developed entrepreneurial skills.
- Interactive solutions to improve English, Maths and ICT skills has been introduced in all classes
- New “Exploring a Career” courses have run this year for learners wishing to know more about various careers before entering a full Level 5 Award course
- “Brush up your Skills” – a new short course for learners whose writing or maths skills are weak and who want to participate in higher level courses

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## ***Adult Learning Service Drogheda***

**Co-ordinator:** Maria Morgan

**Telephone:** 041 9830870

**Email:** [mmorgan@lmetb.ie](mailto:mmorgan@lmetb.ie)

### ***Achievements/Developments***

- Opening of new designated Adult Education Centre in Ardee, which enabled the service to expand further
- The Family Learning programme continues to flourish. There was a huge response with over 28 different programmes running in all the DEIS school in Drogheda. It is hoped to further develop the programme in the primary schools in Ardee and surrounding areas
- Annual presentation of Certificates in December 2016 when over 150 students received certification at QQI levels 1, 2, 3 and 4, as well as Junior and Leaving certificate
- It is planned to strengthen links with local employers in both Drogheda and Ardee areas through the National Skills for Work Programme

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## ***Adult Learning Service Dundalk***

**Co-ordinator:** Mary Reilly

**Telephone:** 042 9353591

**Email:** [mreilly@lmetb.ie](mailto:mreilly@lmetb.ie)

### ***Achievements/Developments***

- Intensive tuition options offered to all learners in 2016
- A review of QQI procedures within the service was undertaken – in addition, the roll-out of QQI in-service to support tutors was delivered
- A range of new and innovative Family Learning and Skills for Work programmes were devised and delivered. Themes included – Story Sacks, Driver Theory and Career Preparation and Transition to Civilian Life for army personnel
- Initial phase of introducing key literacy and numeracy supports to trainee apprentices undertaken
- “Our Words, Read On” – a collection of writings composed and written by adult learners from the Adult Learning Service Dundalk was launched in spring 2016
- A range of CPD opportunities were delivered in the Centre to group and voluntary tutors during 2016
- Successful promotional campaign undertaken

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## ***Back to Education Initiative Louth***

**Co-ordinator:** Sinéad Fearon

**Telephone:** 042 9334047

**Email:** [sfearon@lmetb.ie](mailto:sfearon@lmetb.ie)

### ***Achievements/Developments***

- Nomination of tutor from the centre to participate in ETBI's EDISON Entrepreneurial Education Programme
- Development of Steps to Learning placement programme through increased frequency of course and piloting of BKS (Basic and Key Skill Builder) assessment in Steps to Learning in Drogheda
- Changes to BTEI modules offered to ESOL learners to offer more appropriate options for language development
- Investment in QQI eportfolios/resources to increase support for teachers requested to deliver new modules
- Introduction of IT – specific QQI Level 3 programme in BTEI to cater for learners with little or no experience of IT
- Facilitation of two *Positive 2 Work* programmes – an initiative between LMETB, Skillsnet, DSP and employers aimed to deliver educational and work experience to long-term unemployed people

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## ***Back to Education Initiative Meath***

**Co-ordinator:** Imelda Prunty

**Telephone:** 046 9012153

**Email:** [iprunty@lmetb.ie](mailto:iprunty@lmetb.ie)

### ***Achievements/Developments***

- Introduction of a new Mini-Bus driving course in collaboration with the Training Centre in Dundalk.  
The course provides unemployed people with an opportunity to gain mini-bus driving skills, specialized driver specific training and a QQI Level 3 major award in employability skills
- Participation by tutors in various EU Projects including:
  - *ARÍS*
  - *Selfie*
  - *US & Them*
- Interactive solutions to improve English, Maths and ICT skills has been introduced in all classes to enhance the learners numeracy and literacy skills
- New “Exploring a Career in” courses have run this year for learners wishing to know more about various careers before they enter on a full Level 5 Award course, some of the topics covered included Childcare, HealthCare and Hairdressing

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## ***Youthreach Progression/HIWAY***

**Co-ordinator:** Eileen Gargan

**Telephone:** 046 9021910/9074480

**Email:** [egargan@lmetb.ie](mailto:egargan@lmetb.ie)

### ***Achievements/Developments***

- At the end of 2016 there were 45 students in total, 26 Boys and 19 Girls
- Move to new building in April which has provided many opportunities for new courses and activities
- New facilities include a catering kitchen, and a poly-tunnel
- Successful awards night in October with many students received awards
- 15 Students received their Leaving Certificate Applied Certificates and awards were also given for First Aid, Poetry and Debating
- Our highest achievers in QQI levels 4 & 5 and LCA were recognised by LMETB
- Anti-racism video produced which won the Youthreach Section in 'Show Racism the Red Card' Competition
- Students reached the final stages of the Young Social Innovators with a great project on homelessness
- LCA students took part in the Sweetman Trust Competition and one student won a trip to the European Parliament

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## ***Ashbourne Youthreach***

**Co-ordinator:** Alan Larkin

**Telephone:** 01 8359085

**Email:** [alarkin@lmetb.ie](mailto:alarkin@lmetb.ie)

### ***Achievements/Developments***

- Participation by students in *Feeding Irelands future* – an initiative created by the Economic Consumer Response (ECR) and the Department of Social protection, to help prepare young unemployed people for the world of working by introducing them to a short mentoring programme fostered by companies in the food industry sector
- *Minding Your Mental Health* week in October 2016 – a large portion of this week was given over to mental health promoting activities including a number of invited guests who attended the centre to talk to students
- *Peer Education Programme* in conjunction with Coláiste De Lacy as part of media programme. Students created a short film creating awareness around underage drinking – this in conjunction with the drugs.ie National Youth Media Awards
- *Gaisce* – Students taking part in the Gaisce awards for the first time. Gaisce group are completing all the necessary activities to achieve a bronze award

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## ***Kells Youthreach***

**Co-ordinator:** Fiona Graham

**Telephone:** 046 9249665

**Email:** [fgraham@lmetb.ie](mailto:fgraham@lmetb.ie)

### ***Achievements/Developments***

- Increased provision of subjects which are taught and presented in online format using Adobe Software.
- Staff team training in Therapeutic Crises Intervention. This increased their capacity to deliver a cohesive collective approach in working with students
- Enhanced working and learning spaces with renovation of the centre which included more classroom space, additional office space, recreation area, canteen and IT provision
- Winner of National Award for video, produced to meet the campaign competition brief given by Drugs.ie. Students also spoke on national radio about the experience. This initiative helped students increase their confidence in their capacity to create online media pieces
- Students participated in a variety of workshops during the year. They also went on educational trips and did activities such as Go-Karting and Ice- Skating
- Students also participated in fitness, dance, music lessons, gym, sports, woodcarving, and work placements

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## ***Trim Youthreach***

**Co-ordinator:** Mary Hibbits

**Telephone:** 046 9431203

**Email:** [youthreachtrim@lmetb.ie](mailto:youthreachtrim@lmetb.ie)

### ***Achievements/Developments***

- Trim Youthreach engaged in wheelchair basketball in May 2016, as part of the end of year programme. Students and staff were briefed by the IWA – who engaged in this initiative – to promote awareness of wheelchair use and the issues around mobility impairment
- FAI National Co-ordinator for schools and third level football, presented several awards to students at the annual QQI awards night in June 2016. The FAI also presented the centre with new sports gear to support the soccer programme on offer at the centre
- Students attended the Irish Flag Presentation Ceremony in Croke Park Stadium in March 2016
- Trim Youthreach student was one of six students to be chosen nationally to participate in the Avalon Art Programme due to the strength of his art work. He was chosen to participate due to his interest and ability in photography

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## ***Youthreach Foundation***

**Co-ordinator:** Nicola Galvin

**Telephone:** 046 9012165

**Email:** [ngalvin@lmetb.ie](mailto:ngalvin@lmetb.ie)

### ***Achievements/Developments***

- Open days with people with disabilities
- Debating competition
- Introduction of crime awareness
- Healthy eating initiatives for the entire Centre
- Further sports provision on timetable
- Fundraising and charity events
- Visits to national interests
- Renovation of Art/IT rooms
- Development of an outdoor ball play area
- Renovation of outdoor garden and eating area
- Enhanced IT provision in the Centre

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## ***Laytown/Bettystown Youthreach***

**Co-ordinator:** Vivienne Branigan

**Telephone:** 041 9813401

**Email:** [vbranigan@lmetb.ie](mailto:vbranigan@lmetb.ie)

### ***Achievements/Developments***

- February 2016 saw a lot of new additions to the staff team for Laytown Bettystown Youthreach. Three new staff have been a welcome addition to the centre and bring with them a vast variety of skills and expertise
- 2016 saw the further development of the centres' Games Room. The room acts as an inclusive and common room for all students where they can sit and relax during lunch
- As part of an Erasmus+ EU funded project titled 'Lifelong Readers- LiRe2.0' and information gathered as part of the project - students suggested that they much preferred reading for pleasure and not specifically for educational purposes. With this in mind, the centre updated their library based on the preferences and interests of the students and purchased many up to date books. Using IT as tool for reading was also shown to be a desire of young people so the centre purchased several small tablet devices which can also be used as an e-reader using the Kindle App

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## ***Dundalk Youthreach***

**Co-ordinator:** Margaret McDonnell

**Telephone:** 042 9353591

**Email:** [youthreachdundalk@lmetb.ie](mailto:youthreachdundalk@lmetb.ie)

### ***Achievements/Developments***

- Students took part in Spraoi Mór – an annual showcase of talent of Youthreach Centres in LMETB
- Students also took part in the first LMETB Youthreach Great Debate and were overall winners
- Participation in the HSE “Cook-it” Healthy Eating programme for the first time, with all participants receiving certification
- 12 students completed Leaving Certificate Applied and the Highest Achiever of 2016 received an award at the annual LMETB Academic Excellence Awards
- 5 students received QQI Component Certificates, while 1 received a Major Award at QQI Level 3
- 3 students were presented with Silver Gaisce awards, and 10 students were presented with Bronze Gaisce awards at a ceremony in Dublin

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## ***Drogheda Youthreach***

**Co-ordinator:** Gareth Savage/Stephen McArdle

**Telephone:** 041 9839917

**Email:** [youthreachdrogheda@lmetb.ie](mailto:youthreachdrogheda@lmetb.ie)

### ***Achievements/Developments***

- Restructure of academic programmes as need was identified among applicants for a lower starting level for some students
- Enhancement to curriculum provision
- Enhancement to buildings
- New subjects offered at Level 3
- 4 week review and academic reviews for all students
- Participation in Gaisce/The President's Award
- Student options on Fridays – to improve teamwork among students and promote culture, health and fitness
- 46 students enrolled as at December 2016
- 7 students achieved Leaving Cert Applied
- 102 portfolios were assessed for Level 3 and 4 accreditation – over 21 subjects

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## ***Ardee Youthreach***

**Co-ordinator:** Stephen McArdle

**Email:** [smcardle@lmetb.ie](mailto:smcardle@lmetb.ie)

### ***Achievements/Developments***

- Set-up and preparation of a new Youthreach Centre – which will prevent the need for students to travel to Carrickmacross, Dundalk or Drogheda to avail of training for early school leavers in the area
- Links made with employers – database created and contact made vis increased Work Experience and employment opportunities for future learners
- Links made with community via PR, press, social media and involvement with community groups
- Links made with schools in order to achieve smoother, more positive transition from school to Youthreach
- Staff team largely in place, timetable and calendar finalized. Courses have been structured and are ready to deliver major awards at QQI levels 2,3 and 4
- Premises to be finalised and work to be carried out to bring premises to spec
- Enrolment of new learners to be completed and learners to be enrolled via QBS/PLSS
- New links to be developed and discourse around Employers' needs vis new staff qualifications

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## ***Evening Course Provision***

- Louth & Meath Education and Training Board currently have ten Evening Course centres in County Louth and County Meath. Evening Courses are organised locally by Adult Education Post Holders/Directors in each school/college
- The Courses generally run during spring and autumn and are self- financing. Courses are normally 12 weeks in duration, however there are a number of externally accredited programmes that are delivered over one to two years. In 2016, 3,060 learners successfully completed programs/courses, 60% of whom attained formal certification from QQI or Industrial Certification Awarding bodies
- Evening Courses present opportunities for learners to socialise, develop new skills and gain accredited certificates that may lead to employment opportunities. Schools/Colleges try to meet the needs of adult learners in local communities by offering hobby, special interest and accredited programmes for professional development
- Learners can enrol online at [www.meathnightclasses.ie](http://www.meathnightclasses.ie) and [www.louthnightclassess.ie](http://www.louthnightclassess.ie) or attend open nights in the schools involved
- Examples of the wide range of courses offered during Autumn and Spring 2016 included Arts and crafts ,Photography, Computer skills, intermediate and beginners, ECDL, Leaving Certificate Maths and English revision, Cookery, Dancing, Pilates, Spanish, Bike maintenance, Health and Fitness, Dog Grooming, Millinery, Childcare modules levels 5 and 6, Healthcare Modules, Business administration modules & Accounting Technicians of Ireland

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## ***Music Generation***

**Director:** Gemma Murray  
**Telephone:** 042 9364635  
**Email:** [musicgeneration@lmetb.ie](mailto:musicgeneration@lmetb.ie)  
**Website:** [www.musicgenerationlouth.ie](http://www.musicgenerationlouth.ie)

2016 was a busy year for Music Generation Louth with various instrumental programmes delivered in 24 schools across County Louth as well as ongoing activities at five regional centres for musical learning in Dundalk, Drogheda, Ardee, Bush and Dunleer.

### **Highlights Included:**

- **Young Singers at Collins Barracks on Easter Sunday 2016**

A lucky group of young singers from Louth took part in A Nation's Voice on Easter Sunday 2016 – an open-air, free performance at Collins' Barracks, Dublin, presented by the Arts Council and RTÉ, in association with the National Museum of Ireland, the Association of Irish Choirs and Music Generation, as part of Ireland 2016

- **Music Generation Louth Musicians Showcase Performances 2016**

The Music Generation Louth string orchestra programme started in Easter 2012 under the leadership of local professional musician and teacher Jayne Graham. Since then, it has expanded to cater for three levels of young players – Senior Strings, Junior Strings and First Strings. All groups rehearse weekly during term time at Ceol Oirghialla, Section of Music, Dundalk Institute of Technology (DkIT), a key member organisation of the Louth Music Education Partnership.

Membership is open to young people with a minimum of one year's experience in playing. Key performances during 2016 for the group included participation in the Irish Association

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of Youth Orchestra Festival at the National Concert Hall, Dublin (February 2016) and participation in Ardee Baroque Festival (November 2016)

- ***Music Generation Louth Young Ambassadors perform at the American Ambassador's Residence, Phoenix Park, Dublin for an audience including US Vice-President Joe Biden and US Ambassador to Ireland, Kevin O'Malley***

Dublin, June 25, 2016: Five young musicians from Music Generation Louth travelled to Dublin to perform for guests at the American Ambassador's Residence in the Phoenix Park, Dublin, including US Vice-President Joe Biden and US Ambassador to Ireland, Kevin O'Malley. These Young Ambassadors – members of the Music Generation Louth Harp Ensemble – performed an energetic and diverse repertoire of traditional and contemporary music under the direction of their tutor Deirdre Ní Bhuachalla

### **Key educational innovations**

- **Corda Connections 2016**

Music Generation Louth joined forces with the internationally renowned Irish Chamber Orchestra to host a week-long summer camp for young string players during July 2016. Composer Elaine Agnew directed this innovative programme which gave young people the chance to develop their broader musical skills to include improvisation, composition, multimedia and arranging. The Project was made possible with funding from the Arts Council Music Generation partnership, with facilities provided by Dundalk Institute of Technology

## ***Youth Services***

Youth Officer: Ian Walker

Telephone: 042 9334047

Email: [iwalker@lmetb.ie](mailto:iwalker@lmetb.ie)

### ***Achievements/Developments/Challenges.***

- Capital funding projects – Successful application through LMETB led to Craobh Rua special project for youth (YWI Louth) securing funding for refurbishment project of premises in Muirhevnamor, Dundalk.
- Value for Money Sample Project- Successful application through LMETB led to Drogheda Youth Development being selected as 1 of 4 new youth projects to deliver targeted youth service provision. In addition a capital refurbishment grant was also secured to refurbish the premises
- Youth Employability Initiative- Successful application through LMETB led to Dundalk Youth Centre, securing funding to deliver programme from Quarter 4 2016 into 2017
- International Fund for Ireland- Member of consortium representing LMETB successful submission for funding of new youth project based around personnel and social development named 'Turning Point' based in Drogheda (young people expelled from schools referred by EWO)
- Local Voluntary Youth Club Funding - Funding awarded to 38 Youth clubs across County Louth, and 67 Youth Clubs across County Meath
- Educational success – 6 part time students continued to study QQI 5 Youth Work (major) and completed the following 3 modules: Substance Use- issues for youth work, Community Development Practice and Social Justice Principles
- Support – National Quality Standards Framework development work with all DCYA funded Youth Projects Cycle two, year one Dundalk Youth Centre and Youth Work Ireland Louth. Continued Implementation of National Quality Standards for Voluntary-Led Youth Groups
- Youthreach Football Blitz – In excess of 65 participants from Youthreach Centres in Dundalk (Youthreach and Magnet) Drogheda, Ashbourne and Trim hosted by Dundalk FC under Young People's Facilities and Services Fund in conjunction with the FAI

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## ***EU Projects***

LMETB has extensive experience of co-ordinating and participating in EU funded projects addressing the needs of school children and adult learners. The successful delivery of projects demonstrates the capacity of LMETB to engage with a comprehensive number of learners and its ability to deliver projects within budget and within a specified time-frame. This is in line with LMETB's mission statement of being committed to excellence and innovation in the education of young people and adults through the provision of dynamic services delivered by professional staff. Dedicated staff from our schools, Further Education, Adult Education and Youthreach centres are developing a whole host of resources and publications that can be utilised by all our staff members and learners. We encourage anyone wishing to be involved in an EU project to contact the EU projects office at [eburns@lmetb.ie](mailto:eburns@lmetb.ie). Examples of projects include:

- **Innovation Eco Systems:** This project is about the identification, testing, development and assessment of new innovative approaches in the VET (Vocational Education and Training) sphere which have mainstreaming potential
- **Lifelong Readers 2.0:** This project draws from the experiences accumulated through the previous Lifelong Readers 1.0 project (LiRe). It aspires to encourage, guide, and facilitate the creation of reading cultures and communities among pre-teens and teenagers, as well as among university students and adults through the use of Web 2.0 technologies, such as wikis, blogs, twitter, Facebook and other forms of digital/social reading and "book-talking"
- **DIDO:** This project will develop a suite of continuous professional development resources for teachers, trainers, mentors and counsellors that address the didactic needs of professionals who work in a range of diverse workplace learning environments
- **i- Decide:** This is a forward-looking project, with the aim to support policymakers, school leaders and educators on how to develop inclusive policies and practices in their schools

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## ***Quality Assurance and Certification in Further Education & Training***

The 2012 Qualifications and Quality Assurance (Education & Training) Act requires providers to set out their own quality assurance procedures which promote and support quality in education and training programmes offered. Quality Assurance is the term generally used to describe the processes that seek to ensure that the learning environment reaches an acceptable threshold of quality, and should underpin all activities of an ETB. In the recently published Core Statutory QA Guidelines developed by QQI (April 2016), the following areas were identified as aspects which should be addressed by the provider under four main themes including: Quality Management, Programme Delivery, Information Provision, and Monitoring and Review.

### **Certification Numbers for 2016**

Of the many vital aspects of quality service provided to learners within LMETB, one area which both learners and employers can view to gauge progress and achievement, is that of certification. In 2016, there were a total of 9547 awards certified to learners, comprising of 1303 major awards and 5904 minor or component awards. 59% of all participants were female and the remaining 41% were male. The age categories are identified as follows:

- 40%: 15-24 years of age
- 17%: 25-34 years of age
- 20%: 35-44 years of age
- 16%: 45-54 years of age
- 7%: 55 years of age and over

The main field areas of study by learners comprised of:

- Generic programmes and general learning – 2897 awards
- Health & Welfare – 1793 awards
- Business Administration & Law – 1289 awards
- Services – 1459 awards
- Arts & Humanities – 695 awards

Other field areas comprised of ICT, Agriculture Forestry Fisheries & Veterinary, Social Sciences, and Engineering Manufacturing & Construction, demonstrating the wide range of provision within LMETB. Overall, effective Quality Assurance should seek to be a continual process with the aim of maintaining and improving the standards and experience for learners. It should also be a supportive infrastructure which permeates all activities throughout the organisation thus building a community of practice which is committed to quality provision.

## ***Training Centre Dundalk***



**Area Training Manager: Ray Murphy/ Peter Egan**

**Telephone:** 042 9355700

**Email:** [recep.rst@lmetb.ie](mailto:recep.rst@lmetb.ie)

**Website:** [www.rstc.ie](http://www.rstc.ie)

### ***Achievements/Developments***

#### **New Courses**

- 2016 was a very busy year for the Training Centre with the launch of a number of new cutting edge and relevant labour market programmes to meet the demands of industry. Following on from our stakeholder engagement, FET planning and gathering labour market intelligence, the following are some of the programmes that commenced in 2016:
  - CPA – Certified Public Accountant (Year 1)
  - Sustainable Energy Auditors (collaboration with SEAI)
  - Diploma in ICT (Associate Professional)
  - Horticulture Studies
  - Contact Call Centre Support Programme.

#### **Enrolment December 2016**

- In 2016 the Training Centre had almost 3,000 beneficiaries of a training provision through a diverse range of training provision and models, namely In-Centre, Contracted Training, Apprenticeships, Community Training, and Evening Training

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## **Buildings/Upgrades/Enhancements**

- During 2016 substantial works were commenced and completed to reconfigure and upgrade the workshop facilities of the training centre. Included in these works was the relocation of the Metal Fabrication workshop together with additional welding capacity and new machinery
- Also relocated during 2016 was the welding workshop. This was carried out to allow significant works commence to create a new state of the art Pipefitting Apprenticeship workshop, which allows the training centre to not only deliver phase 2, but also phase 4 and 6
- In a busy year for construction projects a new state of the art facility was rebuilt to provide world class workshops for our Toolmaking, Engineering and Carpentry and Joinery workshops
- Also during 2016 a much needed renovation of the Magnet Community Training Centre with an additional 3 classrooms providing a modern innovative space for training and skills for learners

## **Apprenticeship**

- Apprenticeship Management including on-the-job monitoring, registering of apprentices and an advisory service to employers continues to grow strongly. There are currently over 450 Employers and over 600 active Apprentices
- Apprenticeship registrations have risen significantly due to increased employment and with 268 registrations in 2016 in LMETB, this was one of the highest in the country
- Phase 2 Apprenticeships in the Regional Skills & Training Centre continue to grow and increase capacity. In 2016 the centre delivered 16 intakes across 8 different trades accounting for over 220 apprentices

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- The Training Centre also managed and scheduled Phase 4 and Phase 6 Apprentices classes in conjunction with Dundalk Institute of Technology. 17 Phase 4 and 6 programmes were delivered to almost 300 Apprentices in Electrical, Carpentry and Joinery, Motor Mechanics and Electrical

### **IT Developments**

- During the year the centre successfully launched the new craft trade versions which entailed the rollout of IT tablets to apprentices. This coincided with the successful rollout of Wi-Fi within the centre
- In 2016, a major project undertaking resulted in the Training Centre being one of the pioneering training centres to move away from SOLAS' IT infrastructure, to its own autonomous ETB Network, server infrastructure and architecture, allowing for more control and self-governance in the matters pertaining to ICT, data protection etc.
- In 2016 the Training Centre received the Prodigy "Outstanding Centre of Excellence Award" for excellence in delivery of IT Training, including various Adobe, Autodesk and Microsoft certifications

### **Awards/Student Achievements**

- In November the Centre successfully held its Apprenticeship Awards ceremony in the Crowne Plaza. The occasion proved was a huge success with a large attendance of recipients receiving their Advanced Certificate – Craft and together with their families celebrated their achievements.
- The Training Centre also presented the inaugural 'Apprenticeship Ambassador Award' to Margaret Reilly MD of CTR Manufacturing & Grand Designs Drogheda. Margaret has been a wonderful advocate of the apprenticeship model of training and imparting skills, knowledge and competencies.

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## Other

- Through Community Training Provision the Training Centre delivered and supported 9 Local Training Initiatives throughout Louth and Meath. LTIs support learners gain qualification and employment who present with geographical and social disadvantage. The majority of learners completing either transferred into employment or progressed to FET programmes
- The Magnet Community Training Centre offers places for early school leavers in a range of practical QQI Major Awards programmes at Levels 3, 4 and 5 on the NFQ

The Training Centre also delivered training to approximately 150 learners presenting with high support/ special needs in Louth and Meath through a partnership with the National Learning Network

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# ***Organisation Support and Development***

## ***Finance***

## ***Human Resources***

## ***Corporate and Education Services***

The Directorate of Organisation Support and Development is in the process of a restructure. The aims of the restructure are:

- To promote a more efficient interaction with the front line services that the Directorate supports
- To achieve single location for each function under the directorate
- To co-locate those services which best fit together under each pillar of the directorate.

The Directorate's goals are to enhance those processes and procedures that underpin good corporate governance in LMETB and to ensure that human, financial and infrastructural resources appropriate to the delivery of front line services are deployed across the organisation.

## Finance

### Louth and Meath ETB Annual Finance Report for year ended 31 December 2016

#### (1) Summary

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##### Expenditure

Schools and Head Office	Pay	55,223,852
	Other non pay	3,857,676
	Associated Programmes (Schools)	2,006,887
Further Education and Training	Youthreach	4,821,719
	VTOS	2,268,360
	Adult Education Guidance	294,394
	Adult Literacy	1,561,637
	Community Education	577,328
	Back to Education	1,312,321
	PLC (non-pay)	725,498
	Other further education	1,511,900
	Regional Skills and Training Centre	17,428,785
Scholarships and grants		76,154
Youth Services		327,410
Agencies and Self Financing		10,754,485
Capital		15,347,612
<b>Total</b>		<b>118,096,018</b>
<b>Total Receipts</b>		<b>117,166,074</b>
<b>Surplus/(deficit)</b>	-	<b>(929,944)</b>

#### (2) Commentary

The deficit in 2016 arose because surpluses were carried forward from 2015 in respect of Further Education & Training and Capital. Expenditure was 18% higher than in 2015, largely because higher enrolment in schools led to increased teacher numbers and because expenditure on school building doubled.

##### Chief Executive Remuneration

In accordance with pay scales approved by the Department of Education and Skills, Chief Executive salary was €121,070.48 (excluding employer's P.R.S.I.) during the year ended 31 December, 2016. Employer's PRSI of €2,615 was also paid. Chief Executive did not undertake any foreign travel for ETB business purposes during the period. 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.

## LMETB Board Members Expenses

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

Louth and Meath Education and Training Board									
Board members' expenses									
Expenses are paid to Board members for travel to Board-related meetings.									
The aggregate expenses paid to each member in the twelve months to 31st December 2016 were:									
Board Member	Statutory Meetings	Interview Boards T&M	Interview Boards Fees (1)	Interview Pay	Attendance at Conferences / Seminars	Other	Total	No Board Meetings Attended	Number of Board meetings held in 2016
	€	€	€	€	€	€	€		
1 Oliver Tully (Chair)	622	359	1,228	0	2,609	184	5,001	7	7
2 Cormac Bohan	541	32	0	0	77	0	650	5	7
3 Alan Breathnach	0	0	0	0	0	0	0	4	7
4 Marianne Butler	122	0	65	0	0	0	187	3	7
5 Sean Carey	461	0	0	0	0	0	461	7	7
6 Catherine Clair	645	0	0	0	0	0	645	5	7
7 Jennifer D'Arcy	315	0	0	0	680	0	995	5	7
8 Trever Golden	189	0	0	0	0	0	189	4	7
9 Siobhan Greer	155	340	423	0	0	0	918	4	7
10 Wayne Harding	456	839	5,785	0	676	336	8,092	7	7
11 Nick Killian	801	261	1,118	0	70	0	2,249	7	7
12 Caroline Lynch	150	0	0	0	93	0	244	4	7
13 Ciaran O'Donnell	663	33	0	0	728	0	1,424	5	7
14 Ashimedy Okonkwo	311	0	0	0	641	0	952	3	7
15 Damien O'Reilly (2)	525	0	0	0	801	0	1,326	4	7
16 Liam Reilly	220	0	0	0	0	0	220	4	7
17 Sarah Reilly	329	351	1,410	0	0	153	2,242	4	7
18 Tomás Sharkey	0	54	0	0	0	0	54	6	7
19 Bill Sweeney	907	161	780	0	412	0	2,259	7	7
20 Sharon Tolan	829	363	925	0	0	0	2,117	4	7
21 Maeve Yore	236	0	0	0	0	0	236	4	7
	8,477	2,792	11,735	0	6,787	672	30,464		
(1) Amounts shown for Interview Board Fees are gross before applicable taxation.									
(2) Sean Smith resigned from the LMETB Board on 13 December 2015. He was replaced by Damien O'Reilly on 24 March 2016.									

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## ***Human Resources***

The Human Resources Section of Louth and Meath ETB provided support to 2,182 staff during 2016. Our aim is to attract and retain exceptional staff and support them in their employment by developing and maintaining best practice HR structures, policies and procedures. Key services provided by the Human Resources Section are:

### **Recruitment & Selection**

LMETB staff vacancies are advertised online via etbjobs.ie, educationposts.ie, publicjobs.ie and in the local and national press. A wide range of positions were advertised during 2016 including – Principal, Deputy Principal, Director, Teacher, Training Advisor, VTOS and Youthreach Co-ordinator and Resource Worker, Apprentice Instructor, Special Needs Assistant, Clerical Officer, Caretaker and Cleaner.

The total number of positions advertised and filled during 2016 was 374 compared to 267 in 2015 – an increase of 40%, year on year. LMETB received a total of 3,234 applications online via etbjobs.ie.

Appointments to Post of Responsibility were approved to new schools and to schools which had fallen below the threshold set by DES. 18 Assistant Principal Positions were filled across 10 LMETB schools during 2016.

### **Management of Staff Allocation and Utilisation**

Teaching staff as at Dec 2016 –totalled 858.30 wte as compared to 805.44 wte in 2015 (7% increase). The overall non-teaching staff complement which includes Management and Administrative, Maintenance support staff, Regional Training Centre including instruction, VTOS and Youthreach staffing recorded at Dec 2016 was 237.73 wte compared to 225.12 at Dec 2015 (6% increase). Special Needs Assistants approved positions at Dec 2016 was 78.25 wte as compared to 75.25 wte at Dec 2015 (4% increase).

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## Pay Administration

The following were the activity during 2016 for pay administration:

Category	Total
Number of starters 2016	317
Number of leavers 2016	130
Number of Salary adjustments 2016	884 adjustments
Number of adjustments re Part time run	328 adjustments
Number of incremental credit applications 2016	78 cases
Number of statements of service provided	90 statements

## Staff Leave Management

Maintenance of staff records include staff absences due to illness, annual leave, compassionate leave, force majeure leave, unpaid leave, flexi-time, and the update of personal files in accordance with audit/organisational requirements. The following additional leave requests were processed during 2016:

Category	Total
No of Maternity Applications 2016	61
No. of Parental leave applications 2016	71
Career break applications approved 2015/2016	24
Job Sharers approved 2015/2016	30

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### **Superannuation/Pension Administration**

Applications for retirement benefits are calculated and approved for payment following a full review of the employee's service history. The total number of retirements processed during 2016 was 23. Other work in the area of superannuation includes – requests for transfer of service for superannuation purposes, purchase of past non-reckonable service, purchase of notional service, applications for statements of service, repayment of refunds of superannuation/gratuities, queries regarding Cost Neutral Early Retirement Scheme, Ill-health Retirement.

### **Application of DES Guidelines**

The Human Resources Section of LMETB is required to implement regulations and procedures in accordance with Department of Education and Skills guidelines. The following were introduced by HR during 2016:

***C/L 0066/2015, 0067/2015, 0068/2015, 0069/2015, 0073/2015 and 0083/2015*** – Revision of salaries for various staff grades with effect from 1<sup>st</sup> Jan 2016.

***C/L 0002/2016*** - Approved Allocation of Teaching Posts 2016/2017 School Year.

***C/L 0018/2016, 0019/2016, 0020/2016 and 0022/2016*** – Further extension of Grace period for Superannuation Benefits in respect of various categories of staff of LMETB.

***C/L 0025/2016*** – Revised Promotion and Appeal Procedures for appointment to Assistant Principal, Special Duties Teacher and Programme Co-ordinator.

***C/L 0027/2016, C/L 0047/2016 and C/L 0049/2016*** – Post 1<sup>st</sup> January 2011 and post 1<sup>st</sup> Feb 2012 New Entrants to Teaching and other staff grades – Recognition of Previous Public Service in another EU Member State.

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**C/L 0030/2016** – Expiry of Increment Measures under the Terms of the Haddington Road Agreement.

**C/L 0031/2016** – Commencement of Statutory Requirements for Garda Vetting

**C/L 0032/2016** – Policy and Procedures for dealing with the recovery of Overpayments of Salary.

**C/L 0057 and C/L 0058/2016** – Paternity Leave Scheme for Teachers and SNA's in Recognised Primary and Post Primary Schools.

**C/L 0059/2016** – Revised Procedures and Sequence for Filling Available Teacher Posts/Hours (Revision to C/L 0034/2009).

**C/L 0062/2016** – Experience, Qualifications and Eligibility Requirements for the Recruitment of Adult Education Officers.

**C/L 0065/2016** – Adoptive Leave for All staff other than Teachers and SNA's in ETB's.

**C/L 0066/2016** – Paternity leave for all LMETB staff other than Teachers and SNA's.

#### **Introduction of new HR Policies and Procedures**

The Nationally agreed revised procedures were implemented during 2016 following adoption by LMETB:

- Grievance Procedure for Staff employed by Education and Training Boards
- Bullying Prevention Policy – Complaint Procedure for ETB Staff
- Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff

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## **Training and Development**

Louth and Meath ETB is strongly committed to the continuous support of staff's personal and professional development, and strives to encourage and support staff to access professional development programmes that reflect the needs of the individual, their school/centre and Louth and Meath ETB.

Training and development in Louth and Meath ETB is conducted at both a local and centralised level and incorporates activities on a formal and informal basis. Typical development activities include seminars, formal training programmes (e.g. ETBI training; induction etc.), networking groups and informal coaching sessions. An induction day for new staff is co-ordinated by HR yearly and all applications for in-service/training programmes are processed by the HR Section.

## **Employee Support and Employee Relations**

HR staff members respond to requests for employee support through the Employee Assistance Service/Occupational Health Service.

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## **Corporate and Education Services**

### **Procurement**

Public Procurement is the acquisition, whether under formal contract or not, of works, supplies and services of Public Bodies of which LMETB is one. It ranges from the purchase of routine supplies or services to formal tendering and placing contracts for large infrastructural projects.

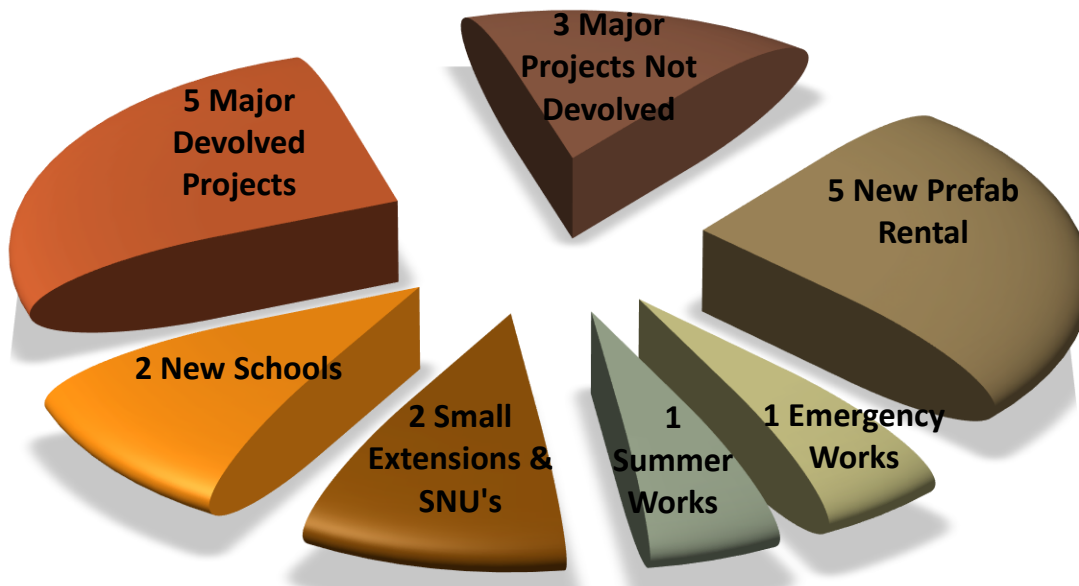
LMETB works with The Office of Government Procurement (OGP), Education Procurement Services (EPS) and ETBI in procuring works, supplies and services. This helps to eliminate duplication and ensure value for money. It also ensures that the procurement expertise and experience that exists is harnessed and applied consistently to all procurement activities.

In 2016 the Procurement Office oversaw 68 procurement competitions, 25 of these were advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie) website, 23 national competitions (Non OJEU) and 2 in the Official Journal of European Union (OJEU). LMETB also uses the OGP Frameworks for supplies and services in order to maximise procurement power and to ensure compliance with legal requirements.

LMETB's Procurement Office keeps schools and centres updated regularly on new contracts as they are rolled out and provides contract management for all services and supplies.

<b>Procurement Projects for 2016</b>	
eTender Competitions	25
• Non OJEU      23	
• OJEU            2	
RFQ/RFT below €50,000	24
Framework Competitions	16
Extension of Existing Contracts to allow for OGP/LMETB Procurement	3
<b>TOTAL</b>	<b>68</b>

## Significant Capital Projects in 2016



Significant Capital projects in 2016 include the construction of a new 500 pupil school in Longwood. Plans for a new 650 pupil school for O'Carolan College Nobber also progressed. Major projects devolved to LMETB include extensions at Ratoath College, Beaufort College, Navan, Scoil Uí Mhuirí, Dunleer, Bush Post Primary School, Co. Louth and St. Peter's College, Dunboyne. LMETB also manage a major devolved extension for Ardee Community School. The 2<sup>nd</sup> phase of extensions to Ashbourne Community School and Coláiste na Mí, Navan also continued through design and planning stages.

Smaller extensions under construction included a Specialist Room extension and a new Special Educational Needs unit for St. Oliver Post Primary School, Oldcastle. Additional prefabs were required in various locations including Ard Rí Community National School, O'Fiaich College, Dundalk, Bush Post Primary School, Co. Louth, Coláiste na Mí, Navan and St. Peter's College, Dunboyne. Various other smaller projects throughout Louth and Meath were also managed by the ETB. Expenditure on these projects and the significant projects described above amounted to €15million in 2016.

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Applications for all Capital projects are made by the ETB to the Department of Education & Skills. Once approved the ETB then procure a Design Team to oversee the projects. The Design Team is required to carry out all work necessary to design and oversee the construction of the project in a competent, professional, efficient manner in accordance with the Project Brief, Project Programme, Schedule of Accommodation and the Cost and Area limits. The stages required to progress the projects include Preliminary Design, Developed Design, Detailed Design, Preparation of Tender Documents, Tendering and Procuring Construction Contractors, Construction Stage and Final Account Stage. Each project also requires procurement for furniture, equipment and IT to completely fit out the buildings. The ETB, as client, are responsible to ensure the Design Team undertake all of the above duties.

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### ***Insurance***

The Corporate and Education Services Department look after insurance for the ETB. The following are the statistics for 2016.

2016	New Claims	Settled Claims	Active Claims	
<i>Number of:</i>	9	18	22	

### ***Disclosure of Interests***

Under the provisions of the Ethics in Public Office Acts 1995 and 2001, Designated Directors and occupiers of Designated Positions of Employment are required to make Statements of Interest. The following are the returns for 2016.

<b>Ethics in Public Office – Disclosure of Interests 2016 - Statistics</b>		
	Designated Directors	Designated Positions of Employment
<i>Number of Statements:</i>	21	219

### ***Official Language Scheme***

LMETB's Official Language Scheme was approved by The Minister of State at the Department of Arts, Heritage and the Gaeltacht, Mr. Joe McHugh T.D.

The scheme shall remain in force for a period of 3 years from 07 Nollaig 2015 or until a new scheme has been approved, whichever is the later.

The aim of the Official Languages Act is to promote the use of Irish in public affairs and to ensure the use of Irish by public bodies when communicating with the public and/or providing services to the public.

### **Section 29 Appeals**

The following are the statistics for the total number of Section 29 Appeals held at local ETB level in 2016.

<b>2016 Section 29 Appeal Statistics</b>				
	Appeals relating to refused enrolment	Appeals relating to expulsion	Appeals relating to suspension	Total Number of Appeals
<b>Number of:</b>	3	3	0	6
<b>Category of Appeal</b>				
<i>Resolved before an appeal hearing</i>	2	1		
<i>Appeals upheld</i>	1			
<i>Appeals not upheld</i>		1		
<i>Part upheld</i>		1		

### **Risk Management**

While risk management has always been a feature of LMETB's activities, a risk management policy was adopted by the Board in June 2016. Under this policy LMETB committed to identifying, assessing, managing and monitoring risks to the achievement of its strategic and operational goals.

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## ***Policies***

The CES department is responsible for drafting policies and for having them considered and approved by the Board. Drafting of policies involves interaction with other agencies including other ETBs, Irish Public Bodies Insurance and the Health and Safety Authority.

## ***Property***

Within this area the CES department is responsible for maintaining a register of property owned and leased by LMETB, negotiating and finalising leases.

## ***Use of facilities***

LMETB is conscious of its position and role within local communities and, as part of this, wishes to ensure that its facilities are made available to local organisations. The process of arranging agreements to use LMETB facilities is handled by the CES department.

## ***Protected Disclosures***

Louth and Meath Education and Training Board is committed to the highest possible standards of compliance with our legal obligations.

It values transparency and accountability in its administrative and management practices, and is committed to preserving the highest standards of honesty, openness and accountability and recognises that workers play a key role in achieving these aims.

A policy for the making of Protected Disclosures by LMETB workers was prepared by the CES department and was adopted by the Board in May 2016.

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### ***Records Management***

The safe and secure storage of head office documents and the implementation of a formal approach to confidential document disposal is the responsibility of the CES department.

### ***Customer Service***

LMETB accepts that Public services should be designed and delivered to meet the needs of the citizen, business and community. LMETB is committed to providing a quality service with courtesy, sensitivity, a sense of urgency and in an efficient manner.

### ***Health and Safety***

While all students and staff have a role to play in ensuring that they and those around them are safe, the CES department is responsible for ensuring that policies and procedures are kept up to date and that schools and centres are aware of requirements.

### ***Gaeltacht Scholarships***

The CES department administers the annual Gaeltacht scholarships scheme under which a number of students in LMETB schools are provided with financial assistance towards the cost of attending courses in the Gaeltacht during the summer.

### ***Stock Management***

The CES department assists schools and centres to record and manage their stocks of consumables, furniture, equipment, etc. This includes arranging annual stock-takes.

### ***Reception cover***

The CES department provides a receptionist in administration offices.

### ***Personal Assistant to CE***

The CES department provides a Personal Assistant to the CE.

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## **ICT Department**

### **Overview**

ICT (Information and Communications Technology) plays a key role in LMETB. The ICT Department provides ICT services and technical support for all staff and students in LMETB. Approximately 2,200 staff and over 12,000 students are supported by LMETB's ICT department.

Using a single domain structure, all post primary schools, Colleges of Further Education, Dundalk Training Centre and administrative offices at Chapel Street, Dundalk and Abbey Road Navan are all connected to the LMETB domain. Further Education sites such as VTOS, BTEI, Youthreach and Adult Literacy Service are also part of the hosted Office 365 structure and all services are also available to both students and staff at these sites.

Some of the services provided by the ICT department are:

- Single LMETB domain
- Centrally hosted helpdesk system.
- Hosted email (Office 365) (all staff and full time students have an @LMETB.ie email address)
- Hosted SharePoint (Office 365)
- Hosted Moodle (PLC section)
- Auto provisioning of user accounts.
- Managed print service.
- Web site management.
- Management of approximately 8,000 nodes on the network (pc's, tablets, switches, firewalls, wireless networks, servers etc.)
- ICT training and advice for staff.
- ICT services contract management.
- ICT project management.
- ICT procurement service.

### **Developments and Projects (2016)**

- Administrative offices; further merging of systems (Dundalk and Navan)
- Setup of an Intranet service using SharePoint for administrative staff, school leaders and the further education sector.
- New onsite technical support contract for the Louth based schools and centres.
- Major network cabling upgrade at St. Peter's College, Dunboyne.
- New wireless networks at the following locations: St. Peter's College, Dunboyne, Dundalk Training Centre, and Youthreach Progression Navan. Upgrades to wireless networks at

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O’Fiaich College, Dundalk, Bush PP School, Riverstown Dundalk, St Oliver PP Oldcastle and O’Carolan College, Nobber.

- Provided ongoing ICT support and training for all staff in LMETB including induction training for new teaching staff.
- New School setup at Coláiste De Lacy, Ashbourne. This setup included a new server installation, wireless network installation, print management system, all classrooms set up with projectors and mobile teacher stations, setup of a student computer lab, staffroom with IT facilities, offices BMS and CCTV.
- Ardee Further Education Centre opened; the building was re-wired and re-configured into four learning spaces with computers, projectors and printing.
- Youthreach Trim; the provision of an entire cloud based storage facility was implemented where all staff and students are saving their documents in their hosted Office 365 One Drive accounts.
- Youthreach Progression Navan; a new premises opened in Navan and the entire centre was upgraded with CAT6a network cabling, a new server was installed and all classrooms were equipped with computers, projectors, laptops and Wi-Fi.

#### Activities (2016)

- Implemented mobile technology in a number of schools (iPads, Windows tablet devices and managed wireless networks)
- Managed the auto provisioning of IT accounts in schools using the Facility solution ensuring all staff and student accounts are created correctly; year-end rollover of accounts is performed and ensure that all staff and students in schools have active IT accounts.
- Co-ordinated the provisioning of all Office 365 accounts for staff and students not included in the auto provisioning Facility Solution.
- Co-ordinated Office Proplus for students; where all full time students in schools, Youthreach and VTOS centres have Office 2013 licenses applied to their IT accounts enabling them to download Office 2013 on up to 10 personal devices.
- Managed ICT budget and ICT contract renewals.
- Continued to provide ICT support for all staff and students in LMETB.
- Refreshed desktop and laptop equipment as required.
- Refreshed projection facilities in classrooms and learning centres as required.
- Deployed new desktop images at all sites.
- Upgraded and refreshed network infrastructure at various sites.
- General network administration.
- Backups and disaster recovery services provided.



***lmetb***

*Bord Oideachais agus  
Oiliúna Lú agus na Mí*

Louth and Meath Education  
and Training Board

