

*Bord Oideachais agus
Oiliúna Lú agus na Mí*

Louth and Meath Education
and Training Board

Annual Report 2020

lmetb



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An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science



An Roinn Oideachais
Department of Education



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Chairperson's Introduction



I rith 2020 onóir mhór dom gur ainmníodh mé do phost Chathaoirleach Bhord Oideachais agus Oiliúna Lú agus na Mí. Cúis áthais dom Tuarascáil Bhliantúil Bhord Oideachais agus Oiliúna Lú agus na Mí le haghaidh 2020 a chur in bhur láthair.

During 2020 I was honoured to be nominated to the position of Chairperson of Louth and Meath Education and Training Board. I am delighted to present the Annual Report for Louth and Meath Education and Training Board for 2020.

LMETB is one of the fastest growing ETBs in the country and is always responsive to the needs of our students and learners, and their parents and guardians. I am proud of the level of service provided by LMETB to the people of the North East.

It is gratifying to note that during the year LMETB was chosen as the patron of choice for Coláiste Ríoga, Dunshaughlin. This vote of confidence from the community continues to speak volumes about the quality of the service we offer and the dedication of our staff.

LMETB continues to improve the building infrastructure of its schools and centres. 2020 saw the completion of several building projects in Louth and Meath, notwithstanding disruption caused by the Covid 19 pandemic. The Advanced Manufacturing Training Centre of Excellence in Dundalk was established during 2020 and will begin providing leading edge training in 2021. The centre will support industry in ongoing efforts to boost productivity and competitiveness on the island of Ireland. Its establishment is particularly timely, given the departure of UK from the EU, and it will be an important driver of growth along the Dublin Belfast economic corridor.

In addition to the ongoing collaborative efforts with our funders in the Department of Education and Skills and SOLAS, LMETB has also worked closely with stakeholders at both regional and national levels - including Local Authorities, Enterprise Ireland, SEAI and IHREC - to develop far reaching initiatives to enhance the lives of the communities we serve in an equitable and sustainable manner.

Is mian liom buíochas a ghabháil le foireann LMETB a lean leis an teagasc agus leis an bhfoghlaim, le comhaltaí foirne, oiliúnaithe, printísigh, agus soláthraithe a íoc i rith phaindéim Covid-19. Cúis bhróid dom misneach agus díograis na foirne. Tá súil agam go mbeidh foghlaimeoirí, tuismitheoirí, caomhnóirí, agus comhaltaí foirne i mbarr a sláinte amach anseo. Is mian liom buíochas ó chroí a ghabháil leis na comhaltaí Boird as an obair atá déanta acu i ndáil le rialachas LMETB.

I wish to pay tribute to the staff of LMETB who have continued to deliver teaching and learning, to pay staff, trainees, apprentices, and suppliers, in the midst of the Covid-19 pandemic. I am proud of the fortitude and determination of staff. I wish learners, parents, guardians, and staff continued good health. I would like to sincerely thank my fellow Board members for their contribution to the governance of LMETB.

Go raibh míle maith agaibh go léir.

Cllr. Wayne Harding
Chairman

Chief Executive's Foreword



Cúis áthais dom, mar Phríomhfheidhmeannach Bhord Oideachais agus Oiliúna Lú agus na Mí (LMETB), Tuarascáil Bhliantúil 2020 a chur i láthair.

I am pleased, as Chief Executive of Louth and Meath Education and Training Board (LMETB), to present the Annual Report of 2020.

LMETB is a progressive, dynamic organisation which responds to the needs of a growing population and provides an inclusive education across counties Louth and Meath. In this context LMETB, as the largest education provider in the region, provides professional patronage to all our schools and centres of further education. Demographic changes in Louth and Meath have contributed to a very exciting and challenging period for LMETB. I am delighted that LMETB have been chosen as patron for a new 1,000 pupil secondary school in Dunshaughlin, as announced by the Minister for Education, Ms. Norma Foley, TD. This new school will provide much needed additional capacity in the South Meath area.

In 2020, LMETB signed a contract for the purchase of a permanent site for Ard Rí Community National School in Navan. This site will accommodate a new 16 classroom school with a 4 Class Special Needs Unit and will provide a location which will enable a new school for St. Ultan's Special School to be constructed. LMETB has agreed to oversee the construction of both schools on the site at the same time and we are very pleased to lend our support to St. Ultan's in this regard. This will be a welcome addition to the lively, growing town of Navan and I would like to take this opportunity to thank the officials in the Department of Education for their assistance in securing the site. Many of our established schools throughout Louth and Meath have experienced an exponential period of growth in 2020 which has led the way to significant developments in enrolment and expansion. Despite the impact of the Covid 19 pandemic, projects, including a major extension of St. Peter's College, Dunboyne, a new school for Coláiste Clavin, Longwood and a major extension at Beaufort College, Navan were completed during 2020. In addition, Scoil Uí Mhuirí, Dunleer's major devolved extension reached substantial completion in August. A completion works contractor was appointed for Ratoath College and we look forward to reaching substantial completion of this project in the coming weeks. LMETB received approval for a major extension for Dunshaughlin Community College and 2021 will see the project move through the first stages of design. The extension will enable school management to cater for 1,300 pupils and will include a new Gymnasium and Fitness suite. Approval for a permanent extension to Coláiste na hInse, Laytown was received following confirmation by LMETB of its agreement to a new long-term projected enrolment of 1,300 students. Building projects projected to commence construction phase in 2021 include O' Carolan College, Nobber (new 575 pupil school), Coláiste na Mí, Navan (Phase 2 extension for 650 pupils and a new school for St. Mary's Special School), St. Peter's College, Dunboyne (Special Needs Unit), St. Mary's National School and Enfield (Special Needs Unit). The schedule of accommodation for St. Oliver's Community College, Drogheda has been approved. This is a very significant permanent extension with an estimated cost in the region of €10m to €12m depending on the final design and is the largest investment secured for St. Oliver's since its foundation. Following ongoing dialogue with the Department of Education we expect to secure a revised schedule of accommodation for the new LMETB headquarters in Drogheda. Once received, LMETB will reengage the design team to develop final designs and secure necessary statutory approvals.

LMETB continue to support non-ETB schools and projects currently devolved to LMETB including a new school for St. Peter's National School, Dunboyne, a Special Needs Unit for Skerries Educate Together National School, a major extension including temporary accommodation for St. Francis National School, Blackrock,

Dundalk, additional accommodation including temporary accommodation for St. Ciaran's Community School, Kells, temporary accommodation for Boyne Community School, Trim and a Special Needs Unit for St. Mary's National School, Enfield. We also expect to support the delivery of additional accommodation for Loreto Secondary School, Navan. I wish to acknowledge the Department of Education's support and funding for this work.

In the Further Education and Training (FET) area the highlight of the year was the establishment of the Advanced Manufacturing Training Centre of Excellence (AMTCE) in Dundalk. The centre is located on the Dublin to Belfast Economic Corridor and will provide the advanced manufacturing and technology skills needed for the future of manufacturing in the region and indeed, in the country on the island of Ireland. It is envisaged that this will boost participating companies' productivity and competitiveness and support the adoption of new technologies to meet global challenges, including Brexit. It will also confer an advantage to the region in supporting industry following the disruption of Covid 19. Having secured a lease on a premises at Dundalk we are now in the final stages of setting out the schedule of accommodation to facilitate delivery of courses. The Land and Buildings Department will shortly procure a contractor to turn this schedule of accommodation into physical spaces appropriate to the delivery of an exciting range of courses.

Other projects in FET included approval by SOLAS of boiler replacement for the Regional Skills and Training Centre (RSTC), Dundalk and a full electrical rewire of the Further Education Building in King Street, Drogheda. I wish to acknowledge the support of SOLAS and the Department of Further and Higher Education, Research, Innovation and Science who have provided robust support for Further Education and Training across Louth and Meath and for empowering us to respond promptly to urgent needs at local level by making devolved funding available.

LMETB completed the transition to a payroll shared services platform in April 2020. The service is hosted by the Department of Education and Skills' ESBS team based in Blanchardstown. I take this opportunity to congratulate Ms. Deirdre Mc Donnell Assistant Secretary, her team in ESBS and Mr. Brian Murphy, Director OSD here in LMETB and his team for their dedication, commitment and hard work in this very notable achievement against the backdrop of the challenges posed by Covid-19 and the impact of imposed restrictions. Well done to all!

In March 2021, LMETB commenced the process of moving to a financial shared services platform with delivery of same scheduled for completion by July 2021. This solution will address significant over reliance on spreadsheets and the manual generation of management reports. Also, arising from another ESBS shared service initiative, payments to apprentices have been migrated from an old legacy system which had been administered by SOLAS and which was end-of-life with no effective mitigations that could be implemented due to the age of the system and the level of ongoing support available. This system also fulfils a Revenue requirement to tax apprentices. Development work is ongoing to enable the final cohort of learners (Youthreach and VTOS) to migrate to this system during Quarter 3 of 2021.

Oversight and Performance Delivery Agreements between LMETB and The Department of Education and Skills were signed during the year. The purposes of these agreements are to:

- set out the management and accountability framework between the Department and ETB,
- agree the level of service to be provided
- identify the roles and responsibilities of the Department and ETB,
- facilitate high levels of governance within the ETB,
- set out structured arrangements for ongoing communication, reporting and liaison,
- facilitate strong ongoing engagement and co-operation,

- formalise an agreed level of performance between the Department and ETB,

On foot of these agreements LMETB began providing quarterly “early warning” reports to the Department in line with their template. LMETB representatives also met Department officials on 24 November 2020 to review the Oversight Agreement, the Performance Delivery Agreement and to consider the appraisal of the Annual Service Plan. The parties also discussed the early warning reports and other governance matters. This and other work is designed to ensure compliance with the requirements of the Code of Practice for the Governance of Education and Training Boards as set out in Department of Education Circular 2 of 2019.

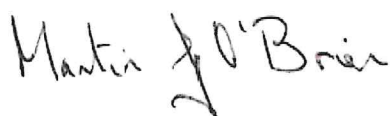
LMETB has adapted very well to the changed environment caused by the Covid 19 pandemic. We have been assisted of course by the detailed and helpful guidance provided by stakeholders including the Office of the Comptroller and Auditor General, the Department of Education, Department of Further and Higher Education, Research, Innovation and Science, SOLAS, ETBI, Data Protection Commission and Irish Public Bodies. There is no doubt that it was, and remains, a very challenging period. However, it is the staff who have delivered the support to learners, schools and centres and who have demonstrated incredible resilience, flexibility and application in delivering education and training to learners in such exceptional circumstances. I want to also acknowledge the retirements of long serving members of staff and wish them health and happiness in their retirement and to thank them for their service.

Towards the end of 2019 a new Board was appointed to LMETB. The Members of the LMETB Board, Committees and Boards of Management, bring both individual and collective experience and expertise which ensures that LMETB has the strategic guidance necessary to meet the challenges over the coming years. I want to acknowledge and to convey my sincere thanks and appreciation for the continued support and contribution of these dedicated members and for their active co-operation in promoting the mission of LMETB in so many ways.

The developments outlined above enhance growth opportunities, support teaching and learning and enable LMETB fulfil its statutory role. To our teachers, tutors, instructors, caretaking, cleaning and administrative staff I express my appreciation for your professionalism in responding to Covid-19 and making it possible to maintain the continuity of learning experience for our students and learners. Congratulations and well done, you can be justifiably proud of your contribution.

Tá ardmholadh tuillte ag gach duine. Is deis atá sa tuarascáil seo léargas a thabhairt ar an obair iontach atá á déanamh ag an bhfoireann ar fad a oibríonn go dícheallach chun oideachas den chéad scoth a chur ar fáil do leanaí agus d’aoisigh i Lú agus sa Mhí. Táim ag súil le hathbhreithniú a dhéanamh ar níos mó forbairtí úra, nua agus spreagúla in 2021 agus ina dhiaidh sin agus na forbairtí sin a chur i bhfeidhm.

Well done one and all. This report is an opportunity to showcase the excellent work of all the staff who work tirelessly to provide a top-class education to children and adults across Louth and Meath. I look forward to reviewing and implementing further fresh, new and exciting developments into 2021 and beyond.



Mr. Martin G. O'Brien
Chief Executive



Ráiteas Misin

“Tá Bord Oideachais agus Oiliúna Lú agus na Mí (BOOLM) tiomanta do bharr feabhais agus nuálaíocht in oideachas daoine óga agus aosach trí sheirbhísí dinimiciúla atá á soláthar ag foireann ghairmiúil”

Mission Statement

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

Requirements of Code of Practice for the Governance of **ETBs**

(Circular Letter 0002/2019)

The Code requires that a number of items are included in the Annual Report. These items and their location in the report are detailed below.

- A. *(Code of Practice Reference - Page 7)* Boards are required to confirm to the Minister for Education in both the Annual report and the Chairperson's Statement that they comply with the up-to-date requirements of the Code in their governance practices and procedures.

LMETB complies with the up-to-date requirements of the Code in its governance practices and procedures with the exception of the following matters: The statement on the system of internal control which accompanies this report sets out a number of issues of control. These are in the areas of provision of pension statements to members of the single pension scheme and procurement. Other than those it is confirmed that all appropriate procedures for financial reporting, internal audit, travel, procurement, and asset disposals are being carried out.

- B. *(Code of Practice Reference - 1.31)* Board should explain in the annual report their responsibility for the preparation of the annual report and financial statements and whether, based on the information available to it, it considers that the financial statements properly present the income and expenditure of the Board and the state of affairs of the Board.

Under Section 12 (2) (f) of the 2013 Education and Training Boards Act the adoption of an annual report under section 28 is a reserved function of the Board. Section 28 of the Act states:

(1) Each education and training board shall, not later than 30 June in each year, prepare, adopt and submit to the Minister a report in relation to the performance of its functions during the year immediately preceding the year in which the report is submitted, and the Minister shall, as soon as may be after receiving the report, cause copies of the report to be laid before each House of the Oireachtas.

(2) A report under subsection (1) shall include a statement of the services provided by that board in the year to which the report relates, details of any gifts referred to in section 29(4) and such other particulars as it considers appropriate or as the Minister may direct.

(3) As soon as practicable after the report has been laid before each House of the Oireachtas, an education and training board shall publish it on the internet.

Under Section 12 (2) (l) of the 2013 Education and Training Boards Act the keeping of accounts in accordance with Section 51 is a reserved function of the Board. Section 51 of the Act states:

(1) An education and training board shall keep in such form and in respect of such accounting periods as may be approved by the Minister, with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform, all proper and usual accounts of monies received or expended by it and shall keep in such form as aforesaid all such special accounts as the Minister with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform may, from time to time, direct.

(2) Accounts kept in accordance with this section shall be submitted, not later than 1 April in the year immediately following the accounting period to which they relate or on such other date as the Minister may, from time to time, specify, by an education and training board to the Comptroller and Auditor General for audit and, immediately after the audit, a copy of the accounts, and of such other (if any) accounts kept in accordance with this section as the Minister, after consultation with the Minister for Finance and the Minister for Public Expenditure and Reform, may direct and a copy of the Comptroller and Auditor General's report on the accounts shall be presented to the Minister who shall, as soon as may be, cause copies thereof to be laid before each House of the Oireachtas.

The Board acknowledges its responsibility under the 2013 Education and Training Boards Act to prepare an annual report and financial statements. An annual report was approved by the Board on May 2021. Draft Financial Statements for 2020 were approved by the Board on 31 March 2021. The Board considers that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board

- C. (Code of Practice Reference - 4.7) The frequency of meetings of the Board and its Audit and Risk and Finance Committees along with a record of attendance of each Board Member at Board meetings should be reported in the Annual Report. Please see pages 12 to 14 of this report.*
- D. (Code of Practice Reference - 6.3) In addition to disclosure requirements and of the ETB's governing legislation, applicable accounting standards and other regulations applying to the ETB, specific elements to be disclosed in the annual report and financial statements include:*

A statement of how the Board operates, including a statement of types of decisions to be taken by the Board and which are to be delegated to management.

The primary rules governing the Board are the 2013 Education and Training Boards Act and the Code of Practice for the Governance of ETBs (Circular Letter 0002/2019). The Board meets a minimum number of times annually, proceedings of those meetings are governed by Standing Orders. In accordance with Section 12 of the 2013 Act the functions of an ETB are defined as reserved (performed by the Board) and executive (performed by the Chief Executive, in accordance with the policies of the ETB, and who is accountable to the Board for the due performance of his/her functions). The presence of a senior management tier allows for formal delegation of roles and tasks from the Chief Executive with a view to effective management of the demands of the organisation along with promotion and implementation of good governance practices. Reserved functions are set out in Appendix 1, all other functions are executive functions.

The names of the Chairperson, the deputy Chairperson (if any), the Chief Executive and members of the Board and Board committees. Please see pages 11 to 17 of this report

- E. (Code of Practice Reference - 6.4 (iii)) ETBs are required to publish in their annual report and/or financial statement details of non-salary-related fees paid in respect of Committee members analysed by category of fees. Please see page 12 of this report.*
- F. (Code of Practice Reference - 6.4 (iv)) The number of meetings of the Board and its Audit and Risk and Finance committees and the attendance of each Board member at Board meetings should be reported in the annual report. Please see pages 12 to 14 of this report.*

- G. (Code of Practice Reference - 6.4 (v)) ETBs should disclose in their annual report and/or financial statements aggregate details of the compensation of their key management analysed by the following categories: (a) Salaries and short-term employee benefits; (b) Post-employment benefits; and (c) Termination benefits;

An ETB shall also disclose key management compensation in total. Please see page 17 of this report.

- H. (Code of Practice Reference - 6.4 (vi)) ETBs should publish details of the number of employees whose total employee benefits (excluding employer pension costs) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 from €60,000 upwards and an overall figure for total employer pension contributions in their annual report and/or financial statements. Please see page 62 of this report.
- I. (Code of Practice Reference - 6.6) The Chairperson's report to the Minister regarding the system of internal control (paragraph 6.8) should be included in the annual report of the ETB
The Chairperson's report for 2021 was furnished to the Minister
- J. (Code of Practice Reference - 7.2) Key elements of the Board's oversight of risk management include confirmation.... in the annual report that the Board has carried out an assessment of the ETB's principal risks, including a description of these risks, where appropriate, and associated mitigation measures or strategies. Please see page 69 to 70 of this report.
- K. (Code of Practice Reference - 7.4) The following are the key internal control procedures designed to provide effective internal control including confirmation in the annual report that there has been a review of the effectiveness of the system of internal control.

The Audit and Risk Committee carried out a review of the effectiveness of the system of internal control at its meeting on 16 March 2021. At this meeting the committee concluded that LMETB's system of internal control operated effectively during the reporting period (2020) and that the system of internal reporting gives early warning of internal control failures and emerging risks. At its meeting on 30 March, the finance committee reviewed the report of the Audit and Risk Committee to the Board to ascertain that the ETB has an adequate System of Internal Control. The Finance Committee accepted the draft financial statements as presented by the Chief Executive and recommended that they should be signed by the Chairperson. The Board reviewed the work of both committees at its meeting on 31 March and approved the Statement of Internal Control.

The Board of LMETB

Following local elections in May 2019, a new Board of twenty-one members was formed in accordance with Part 3, Sections 30 and 31 of the Education and Training Board Act 2013. The following table provides details of Board membership during 2020:

LMETB Board at 31 December 2020	Nominated By
Cllr. Eileen Tully	Louth County Council
Cllr. Antóin Watters	Louth County Council
Cllr. Andrea McKeivitt ⁽¹⁾	Louth County Council
Cllr. Marianne Butler	Louth County Council
Cllr. John Sheridan (<i>Deputy Chairperson</i>) ⁽⁷⁾	Louth County Council
Cllr. Maria Murphy	Meath County Council
Cllr. Emer Tóibín	Meath County Council
Cllr. Wayne Harding (<i>Chairperson</i>) ⁽⁶⁾	Meath County Council
Cllr. Sharon Tolan	Meath County Council
Cllr. Nick Killian ⁽⁶⁾	Meath County Council
Cllr. Damien O'Reilly	Meath County Council
Cllr. Deirdre Geraghty-Smith	Meath County Council
Ms. Karen Tobin	LMETB Staff
Mr. Barry McCourt ⁽²⁾	LMETB Staff
Ms. Malgorzata Gilani ⁽³⁾	Parents of pupils
Vacant ⁽⁴⁾	Parents of pupils
Mr. Bill Sweeney	Business, Industry and Employers
Mr. Paul Dermody	Business, Industry and Employers
Mr. Billy Doyle ⁽⁵⁾	Learners
Ms. Siobhán Greer	Management of, or Leadership in, recognised schools
Ms. Máirín Uí Fháinnín	Undesignated
<u>Members who left the Board during the year:</u>	
Cllr. Erin McGreehan ^{(1) (7)}	Louth County Council
Mr. Ciarán O'Donnell ⁽²⁾	LMETB Staff
Ms. Irene Brady ⁽³⁾	Parents of pupils
Mr. Billy Watson ⁽⁴⁾	Parents of pupils
Mr. Fabio de Araujo ⁽⁴⁾	Parents of pupils
Ms. Roisin Duffy ⁽⁵⁾	Learners

Notes

(1) Cllr. Erin McGreehan was nominated to the Seanad on 29 June 2020 and replaced by Cllr. Andrea McKeivitt on 20 July 2020.

(2) Mr. Ciarán O'Donnell left the Board on 1 September 2020 on his appointment as a Deputy Principal and was replaced by Mr. Barry John McCourt on 9 November 2020 following a staff election process.

(3) Ms. Irene Brady resigned on 20 July 2020 and was replaced by Ms. Malgorzata Gilani on 24 September 2020.

(4) Mr. Billy Watson resigned on 27 February 2020 and was replaced by Mr. Fabio de Araujo on 21 May 2020. Mr. Fabio de Araujo resigned on 29 September 2020. The position remained vacant at 31 December 2020.

(5) Ms. Roisin Duffy left the Board on 2 November 2020 on her employment by LMETB and was replaced by Mr. Billy Doyle on 26 November 2020.

(6) Cllr. Wayne Harding succeeded Cllr. Nick Killian as Chairperson on 24 November 2020.

(7) Cllr. John Sheridan succeeded Cllr. Erin McGreehan as Deputy Chairperson on 24 November 2020.

LMETB Board Meetings/Attendance and Fees

Details of the non-salary-related fees paid in respect of Committee members analysed by category of fees are included in the Annual Financial Statements for the year ended the 31st of December 2020 which will be published within one month of receipt from the Office of the Comptroller and Auditor General. The table below details attendance by board members at meetings during 2020.

LMETB Board January to December 2020	23/01/20	27/02/20	26/03/20	21/05/20	16/07/20	24/09/20	25/09/20	26/11/20	No. of Board Meetings Attended/No. Eligible to Attend
Cllr. Eileen Tully	✓	✓		✓					3/8
Cllr. Antóin Watters	✓		✓		✓	✓	✓	✓	6/8
Cllr. Andrea McKeivitt ⁽¹⁾						✓		✓	2/3
Cllr. Marianne Butler	✓	✓	✓	✓		✓	✓	✓	7/8
Cllr. John Sheridan	✓	✓	✓	✓	✓			✓	6/8
Cllr. Maria Murphy	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Cllr. Emer Tóibín		✓	✓	✓	✓	✓	✓	✓	7/8
Cllr. Wayne Harding	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Cllr. Sharon Tolan	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Cllr. Nick Killian	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Cllr. Damien O'Reilly			✓	✓	✓	✓	✓	✓	6/8
Cllr. Deirdre Geraghty Smith			✓			✓			2/8
Ms. Karen Tobin	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Mr. Barry John McCourt ⁽²⁾								✓	1/1
Ms. Malgorzata Gilani ⁽³⁾								✓	1/1
Mr. Bill Sweeney	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Mr. Paul Dermody	✓	✓		✓	✓	✓		✓	6/8
Mr. Billy Doyle ⁽⁵⁾									0/0
Ms. Siobhán Greer	✓	✓	✓	✓	✓	✓	✓	✓	8/8
Ms. Mairín Uí Fháinnín	✓	✓	✓	✓		✓	✓	✓	7/8
Cllr. Erin McGreehan ⁽¹⁾		✓	✓	✓					3/4
Mr. Ciarán O'Donnell ⁽²⁾	✓	✓	✓	✓	✓				5/5
Ms. Irene Brady ⁽³⁾	✓		✓	✓					3/5
Mr. Billy Watson ⁽⁴⁾									0/2
Mr. Fabio De Araujo ⁽⁴⁾					✓	✓			2/2
Ms. Roisin Duffy ⁽⁵⁾	✓	✓		✓		✓	✓		5/7

Notes

(1) Cllr. Andrea McKeivitt replaced Cllr. Erin McGreehan on her nomination to Seanad Éireann on 29 June 2020.

(2) Mr. Barry John McCourt replaced Mr. Ciarán O'Donnell on his appointment as Deputy Principal on 01 September 2020.

(3) Ms. Malgorzata Gilani replaced Ms. Irene Brady who resigned on 20 July 2020.

(4) Mr. Fabio de Araujo replaced Mr. Billy Watson who resigned on 27 February 2020. Mr. Fabio de Araujo resigned on 29 September 2020.

(5) Mr. Billy Doyle replaced Ms. Roisin Duffy on her appointment to LMETB Staff on 2 November 2020.

Committees

Following the constitution of the current Board, several committees were established in accordance with the Education and Training Boards Act 2013.

Audit and Risk Committee	
Membership in 2020	
Mr. Peter McGrath (<i>Chairperson</i>)	Non-Board Member
Mr. Hugh Farrell (<i>Deputy Chairperson</i>)	Non-Board Member
Mr. Brendan McKenna	Non-Board Member
Mr. Bill Sweeney	Board Member
Ms. Irene Brady ⁽¹⁾	Board Member
Cllr. Wayne Harding ⁽¹⁾	Board Member
Ms. Roisin Duffy ⁽²⁾	Board Member

Notes

(1) Ms. Irene Brady resigned from the Committee on 20 July 2020 and was replaced by Cllr. Wayne Harding on 24 September 2020.

(2) Ms. Roisin Duffy resigned from Committee on appointment as staff member to LMETB from the 2 November 2020 and was replaced by Mr. Paddy Malone on 25 February 2021.

LMETB Audit and Risk Committee held four meetings in 2020. The table below shows attendance by committee members at those meetings.

Membership in 2020	Date of meeting				No. of Meetings Attended/ No. Eligible to Attend
	13/03/20	08/04/20	30/09/20	14/12/20	
Mr. Peter McGrath (<i>Chairperson</i>)	✓	✓	✓	✓	4/4
Mr. Bill Sweeney	✓	✓	✓		3/4
Mr. Hugh Farrell (<i>Deputy Chairperson</i>)	✓	✓	✓	✓	4/4
Mr. Brendan McKenna		✓	✓	✓	3/4
Ms. Roisin Duffy					0/3
Ms. Irene Brady	✓				1/1
Cllr. Wayne Harding				✓	1/2

Finance Committee	
Membership in 2020	
Mr. Bill Sweeney (<i>Chairperson</i>)	Board Member
Cllr. Nick Killian	Board Member
Ms. Roisin Duffy ⁽¹⁾	Board Member
Mr. Hugh Farrell	Non-Board Member
Mr. Brendan McKenna (<i>Deputy Chairperson</i>)	Non-Board Member
Ms. Mary Oliver (McArdle)	Non-Board Member

Notes

(1) Ms. Roisin Duffy resigned from Committee on appointment as staff member to LMETB from 02 November 2020 and was replaced by Mr. Billy Doyle on 26 November 2020.

LMETB Finance Committee held four meetings in 2020. The table below shows attendance by committee members at those meetings.

Membership in 2020	Date of meeting				No. of Meetings Attended/ No. Eligible to Attend
	27/02/20	25/03/20	18/08/20	06/10/20	
Mr. Bill Sweeney (<i>Chairperson</i>)	✓	✓	✓	✓	4/4
Cllr. Nick Killian	✓	✓	✓	✓	4/4
Ms. Roisin Duffy ⁽¹⁾			✓		1/4
Mr. Hugh Farrell	✓	✓	✓	✓	4/4
Mr. Brendan McKenna (<i>Deputy Chairperson</i>)	✓	✓	✓	✓	4/4
Ms. Mary Oliver (McArdle)		✓	✓		2/4

Notes

(1) Ms. Roisin Duffy resigned from Committee on appointment as staff member to LMETB on the 2 November 2020 and was replaced by Mr. Billy Doyle on 26 November 2020.

(2) Due to Covid19, meetings were held online via Teams from 18 August 2020.

Land and Buildings Committee	
Membership in 2020	
Ms. Roisin Duffy ⁽¹⁾	Board Member
Mr. Bill Sweeney (<i>Chairperson</i>) ⁽¹⁾	Board Member
Mr. Ciarán O'Donnell ⁽²⁾	Board Member
Cllr. Maria Murphy ⁽²⁾	Board Member
Cllr. Nick Killian	Board Member
Cllr. Sharon Tolan	Board Member
Cllr. Antoin Watters	Board Member

Notes

(1) Ms. Roisin Duffy resigned when she commenced as LMETB employee on the 2 November 2020 and was replaced as Chairperson by Mr. Bill Sweeney on 26 November 2020.

(2) Mr. Ciarán O'Donnell on appointment as Deputy Principal from 01 September 2020 can no longer sit on Committee and was replaced by Cllr. Maria Murphy on 25 September 2020.

LMETB Land and Buildings Committee held six meetings in 2020.

Youth Work Committee	
Membership in 2020	
Cllr. Marianne Butler (<i>Chairperson</i>)	Board Member
Cllr. Antóin Watters	Board Member
Cllr. Maria Murphy	Board Member
Ms. Jenny D'Arcy	Non-Board Member
Mr. Bernard McPhilips (<i>Foróige</i>)	Non-Board Member
Mr. Leonard Callaghan (<i>CYPSC/Tusla</i>)	Non-Board Member
Ms. Ger Hogarty (<i>Youth Work Ireland</i>)	Non-Board Member
Ms. Clodagh O'Mahony (<i>Community Representative</i>)	Non-Board Member
Garda Catherine Cronin (<i>Garda Juvenile Liaison Officer, Meath Garda Division</i>)	Non-Board Member
Mr. Graham Russell (<i>Louth Sports Partnership</i>)	Non-Board Member

LMETB Youth Work Committee held four meetings in 2020.

Adult Education Committee	
Membership in 2020	
Cllr. Maria Murphy (<i>Chairperson</i>)	Board Member
Cllr. Eileen Tully	Board Member
Cllr. Nick Killian	Board Member
Ms. Karen Tobin ⁽¹⁾	Board Member
Mr. Barry John McCourt ⁽²⁾	Board Member
Ms. Malgorzata Gilani	Board Member
Cllr. Erin McGreehan ⁽¹⁾	Board Member
Ms. Sarah Gates (Mosney Centre)	Non-Board Member
Mr. Michael McDonagh (Travellers Support)	Non-Board Member
Mr. Jackie Moran (Community Representative)	Non-Board Member
Mr. Alan O'Hanlon (Education Representative) ⁽²⁾	Non-Board Member

Notes

(1) Cllr. Erin McGreehan on nomination to Seanad Éireann on 29 June 2020 was replaced by Ms. Karen Tobin on 26 November 2020.

(2) Mr. Alan O'Hanlon resigned on 7 October 2020 and was replaced by Mr. Barry McCourt on 26 November 2020.

LMETB Adult Education Committee held four meetings in 2020.

Youthreach Board of Management	
Secretary to BOM/ Subcommittee	Sadie Ward McDermott
Chairperson	Cllr. Sharon Tolan, LMETB Nominee
Other Members	Cllr. Damien O' Reilly, LMETB Nominee
	Cllr. Wayne Harding, LMETB Nominee
	Ms. Clodagh O' Mahony, Community Rep
	Garda Anita O' Shea, Juvenile Liaison Officer, Louth/Meath Garda Division
	Ms. Maria Morgan, Education
	Sean Manley, Staff Nominee
	Jackie Branigan, Staff Nominee

LMETB Youthreach Board of Management held four meetings in 2020.

Gifts, Trusts and Scholarships Committee	
Membership in 2020	
Cllr. Sharon Tolan (<i>Chairperson</i>) ⁽³⁾	Board Member
Cllr. John Sheridan	Board Member
Mr. Bill Sweeney	Board Member
Cllr. Andrea McKeivitt ⁽²⁾	Board Member
Mr. Ciarán O'Donnell ⁽¹⁾⁽³⁾	Board Member

Notes

(1) Mr. Ciarán O'Donnell resigned from the Committee on 01 September 2020 following his appointment as a Deputy Principal.

(2) Cllr. Andrea McKeivitt replaced Mr. Ciarán O'Donnell from 24 September 2020.

(3) Cllr. Sharon Tolan replaced Mr. Ciarán O'Donnell as Chairperson from 24 September 2020.

LMETB Gifts, Trusts and Scholarships Committee held three meetings in 2020.

Louth Music Education Partnership	
Membership in 2020	
Ms. Siobhán Greer (<i>Chairperson</i>)	Board Member
Ms. Sinéad McDonnell (<i>Deputy Principal Bush Post Primary School</i>)	Non-Board Member
Ms. Úna Kirk (<i>Deputy Principal St. Oliver's Community College Drogheda</i>)	Non-Board Member
Ms. Mary Capplis (<i>Acting Arts Officer Louth County Council</i>)	Non-Board Member
Ms. Deirdre Sweeney (<i>Principal Scoil Mhuire na Trócaire Ardee</i>)	Non-Board Member
Ms. Orla Drumgoole (<i>Teacher St. Louis Secondary School Dundalk</i>)	Non-Board Member
Dr. Adele Commins (<i>Head of Creative Arts, Media and Music Dundalk Institute of Technology</i>)	Non-Board Member

Louth Music Education Partnership held two meetings in 2020.

LMETB Senior Management

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

Key Management Personnel Compensation

In accordance with Section 6.4(v) and Section 6.4 (vi) of the 2019 Code of Practice for Education and Training Boards, details on the remuneration benefits of the key management in LMETB, which would include the Chief Executive, and details of the number of employees whose total employee benefits (excluding employer pension costs) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 from €60,000 upwards and an overall figure for total employer pension contributions are provided in the Annual Financial Statements (AFS) for the year ended the 31st of December 2020 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.

Covid 19

On foot of Government directives, LMETB schools and centres closed to pupils and learners on 12 March 2020, reopened at the end of August 2020, closed after the Christmas holidays and reopened on a phased basis from 1 March 2021. Staff in LMETB's administrative offices have largely been working from home since the end of March 2020 in line with Government directive. Public health advice and safety measures have resulted in fundamental and rapid changes to the working and control environment with remote and virtual working becoming the norm. New activities, reprioritisation of work and pressure to deliver services have also impacted on LMETB's operations and staff. This new environment gives rise to a number of challenges for LMETB in continuing to provide and support the delivery of education and training to learners. LMETB could not have risen to these challenges without its staff. Whether in the virtual classroom or in a support capacity, staff have demonstrated resilience, flexibility and application.

Overview and Résumé of Services

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

- 18 Second Level Schools including 1 with PLC provision
- 2 PLC Colleges
- 4 Community National Schools
- 1 Centre for European Schooling
- 1 Training Centre
- 1 Advance Manufacturing Training Centre of Excellence
- 8 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
- 2 Music Education Partnerships

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 Post Primary School, Dundalk	Coláiste De Lacy, Ashbourne
Coláiste Chú Chulainn, Dundalk	Coláiste Clavin, Longwood	Coláiste na hInse, Laytown
Coláiste na Mí, Navan	Coláiste Pobail, Ráth Chairn	Dunshaughlin Community College
Coláiste Ríoga, Dunshaughlin*		
Enfield Community College**	O'Carolan College Nobber	O'Fiaich College, Dundalk
Ratoath College	Scoil Uí Mhuirí, Dunleer	St. Oliver's Community College, Drogheda
St. Oliver Post Primary School, Oldcastle	St. Peter's College, Dunboyne	Drogheda Institute of Further Education
Dunboyne College of Further Education	Ard Rí Community National School, Navan	Ashbourne Community National School
Dunshaughlin Community National School***	Faughart CNS, Faughart, Co. Louth	Centre for European Schooling Dunshaughlin

* Coláiste Ríoga, Dunshaughlin is scheduled to open in September 2021.

** Enfield Community College opened in September 2020.

*** Dunshaughlin Community National School opened in September 2020.

Further Education and Training			
Training Centre	Dundalk		
Advanced Manufacturing Training Centre of Excellence	Dundalk		
VTOS	Drogheda	Dundalk	Navan
Youthreach	Drogheda	Dundalk	
	Navan	Trim	
	Kells	Ashbourne	
	Laytown/Bettystown	Ardee	
Adult Learning Services	Drogheda	Dundalk	Navan
Adult Guidance	Trim	Kells	Oldcastle
Back to Education Initiative	Mosney	Laytown/Bettystown	Dunshaughlin
Community Education	Dunboyne	Athboy	Ashbourne
	Ardee		
Evening Course Provision	6 Centres in Louth and Meath		
Youth Services	Louth	Meath	
Quality Assurance	Louth	Meath	

Director of Organisation Support and Development		
Music Education Partnerships (Music Generation)	Louth	Meath

Schools Directorate

Breakdown of LMETB Community National Schools and Post Primary Schools by County 2020

Primary/Post Primary School	County Louth	County Meath
Primary	1	3 *
Post Primary	5	12*
Centre for European Schooling	-	1
Community Schools - LMETB Joint Patron	2	4

*Enfield Community College and Dunshaughlin Community National School opened in September 2020.

The Schools of Choice for Parents/Guardians – Why demand for places is high for LMETB Schools and Colleges

1	Provision of Excellence and Innovation in Education in all LMETB Schools and Colleges.
2	LMETB schools and colleges provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate.
3	The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning.
4	LMETB schools and colleges provide a broad and balanced curriculum with a diverse range of co-curricular and extra-curricular activities where the aptitudes of students are central to its design.
5	Each LMETB school and college has built a very positive reputation in the local communities in which they operate, and each school continues to enjoy a strong visible presence and positive relations and feedback locally.
6	A highly skilled, experienced and committed leadership and staff team who facilitate high quality teaching, learning and assessment for our students/learners.
7	Demand for school places in LMETB schools and colleges continues to grow with demand for school places exceeding supply in many of the larger areas in which our schools and colleges are located.
8	Students are motivated and provided with opportunities to become active and responsible participants in their own learning.
9	Our schools and colleges promote high standards of behaviour centred on respect including respect for self, staff, other students, visitors to the school and respect for property.
10	Students attending LMETB schools and colleges have a school uniform which gives students a sense of belonging to a particular school and creates an identity in the community.
11	Senior Management teams are ably assisted by the Assistant Principal I, Assistant Principal II, teaching teams and in-house committees in promoting top quality leadership for learning at the school. Secretarial, caretaking and cleaning staff are on hand to support school management and parents/guardians throughout each academic year.
12	Each LMETB school and college has a Board of Management responsible for high standards of governance at the school. The Principal keeps the Board of Management well informed on school matters. A Financial Report is provided to the Board of Management at each meeting for discussion on school finances. At the end of all Board of Management meetings, the Board compiles an agreed report and a written copy of this is circulated to the relevant stakeholders. The Board are responsible for ensuring that a very effective system of policy development and review is in place and that all stakeholders including students, staff, parents and the Board of Management are consulted in policy formulation, development and review.
13	Board of Management members are provided with training twice yearly by LMETB to assist them in fulfilling their role of members of the school's Board of Management. LMETB commit to providing the Board of Management of schools and colleges with a range of professional support in the areas of Educational Leadership, Human Resources, Finance and Administrative matters, Capital Works, Information and Communications Technologies and Corporate Governance and Audit back up and support.

14	LMETB schools and colleges have clear Child Safeguarding Statements and Risk Assessments in place and on display in each school/college. The name of the designated liaison person for child protection matters is prominently displayed in the school's reception area. All teachers are aware that they are mandated persons and of their responsibilities in that regard.
15	The curriculum on offer in LMETB schools and colleges comprises a range of active teaching, learning and assessment methodologies which are differentiated to meet the needs of students. Opportunities to bring the curriculum to life are provided within the classroom and in the provision of a broad and diverse range of co-curricular and extra - curricular activities.
16	Effective School Self Evaluation processes are in place in LMETB schools and colleges. A thorough analysis of student attainment and the development of action plans for improvement and moving forward are carried out by management and staff.
17	Digital technology has transformed the world we live in and students attending LMETB schools and colleges must become engaged thinkers, active learners, knowledge constructors and global citizens to flourish in modern society and the economy. LMETB schools and colleges facilitate a targeted and innovative use of technology to enrich teaching, learning and assessment.
18	LMETB schools and colleges facilitate a series of themed weeks for implementation during the academic year. The purpose of these weeks is to complement teaching and learning experiences in the classroom and also to raise awareness around various themes and topics.
19	Student Councils at LMETB Schools and Colleges are a valuable resource for management, staff and students as they provide opportunity for Student Voice and enable students to have an active role in the many school related areas including policy making for the school. The Student Councils are also a means of communication between the students, staff and management. The councils have opportunities to discuss issues of concern raised by students and bring their concerns and suggested solutions to the notice of management for consideration. The councils also organise fundraising events, thus raising awareness and funds for various charities. Opportunities are also provided for the Student Council to meet with the Board of Management and discuss their plans for an academic year. In LMETB Schools and Colleges, a link teacher normally works with the Student Council throughout the course of an academic year.
20	In developing leaders of the future, students attending LMETB schools and colleges have opportunities to assume other leadership roles include peer mentoring programmes, Head Boy, Head Girl, prefect system, green schools committee, amber flag committee, yellow flag committee and school digital leaders.
21	Care for students is a major priority for students attending LMETB schools and colleges. Care structures are well supported by staff in key positions such as class teachers and members of the student services team including Guidance Counsellors at our schools. LMETB schools and colleges also consider how the school community is responding to student needs particularly those students dealing with certain challenges. Effective partnerships continue to be maintained with the Educational Welfare Services, TUSLA, National Educational Psychological Services (NEPS) and the National Council for Special Education (NCSE).
22	In all LMETB schools and colleges effective structures are in place to support students with Special Educational Needs (SEN) In class support and team-teaching models continue to be developed in our schools and colleges. Student Support Files are developed for SEN students in partnership with students, staff, parents and external agencies working with the student including NCSE, HSE and NEPS.
23	To ensure each student is supported in achieving their potential schools engage in ongoing monitoring and tracking of student progress over the course of their time in the school. Regular reports are provided to parents/guardians to advise them of academic progress. Class teachers, special education teachers, care support team and the school Deputy Principal and Principal are always available to advise students and their parents/guardians regarding progress to date, target setting and any additional supports needed to reach specific targets.
24	Numerous opportunities are scheduled in LMETB schools and colleges to reward students for their achievements and successes throughout the academic year. The school communicates successes and achievements to parents through a selection of methods including post cards home, awards ceremonies, graduation ceremonies, school newsletters, letters/notes of commendation sent home and regular updates on the school's website, Facebook and/or twitter pages. Regular awards include those in the areas of attendance, subject achievement, extra - curricular achievement, co-curricular achievement, student of the year and student leadership awards.

25	Parents Associations are an integral part of the school community. Parents Associations make vital and valuable contributions to the school's promotion, growth and development and are consulted on a selection of school policies. LMETB Parents Association also invest a huge amount of their free time, energy and commitment into the organisation of fundraising activities to improve the resources available to the young people in our schools. Requests for fundraisers are approved by the school Boards of Management and documented in the minutes of meetings.
26	Support for LMETB Schools & Colleges is provided through the LMETB administrative offices which are currently based in Abbey Road, Navan, Co. Meath and Chapel Street, Dundalk, Co. Louth. The LMETB Director of Schools also supports the leadership team and staff at LMETB schools and colleges in each of the areas of Leadership of Teaching and Learning, Governance and Management, Workforce Planning and Performance Management and co-ordination of the ETB's Management Team. LMETB provides a comprehensive CPD programme for its Schools Leadership Team through regular workshops, conferences and school visits. School Leadership Teams also have access to the LMETB School Leadership Forum and a School Leaders Online Platform of resources to support leading teaching, learning and assessment in our schools.
27	LMETB students have excelled in State Examinations and the collective results of all our examination students are outstanding. Achievements like this demonstrate that commitment and hard work on the part of students is rewarded by fantastic results. These excellent results also demonstrate the competence, expertise and the experience of our teaching staff who guide students towards exam success. In general, across LMETB schools and colleges there has been a marked increase in the numbers of students taking higher level papers in a range of subjects and this is a trend that should continue in the future. Exceptional results were achieved in a range of subjects and many subject departments across schools reported that results were over national averages. A number of our Leaving Certificate students achieved well over 500 points and are currently pursuing courses and careers in a range of areas. As mentioned earlier student tracking and monitoring of progress has greatly assisted all members of the school community in ensuring that students are working to the best of their potential and securing the results they deserve.
28	The high numbers of students achieving scholarships and awards is one to be celebrated in LMETB schools and colleges. Further details on the achievements in this regard are outlined later in the report.

Details of LMETB Post Primary and Community National Schools 2020

1. Post Primary Schools (17)

School	Beaufort College, Navan, County Meath
Principal	Ms. Angela Crowcock
Deputy Principal	Mr. Ken Flynn
Phone	046-9028915
Website	www.beaufortcollege.ie
DEIS/Non DEIS	DEIS

School	Bush Post Primary School, Dundalk, County Louth
Principal	Mr. Kevin Joyce
Deputy Principal	Ms. Sinead McDonnell
Phone	042-9376246
Website	www.bpps.ie
DEIS/Non DEIS	DEIS

School	Dunshaughlin Community College, Dunshaughlin, County Meath
Principal	Ms. Bridget Bennett
Deputy Principals	Ms. Cathy Byrne Ms. Julie Anne Collins Mr. Kevin Reilly (Acting)
Phone	01-825 9137
Website	www.dunshaughlincc.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste Chú Chulainn/Coláiste Lú, Dundalk, County Louth
Principal	Mr. Thomas Sharkey
Deputy Principal	Mr. Richard Melaniphy Ms. Niamh O'Neill
Phone	042-9354553
Website	www.colaiстеcc.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste na hInse, Laytown, County Meath
Principal	Ms. Eilis Flood
Deputy Principals	Ms. Sarah Ross Ms. Gabrielle Harte Mr. Martin McCabe
Phone	041-9813335
Website	www.colaištenahinse.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste na Mí, Navan, County Meath
Principal	Mr. Patrick Carr
Deputy Principal	Ms. Gemma O'Hart Mr. Michael McCarthy
Phone	046-9012130
Website	www.colaistenami.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste Pobail, Ráth Chairn, County Meath
Principal	Ms. Róisín Ní Dhúshláine
Deputy Principal	Mr. Proinsias O'Luachra
Phone	046-9432722
Website	www.cprathcairn.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste De Lacy, Ashbourne, County Meath
Principal	Ms. Janice Corrigan
Deputy Principal	Mr. Barry O'Higgins
Phone	086-4102507
Website	www.colaistedelacy.ie
DEIS/Non DEIS	Non DEIS

School	O'Carolan College, Nobber, County Meath
Principal	Mr. Cathal Rogers
Deputy Principal	Ms. Helen Loftus/Ms. Maria Brady (Acting)
Phone	046-905 2177
Website	www.ocarolancollege.ie
DEIS/Non DEIS	DEIS

School	O'Fiaich College, Dundalk, County Louth
Principal	Mr. Pdraig McGovern
Deputy Principals	Ms. Audrey Flood Mr. Ken Rea
Phone	042-9331398
Website	www.ofiaichcollege.ie
DEIS/Non DEIS	DEIS

School	Ratoath College, Ratoath, County Meath
Principal	Mr. Seamus Meehan
Deputy Principals	Mr. John McCarthy Ms. Donna Kelly Mr. Colm Connolly
Phone	01-8254102
Website	www.ratoathcollege.ie
DEIS/Non DEIS	Non DEIS

School	Scoil Uí Mhuirí, Dunleer, County Louth
Principal	Ms. Una Kirk
Deputy Principal	Mr. Declan Clarke
Phone	041-6851344
Website	www.scoiluimhuiri.ie
DEIS/Non DEIS	DEIS

School	Coláiste Clavin, Longwood, County Meath
Principal	Ms. Margaret Deegan
Deputy Principal	Ms. Orla McBride
Phone	046-955 5018
Website	www.stfintinas.ie
DEIS/Non DEIS	DEIS

School	St. Oliver Post Primary School, Oldcastle, County Meath
Principal	Mr. Brendan Corcoran
Deputy Principal	Mr. Micheal McCafferty
Phone	049-8541180
Website	www.stoliverspps.ie
DEIS/Non DEIS	Non DEIS

School	St. Oliver's Community College, Drogheda, County Louth
Principal	Mr. John Halpin
Deputy Principals	Mr. John Heeney Ms. Trudy Rossiter Mr. Ian Gardiner
Phone	041-9838390
Website	www.socc.ie
DEIS/Non DEIS	DEIS

School	St. Peter's College, Dunboyne, County Meath
Principal	Ms. Deirdre Maye
Deputy Principals	Ms. Leonara Acton Ms. Gretta Judge Mr. Brian McNamara
Phone	01-8252552
Website	www.stpeterscc.ie
DEIS/Non DEIS	Non DEIS

School	Enfield Community College, Enfield, County Meath*
Principal	Mr. Shane Foley
Deputy Principals	Ms. Anne Marie McCarrick
DEIS/Non DEIS	Non DEIS

* Enfield Community College opened in September 2020

2. Primary Schools (4)

School	Ard Rí Community National School, Navan, County Meath
Principal	Mr. Darragh Roe
Deputy Principal	Ms. Emer Kavanagh
Phone	087-1341007
Website	www.ardricsns.ie

School	Faughart Community National School, Dundalk, County Louth
Principal	Ms. Jacqui McCusker
Phone	042-9371931
Website	www.faughartcns.ie

School	Dunshaughlin Community National School, Dunshaughlin, Co. Meath *
Principal	Ms. Yvonne Slevin
Phone	086-852 2070
Website	www.dunshaughlincns.ie

* Dunshaughlin Community National School Opened September 2020

School	Ashbourne Community National School, Dundalk, County Louth
Principal	Ms. Jenny Byrne
Phone	086-8522068
Website	www.ashbournecns.ie

3. European School (1)

School	Centre for European Schooling, Dunshaughlin, County Meath
Principal	Ms. Nollaig Gavin
Phone	01-8259679
Website	www.europeanschooling.eu

4. Post Leaving Certificate (PLC) Colleges (2)

PLC College	Drogheda Institute of Further Education (DIFE), Drogheda, County Louth
Principal	Mr. Davy Mc Donnell
Deputy Principals	Mr. Shane Williams Mr. Ciaran O'Donnell Ms. Barbara Cooney
Phone	041-9837105
Website	www.dife.info

PLC College	Dunboyne College of Further Education (DCFE), Dunboyne, Co. Meath
Principal	Mr. Denis Leonard
Deputy Principal	Ms. Emer Cloak Ms. Irene Togher Ms. Catherine Fox
Phone	01-8026577
Website	www.dunboynecollege.ie

5. Schools/Colleges where LMETB is Joint Patron (6)

School	Ardee Community School, Ardee, County Louth
Principal	Ms. Mary Jackson
Phone	041-685 3557
Website	www.ardeecommunityschool.ie

School	Ashbourne Community School, Ashbourne, County Meath
Principal	Mr. Ciaran Stewart
Phone	01-835 3066
Website	www.ashcom.ie

School	Athboy Community School, Athboy, County Meath
Principal	Mr. Anthony Leavy
Phone	046- 948 7894
Website	www.athboycs.ie

School	Ballymakenny College, Drogheda, County Louth
Principal	Mr. Alan Mynes
Phone	041-980 2459
Website	www.ballymakennycollege.ie

School	Boyne Community School, Trim, County Meath
Principal	Ms. Jean Ryan
Phone	046-948 1654
Website	www.boynecs.ie

School	St. Ciaran's Community School, Kells, County Meath
Principal	Ms. Cara O'Sullivan
Phone	046-924 1551
Website	www.stciaranscs.ie

Newly Appointed Principals and Deputy Principals in 2020

Role	School	Person Appointed
Acting Principal	Dunshaughlin Community College	Ms. Bridget Bennett
Principal	Coláiste Pobail, Ráth Chairn	Ms. Róisín Ní Dhúshláine
Principal	Coláiste na hInse, Laytown	Ms. Eilis Flood
Principal	Scoil Uí Mhuirí, Dunleer	Ms. Úna Kirk
Principal	Enfield Community College	Mr. Shane Foley
Deputy Principal	Enfield Community College	Ms. Anne Marie McCarrick
Deputy Principal	Coláiste na hInse, Laytown	Ms. Gabrielle Harte
Acting Deputy Principal	Coláiste na hInse, Laytown	Mr. Martin McCabe
Acting Deputy Principal	Dunshaughlin Community College	Mr. Kevin Reilly
Deputy Principal	O'Fiaich College, Dundalk	Mr. Ken Rea
Deputy Principal	O'Fiaich College, Dundalk	Mr. John Caraher
Deputy Principal	St. Oliver's Community College, Drogheda	Ms. Trudy Rossiter

Selection of Meetings and CPD for School Leaders 2020
(mostly held online due to COVID19)

Meeting Type	In attendance from LMETB	In attendance from Schools Leadership Team and Staff Teams
Principals Meetings	CE, Three Directors and HR, Finance, ICT, Buildings and CES	Principals
School Leaders Forum	Director of Schools	Principals and/or Deputies
Finance Meetings	CE, Director of Schools and Director of OSD, APO Finance, Finance Personnel, LMETB	Principals and Deputy Principal or Administration Person with responsibility for Accounts
HR Meetings	Director of Schools and HR Personnel, LMETB	Principals and/or Deputies
ICT Meetings	Director of Schools and IT Personnel, LMETB	Principals and Deputy or ICT Co-Ordinator
Induction for new School Leaders	CE and Director of Schools	Principals
Induction for Newly Appointed teachers, tutors and for PME students doing placement in LMETB Schools and Colleges	CE, Directors, Section Personnel	Newly Appointed teachers and tutors
DEIS Schools Meetings	Director of Schools	DEIS Principals
DCS System	Director of Schools, HR personnel and procured provider	Principals and/or Deputy Principal and/or Administration person and/or Post Holder
Procurement Meetings	Procurement Section LMETB	Principals and/or Deputy Principal and/or Administration person and/or Post Holder
Admissions Policies	Director of Schools	Principals and/or Deputy Principal
Review of School Timetables for the Academic Year	Director of Schools	Principals and/or Deputy Principal and/or Administration Person and/or Post Holder
Board of Management Training Section 29	Director of Schools	Principals and Deputy Principal
Admissions Policies	Director of Schools	Principals and Deputy Principal
DEIS Planning, Evaluation and Review	Director of Schools	Principals
Board of Management Governance Matters	Director of Schools	Principals and Deputy Principals
COVID19 Plans and Support Meetings	Director of Schools	Principals and Deputy Principals
Phased Reopening of Schools/Full reopening of Schools Meetings	Director of Schools	Principals and Deputy Principals
Communication and Engagements with members of the School Community during COVID19 closures	Director of Schools	Principals and Deputy Principals
Junior Certificate 2020 Arrangements	Director of Schools	Principals and Deputy Principals

Leaving Certificate 2020 Arrangements and Calculated Grades Process	Director of Schools	Principals and Deputy Principals
School Meals during COVID19 closures	Director of Schools	Principals and Deputy Principals from DEIS Schools and other schools who qualify for School Meals including Breakfast Clubs
Individual Meetings on School Specific Matters	Director of Schools	Principals and/or Deputy Principals

Meetings with Director of Schools and Post Holders/Teaching Personnel in LMETB Schools and Colleges to build Communities of Practice in 2020

Date	Meeting with	In attendance from LMETB
16 January 2020	SNU co-ordinators	Fiona Kindlon, Director of Schools
Other scheduled meetings of teachers and co-ordinators from LMETB schools and colleges will be rescheduled for 2021/2022 academic year due to COVID19		

Breakdown of LMETB Community National Schools/Post Primary Schools Enrolment Numbers as at October 2020

School	Number	School	Number
Beaufort College, Navan	691	Bush Post Primary School, Dundalk	678
Coláiste Chú Chulainn, Dundalk	624	Coláiste na hInse, Laytown	998
Coláiste na Mí, Navan	705	Coláiste Pobail Ráth Chairn	136
Coláiste De Lacy, Ashbourne	642	Coláiste Clavin, Longwood	418
Dunshaughlin Community College	1,101	O'Carolan College, Nobber	497
Enfield Community College	38	Ratoath College	1,092
O' Fiaich College, Dundalk	256	St. Oliver Post Primary School, Oldcastle	601
Scoil Uí Mhuirí, Dunleer	550	St. Peter's College, Dunboyne	1,235
St. Oliver's Community College Drogheda	1,440	Ard Rí Community National School	272
Centre for European School Dunshaughlin	47	Ashbourne Community National School	136
Faughart Community National School, Dundalk	55	Dunshaughlin CNS (Opened September 2020)	13
Centre for European Schooling, Dunshaughlin	57		

**Department of Education and Skills Programmes Offered
in LMETB Schools and College 2020**

School	JC	JCSP	TY	LC	LCVP	LCA
Beaufort College, Navan	Yes	Yes	Yes	Yes	Yes	Yes
Bush Post Primary, Dundalk	Yes	Yes	Yes	Yes	Yes	Yes
Coláiste Chú Chulainn, Dundalk	Yes	-	Yes	Yes	Yes	Yes
Coláiste Clavin, Longwood	Yes	Yes	Yes	Yes	Yes	Yes
Coláiste na hInse, Laytown	Yes	-	Yes	Yes	-	Yes
Coláiste na Mí, Navan	Yes	-	Yes	Yes	-	Yes
Coláiste Pobail, Ráth Chairn	Yes	-	Yes	Yes	-	-
Coláiste de Lacy, Ashbourne	Yes	-	Yes	Yes	-	-
Dunshaughlin Community College	Yes	-	Yes	Yes	Yes	-
O' Carolan College, Nobber	Yes	Yes	Yes	Yes	Yes	Yes
Enfield Community College*	Yes	-	-	-	-	-
O' Fiaich College, Dundalk	Yes	Yes	Yes	Yes	Yes	Yes
Ratoath College	Yes	-	Yes	Yes	-	Yes
Scoil Uí Mhuirí, Dunleer	Yes	Yes	Yes	Yes	Yes	Yes
St. Oliver's Post Primary School, Oldcastle	Yes	-	Yes	Yes	Yes	Yes
St. Oliver's Community College, Drogheda	Yes	Yes	Yes	Yes	Yes	Yes
St. Peter's College, Dunboyne	Yes	-	Yes	Yes	-	Yes
Ard Rí CNS, Navan	Primary School Curriculum					
Faughart CNS	Primary School Curriculum					
Dunshaughlin CNS*	Primary School Curriculum					
Ashbourne CNS	Primary School Curriculum					
Centre for European Schooling, Dunshaughlin	Students attending the Centre for European Schooling are enrolled in either St. Seachnall's Primary School or Dunshaughlin Community College and follow the programmes of the respective schools					

* Dunshaughlin Community National School opened in September 2020.

* Enfield Community College opened in September 2020.

Medium of Instruction and Ethos in LMETB Schools and Colleges 2020

School	Medium of Instruction	Ethos
Beaufort College, Navan	English	Multi – denominational
Bush Post Primary	English	Multi – denominational
Coláiste Chú Chulainn, Dundalk	English (with Irish Medium Aonad)	Multi – denominational
Coláiste Clavin, Longwood	English	Multi – denominational
Coláiste na hInse, Laytown	English	Multi – denominational
Coláiste na Mí, Navan	English	Multi – denominational
Coláiste Pobail Ráth Chairn	Gaeilge	Multi – denominational
Coláiste de Lacy, Ashbourne	English	Multi – denominational
Dunshaughlin Community College	English	Multi – denominational
Enfield Community College*	English	Multi – denominational
O'Carolan College, Nobber	English	Multi – denominational
O'Fiaich College, Dundalk	English	Multi – denominational
Ratoath College	English	Multi – denominational
Scoil Uí Mhuirí, Dunleer	English	Multi – denominational
St. Oliver Post Primary School, Oldcastle	English	Multi – denominational
St. Oliver's Community College, Drogheda	English	Multi – denominational
St. Peter's College, Dunboyne	English	Multi – denominational
Ard Rí CNS, Navan	English	Multi – denominational
Faughart CNS	English	Multi – denominational
Dunshaughlin CNS*	English	Multi – denominational
Ashbourne CNS	English	Multi – denominational
Centre for European Schooling, Dunshaughlin	Various Languages	Multi – denominational

* Dunshaughlin Community National School opened in September 2020.

* Enfield Community College opened in September 2020.

Special Needs Units (SNUs) in LMETB Schools and Colleges as at October 2020

Primary/Post Primary School	County	School	No. of SNUs
Post Primary	Louth	St. Oliver's Community College, Drogheda	1
Post Primary	Louth	Scoil Uí Mhuirí, Dunleer	2
Post Primary	Louth	Coláiste Chú Chulainn, Dundalk	2
Post Primary	Meath	O' Carolan College, Nobber	1
Post Primary	Meath	Coláiste na hInse, Laytown	3
Post Primary	Meath	Beaufort College, Navan	1
Post Primary	Meath	Coláiste de Lacy, Ashbourne	2
Post Primary	Meath	St. Peter's College, Dunboyne	1
Post Primary	Meath	Ratoath College, Ratoath	3
Post Primary	Meath	St. Oliver's Post Primary, Oldcastle	2
Post Primary	Meath	Coláiste Clavin, Longwood	2

Additional Special Needs Units (SNUs) in LMETB Schools and Colleges in September 2020

Primary/Post Primary School	Location	School Name
Post Primary	Drogheda, County Louth	St. Oliver's Community College
Post Primary	Navan, County Meath	Beaufort College

Oversubscription for School Places at Post Primary Level in 2020

School	County
Ratoath College	Meath
Coláiste na hInse, Laytown	Meath
St. Peter's College, Dunboyne	Meath
Dunshaughlin Community College	Meath

Department of Education and Skills School Inspections in LMETB Schools and College 2020

School	Inspection Type Details
Beaufort College, Navan	Supporting the Safe Provision/Resumption of Schooling
Bush Post Primary	Evaluation of Provision for Students Additional & SEN Needs
Coláiste Chú Chulainn, Dundalk	Supporting the Safe Provision/Resumption of Schooling
Coláiste Clavin, Longwood	-
Coláiste na hInse, Laytown	-
Coláiste na Mí, Navan	Supporting the Safe Provision/Resumption of Schooling
Coláiste Pobail Ráth Chairn	-
Coláiste de Lacy, Ashbourne	Supporting the Safe Provision/Resumption of Schooling
Dunshaughlin Community College	-
Enfield Community College *	-
O'Carolan College, Nobber	-
O'Fiaich College, Dundalk	-
Ratoath College	Supporting the Safe Provision/Resumption of Schooling
Scoil Uí Mhuirí, Dunleer	-
St. Oliver Post Primary School, Oldcastle	-
St. Oliver's Community College, Drogheda	Supporting the Safe Provision/Resumption of Schooling
St. Peter's College, Dunboyne	WSE MLL Follow Through Inspection
Ard Rí CNS, Navan	Supporting the Safe Provision/Resumption of Schooling
Faughart CNS	-
Dunshaughlin CNS*	-
Ashbourne CNS	-
Centre for European Schooling, Dunshaughlin	-
Boyne CS (Joint Patron)	Supporting the Safe Provision/Resumption of Schooling
Ballymakenny College (Joint Patron)	Supporting the Safe Provision/Resumption of Schooling
Athboy CS (Joint Patron)	Evaluation of Provision for Students Additional & SEN Needs

* Dunshaughlin Community National School opened in September 2020.

* Enfield Community College opened in September 2020.

Department of Education Inspector COVID19 Advisory Visits & School Self Evaluations in 2020

LMETB schools and colleges have availed of the range of Department of Education Inspectorate supports during 2020 including availing of advisory calls/meetings (in many cases online) pertaining to School Self Evaluation and Supporting the Safe Return to School during COVID 19 and on considering supports for all members of the school community during COVID closures.

Department of Education Supports for Schools during COVID19 in 2020

Supports provided by the Department of Education included Enhanced Teaching Allocation (COVID 19), enhanced Supervision Funds, enhanced Cleaning Funds, PPE Grant, enhanced COVID 19 ICT funding, Lead Worker Representatives with reduction in hours allocation, COVID aide for preparation for returning to schools and a number of additional supports for the Leaving Certificate Calculated Grades and Junior Certificate Assessment 2020.

Public Health North East Advisory Teams COVID19

LMETB schools and colleges engaged with the Schools Support Teams during the COVID 19 phased and full return processes for schools. The Schools Support Teams comprise members of the Public Health North East team along with inspectors from the Department of Education.

Microsoft Teams Training for LMETB Staff COVID19

With the unexpected school closures early in 2020 due to COVID 19 priority for all schools and colleges was the rollout of Microsoft Teams as the LMETB online platform for uploading teaching and learning resources, scheduling meetings and the options of face to face online live classes. Significant time and resources were devoted to training and development of resources which was led by the ICT section, LMETB in partnership with the Schools Directorate LMETB.

North Eastern Region Steering Group (NERSG) COVID19

The Director of Schools represented LMETB on the NERSG during the COVID 19 pandemic. The NERSG consists of HSE personnel, County Council personnel, An Garda Síochána, Defence Forces and the ETBs in the counties of Louth, Meath, Cavan and Monaghan. Weekly reports from the Education Sector and LMETB schools and colleges were provided by the Director of Schools and the Director of Schools also advised schools of additional measures to be actioned at local level as requested by the NERSG including reminding all members of the school community pertaining to Public Health advice.

Gaeltacht Recognition Scheme Coláiste Pobail Ráth Chairn 2020

Coláiste Pobail, Ráth Chairn have continued to progress and implement their plans as part of the Gaeltacht Recognition Scheme. As part of the scheme, the school availed of additional teaching allocation, a grant for teaching and learning resources, information seminars and CPD events and Inspectorate support. The college continues to work with the inspectorate pertaining to progress their implementation plan for the scheme.

Department of Education and Skills Programmes School Meals Programme in LMETB Schools and Colleges 2020

School	DEIS/Non DEIS	School Meals Programme
Beaufort College, Navan	DEIS	Yes
Bush Post Primary	DEIS	Yes
Coláiste Chú Chulainn, Dundalk	Non DEIS	Yes (Breakfast Club only)
Coláiste Clavin, Longwood	DEIS	Yes
Coláiste na hInse, Laytown	Non DEIS	No
Coláiste na Mí, Navan	Non DEIS	No
Coláiste Pobail Ráth Chairn	Non DEIS	No
Coláiste de Lacy, Ashbourne	Non DEIS	No
Dunshaughlin Community College	Non DEIS	No
Enfield Community College	Non DEIS	No
O'Carolan College, Nobber	DEIS	Yes
O'Fiaich College, Dundalk	DEIS	Yes
Ratoath College	Non DEIS	No
Scoil Uí Mhuirí, Dunleer	DEIS	Yes
St. Oliver Post Primary School, Oldcastle	Non DEIS	No
St. Oliver's Community College, Drogheda	DEIS	Yes
St. Peter's College, Dunboyne	Non DEIS	No
Ard Rí CNS, Navan	Non DEIS	No
Faughart CNS	Non DEIS	No
Dunshaughlin CNS	Non DEIS	No
Ashbourne CNS	Non DEIS	No
Centre for European Schooling, Dunshaughlin	Non DEIS	No

LMETB Awarded Patronage of New School in 2020

Primary/Post Primary School	Location	School Name	Student Numbers	Principal Appointed
Post Primary	Dunshaughlin, County Meath	Coláiste Ríoga, Dunshaughlin (scheduled to open in September 2021)	600	Mr. Declan Clarke (appointed early 2021)

Reporting to Parents/Guardians during 2020 (Covid19)

In 2020, the Department of Education issued advice and guidance to schools regarding Parent Teacher Meetings and confirmed that no face-to-face Parent Teacher Meetings for each class/year group should take place due to COVID 19. Schools considered different options for communicating with parents/guardians around student progress including sending additional reports home to enhance the range of normal reports sent out at regular intervals throughout the school year.

Student Scholarships and Awards from Competitions in 2020

Gaeltacht Scholarships Awarded (LMETB)	These were deferred during 2020 due to COVID 19 restrictions and closures
University Scholarships Awarded	Students from LMETB Schools and Colleges were recipients of the Naughton Scholarship Awards, UCD Scholars Award, DCU High Achievers Awards, Trinity Entrance Awards, Maynooth University Excellence in Business Awards and George Moore Scholarship Awards during 2020

LMETB Academic Awards Ceremony 2020

The Annual LMETB presentation of Awards for outstanding achievement in Leaving Certificate and Leaving Certificate Applied Examinations 2020 did not take place due to COVID 19 restrictions and will be scheduled at a later date.

Selection of Key Challenges (General) in LMETB Primary and Post Primary Schools and Colleges 2020

- 1 Teacher Supply – lack of suitably qualified teachers in a range of subject areas including Maths (Higher Level Leaving Certificate), Modern Foreign Languages, Sciences, SEN, Guidance, Home Economics, Irish and Technology subjects. The lack of suitably qualified teachers with an ability to teach through the medium of Irish places considerable pressures on the provision of Irish Medium education at Coláiste Pobail, Rath Cáirn and the Aonad at Coláiste Chú Chulainn, Dundalk.
- 2 Lack of availability of suitably qualified substitute teachers and the need for School Leaders including Principals and Deputies to supervise and/or teach classes. This reduces the time available for leading teaching, learning and assessment in schools and also impacts on time available to school leaders for the administrative and governance elements of their post.
- 3 No final decision on National Governance of School Completion Programme operating in LMETB DEIS Schools.
- 4 Increase in number of students presenting in schools with Mental Health Issues and delays in students accessing CAMHS.
- 5 The costs associated with ensuring schools meet their Health and Safety Requirements and the impact of same on school budgets. Where new schools are built the costs of maintaining compulsory contracts pertaining to Health and Safety and maintenance of buildings attribute to a large portion of expenditure for schools.
- 6 COVID 19 School Closures from March – September 2020 resulted in a move to emergency remote teaching and learning and even with all outstanding efforts made by LMETB School Leaders, staff and student support teams in a small number of cases a number of students did not engage due to a number of issues including lack of appropriate ICT infrastructure in their home, lack of suitable space in the home conducive to teaching and learning and in some cases due to lack of ICT equipment. With the COVID ICT additional grant LMETB schools and colleges sought to resolve this matter as the weeks progressed, however with the lack of broadband in an area sometimes students were not able to engage online.
- 7 On the return to school from September 2020, additional pressures were placed on schools due to staff members and students being absent on COVID related illness, restricting their movements, self-isolating and/or other illnesses or leave. This placed additional pressures on supervision and substitution and where serious challenges emerged LMETB linked directly to the Department of Education in taking decisions around continuity of teaching and learning on site for all students. Communication with Public Health Teams and carrying out Risk Assessments with such teams continued to take up a lot of time in certain LMETB schools and colleges.
- 8 Additional workloads for Principals and Deputies in planning for return to school and in managing that return to ensure the health and safety of all members of the school community. While the addition of a COVID aide was welcomed in planning for the return to school, numerous recalls of procured products e.g. hand sanitiser resulted in School Leaders and members of the school community being on call at all times during mid term and other holiday break periods.

Conclusion – 2020 – A Year in LMETB Schools & Colleges

1	LMETB continued their expansion of education services with the opening of Dunshaughlin CNS and Enfield Community College in Co. Meath.
2	There were a number of new appointments to the Schools Leadership Team at Principal and Deputy Principal level.
3	New teams of Assistant Principal I, Assistant Principal II and Programme Co-ordinators were appointed in our schools and colleges.
4	LMETB was appointed patron of a new post primary school for Dunshaughlin, Coláiste Ríoga.
5	Enrolment of pupils at CNS level and students at post primary level continues to rise in LMETB.
6	Even with COVID 19 LMETB School Leaders, staff teams and student support teams worked hard to ensure that the high standards of teaching and learning continued for all students throughout 2020.
7	LMETB acknowledges the additional work carried out by all their school teams in supporting each other and their students during 2020. Additional reports were sent home, phone calls were made, emails were sent, teaching and learning packs and resources were delivered to home, guidance, counselling and wellbeing supports continued online.
8	All LMETB Schools and Colleges co-operated fully with the Department of Education plans for Junior Certificate 2020.
9	All LMETB Schools and Colleges co-operated fully with the Department of Education plans for Leaving Certificate 2020 including the Calculated Grades Process.
10	LMETB students continued to excel in their Junior Certificate and Leaving Certificate results 2020.
11	A number of LMETB Leaving Certificate students received awards and scholarships based on their Calculated Grades results in 2020 and a number of Junior Certificate students also received awards.
12	Student awards continued throughout the duration of 2020 albeit online.
13	Graduation ceremonies were held online for students leaving post primary school.
14	Virtual open nights took place and a number of videos and virtual tours were developed for that purpose.
15	School websites and social media pages continued to document the positives and the successes that were occurring in school.
16	The return to school from September – December 2020 was professionally and effectively managed by School Leaders and their staff teams.
17	Parental and student surveys throughout 2020 indicated a very strong appreciation of the continuity of teaching and learning and support for all students during the COVID 19 pandemic. Parents and Guardians continue to hold LMETB in high regard as the leading provider of education provision in the counties of Louth and Meath.





Further Education and Training Directorate

Introduction to LMETB Further Education and Training Services

Education LMETB acknowledges the establishment in 2020 of a new government department with a dedicated remit for Further Education and Training this a really positive and welcome development for the sector as a whole.

LMETB Further Education and Training Services provide inclusive, flexible, accredited and non-accredited FET adult education opportunities to more than 20,000 beneficiaries every year. Provision is both full- time and part-time and delivered in FET centres throughout Counties Louth and Meath, the Regional Skills Training Centre in Dundalk, two PLC institutes in Dundalk and Drogheda and one college in Dunboyne. A newly established centre of excellence in Dundalk: The Advanced Manufacturing Training centre will provide for the dedicated needs of industry in the region, leading the way in technological upskilling and programme development in this field. FET centres located in main centres of population include Drogheda, Dundalk, Kells, Navan, Athboy and Trim, all centres provide a suite of courses/Programmes both funded and self-financing which best suit the identified needs of the local communities served. Programmes/Courses offered using onsite/blended and online formats of delivery have facilitate the continued engagement of learners. Programmes/Courses offer the adult learner a blend of skills, and academic competencies necessary for the participant learner to achieve their personal goals. Learners are many and varied and hail from all walks of life, and indeed all ages, and backgrounds. They include: A wide variety of courses are offered, with flexible learning options, to suit all backgrounds and abilities. Learners include:

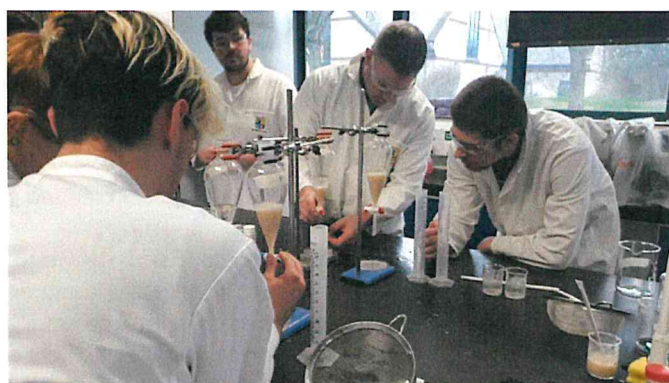
- Early school leavers who wish to come back to education, either on a part-time or full-time basis
- Adults who wish to return to complete their Leaving Certificate exams
- Young people aged 16 and upwards, where school has not been successful for them
- Those who were busy rearing the family and now want to upskill or retrain
- Those who wish to participate in a traineeship or earn while they learn on an apprenticeship
- English classes for speakers of other languages. These classes are provided to a wide range of learners including refugee families, resettled in the community, asylum seekers living in the Mosney Reception Centre and all those who have recently arrived to work and live in Ireland.
- Community groups whose aims combine the growth and personal development of the individual members alongside addressing identified needs of the local community served.
- Industry: LMETB prides itself on its continuing effort to serve the many needs of both industry and employees therein, as they endeavor to compete and grow businesses in our community, alongside supporting and encouraging employees to participate in upskilling opportunities as relevant to their roles.

Educational Opportunities include:

- A wide range of full-time accredited vocational courses delivered through Post Leaving Certificate courses, VTOS, Youthreach, The Regional Skills Training Centre, The Advanced Manufacturing training Centre of excellence.
- A broad range of accredited and non-accredited part-time courses through BTEI, Adult Literacy Service and Community Education provision.
- Reading, writing, numeracy and IT skills delivered in various FET centres throughout Louth and Meath.
- One to one literacy support; literacy and numeracy support for apprenticeship courses.
- Community Education provision in local community centres across both counties.
- Accredited and hobby courses delivered in night classes in local schools in both counties.
- Post Leaving Certificate courses/Programmes providing a suite of Full-time courses offering certification at Levels 5 and 6 to support learners of all ages to progress directly into employment or to progress further with studies in Apprenticeship or HE offerings.
- LMETB provide an extensive Craft Apprenticeship offering to the region and indeed nationally providing opportunities for many to 'earn as you learn, gaining an internationally recognized qualification on completion.
- LMETB provide opportunities for people who are unemployed and who are seeking a route to re-train/upskill, to avail of employment opportunities in the region. (Paid/Volunteering/supported).
- LMETB supports Industry locally, through needs identification and analysis and delivery of apt courses and programmes to address the requirements of employees to upskills and for industry to maintain its competitiveness in a challenging market place, with a view to both growth and expansion of industry base.
- LMETB also co-operates with other agencies through the delivery of co-operation hours which provides a wide variety of programmes, catering to the diverse needs of client groups, in local communities.
- A wide range of services for young people aged between 10 to 24 years, in co-operation with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).
- Access to the Adult Education Guidance and Information Service. This service provides free, confidential and independent advice to anyone who wishes to explore their education and training options both nationally and with LMETB.



*Youthreach Learners pictured in October 2020 after securing their place in final of BT Young Scientist and Technology Exhibition 2021.
Callum Gallagher, Oliver Greene, and Amber Brytus*



Leaving Certificate learners undertaking Science experiments in Maynooth University as part of their VTOS course January 2020.



*Back to Education Initiative Meath
BTEI Meath: Learner Graduation January 2020.*



LMETB FET Services in Meath: Community Education Service, VTOS, Youthreach, Back to Education Initiative and Adult Learning Service.

Launch of Laptop Loan scheme for FET learners in conjunction with Facebook and Meath County Council Library Services November 2020.



LMETB Guidance and Information Services at Co. Meath Apprenticeship Expo February 2020.

Aisling O'Neill, Information Officer, and Ann Fallon, Adult Guidance Co-ordinator.



Active Learning in Chemistry project funded by Royal Society of Chemistry: Edible Periodic Tables of Elements made by VTOS learners in January 2020.



Youthreach Learners pictured in October 2020 after securing their place in final of BT Young Scientist and Technology Exhibition 2021.

Eileen Marazzini, Lauren Englishby and Katie Duke.



*Adult Learning Services
Learner Certificate Presentation: September 2020*

FET Provision

LMETB received funding from SOLAS of €47m in 2020 and supported over 20,000 beneficiaries across the wide range of FET programmes, as outlined in the table below.

It is important to note that whilst every effort was made to support staff and learners' participation in 2020, the impact of COVID 19 closures definitely impacted on the number of new learners engaging in provision. It is hoped with ongoing positive developments that this situation will improve in 2021.

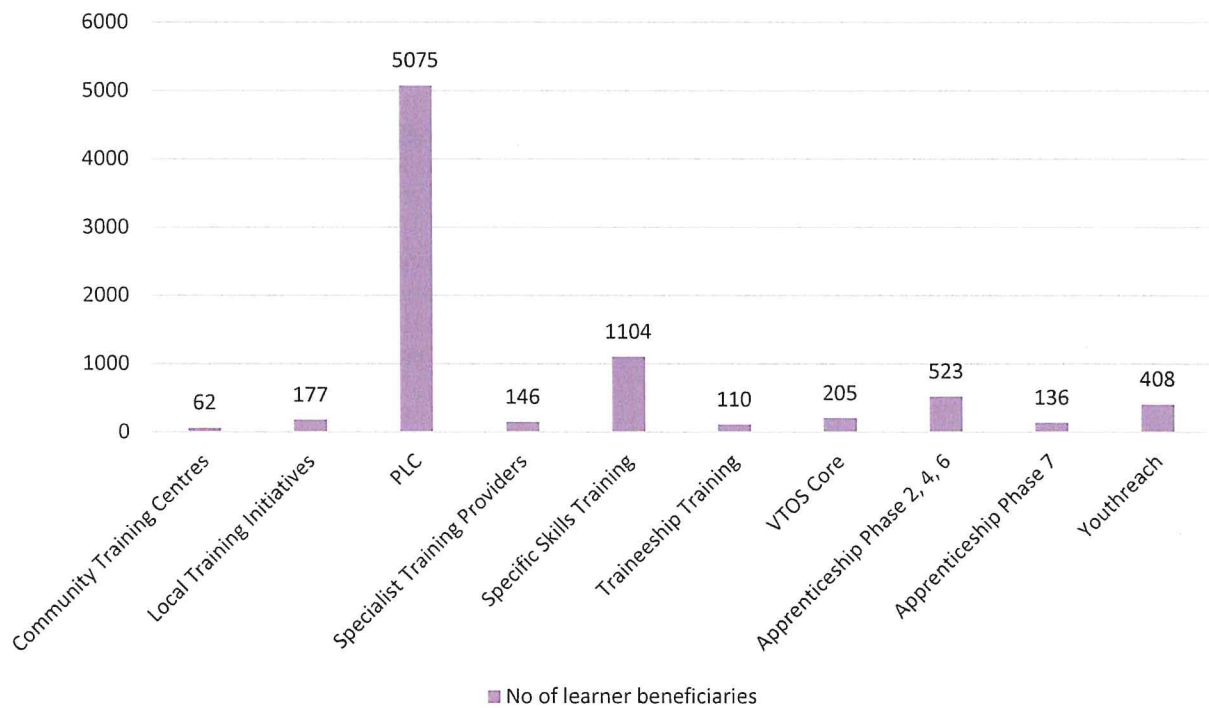
In addition, a further 1,655 learners also completed self-financing evening class provision. This type of provision is significantly important to support individuals as they develop and increase skills and competency levels, so as to work towards attainment of key personal goals for personal improvement. Courses/Programmes have a focus on providing opportunities for adults to access qualifications which may support employment change and or progression in company.

In addition, a suite of hobby and leisure courses are offered to support Health and Wellbeing of adults in Louth and Meath.

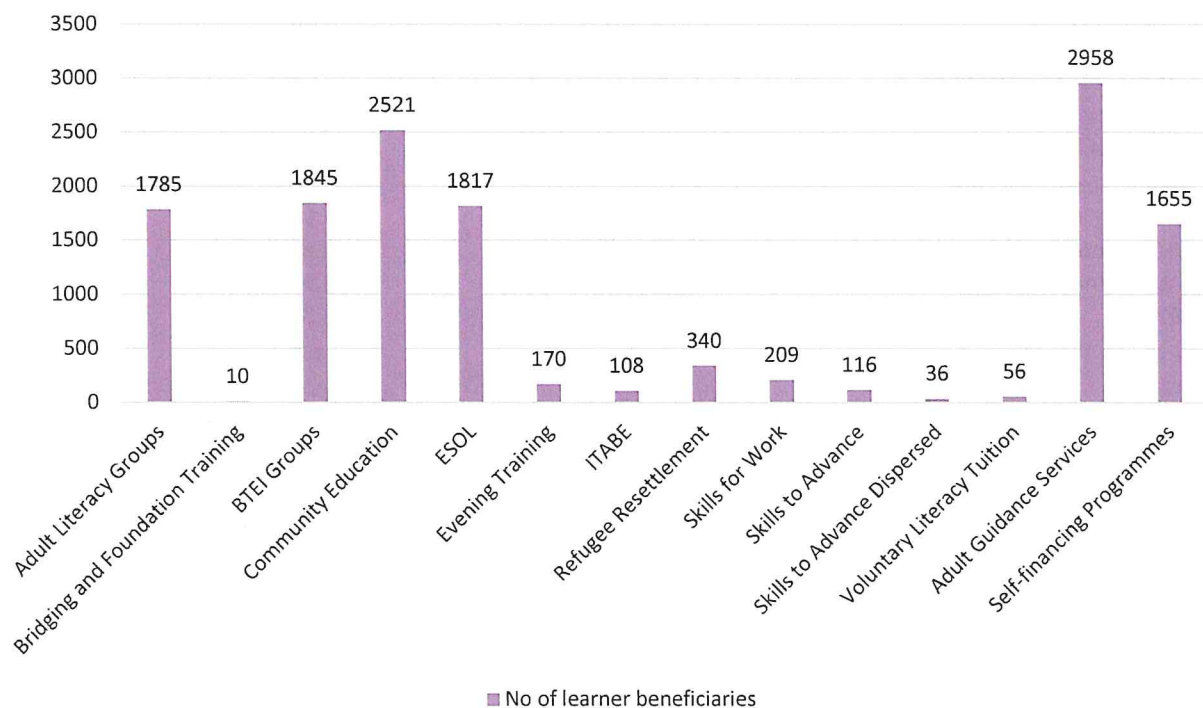
Beneficiaries 2020: FET Programmes

Programme	Number of learner beneficiaries 2020
Community Training Centres	62
Local Training Initiatives	177
PLC	5,075
Specialist Training Providers	146
Specific Skills Training	1,104
Traineeship Training	110
VTOS Core	205
Apprenticeship Phase 2,4, 6	523
Apprenticeship Phase 7	136
Youthreach	408
Subtotal full time	7,946
Adult Literacy Groups	1,785
Bridging and Foundation Training	10
BTEI Groups	1,845
Community Education	2,521
ESOL	1,817
Evening Training	170
ITABE	108
Refugee Resettlement	340
Skills for Work	209
Skills to Advance	116
Skills to Advance Dispersed	36
Voluntary Literacy Tuition	56
Adult Guidance Services	2,958
Subtotal Part time	11,971
Self-Financing Programmes	1,655
Grand Total	21,572

Full time beneficiaries 2020: FET Programmes



Part time beneficiaries 2020: FET Programmes



Quality Assurance

Revised Quality Assurance Policy and Procedures

LMETB continues its annual quality reporting to QQI which provides evidence of the organisation's continued commitment to the establishment of comprehensive quality assurance systems and processes. The FET services' Quality Improvement Plan (QIP) documents the quality assurance structures, objectives, processes and activities identified by LMETB for the years 2018 to 2021. The QIP was developed following an organisational self-evaluative process in 2017 and is guided by the 11 key areas in QQI's Core Statutory Quality Assurance Guidelines. The plan now in its third-year measures progress made in respect of the identified priority actions and provides a summary of the following:

- Focus prioritised areas for quality improvement activity and the main yearly quality improvement achievements.
- Comment on the barriers and challenges encountered in implementing the outlined actions.
- Provides detail on the key areas of focus for improvement activity in the following year.

The development of a comprehensive suite of common quality assurance policies and procedures for LMETB FET services remains a central ongoing project; as new common policies and procedures are developed and approved by the appropriate governance structure, they are published and will supersede the existing individual policies and procedures which are currently available in each centre. LMETB significantly bolstered its capacity in this area in 2020 with the expansion of its FET support team with the employment of the following staff:

Quality Assurance Officer, a Technology Enhanced Learning (TEL) Officer, and a Communication & PD Officer.

Inaugural Review

This inaugural statutory review by QQI of the implementation and effectiveness of quality assurance within LMETB was scheduled to commence in the second half of 2020 but the formal review has been postponed to early 2022 in recognition of the challenges for, and demands on, ETBs arising in 2020 due to COVID-19. LMETB FET services will be reviewing and enhancing its Quality Assurance effectiveness in preparation for the Inaugural Review of. In advance of the review visit that will take place in March 2022, LMETB will be publishing its Self-Evaluation Report in December 2021.

Quality Assurance in a COVID impacted FET environ

In responding to the unprecedented changes to teaching, learning and assessment in early 2020 necessitated by the COVID-19 pandemic, staff and learners within LMETB adapted very quickly to the daily-changing circumstances resulting from the restrictions (personal and professional) imposed by the pandemic. The collective response by FET staff to the challenges imposed by the pandemic ensured a continuation of the high-quality, learner-centered service to our learners across the provision.

From early March, staff immediately rallied and sought to find innovative ways to continue the teaching and learning cycle, always ensuring that the needs of learners were kept to the forefront. They ensured that Learners were contacted and kept informed and adapted their classroom practice to suit the new circumstances of their groups. Teachers, tutors and instructors engaged in unprecedented numbers in professional development opportunities to upskill themselves for the challenges of remote teaching and collaborated with each other and with other staff members to ensure the highest possible level of service at all times.

As a result of the impact of the COVID-19 pandemic, LMETB in conjunction with our colleagues in other ETBs, ensured that our learners were not disadvantaged at the point of assessment, whilst safeguarding the academic integrity and standards of the awards offered throughout our FET service. In so doing, LMETB were mindful of the principles and guidelines set out at a national level by Quality and Qualifications Ireland (QQI) and the changes in assessment practices necessitated by the COVID 19 pandemic.

The Senior Management Team of LMETB recognised the need to protect the health and well-being of learners and staff, by replacing examinations and other face-to face assessments and skills demonstration with appropriate

alternative assessment methodologies, ranging from online submission of assignments to open book assessments. These changes were approved by Quality Assurance Governance Management Council (QAGMC) of LMETB and were designed to enable our learners to progress and complete their studies whilst ensure that learning outcomes were properly assessed. The changes in practice ensured that the integrity and validity of the assessment process were quality assured as far as practical in comparison to any form of assessment conducted in one of LMETBs' various FET centres and PLC College's in normal circumstances. The QA unit issued a set of guidelines and procedures intended to inform and support the development of alternative forms of assessment in order that learners could achieve the qualification they have been working towards whilst maintaining the integrity of the award.

LMETB is cognisant that the alternative methods of assessment are a temporary measure in place for the duration of the pandemic and will adjust our modus operandi accordingly when notified to do so by QQI.

Review of LMETB's COVID 19 responses and their impact on QA, Teaching, Learning and Assessment

In early June 2020, in collaboration with the LMETB QA office, the Further Education and Training centres and PLC colleges formally reviewed the FET's response in supporting learners to stay engaged and continue their learning, and its efforts in enabling staff development and promotion of TEL infrastructure to teach, assess and quality assure that learning during the COVID 19 emergency phase. The research assessed the impact of COVID 19 on teaching, learning and assessment over those months and looked to the future to identify what would be needed to develop and sustain high quality education and training being offered to our learners. Investment in technology and the upskilling of staff in digital learning featured prominently in reporting by staff and learners as a key enhancement activity in LMETB programme delivery.

A report was produced, which summarised that process and included feedback from centres, staff and learners outlining what they did, what worked, and what did not, and what turned out to be so effective that it should be retained and developed into the future.

The report can be found at <https://www.lmetb.ie/wp-content/uploads/sites/21/2020/11/An-overview-of-the-Impact-of-the-Covid-19-Modifications-to-Teaching-Learning-and-Assessment-Asse-1.pdf>

Accreditation

LMETB Further Education and Training programmes are accredited by a range of quality assured providers. Quality Qualifications Ireland (QQI) is the primary provider. Certification statistics for 2019 are summarised below. Certification is also supplied by the State Examinations Commission and City & Guilds. Dependent on the course being run, certification is also provided by certain industry specific bodies including: ITEC, MOS, ADOBE, etc.

QQI Awards	
Breakdown	No. of Awards
Level 6	564
Level 5	4,052
Level 4	691
Level 3	719
Level 2	293
Level 1	187
Total QQI Awards	6,632

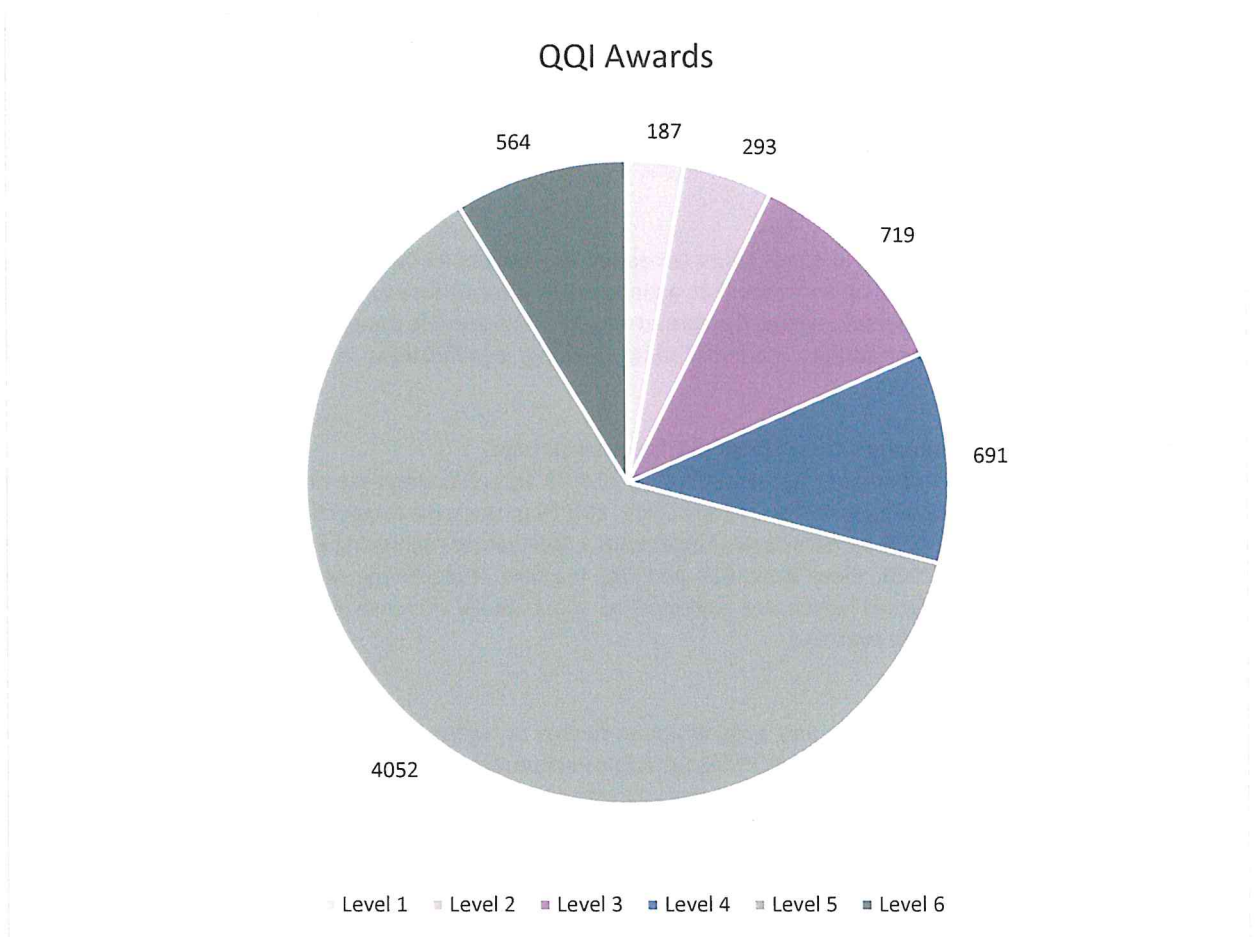


Figure 2 Award by gender

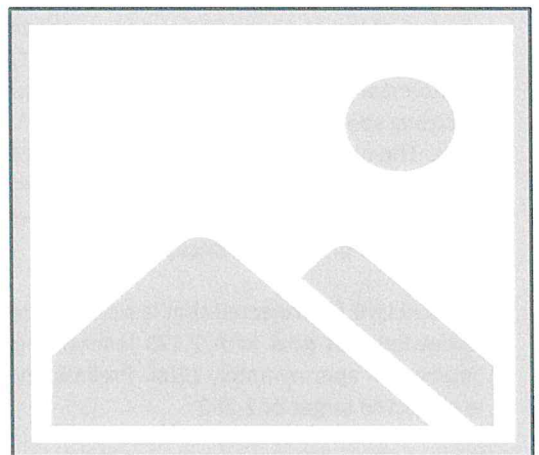


Figure 3 Award class

Strategic Performance Agreements LMETB/SOLAS

LMETB developed a Strategic Performance Agreement (SPA) with SOLAS for the period 2018-2020 which defined, a set of agreed targets for this period. As part of this agreement, LMETB staff established fastidiously, sector by sector, what percentage might potentially be contributed by LMETB to the national targets, as defined in the table hereunder.

Performance has achieved and, in some cases, exceeded the targets as outlined below. Overall the performance against the SPA agreements demonstrates that actions taken here-to-fore and the plans that are in place across LMETBs' provision will comfortably exceed the agreed targets around employment, progression and transversal skills, and broadly meet the other targets around lifelong learning, qualifications in key skills areas and traineeship registrations.

Target 1: Employment outcomes from labour market programmes

As part of the Strategic Performance Agreement (SPA), LMETB agreed an increase of 16% in the number of learners securing employment, equating to 794 learners in 2020. LMETB projected a target of 693 learners progressing to the labour market in 2018. LMETB surpassed this target with 1,545 learners achieving employment as validated by CSO databases. In 2019 and 2020, there were 629 and 682 learners respectively, recorded on the PLSS as securing employment outcomes, figures which are expected to substantially increase when the supplementary data as validated by the CSO, is made available.

Target 2: Progression

The main focus of this target is Learners' progression to further or higher education courses from provision which is primarily focused on this purpose. As part of the Strategic Performance Agreement (SPA), LMETB agreed with SOLAS an increase of 10% in the number of learners progressing to other courses, equating to 831 learners in 2020. LMETB projected a target of 790 learners progressing to further or higher education for 2018. LMETB surpassed this target with 1,313 learners achieving progression. In 2019, when the PLC/VTOS data is accounted for, LMETB again exceeded its original goal with 8,108 learners progressing internally and to higher education courses.

For 2020, preliminary data appears to be on trend with approximately 8,936 progressions (including the PLC/VTOS data) recorded.

Target 3: Active Inclusion and development of Transversal Skills

As part of the Strategic Performance Agreement (SPA), LMETB agreed with SOLAS an increase of 13% in the rate of certification over 3 years, (equating to 1,250 completers certified in 2020), on courses primarily focused on transversal (social mobility) skills development. The main focus of this target is learners achieving certification focusing specifically on National Framework of Qualification (NFQ) levels 1-3 as defined by SOLAS in this skills cluster area. The main skills clusters involved for LMETB are general learning, core ICT and personal development. For 2018, LMETB projected a target of 1,150 learners achieving certification in relevant areas. It surpassed this target with 2,260 learners achieving certification in these areas. Effectively this represents an increase of 125% over the base 2017 figure of 1,050 certificates.

In 2019 LMETB projected that it would achieve 1,022 learners achieving certification in relevant areas. LMETB again exceeded that goal with 2,173 learners achieving certification in relevant areas, with a similar percentage rate increase of approximately 120%. Preliminary data for 2020 indicates a figure of approximately 3,000 achieved against a projected target of 1,250.

Target 4: Lifelong Learning and Workforce Upskilling

LMETB continues to deliver courses targeted at people who require upskilling and or cross-skilling. The organisation works with employers to devise programmes to up-skill employees and continuously reviews current programmes on an ongoing basis to make them more accessible to people in employment.

As part of the Strategic Performance Agreement (SPA), LMETB agreed with SOLAS an increase of 12% over 3 years, equating to 10,501 starting all relevant programmes in 2020.

Agreed with SOLAS for 2018, LMETB projected a target of 9,565 learners achieving certification in the relevant skills cluster. LMETB reached 8188 learners achieving certification in relevant areas.

In 2019 LMETB projected that it would achieve 9948 learners achieving certification in relevant areas. LMETB achieved 8,108 learners achieving certification in relevant areas. Preliminary data for 2020 is indicating approximately 4,650 learners which would reflect the COVID 19 curtailment in activity in this area.

Target 5: Relevant Qualifications for Sectors with critical skills

As part of the SPA, LMETB agreed with SOLAS, this target was to increase the focus of FET provision on key skills areas. The ambition was to grow qualifications in these areas by an average increase of 351 learners per annum or a 41% increase in learners in 2020 compared with 2017 out-turns.

The main focus of this target is learners securing relevant qualifications in sectors where employment growth/skills needs have been identified such as Health, Sports and leisure, Manufacturing.

LMETB projected a target of 1,658 learners achieving certification for 2018. LMETB attained 1468 within the specific skills clusters, while, when self-financing courses are taken account of, LMETB surpassed this target with 2260 learners achieving certification in other relevant areas.

In 2019, LMETB projected that it would achieve 1,804 learners achieving certification in relevant areas. LMETB comfortably exceeded that goal with 2,873 learners achieving certification in the specific relevant skills clusters. Effectively this represents an increase of 89% over the base 2017 figure of 1,513 certificates.

Preliminary data for 2020 indicates a figure of approximately 2850 achieved against a projected target of 1,250 which is in line with previous attainments in this target area.

Target 6: Traineeships & Post 2016 Apprenticeships

As part of the Strategic Performance Agreement (SPA), LMETB agreed with SOLAS 618 over 3 years or a 102% increase on 2017 levels new apprenticeship and trainee registrations in the period 2017 to 2020. The baseline 2017 figure is 100 learners.

Agreed with SOLAS for 2018, LMETB projected a target of 182 learners achieving certification in relevant areas. LMETB achieved 119 learners in this target.

In 2019 LMETB projected that it would achieve 234 learners achieving certification in relevant areas. LMETB registered 156 learners in relevant areas. The remainder set the target for 2020 of 265 learners thought its execution was significantly hampered with 87 achieved due to the restrictions imposed in completing existing traineeship programmes and starting new ones throughout the rest of the year.

National Target 1	National Target 2	National Target 3	National Target 4	National Target 5	National Target 6
Sector Provision 10% more Learners will secure Employment from provision which primarily serves the labour market	Sector Provision 10% more Learners will progress to Other Further and Higher Education course from provision which is primarily focused on this purpose	Sector Provision 10% increase in the rate of certification on courses primarily focus on transversal (social mobility) skills development	Sector Provision 10% increase of adults who are seeking FET level provision engaging in Lifelong learning interventions	Sector Provision 10% increase in relevant qualifications across FET programmes increase of 10,000 learners per annum securing relevant qualifications in sectors where employment growth/skills needs have been identified	Traineeship programmes. Traineeship national Target of 19,000 (2016- 2020, 13,900 (2018- 2020) commencements
LMETB % Target 1	LMETB % Target 2	LMETB % Target 3	LMETB % Target 4	LMETB % Target 5	LMETB % Target 6
16%	10%	13%	12%	41%	102%

Services to Business

LMETB provide a wide and varied offering to business, working closely with many agencies including SLMRU, the Regional Skills Fora, Enterprise Ireland, IDA, LEO's, Local Authorities, Chamber of Commerce and DEASP.

Skills needs are identified both regionally and sectorally with courses and programmes being developed to address both locally and nationally recognised skills gaps for the economy. Programmes for business are integrated across many areas of FET provision, providing flexible full and part-time offerings. Further detail is provided below in relation to some key areas of provision in this regard.

Skills to Advance Initiative.

- During 2020, LMETB invested significant resources in developing the Skills to Advance (STA) programme. Skills to Advance works with employers to provide re-skilling and upskilling opportunities to the workforce. SMEs in particular have limited resources to upskill staff and are therefore particularly susceptible to market developments and economic fluctuations. Two Employer Engagement Officers were employed to work directly with industry while a Workforce Development Officer was also recruited to address the needs of those in employment. A total of 608 employees were subsequently upskilled during 2020, across 37 programmes, covering a wide range of areas including Digital Marketing, Payroll, Book-keeping, Healthcare, Retail Skills, Infection Prevention and Control and Care of the Older Person.
- LMETB also participated in the design, development, and delivery of a national regional initiative with colleagues from CMETB, DETB, MSLETB. The course developed was the ILM Diploma in Leadership and Management. This was a regional initiative, developed particularly for industry in the border counties, to mitigate against the effects of Brexit. LMETB are currently delivering the fifth iteration of this highly successful programme, which has now been mainstreamed nationwide due to its success.

Apprenticeships programmes

An extensive array of Craft Apprenticeship programmes is available under the auspices of LMETB, managed by Training services LMETB. This provides an opportunity for 659 learners in 2020, Phases 2-7 inclusive, to participate in Quality Assured skills training. All Apprentices are required to also spend time in 'On job Training' thus LMETB has a significant engagement with a large number of employers, with whom we work in Partnership to deliver the Apprenticeship programme. A significant aspect of the engagement between Employers and LMETB is managed on LMETBs behalf by the Authorised Officers (AO's)

- LMETB has four Authorised Officers who work exclusively with employers and their apprentices. Combined they have a working relationship with over 1200 employers. LMETBs Authorised officers provide information and advice regarding all matters related to the training and education of these apprentices.

Skills for Work Initiative

- The Skills for work initiative (SFW) is offered across Louth and Meath, through LMETB's Adult Learning Service. In 2020, ETB tutors delivered a total of 27 courses to 225 learners, working with a number of companies. Programmes delivered under this area of provision include Smart Phone/Computer Apps, MOS Excel and Word, Internet Skills, Nutrition & Healthy Options, Business English, and English for speakers of other languages. The SFW initiative, in partnership with employers, facilitates the upskilling and support of staff in company for whom Literacy, Numeracy and ESOL would merit support to enable maintenance of sustained employment and progression in company.

The Explore Programme

- LMETB offer the 'Explore' programme, to employers, which provides digital skills training for employees. Due to the nature of the programme, it is not ideally suited to remote provision and was therefore significantly affected by COVID 19 in 2020. Notwithstanding the challenges involved, however, LMETB managed to successfully engage with a number of companies and indeed delivered training to those employed in the areas such as the Horse Racing Industry. Through engagement and partnership with Horse Racing Ireland, (a new departure for the Explore project) a pilot concept initiative was developed with support from the Mid-East Regional Skills Forum. As a result, some of the employees who successfully completed this explore programme, have now progressed into Skills to Advance programmes as a result of their very successful engagement with LMETB FET.

For information and advice on Employment focused initiatives that can help your company, contact our Employer Engagement team at: skillstoadvance@lmetb.ie

Advanced Manufacturing Training centre of Excellence (AMTCE)

Established in 2020, This initiative is funded with support of Enterprise Ireland, SOLAS and Department of Education (DE). The AMTCE, a Brexit initiative will provide for the current and future advanced manufacturing skills needs of employers in the technology and manufacturing areas, working to contribute to boosting company productivity, competitiveness, Support the adoption of new technologies and meet Brexit and global challenges.

The AMTCE will address the impact of advanced manufacturing techniques and methods that require current and future workers to develop skills that are primarily technology based in areas such as digital technologies, machine ergonomics, analytical thinking, Design for assembly, Robotics, Virtual reality etc.

The AMTCE will identify the needs of this business community and work in partnership with employers and stakeholders to provide supported courses and Programmes tailored to meet the needs of industry in the region and to further inform developments in this area at national level.

PEACE IV Programme

LMETB is currently delivering two specific programmes, supported by funding from PEACE IV.

- Small grants Programme
- Creative interventions

Small Grants Programme

Overview

The Programme launched in July 2020 with a total fund of €307,357. The Programme was obligated to fund a minimum of 10 projects with awards of between €4,500 to €70,000. The Programme received applications from 40 projects with a total value of over €1,000,000.

The Programme has awarded 23 projects funding totalling €307,345. The 20 groups which have been funded represent a broad section of society and are evenly placed around County Louth allowing for all communities to receive an opportunity to be involved in PEACE IV.

Participants

The Programme aims to work with approximately 300 participants by November 2021. The participants are quite equally split on gender with more Irish Catholic participants than other demographics. This is to be expected when the census figures for County Louth follows a similar breakdown.

All participants have completed baseline attitudinal surveys and the data from these will be compiled to allow for analysis on the progress made by participants on completion of the project. As the focus is on Building Positive Relations it is envisaged that a positive attitudinal survey result will be gained.

Impact of COVID 19 re small grants programme

The Programme was launched during Covid19 and this has been reflected in how the projects have operated. 2 projects which were awarded funding have discontinued the project with any payments being returned in full. The difficulties groups face with Covid19 are very apparent, the main issues being the potential for isolation and the potential for communities to not have opportunities to mix due to social and work restrictions.

Groups have used technology to overcome these restrictions. Virtual meetings have allowed for more cross border meetings as the cost of travel is no longer an issue, guest speakers have been able to provide more workshops and lectures as time commitments are eased due to online meetings and communications are facilitated through group chats using instant messaging services which are monitored and managed by project leads.

Progress

The Programme is currently in the initial stages with most projects managing their administration and holding workshops online. There will be a push for in-person meetings if and when government restrictions are eased. Monthly meetings are held with each group and the project leads are keen to have a blended approach using both virtual and traditional workshops, sessions and meetings.

Conclusion

The Programme is undoubtedly a positive resource for groups in County Louth. Being oversubscribed in the application process shows the demand for projects which promote building relations in the area. The eagerness of the project leads and groups to use the funding to provide opportunities to participants who otherwise may not have been able to meet cross border or cross communities without PEACE IV is very apparent.

The Small Grants Programme will have funded 20 groups and a total of 23 projects to the value of €307,345. The projects are all scheduled to be completed by September 2021. COVID 19 restrictions have created some delays but conversations between the Small Grants Programme and the groups have allowed for innovative solutions using technology to overcome delays and ensure projects are adhering to the agreed timelines. This has resulted in the Small Grants Programme to stay on schedule.

Without PEACE IV these projects would not have been able to find funding elsewhere. The Small Grants Programme has been essential in allowing groups to focus on projects which build positive relations cross community and cross border.

The Creative Interventions project

It is now widely recognised even among the Peace Building community that creativity allows us to move beyond what exists today towards something new and unknowable tomorrow. Creative Interventions aims to develop more than skills, it tries to change young people's thinking by creative output.

John Paul Lederach, one of the world's foremost Peace Building theorists' states in his book *The Moral Imagination: we must think of ourselves as artists.... Lederach writes that creativity is the seed that holds the key to breaking cycles of destructive conflict.*

LMETB's Creative Interventions Project ran a very successful year long programme in 2020. Significant Global citizenship projects took place with TY students in St. Oliver's and Ardee Community School; similarly, 100s of TY students benefited from Creative Interventions Songlines and Reach Out Projects learning a variety of music skills and also interacted with music from different cultures as a means of breaking down barriers. The latter projects were delivered in partnership with Music Generation Louth. New friendships have been developed, a sense of togetherness has taken place for this quite diverse group, commonalities explored through musical culture and an increase in confidence and self-esteem through engaging in the programme.

Other projects included working with the Muslim Community in Dundalk and Muirhevnamor Community Council on an ongoing basis to deliver creative courses. The Creative Interventions project represents the first educational project to have taken place within the new Dundalk Cultural Centre run by the Muslim Community. The courses in Muirhevnamor represent a positive development of using creativity and positive psychology among disadvantaged youth.

LMETB's Creative Interventions Songlines project is supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB). The Project acknowledged the support of Louth County Council.



VTOS Navan: Winner of PLC and VTOS Section in LMETB Robert Ballagh Art Competition March 2020, James Sherlock.



Youthreach Learners pictured in October 2020 after securing their place in final of BT Young Scientist and Technology Exhibition 2021, Max Chmieliauskas, Julien Marazzini and Raul Moldovan.

Organisation Support and Development Directorate

Music Generation Louth

Music Generation Louth was established in 2011 as a music education service that provides a diverse range of opportunities throughout the county for children and young people to learn music.

It is part of Music Generation, Ireland's National Music Education Programme, initiated by Music Network, co-funded by U2, the Ireland Funds & the Department of Education. Locally the programme receives financial support from Create Louth and the Louth and Meath Education and Training Board. Dundalk Institute of Technology provides support-in-kind. Music Generation Louth is managed by the Louth Music Education Partnership, a sub-committee of the Louth and Meath Education and Training Board.

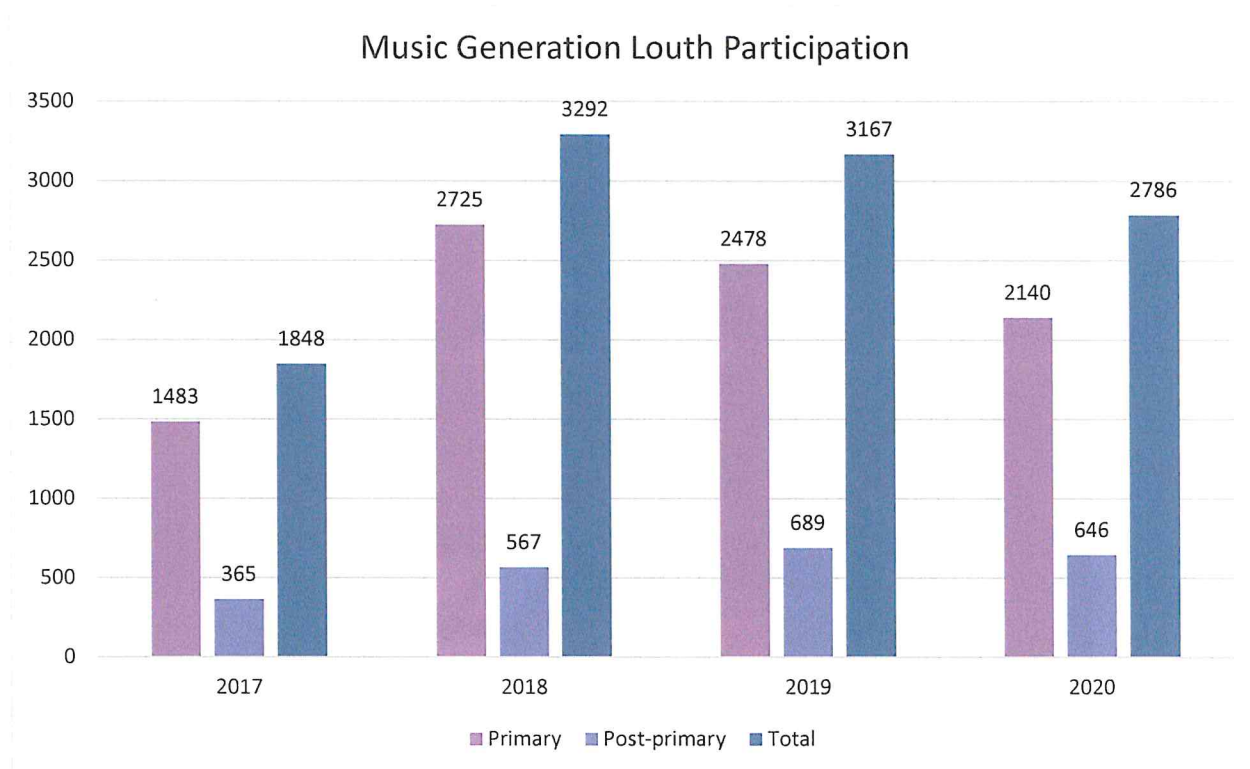
The service is led by Music Development Officer Gemma Murray, supported by two full-time resource staff and one full-time administrator working from Music Generation Louth's Centre at LMETB, Chapel St, Dundalk.

Alongside the provision of afterschool music tuition in a range of instruments and musical styles, Music Generation Louth delivers numerous in-school instrumental programmes to widen access to music making for children and young people. It also has established a youth choir, string orchestra, harp ensemble and in 2018, founded NÓS Nua, a new youth folk orchestra in partnership with Comhaltas Ceoltóirí Éireann, Dundalk.

2,042 children and young people participated in Music Generation Louth programmes during the period January to March 2020 across 12 programmes. Despite the challenges caused by the Covid 19 pandemic and school closure, Music Generation Louth maintained its high level of activity during lock down with ensemble rehearsals after-school tuition and summer camps moving to online platforms. Live activities resumed at Music Generation Louth's centre at LMETB Dundalk in September with c50% of in-school programmes also resuming weekly live sessions. 1,074 children and young people participated across 13 programmes during the period September to December 2020.

One of the highlights of 2020 was the performance by five young Music Generation Louth musicians as part of Ireland's Drive 4 Five Campaign at the United Nations Headquarters in New York in February 2020. The initiative formed part of Ireland's successful bid to win a term on the UN Security Council. The event included speeches by Bono of U2 and former President of Ireland Mary Robinson. A reception for distinguished guests hosted by the Permanent Mission of Ireland followed at which the young musicians also performed.

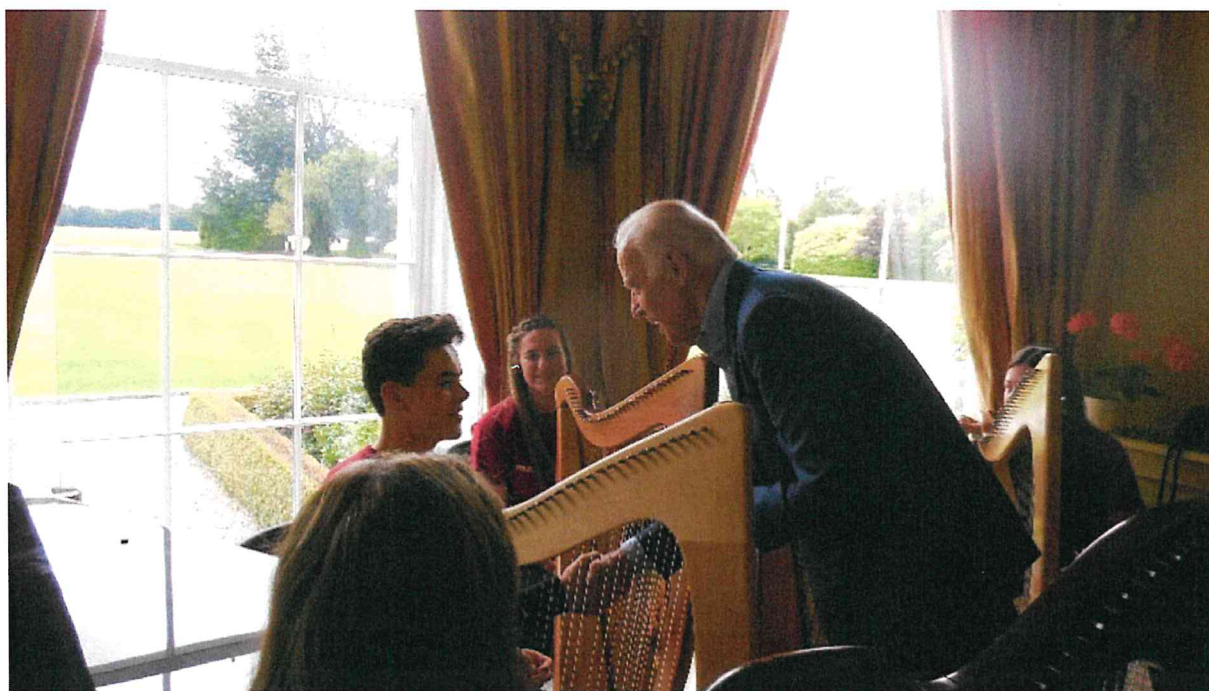
Music Generation Louth	2020	2019	2018	2017
Number of programmes	15	15	14	14
Participation (Girls)	1,756	1,884	1,830	930
Participation (Boys)	1,030	1,283	1,462	918
Participation (primary school age)	2,140	2,478	2,725	1,483
Participation (post - primary school age)	646	689	567	365
Total Participation	2,786	3,167	3,292	1,848



Ireland's Drive 4 Five Campaign at the United Nations Headquarters in New York in February 2020



Drive 4 Five Campaign Performance by Music Generation musicians at the UN in February 2020



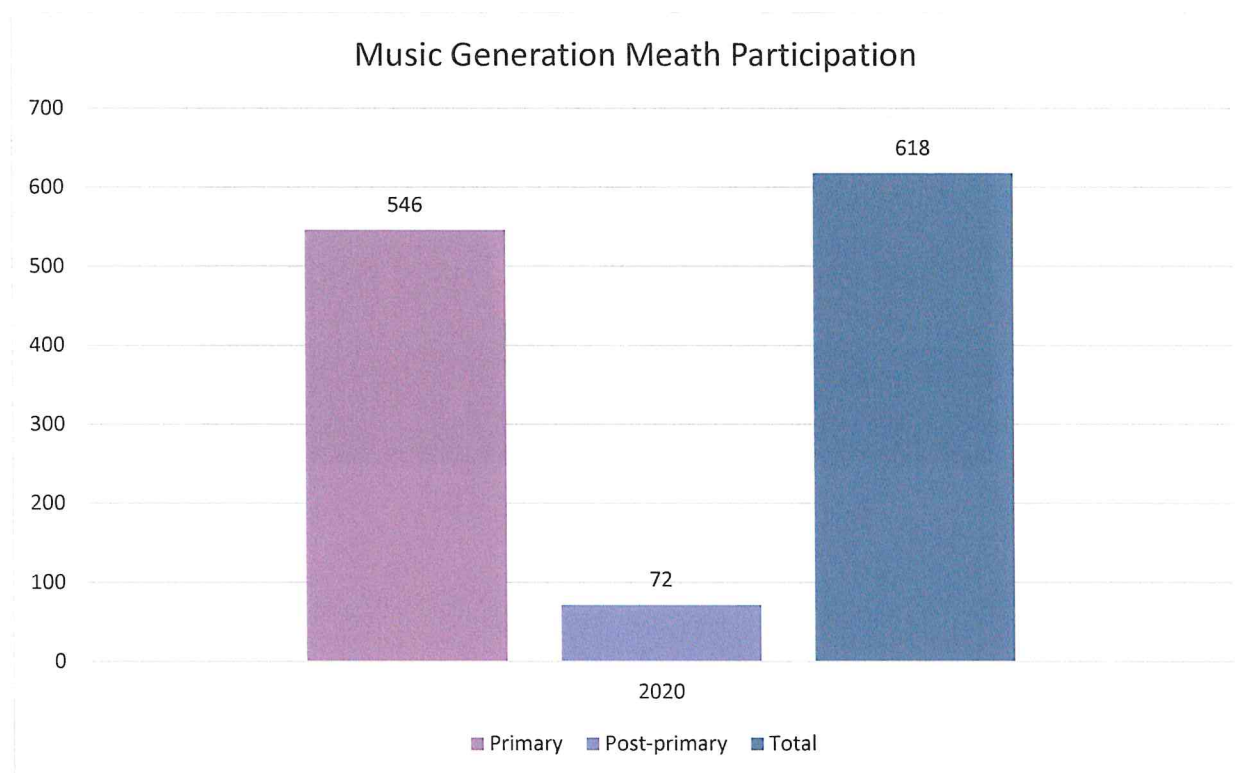
Music Generation Harp Ensemble performing at the US Ambassador's Residence in the Phoenix Park, 2016, Joe Biden's visit to Ireland.

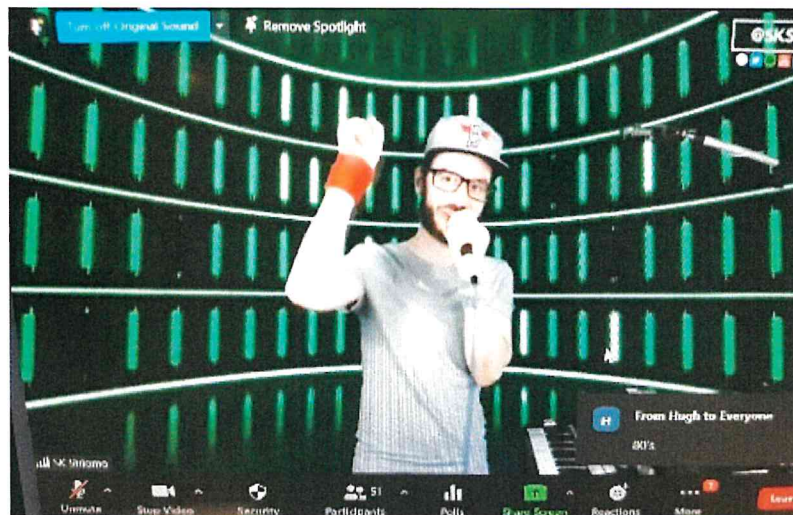
Music Generation Meath

Under the leadership of LMETB, Meath is now participating in Music Generation, Ireland's National Music Education Programme.

Music Generation Meath is supported by Louth and Meath Education and Training Board and Meath County Council. It started programme roll out in September 2020, led by Coordinator Aoife O'Connell.

Music Generation Meath		2020
Number of programmes		8
Participation (Girls)		339
Participation (Boys)		279
Participation (primary school age)		546
Participation (post - primary school age)		72
Total Participation		618





Financial Statements for 2020

Please note that the LMETB Annual Financial Statements for the year ended 31st of December 2020 are subject to audit by the Comptroller and Auditor General at the time of publication of the LMETB Annual Report for 2020. LMETB will publish the audited financial statements within one month of receipt from the Office of the Comptroller and Auditor General.

Public Spending Code

LMETB, resolution R. 04/05/2021, reaffirms its commitment to meeting all requirements relating to relevant aspects of the Public Spending Code and confirm also, that following a review of same, they are satisfied that in 2020 the Board adhered to the relevant aspects of said code and have noted areas for further progress in the 2020 Statement of Internal Control.

Obligations Under Tax Law

LMETB confirm that it has complied with its obligations under tax law. An Unprompted Qualifying Disclosure was made in 2021 regarding intra community VAT payments. Details will be set out in the Financial Statements and Statement of System of Internal Control.

Procurement Policy and Procedures

LMETB, resolution R. 05/05/2021, reaffirms its commitment to meeting all requirements relating to relevant procurement policies and procedures and confirms that, in 2020, in implementing its corporate procurement plan (as noted by the Board on the 24 September 2020) it adhered to the relevant aspects of said policies and procedures.

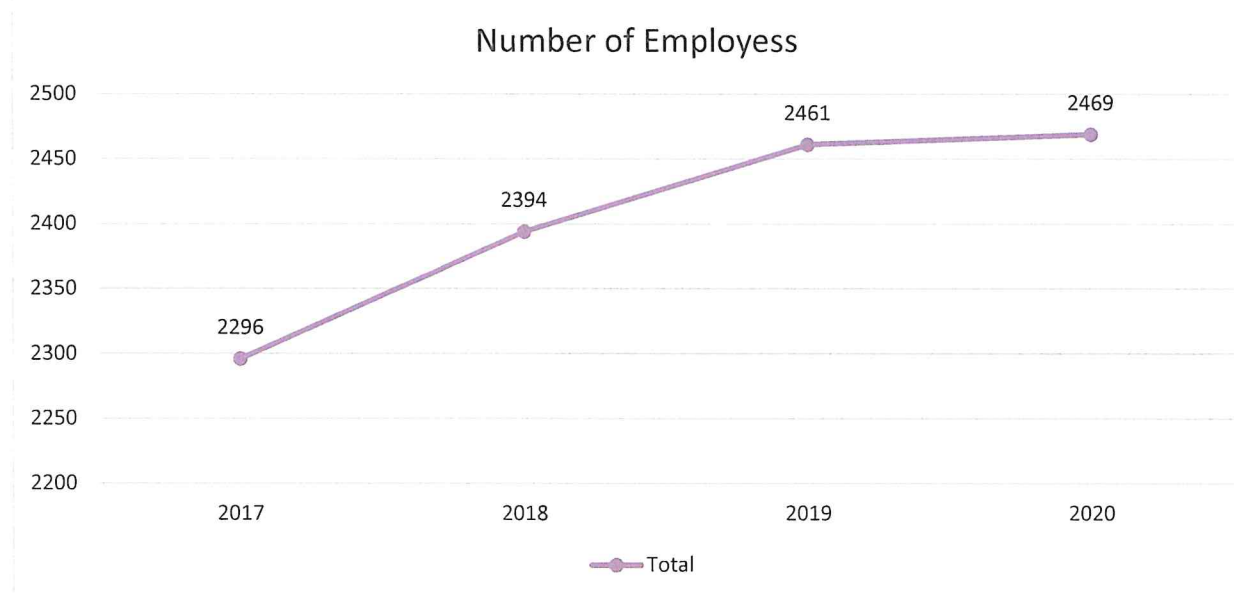
Statistics on payments

Payment Type	Payment Runs				Transactions			
	2020	2019	2018	2017	2020	2019	2018	2017
Creditors	61	56	53	57	19,256	21,306	20,961	21,100
Creditors RSTC	54	119	104	115	753	1,159	1,279	2655
Travel & Subsistence	11	11	11	15	310	1,542	1,452	950
VTOS Allowances	53	52	52	52	2,660	4,057	4,514	5,270
Youthreach Allowances	53	52	52	52	9,021	10,974	7,864	10,500
Training Allowances RSTC	74	51	51	50	15,450	27,853	25,160	25,459
Salary Payments	*	31	27	26	*	13,807	12,025	33,400
Monthly Salary Payments	*	22	30	12	*	33,319	45,434	13,560

* Salary payments moved to ESBS in 2020

Number of Employees

Number of Employees	2020	2019	2018	2017
Total	2,469	2,461	2,394	2,296



Pay Costs

In accordance with Section 6.4(v) and Section 6.4 (vi) of the 2019 Code of Practice for Education and Training Boards, details on the remuneration benefits of the key management in LMETB, which would include the Chief Executive, and details of the number of employees whose total employee benefits (excluding employer pension costs) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 from €60,000 upwards and an overall figure for total employer pension contributions are provided in the Annual Financial Statements for the year ended the 31st of December 2020 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.

Comply or Explain

Exemptions from the specific provisions in the Code of Practice may be justified in certain situations provided the objectives of those provisions can be achieved by other governance measures. Should a board intend not to follow a provision of the Code, this decision and a detailed explanation must be included in the Chairperson's report. The Chairperson's report for 2020 is furnished to the Minister with this report.

Non salary related fees paid to Board member

Details of the non-salary-related fees paid in respect of Board members analysed by category of fees are included in the Annual Financial Statements (AFS) for the year ended the 31st of December 2020 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.

LMETB Policies Approved

The following ETB policies were approved/noted by the Board during 2020:

1. Code of Conduct for Board Members of LMETB - Updated
2. Code of Conduct for Staff Members of LMETB – Updated
3. Customer Action Plan - New
4. Disposal of Fixed Assets Policy – Updated
5. Financial Authority and Approval Levels Policy - New
6. Hospitality and Gifts Policy – Updated
7. ICT Outsourcing and Acquisitions Policy - New
8. Procurement Policy – Updated
9. Protected Disclosures Policy – Updated
10. Safe use of Digital Imagery Policy - New
11. Travel and Subsistence Policy - New
12. Use of Facilities - Updated

Statement on the System of Internal Control

The Audit and Risk Committee carried out a review of the effectiveness of the system of internal control at its meeting on 16 March 2021. At this meeting, the committee concluded that LMETB's system of internal control operated effectively during the reporting period (2020) and that the system of internal reporting gives early warning of internal control failures and emerging risks. At its meeting on 30 March 2021, the Finance Committee reviewed the report of the Audit and Risk Committee to the Board to ascertain that the ETB has an adequate System of Internal Control. The Finance Committee accepted the draft financial statements as presented by the Chief Executive and recommended that they should be signed by the Chairperson. The Board reviewed the work of both committees at its meeting on 31 March and approved the Statement of Internal Control.

Procurement

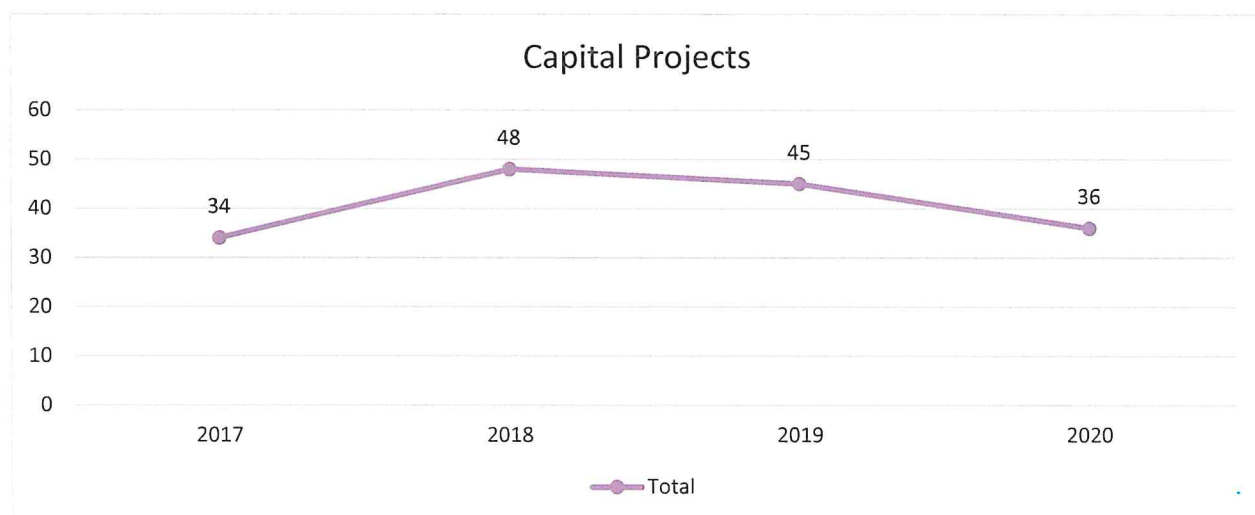
	2020	2019	2018	2017
Number of Framework Competitions	25	16	16	15
Number of Tenders advertised on OJEU	19	6	1	2
Number of Tenders advertised on etenders	42	37	21	17
Request for 5 Quotes	29	26	26	46
Number of Contracts extended	42	18	31	29
Totals	157	103	95	109



Capital Projects

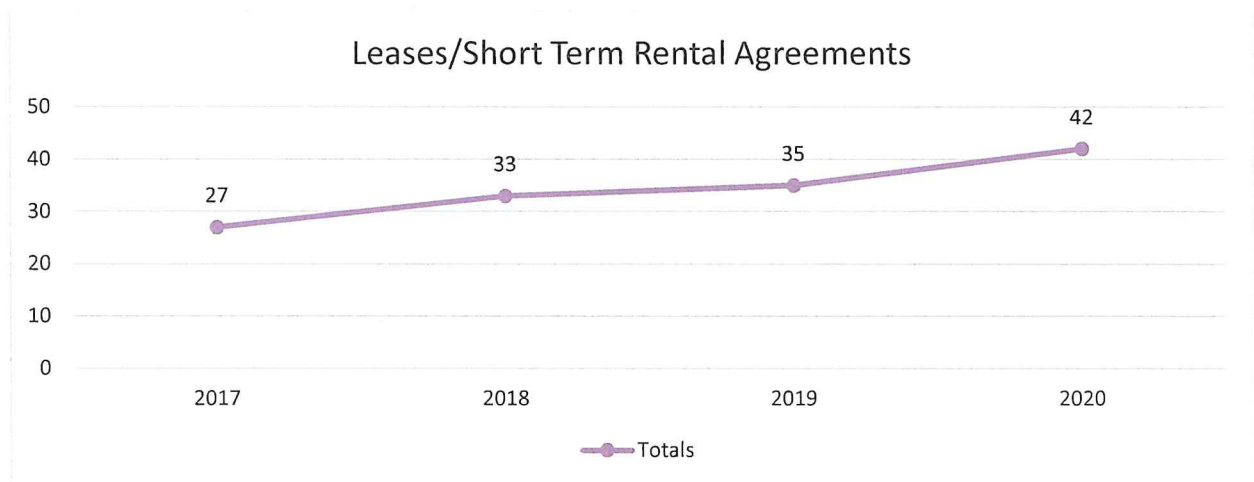
Project Types	Projects	2020	2019	2018	2017
New Schools	Coláiste Clavin, Longwood	3	4	3	3
	O'Carolan College, Nobber				
	St. Peter's National School, Dunboyne (non-ETB school)				
Major Projects	Advanced Manufacturing Training Centre Of Excellence, Dundalk	13	8	8	8
	Ardee Community School, Ardee, Co. Meath (non-ETB school)				
	Bush Post Primary School, Riversdale, Dundalk				
	Beaufort College, Navan				
	Coláiste de Lacy, Ashbourne (DoE led)				
	Coláiste na hInse, Laytown				
	Coláiste na Mi, Navan				
	Ratoath College, Ratoath				
	Scoil Uí Mhuirí, Dunleer				
	Skerries Educate Together National School (non-ETB school)				
	St. Francis National School, Blackrock, Louth (non -ETB School)				
	St. Oliver's Community College, Drogheda				
	St. Peter's College, Dunboyne, Co. Meath				
Smaller Projects - Small Extensions, Special Needs Units, Temporary Accommodation, etc.	Ard Rí Community National School, Navan, Temporary Accommodation	9	11	15	7
	Ashbourne Community National School, Temporary Accommodation				
	Boyne Community School, Trim Temporary Accommodation (non-ETB School)				
	Drogheda Institute of Further Education Temporary Modular Accommodation				
	Dunboyne College of Further Education Refurbishment Works				
	O'Fiaich College, Dundalk, Temporary Modular Accommodation				
	St. Mary's National School, Enfield, Special Needs Unit, (non-ETB School)				
	St Peter's College, Dunboyne, Special Needs Unit, Permanent and Temporary Projects				
	Youthreach Laytown Temporary Accommodation				

Summer Works Projects	Dunshaughlin Community College, Life Safety Systems	3	6	5	4
	O'Fiaich College, Dundalk, Life Safety Systems				
	St. Oliver's Community College, Drogheda, Life Safety Systems				
Emergency Works Projects	Coláiste na hInse, Laytown, Access Control	3	4	5	2
	Coláiste na hInse, Laytown, Life Safety Systems				
	O'Fiaich College, Dundalk, Fire Safety Works				
Other	Ard Rí Community National School, Navan, Site Acquisition	5	12	12	10
	Dunshaughlin Community National School, Site Acquisition				
	Further Education Building, King Street Drogheda, Electrical Rewire				
	LMETB Head Office, Drogheda, New Administrative Offices				
	Regional Skills and Training Centre, Dundalk, Boiler Replacement				
Totals		36	45	48	34



Leases/Short Term Rental Agreements

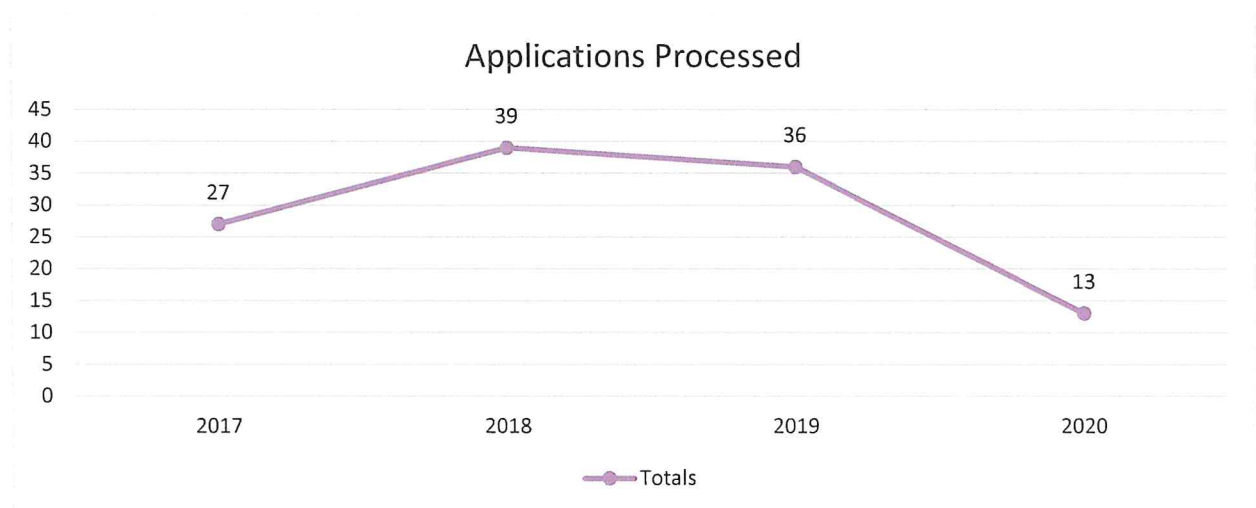
Number of Agreements	Leases/Short Term Rental Agreements
2020	42
2019	35
2018	33
2017	27



Use of Facilities

Number	Applications Processed
2020	13*
2019	36
2018	39
2017	27

*The number of applications for use of LMETB facilities during 2020 was lower than in previous years due to the COVID 19 pandemic.



Training

Corporate Services Department staff arranged training for staff on asset management, procurement, SharePoint, IT, Health and Safety, Freedom of Information and Data Protection. Corporate Services Department staff attended training on Corporate Governance, Health and Safety, Plant Inspections, Data Protection, IT, Freedom of Information, Procurement, dealing with Covid 19 and Risk Management. Briefings were provided to staff newly appointed to managerial positions. A member of staff was formally assigned the duty of training officer in 2021.

SEAI

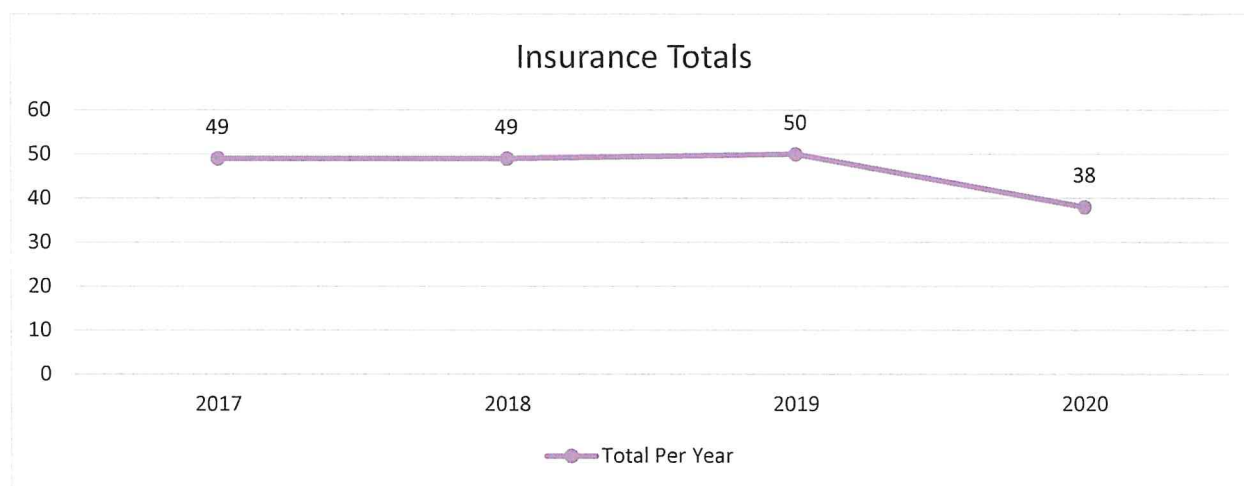
LMETB is fully committed to meeting the national and international energy and climate goals and objects set out by Government. LMETB is partnered with SEAI Public Sector Partnership programme which has been running for several years based on a 33% energy efficiency improvement target by 2020. New and more ambitious targets of 50% improved energy efficiency are to be achieved by public sector bodies by the end of 2030.

LMETB has an Energy Team in place and work closely with the SEAI Programme Support Manager to develop energy plans and policies and to drive initiatives in our schools and centres. LMETB has appointed an Energy Performance Officer at Senior Management Team level and staff have been attending energy courses to enhance their knowledge including Energy Map Training, an ISO 50001 energy management training program centered on continual improvement. This is a proactive framework for monitoring consumption, identifying opportunities for improvement, making meaningful and measurable changes, and learning from the effectiveness of these interventions. Other energy management training programs attended by staff include Energy Basics, Monitoring and Reporting, Energy in Education and SEAI Engaging People - Staff Engagement Accelerator Programme. Senior Management commit to continuous improvement in Energy performance and will ensure the necessary resources to achieve its objectives and energy targets are in place.

Efficiency gains are being achieved through implementation of a structured energy management programme, establishment of an energy action plan, retrofits, building and facility upgrades and overall through awareness and behavioural change in the organisation. LMETB ensures all new procurement and construction meet and exceed the strict guidelines detailed within the Department of Education's Technical Guidance Documents for energy efficiency and quality of construction. The organisation's procurement department also request documented evidence from suppliers on how they are including environmentally friendly initiatives into their current processes. LMETB also encourages the schools, colleges and further education centres operating under the organisation to submit funding requests to improve or replace all non-LED lighting, energy inefficient appliances, and poorly insulated windows and doors, as well as any other projects that would reduce their carbon footprint.

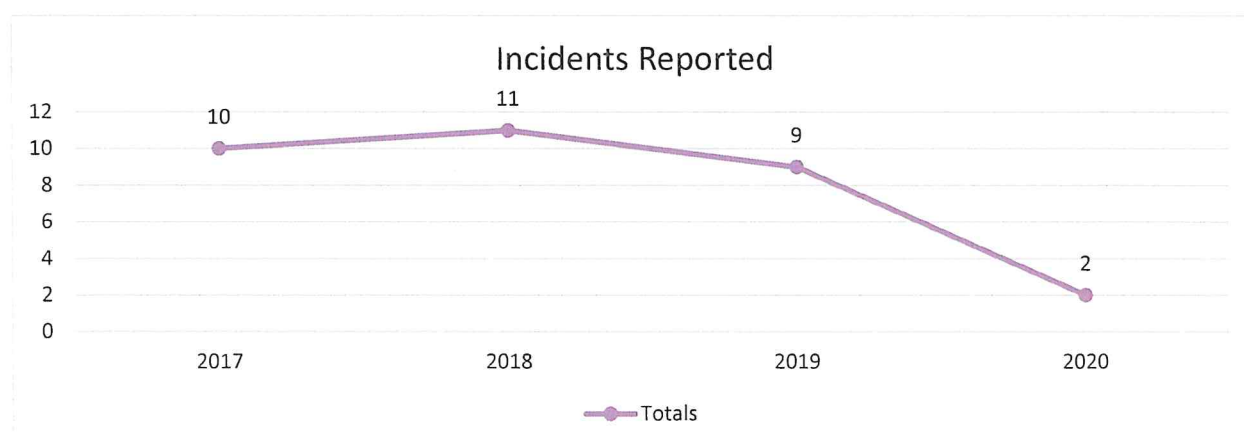
Insurance

Number	New Claims	Settled Claims	Active Claims	Total
2020	5	10	23	38
2019	10	16	24	50
2018	6	20	23	49
2017	12	7	30	49



Health and Safety

Incidents Reported to the Health and Safety Authority	
2020	2
2019	9
2018	11
2017	10

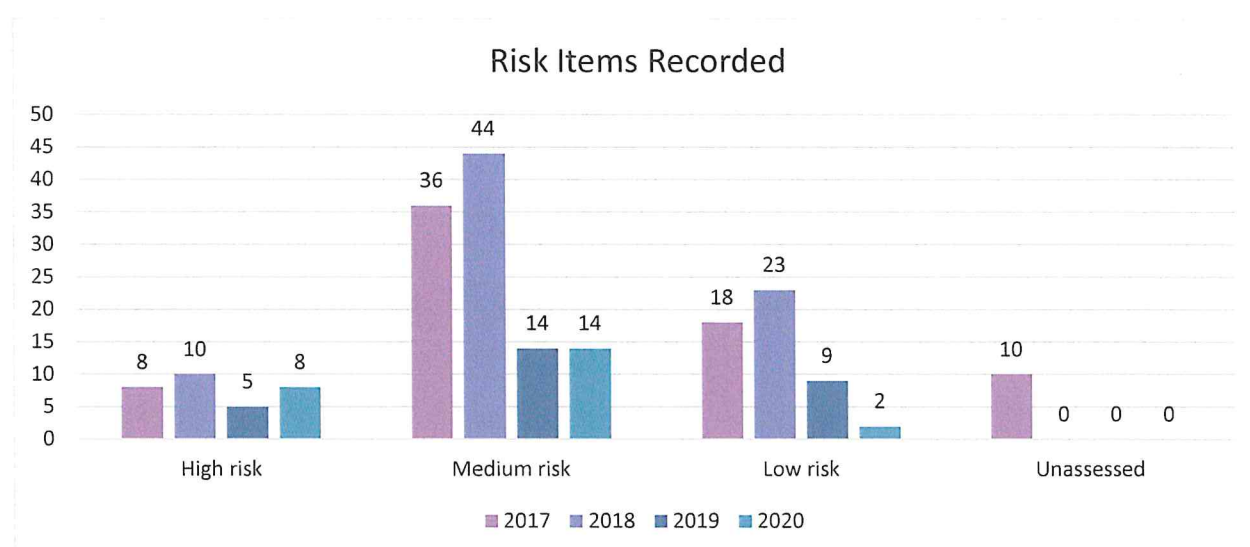


Risk Management

Risk Items Recorded on LMETB's Risk Register					
	High Risk items	Medium Risk items	Low Risk items	Unassessed	Total
2020	8	14	2	0	24
2019 ⁽¹⁾	5	14	9	0	28
2018	10	44	23	0	77
2017	8	36	18	10	72

Note

(1) In November 2019 a review of the LMETB risk register took place resulting in some risks being transferred to sub registers for O.S.D, F.E.T and Schools.



The Board has carried out an assessment of the ETB's principal risks.

In 2015 the board of LMETB resolved that the overview of risk management was a function of the Audit and Risk Committee. The Audit and Risk Committee, in its report to the board in respect of the 2020 Annual Financial Statements and Statement of System of Internal Control confirmed that *"LMETB's system of internal control operated effectively during the reporting period (2020) and that the system of internal control gives early warning of internal control failures and emerging risks."*

Risk management is a standing item on board meeting agendas and summary risk registers are provided to board members.

The Audit and Risk Committee met four times in 2020: 13 March, 4 August, 30 September and 14 December and carried out detailed reviews of the risk register. The Audit and Risk Committee approved three reports to the LMETB Board during 2020: reports dated 13 March, 4 November and 14 December. The fourth report in respect of 2020 was approved by the Committee at its meeting on 12 March 2021 and presented to the Board on 31 March 2021. The Audit and Risk Committee receives audit reports and management letters issued by the C&AG, IAU and other auditors. A recommendations tracker system is also being maintained and monitored by LMETB. Measures implemented in response to risk include insurance, training, implementation of additional internal controls, liaison with the Department of Education and SOLAS, ongoing policy development and implementation, strengthening of staffing in key areas including procurement and

pensions, implementation of audit recommendations, increased engagement with legal and property advisors, analysis of potential impact of the Covid19 pandemic, BREXIT and implementation of appropriate measures.

The LMETB Audit and Risk Committee recommended approval of a Risk Appetite Statement on 14 December 2020 and the LMETB Board approved it on 25 February 2021.

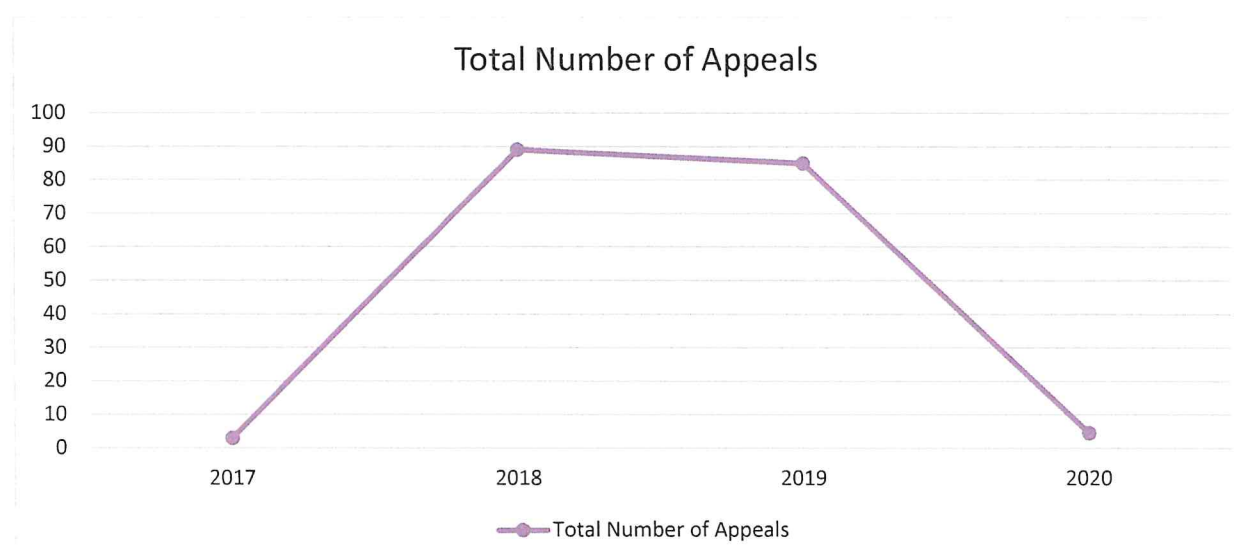
Section 29 Appeals

Section 29 of the Education Act, 1998 sets out the procedures for appeals against permanent exclusion, suspension or refusal to enroll.

Section 29 Appeal Statistics				
	Appeals relating to refused enrolment	Appeals relating to expulsion	Appeals relating to suspension	Total Number of Appeals
2020 ⁽¹⁾	4	1	0	5
2019	81	8	0	89
2018	82	3	0	85
2017	1	0	2	3
Category Appeal:	2019/2018/2017	2019/2018/2017	2019/2018/2017	2019/2018/2017
Resolved before an appeal hearing	11/36/1	3/2/0	0/0/0	14/38/1
Appeals upheld	9/23/0	3/0/0	0/0/1	12/23/1
Appeals not upheld	61/23/0	2/1/0	0/0/1	63/24/1

Note

- (1) Figures for 2020 are much lower than previous years due to Covid 19 restrictions resulting in temporary closure of school buildings to pupils and due to the implementation of new arrangements on 12 November 2020 under which the ETB Board is no longer an appeals body.



Scéim Teanga Oifigiúil /Official Language Scheme 2020

Tá LMETB tiomanta do na tiomantais a rinneadh ina Scéim Teanga a chur i bhfeidhm. Tá Scéim Teanga Oifigiúil LMETB do 2021-2024 curtha ar aghaidh lena ceadú ag An Aire Turasóireachta, Cultúir, Gaeltachta, Spóirt agus na Meán. Tá LMETB ag obair go dlúth leis An Coimisinéir Teanga chun oibriú i dtreo na riachtanas uile inár Scéim Teanga a chomhlíonadh. Ceann amháin de na riachtanais den sórt sin isea feabhas a chur ar sheirbhís trí Ghaeilge do bhaill an phobail. Tá LMETB tar éis Gaelchultúr a fháil mar sholáthraí oiliúna d'aon fhoireann riaracháin ar spéis leo clárú i dTeastas QQI i nGaeilge Ghairmiúil. Chláraigh roinnt ball riaracháin mar rannpháirithe do chúrsaí Sheimeastar an Earraigh ag tosú i 2021. Is oiliúint luachmhar í seo d'fhonn ár gcumas seirbhís a sholáthar trí Ghaeilge a fhorbairt. Beidh an oiliúint seo ar fáil gach bliain d'fhoireann riaracháin a mbeidh rogha acu chun dul ar aghaidh i dtreo Teastas QQI 6 i nGaeilge Ghairmiúil.

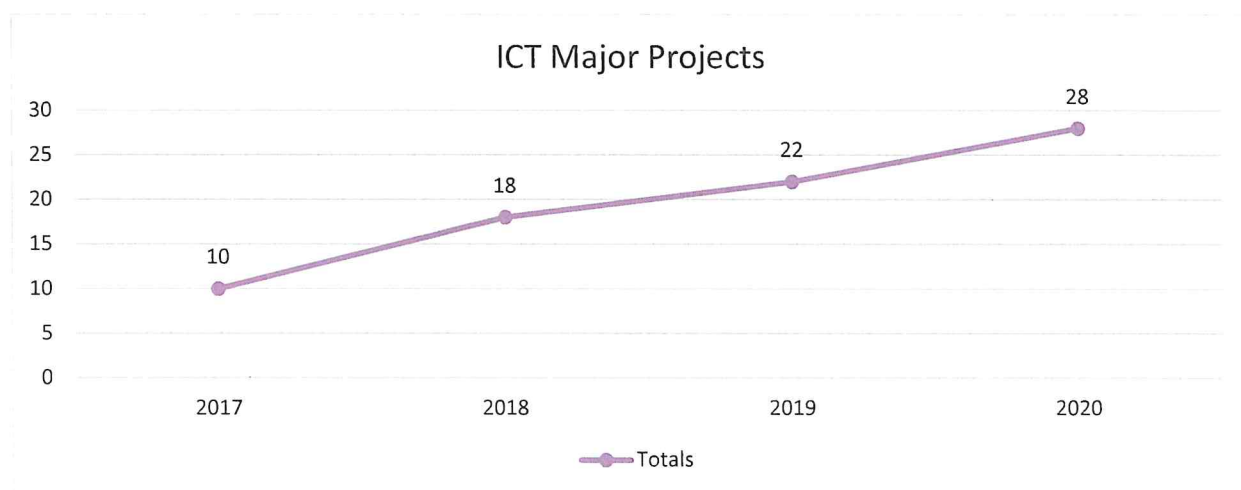
LMETB is committed to implementing the commitments entered into in its Language Scheme. LMETB's Official Language Scheme for 2021-2024 has been forwarded for approval by the Minister Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. LMETB has been working closely with An Coimisinéir Teanga to work towards meeting all requirements in our Language Scheme. One such requirement is the improvement of a service through Irish to members of the public. LMETB has procured Gaelchultúr as the training provider for any administrative staff interested to enroll in a QQI Certificate in Professional Irish. A number of administrative staff have enrolled as participants for the Spring Semester courses commencing in 2021. This is valuable training with a view to developing our capacity to provide a service through Irish. This training will be available annually to administrative staff with an option to progress towards a QQI 6 Certificate in Professional Irish.

Protected Disclosures

	2020	2019	2018	2017
Number	0	0	0	0

ICT

Projects Type	2020	2019	2018	2017
Major projects	28	22	18	10
System uptime (est.)	99.0%	93.5%	98%	98%
Helpdesk queries managed	6,463	6,152	6,117	5,120



ICT Report 2020

2020 was a very challenging year for the ICT services of LMETB. The global Covid-19 pandemic changed overnight the way LMETB delivered teaching, learning and working across the whole organisation overnight. LMETB had to move to a blended learning model and remote working environment in the space of several days. The ICT team took a dynamic and agile approach to this sea change in delivery for our Schools and Education Centres.

Over the course of the first week of the national lockdown in March 2020, the ICT Department designed and implemented a solution to enable this transition to remote learning. LMETB used Microsoft Teams as the tool of choice and provisioned over 3,000 new Teams in the first week. This has scaled up to over 12,400 Teams across all schools and centres with over 30,000 users accessing this platform over the past 12 months.

During the first 12 months of the Covid-19 pandemic there was significant investment in mobile devices particularly around the use of laptops to support remote teaching and learning for both staff and students. The ICT department had to work closely with all schools and centres to coordinate the configuration and rollout of over 1,000 devices to end users and to ensure that they were configured correctly to ensure corporate and personal data was encrypted whilst on the move.

Onsite ICT support was very challenging during this time. The ICT department provided technical support remotely wherever possible.

All administration staff in Abbey Road and Chapel Street had to move to a remote working model. LMETB was able to provide secure remote access to all critical applications for administration staff to ensure that it was business as usual within all administration functions across the organisation.

Key to the success of the rollout of Teams and remote administration services was the high level of training and specialist support, often on a one-to-one basis, provided by the ICT Department. This ensured that staff had the confidence to work with new technology and adapt and change to the “new normal” of working and teaching from home.

The global pandemic has created a new dawn for the role of ICT within the corporate structure. The way we work, where we work, how we deliver and access content is now unrecognisable from a little over a year ago. This is a golden opportunity to embrace new technologies as we emerge from lockdowns in order to further develop and improve our systems and processes and to underpin the security of our infrastructure.

Gifts, Trusts and Scholarships

The 2013 ETB Act provides that the approval of gifts, trusts and scholarships is a reserved function of the Board. The Gifts, Trusts and Scholarships Committee was established in January 2019 to assist the Board in its performance of this function.

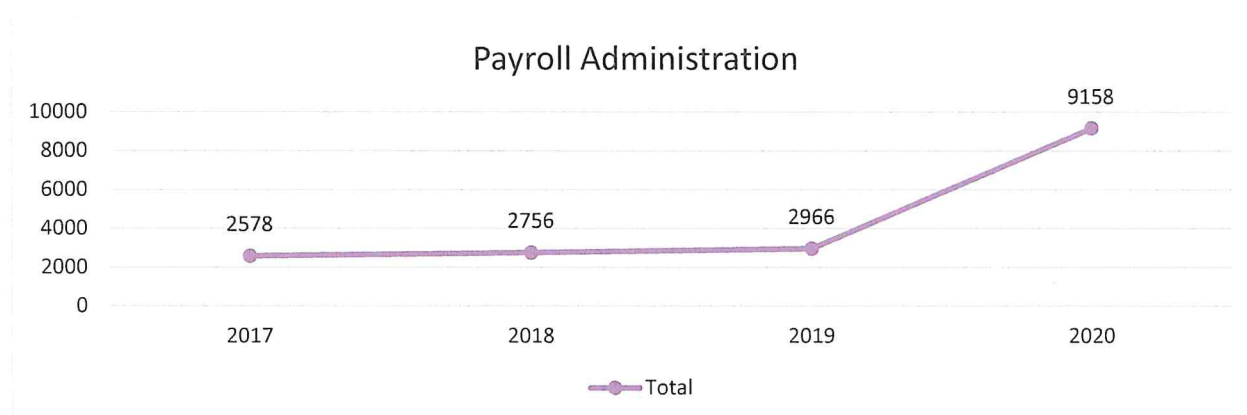
Section 29 of the 2013 Act requires an ETB to include, in its annual report, details of any gift accepted by it above an amount specified by the Minister for Education and Skills. LMETB’s understanding is that no amount has yet been specified by the Minister and that gifts of a material amount should be included in the annual report. At its meeting on 10 January 2019, the LMETB Board passed a resolution that gifts above an amount of €5,000 be disclosed in the annual report.

One such gift was received in 2020. This was to produce a virtual 360-degree tour of an LMETB school.

Payroll Administration

	2020	2019	2018	2017
Starters	481	416	369	247
Leavers	150	208	195	173
Salary adjustments	7,416	1,632	1,487	1,492
Part-time pay adjustments	929	507	501	477
Incremental credit applications	47	77	96	80
Statements of Service	135	126	108	109
Total	9,158	2,966	2,756	2,578

LMETB payroll moved to a shared services platform in April 2020.



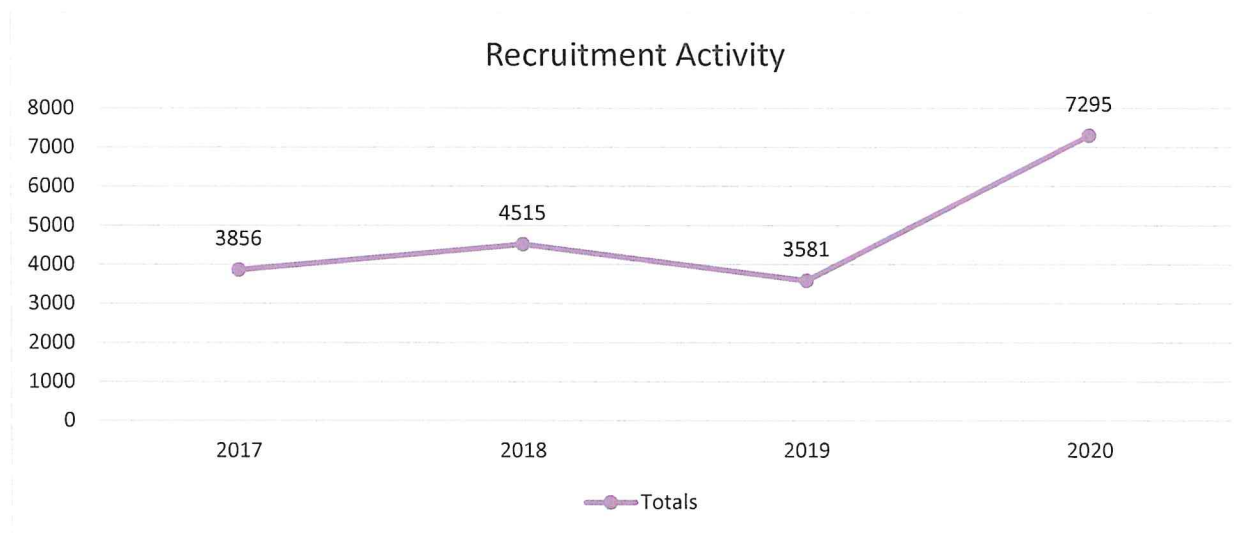
Leave Management

	2020	2019	2018	2017
Maternity leave applications	127	120	121	105
Parental leave applications	66	80	59	61
Career break applications approved	39	40	21	20
Job-share applications approved	52	48	36	37
Paternity Leave	26	20	25	17
Secondment	15	17	16	15
Total	325	345	278	255



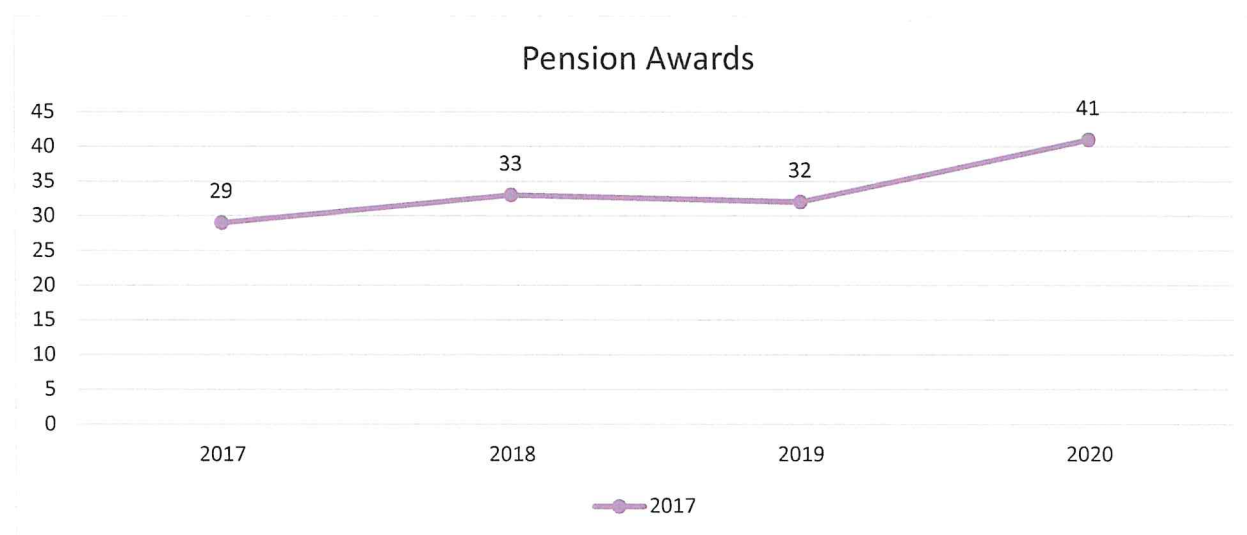
Recruitment

	2020	2019	2018	2017
Posts advertised	485	532	515	330
Applications received	6,087	2,389	3,232	2,914
Interview competitions held	284	255	365	282
Posts filled	439	405	403	330
Total	7,295	3,581	4,515	3,856



Pensions

	2020	2019	2018	2017
Pension awards	41	32	33	29



Appendix

Appendix 1 – Reserved Functions of the Board

Section 12 (2) of the 2013 Act states:

(2) Each of the following are reserved functions:

- (a) a request by an education and training board for a name by which the board may describe itself for operational purposes under *section 9 (3)*;
- (b) the appointment of a chief executive in accordance with *section 14*;
- (c) the suspension of a chief executive in accordance with *section 17*;
- (d) the establishment of a scholarship under *section 24*;
- (e) the giving of an opinion under *section 27 (4)(h)* and the adoption (with or without modifications) of a strategy statement under *section 27*;
- (f) the adoption of an annual report under *section 28*;
- (g) the acceptance of gifts or being constituted as a trustee under *section 29*;
- (h) a decision to authorise the attendance by a member at a conference, seminar, meeting or event under *section 38*;
- (i) in relation to a committee established under *section 44* —
 - (i) the establishment or dissolution of the committee,
 - (ii) the determination of the terms of reference and the regulation of the procedures of the committee,
 - (iii) the appointment or removal from office of a member (including the chairperson) of the committee, and
 - (iv) the confirmation of an act of the committee;
- (j) the adoption of an annual service plan under *section 47*;
- (k) the power to borrow money under *section 49*;
- (l) the keeping of accounts in accordance with *section 51*;
- (m) in relation to a finance committee and an audit committee—
 - (i) the establishment of those committees,
 - (ii) the appointment and removal of a member (including the chairperson) of those committees, and
 - (iii) the receipt of a report prepared by each of those committees and the determination of what action (if any) should be taken as a result of the findings of any such report;
- (n) the acquisition, holding and disposal of land, or any interest in land, under *paragraph 3 of Schedule 3*.