

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

# Annual Report 2021



An Roinn Oideachais  
Department of Education



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



EUROPEAN UNION  
Investing in your Future  
European Social Fund



**SOLAS**  
learning works

**ENTERPRISE  
IRELAND**  
where innovation means business

# Table of Contents

<i>Chairperson’s Introduction .....</i>	<i>3</i>
<i>Chief Executive’s Foreword.....</i>	<i>5</i>
<i>Ráiteas Misin.....</i>	<i>8</i>
<i>Mission Statement .....</i>	<i>8</i>
<i>Louth and Meath Education and Training Board Statement .....</i>	<i>9</i>
<i>The Board of LMETB .....</i>	<i>12</i>
<i>LMETB Senior Management .....</i>	<i>19</i>
<i>Overview and Résumé of Services .....</i>	<i>20</i>
<i>Schools’ Directorate .....</i>	<i>22</i>
<i>Further Education and Training Directorate.....</i>	<i>53</i>
<i>Organisation Support and Development Directorate .....</i>	<i>78</i>
<i>Appendix .....</i>	<i>104</i>
<b>Appendix 1 – Reserved Functions of the Board .....</b>	<b>104</b>



## *Chairperson's Introduction*



I rith 2021 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 2021 a chur in bhur láthair.

During 2021 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 2021.

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.

The pandemic has been one of the dominant themes again during 2021. I want to acknowledge the hard work, determination and courage of staff throughout the organisation who have, once again, risen to the challenge in protecting the communities we serve while maintaining and even expanding service provision. We are all pleased that pupils, learners, staff and parents/guardians have been permitted to return to a more normal environment.

LMETB continues to make huge strides in recent years to improve the building infrastructure of schools and centres across both Louth and Meath. Significant work is ongoing both in extending current premises and in building new state-of-the-art facilities. LMETB's flagship further education and training project, the Advanced Manufacturing and Training Centre of Excellence (AMTCE) is up and running in a state-of-the-art premises in Dundalk. The AMTCE is a game changer for the North-East and brings world class training in advanced manufacturing to Ireland in a unique project designed to respond to the challenges posed by industry 4.0 and in the context of a shared island.

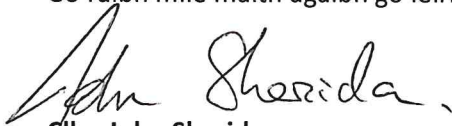
In addition to the ongoing collaborative efforts with our funders in the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and SOLAS, LMETB has also worked closely with stakeholders at both a regional and national level including Local Authorities, 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.

LMETB will continue to host the Drogheda Implementation Board, an initiative of great importance to the Drogheda – East Meath area and with broader impacts in Counties Louth and Meath.

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 foghlaimoirí, 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. John Sheridan**  
Cathaoirleach

## Chief Executive's Foreword



Cúis áthais dom, mar Phríomhfheidhmeannach Bhord Oideachais agus Oiliúna Lú agus na Mí (LMETB), Tuarascáil Bhliantúil 2021 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 2021.

I want to first acknowledge the trojan work of staff during the global pandemic and in particular to pay tribute to long serving staff who departed the organisation during this difficult period. I would also like to offer my sincere sympathies to any and all who have experienced loss or ill-health during this very difficult time.

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

On behalf of the Department of Justice, LMETB continued to provide hosting supports to the Drogheda Implementation Board and to co-operate with other statutory agencies and stakeholder groups for the benefit of the local community. Established on foot of the Scoping Report on Community Safety and Wellbeing in Drogheda, the work of the Implementation Board is of great importance to Drogheda and its wider environs, in particular the Laytown-Bettystown area. As well as developments in the wider economy and the local community, education, training and youth work interventions will play a central part in the success of the Implementation Board.

Following an announcement by Minister Harris T.D., LMETB, looks forward to progressing the construction of a purpose built, state of the art, further education "*College of the Future*" in Dunboyne. I am proud to report that this initiative will deliver Ireland's first College of the Future. An application to SOLAS for funding to secure a suitable site for Dunboyne College of Further Education has been submitted and it is envisaged that LMETB will procure a suitable site this year. LMETB hope to procure a full Design Team in 2022 to progress this much needed project which will see significant capital investment in the FET sector. I would like to take this opportunity to pay tribute to those whose perseverance and vision led to the announcement.

LMETB look forward to exciting and innovative development opportunities in the FET area and have significantly advanced development of the Advanced Manufacturing and Technology Training Centre of Excellence (AMTCE) in Dundalk. The AMTCE is located on the Dublin to Belfast Economic Corridor and will provide the advanced manufacturing and technology skills needed for the future of manufacturing both regionally and nationally. This centre empowers enterprise and manufacturing industries take advantage of lean processes, additive manufacturing, robotics, automation, virtual reality and augmented reality. It is envisaged that this will boost participating companies' productivity and competitiveness and support the adoption of new technologies to meet global /Brexit challenges and withstand global shocks.



In December, Minister Ossian Smyth T.D. launched Ireland's first "Whole of Government Circular Economy Strategy", which sets out a vision for Ireland's transition to circularity as part of our response to the climate emergency. LMETB have embraced this strategy and our relationship with Fastrack to Information Technology (FIT) is important in that regard in supporting the Circular Economy Skills Initiative (CESI) which opens up a new and exciting career for women and men who have an interest in prolonging the life cycle of our white goods in the interest of sustainability, reduced waste and environmental wellbeing. This innovative project is supported by Beko, Belling, Blomberg, Bosch, Candy, Haier, Hoover, Electrolux, Fisher & Paykel, Flavel, Grundig, Hotpoint, Leisure, Indesit, Miele, Neff, Siemens and Whirlpool. The CESI course runs over 26 weeks, followed by 12 weeks' guaranteed work placement. It is free of charge for trainees, supported by a grant from the CIRCULÉIRE Innovation Fund. Our first programme began in November thanks to a collaboration between LMETB, the White Goods Association (WGA), WEEE Ireland and technical training agency FIT, and the CIRCULÉIRE Innovation Fund - Ireland's first industry-led innovation network dedicated to accelerating the circular economy. I commend the very prompt response by our staff, FIT and the various manufacturers of white goods in making this CESI initiative a resounding success and a first for our sector. LMETB acknowledge the support provided by SOLAS for this initiative under the leadership of Mr. Andrew Brownlee, Chief Executive.

In September the Government published its housing plan to 2030 "Housing for all - a new housing plan for Ireland". Among the aims of the plan is to expand the construction sector workforce. This will require a further ramp-up in education and training opportunities, in particular in the area of apprenticeships. The Action Plan on Apprenticeship 2021-25 contains an ambitious commitment to increase apprenticeship registrations to 10,000 per annum, almost double the 2020 intake. A key target for LMETB in support of same, is to double participating numbers in the craft apprenticeship area, particularly in areas such as electrical and toolmaking.

I welcome the QQI Inaugural Review of Quality Assurance in ETBs and look forward to receiving QQI's independent external evaluation of the implementation and effectiveness of the Quality Assurance procedures within LMETB's Further Education and Training Directorate.

I am delighted also that LMETB has been chosen as patron for a new 1,000 pupil second level school, Coláiste Ríoga, in Dunshaughlin and I welcome our first group of students who commenced their second level education there last September.

I am also very pleased that the contractor has commenced on site at Bush Post Primary School which will see the whole school community benefit from this major permanent extension. Works have also commenced on the new 4 classroom Special Needs Unit at St. Peter's College, Dunboyne. Design Teams were appointed and are progressing through preliminary design stages for major extensions at St. Oliver's Community College, Drogheda and Dunshaughlin Community College, two of the largest schools in the country.

Following the acquisition of a wonderful site in Navan for a new permanent 16 classroom school for Ard Rí Community National School and for St. Ultan's Special School, LMETB and our Design Team are liaising with the two principals and forging ahead with proposed schemes. I look forward to this project progressing through the design stages this year.

Following dialogue with officials in the Department of Education an increased schedule of accommodation has been agreed for the new corporate headquarters in Drogheda. The Design Team have recommenced the design process and will move quickly to secure statutory approvals.

LMETB made representation to the Department for the O'Carolan College, Nobber new school building project to now be devolved to LMETB in 2022. I am pleased that LMETB will be in a position to quickly progress this project to construction through the devolved delivery method.

Permanent school projects at Coláiste na hInse, Laytown and Beaufort College, Navan are progressing quickly through the design stages and it is hoped to secure planning permission this year.

LMETB continue to support non-ETB schools with their building projects and are currently managing a 3 class ASD unit for St. Mary's National School, Enfield; a new 5 classroom school for St. Peter's National School, Dunboyne; an extension to St. Francis National School, Blackrock, County Louth, an extension to Loreto Secondary School, Navan; and a 4 classroom Special Education Needs Base for Skerries Educate Together National School, County Dublin.

These developments offer fantastic opportunities for increased student enrolment which will have the knock-on effect of increased teacher employment opportunities for the Louth and Meath region ensuring LMETB continues as the largest education provider in the region.

Thankfully, we enjoyed the support of the then Secretary General of the Department of Education, Mr. Seán Ó Foghlú and his officials, together with the support of Mr. Jim Breslin, Secretary General Department of Further and Higher Education, Research, Innovation and Science and Mr. Andrew Brownlee, Chief Executive of SOLAS. Their combined support enabled us to provide first class education and training facilities for all our students and learners. I wish to acknowledge Mr. Ó Foghlú's contribution, not just to LMETB, but to the education and training sector in general during his tenure and to wish him every good health on his retirement. I welcome and look forward to working with the new Secretary General, Ms. Bernie Mc Nally, a native of County Monaghan, and take this opportunity to congratulate her and wish her every success in her new role.

LMETB continues to work to incorporate its public sector duty with regard to equality into both its strategic approach and our service planning with a view to best serving the learner for a fully inclusive, life-long education and training experience.

LMETB looks forward confidently to continuing to work with the communities it serves with the support of its Board, Committees, Boards of Management, parent Departments and funders. All members of the Board, current and former, have played a crucial role in supporting the collective achievements of LMETB and it is important to acknowledge their contribution. I, and they, look forward to many important development opportunities in 2022.

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'aosaigh i Lú agus sa Mhí. Táim ag súil le hathbhreithniú a dhéanamh ar níos mó forbairtí úra, nua agus spreagúla in 2022 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 2022 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 agus in oiliúint foghlaimeoirí trí sheirbhísí dinimiciúla a sholáthar a chuireann baill foirne gairmiúla ar fáil. Cúis bhróid dúinn is ea freastal ar phobail Lú agus na Mí, a bheith ag obair lenár gcomhpháirtithe oideachais agus a bheith ag cur le forbairt agus fás an tsoláthair oideachais agus oiliúna sa réigiún. Is é an aidhm atá ag BOOLM a bheith ar an bpríomhsholáthraí oideachais agus oiliúna ardchaighdeán i Lú agus sa Mhí trí réimse éagsúil de chláir inrochtana, fhorásacha agus fhreagracha a bhainistiú agus a sholáthar.”*

## **Mission Statement**

*“Louth and Meath Education and Training Board (LMETB) is committed to excellence and innovation in the education and training of learners through the provision of dynamic services delivered by professional staff. We are proud to serve the communities of Louth and Meath, to work with our educational partners and to contribute to the development and growth of education and training provision in the region. LMETB aims to be the leading provider of quality education and training in Louth and Meath through the management and delivery of a diverse range of accessible, progressive and responsive programmes.”*

# **Louth and Meath Education and Training Board**

## **Statement**

Louth and Meath Education and Training Board was established under the Education and Training Boards Act 2013 and is responsible and accountable for the proper direction and control of its functions in the Louth and Meath local authority areas.

Louth and Meath Education and Training Board complies with the Code of Practice for Governance of Education and Training Boards, Department of Education and Skills Circular 0002/2019. The purpose of the code is to ensure that the principles of good governance and management are applied by Louth and Meath Education and Training Board.

### **Functions of the ETB Board:**

Decisions taken by the Board are reserved functions and are set out in Section 12 (2) of the Education and Training Board Act 2013 and in Circular 0002/2019 Code of Practice for the Governance of Education and Training Boards, with a full schedule set out in Appendix A of the Code. Decisions not specified in the Code are deemed to be Executive Functions for the Chief Executive. The Board is satisfied that the Chief Executive delegates functions where appropriate and in accordance with the Education and Training Board Act 2013.

### **Responsibilities of the Board:**

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enable it to ensure that the Financial Statements comply with section 51 of the Education and Training Boards Act 2013. The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities. 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.

In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements
- (b) make judgements and estimates that are reasonable and prudent
- (c) disclose and explain any material departures from the standard accounting policies

During 2021 the Board approved the following documentation;

- Adoption of the Annual Report
- Financial Statements
- Adoption of the Service Plan
- Adoption of Strategy Statement for 2022-2026
- Authorised attendance of members at conferences
- Approved the acquisition, holding and disposal of land or interest in accordance with DE regulations
- Ensured accurate records were kept of meetings and decisions

### **Board Meetings:**

During the year the Board met on 7 occasions, with details of attendance outlined in the table on page 13:

### **Finance Committee Meetings:**

During the year the Finance Committee met on 6 occasions, with details of attendance outlined in the table on page 15.

### **Audit and Risk Committee Meetings:**

During the year the Audit and Risk Committee met on 5 occasions, with details of attendance outlined in the table on page 14.

### **Risk Management:**

The Board maintains active oversight of risk management and confirms that it has carried out an assessment of the principal risks, associated mitigation measures and reviewed the effectiveness of these measures in 2021. The Board manages risk for the organisation through a structured risk management programme. The Board is assisted in its risk management function by the Audit and Risk Committee. The Board also relies on the Internal Audit Unit (IAU) and its reports, on the C&AG annual audit and any external Audit such as an ESF audit and/or Revenue Audit. In addition, there is a review of Internal Controls performed on an annual basis.

Risk Management is a standing item at all Board meetings and consideration includes:

- Risk reports from senior management
- Reports of the Audit and Risk Committee
- Changes in risk ratings
- Audit Register

Details of the principal risks and associated mitigation measures or strategies have been included in the SIC as part of the audited financial statements which will be published within one month of receipt from the Office of the Comptroller and Auditor General and as an appendix to the Chairpersons Comprehensive Report

### **System of internal controls:**

The Board confirms that there has been a review of the effectiveness of the system of internal control and that the Statement of Internal Control, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements (AFS) for the year ended the 31st of December 2021 which will be published within one month of receipt from the Office of the Comptroller and Auditor General and as an appendix to the Chairpersons Comprehensive Report that has been submitted to the Minister.



### **Procurement Policy and Procedures:**

The Board confirms that the organisation is adhering to the relevant aspects of the Public Spending Code and the development and implementation of the Corporate Procurement Plan.

### **Taxation:**

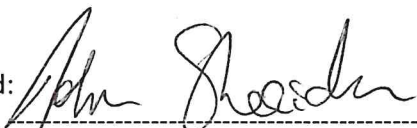
An unprompted qualifying disclosure (UQD) was made to Revenue in 2020 regarding a VAT underpayment due to incorrect treatment of purchases from outside of Ireland. VAT was not calculated and paid to Revenue when the purchases were made. The Revenue accepted the UQD and the sum of €398,047 was paid in full settlement of the liability from 1 January 2015 to 31 December 2020. A letter was received from Revenue on 6th October 2021 confirming that the enquiry was concluded. While this was a very regrettable control issue it is one that LMETB has identified, quantified and addressed such that the controls now in place are appropriate to this area of activity. Notwithstanding the unprompted qualifying disclosure I confirm that LMETB has complied with its obligations under tax law.

### **Financial Statements for 2021:**

The Annual Financial Statement for the year ended on 31<sup>st</sup> December 2021 is subject to audit by the Office of the Comptroller and Auditor General (C&AG) at the time of publication of the Annual Report for 2021. The ETB will publish the audited financial statements as soon as practicable after they have been signed off on by the C&AG.

### **Financial data in relation to the following are included in the Annual Financial Statement:**

- Details of non-salary related fees paid in respect of Board Members analysed by category of fees
- Aggregate details of compensation of key management analysed by the following categories including management compensation in total;
  - o Salaries and short term employee benefits
  - o Post-employment benefits
  - o Termination benefits
- Key management compensation if any;
- Details of the number of employees whose total employee benefits (excluding employer pension cost) for the reporting period fell between €0 and €59,999 and within each pay band of €10,000 and €60,000 upwards and an overall figure for total employer pension contributions.

Signed:   
Cllr. John Sheridan,  
Cathaoirleach  
Louth and Meath ETB

Date: 

## **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 2021:

<b>LMETB Board at 31 December 2021</b>	<b>Nominated By</b>
Cllr. Eileen Tully	Louth County Council
Cllr. Antóin Watters	Louth County Council
Cllr. Andrea McKeivitt	Louth County Council
Cllr. Marianne Butler	Louth County Council
Cllr. John Sheridan ( <i>Cathaoirleach</i> ) <sup>(6)</sup>	Louth County Council
Cllr. Maria Murphy	Meath County Council
Cllr. Amanda Smith <sup>(1)</sup>	Meath County Council
Cllr. Wayne Harding <sup>(6)</sup>	Meath County Council
Cllr. Gerry O'Connor <sup>(2)</sup>	Meath County Council
Cllr. Nick Killian	Meath County Council
Cllr. Damien O'Reilly	Meath County Council
Cllr. Paul McCabe <sup>(3)</sup>	Meath County Council
Ms. Caroline Canny <sup>(4)</sup>	LMETB Staff
Mr. Barry McCourt	LMETB Staff
Ms. Malgorzata Gilani	Parents of pupils
Mr. Damian Kearns <sup>(5)</sup>	Parents of pupils
Mr. Bill Sweeney	Business, Industry and Employers
Mr. Paul Dermody	Business, Industry and Employers
Mr. Billy Doyle	Learners
Ms. Siobhán Greer	Management of, or leadership in, recognised schools
Ms. Máirín Uí Fháinnín	Undesignated
<b><u>Members who left the Board during the year:</u></b>	
Cllr. Emer Tóibín <sup>(1)</sup>	Meath County Council
Cllr. Sharon Tolan <sup>(2)</sup>	Meath County Council
Cllr. Deirdre Geraghty-Smith <sup>(3)</sup>	Meath County Council
Ms. Karen Tobin <sup>(4)</sup>	LMETB Staff

### **Notes**

(1) Cllr. Emer Tóibín resigned on 8 July 2021 and was replaced by Cllr. Amanda Smith on 7 September 2021.

(2) Cllr. Sharon Tolan resigned on 5 December 2021 and was replaced by Cllr. Gerry O'Connor on 7 December 2021.

(3) Cllr. Deirdre Geraghty Smith resigned on 5 July 2021 and was replaced by Cllr. Paul McCabe on 5 July 2021.

(4) Ms. Karen Tobin left the Board on 1 September 2021 on appointment as a Deputy Principal and was replaced by Ms. Caroline Canny on 6 December 2021 following a staff election process.

(5) Mr. Damian Kearns was nominated as Parent nominee on 27 May 2021 to replace Mr. Fabio De Araujo who resigned on 29 September 2020.

(6) Cllr. John Sheridan succeeded Cllr. Wayne Harding as Chairperson on 18 November 2021.



# 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 2021.

LMETB Board: January to December 2021	1 February	25 February	31 March	27 May	15 July	16 September	18 November	No. of Board Meetings Attended/ Eligible to Attend
Cllr. Eileen Tully	✓	✓		✓	✓			4/7
Cllr. Antóin Watters	✓	✓	✓	✓				4/7
Cllr. Andrea McKeivitt	✓		✓	✓		✓	✓	5/7
Cllr. Marianne Butler	✓	✓	✓	✓	✓	✓	✓	7/7
Cllr. John Sheridan	✓	✓	✓	✓	✓	✓	✓	7/7
Cllr. Maria Murphy		✓	✓	✓	✓	✓	✓	6/7
Cllr. Amanda Smith <sup>(1)</sup>						✓	✓	2/2
Cllr. Wayne Harding	✓	✓	✓	✓	✓	✓	✓	7/7
Cllr. Gerry O'Connor <sup>(2)</sup>								0/0
Cllr. Nick Killian	✓	✓	✓	✓	✓	✓	✓	7/7
Cllr. Damien O'Reilly	✓	✓	✓	✓	✓	✓		6/7
Cllr. Paul McCabe <sup>(3)</sup>					✓	✓	✓	3/3
Ms. Caroline Canny <sup>(4)</sup>								0/0
Mr. Barry John McCourt	✓	✓	✓	✓	✓	✓		6/7
Ms. Malgorzata Gilani	✓	✓	✓	✓	✓	✓		6/7
Mr. Bill Sweeney	✓		✓	✓	✓	✓	✓	6/7
Mr. Paul Dermody			✓	✓			✓	3/7
Mr. Billy Doyle	✓	✓	✓	✓	✓	✓		6/7
Ms. Siobhán Greer	✓	✓	✓	✓	✓	✓	✓	7/7
Ms. Mairín Uí Fháinnín		✓	✓		✓			3/7
Mr. Damian Kearns <sup>(5)</sup>					✓		✓	2/3
Cllr. Emer Tóibín <sup>(1)</sup>	✓	✓		✓				3/4
Cllr. Sharon Tolan <sup>(2)</sup>	✓	✓	✓	✓		✓		5/7
Cllr. Deirdre Geraghty Smith <sup>(3)</sup>								0/4
Ms. Karen Tobin <sup>(4)</sup>	✓	✓	✓	✓	✓			5/5

## Notes

(1) Cllr. Emer Tóibín resigned on 8 July 2021 and was replaced by Cllr. Amanda Smith on 7 September 2021

(2) Cllr. Sharon Tolan resigned on 5 December 2021 and was replaced by Cllr. Gerry O'Connor on 7 December 2021.

(3) Cllr. Deirdre Geraghty Smith resigned on 5 July 2021 and was replaced by Cllr. Paul McCabe on 5 July 2021.

(4) Ms. Karen Tobin left the Board on 1 September 2021 on appointment as a Deputy Principal and was replaced by Ms. Caroline Canny on 6 December 2021 following a staff election process.

(5) Mr. Damian Kearns was nominated as Parent nominee on 27 May 2021 to replace Mr. Fabio De Araujo who resigned on 29 September 2020.

(6) Cllr. John Sheridan succeeded Cllr. Wayne Harding as Chairperson on 18 November 2021.

## 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 2021	
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. Paddy Malone <sup>(1)</sup>	Non-Board Member
Mr. Bill Sweeney	Board Member
Cllr. Wayne Harding	Board Member

### Notes

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

LMETB Audit and Risk Committee held five meetings in 2021. The table below shows attendance by committee members at those meetings.

Membership in 2021	Date of meeting					No. of Meetings Attended/ No. Eligible to Attend
	12 March	16 March	8 July	15 September	26 November	
Mr. Peter McGrath ( <i>Chairperson</i> )	✓	✓	✓	✓	✓	5/5
Mr. Bill Sweeney	✓	✓	✓		✓	4/5
Mr. Hugh Farrell ( <i>Deputy Chairperson</i> )	✓	✓	✓	✓	✓	5/5
Mr. Brendan McKenna	✓			✓	✓	2/5
Mr. Paddy Malone <sup>(1)</sup>		✓		✓	✓	3/5
Cllr. Wayne Harding	✓	✓	✓	✓		4/5

### Notes

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



Finance Committee	
Membership in 2021	
Mr. Bill Sweeney ( <i>Chairperson</i> )	Board Member
Cllr. Nick Killian	Board Member
Mr. Billy Doyle	Non-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) Mr. Billy Doyle replaced Ms. Roisin Duffy on 25 February 2021 who had resigned from Committee on appointment as staff member to LMETB on the 2 November 2020

LMETB Finance Committee held six meetings in 2021. The table below shows attendance by committee members at those meetings.

Membership in 2021	Date of meeting						No. of Meetings Attended/ No. Eligible to Attend
	19 February	30 March	24 June	08 July	13 October	15 November	
Mr. Bill Sweeney ( <i>Chairperson</i> )	✓	✓	✓	✓	✓	✓	6/6
Cllr. Nick Killian	✓	✓		✓	✓	✓	5/6
Mr. Billy Doyle (1)		✓	✓	✓	✓		4/5
Mr. Hugh Farrell	✓	✓	✓	✓	✓	✓	6/6
Mr. Brendan McKenna ( <i>Deputy Chairperson</i> )	✓	✓		✓			3/6
Ms. Mary Oliver (McArdle)	✓	✓	✓		✓	✓	5/6

**Notes**

(1) Mr. Billy Doyle replaced Ms. Roisin Duffy on 25 February 2021 who had resigned from Committee on appointment as staff member to LMETB on the 2 November 2020.

Land and Buildings Committee	
Membership in 2021	
Mr. Bill Sweeney ( <i>Chairperson</i> )	Board Member
Cllr. John Sheridan	Board Member
Cllr. Maria Murphy	Board Member
Cllr. Nick Killian	Board Member
Cllr. Sharon Tolan <sup>(1)</sup>	Board Member
Cllr. Antoin Watters	Board Member

**Notes**

(1) Cllr. Sharon Tolan resigned from LMETB Board and Land & Buildings Committee on 5 December 2021

LMETB Land and Buildings Committee held five meetings in 2021.

Youth Work Committee	
Membership in 2021	
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
Ms. Siun Smith <sup>(1)</sup>	Non-Board Member
Mr. Shane Kerr <sup>(1)</sup>	Non-Board Member

**Notes:**

(1) Ms. Siun Smith and Mr. Shane Kerr were nominated to the committee on 31 March 2021 as representatives of Meath and Louth Comhairle na nÓg respectively.

LMETB Youth Work Committee held six meetings in 2021.

Adult Education Committee	
Membership in 2021	
Cllr. Maria Murphy ( <i>Chairperson</i> )	Board Member
Cllr. Eileen Tully	Board Member
Cllr. Nick Killian	Board Member
Ms. Karen Tobin <sup>(1)</sup>	Board Member
Mr. Barry John McCourt	Board Member
Ms. Malgorzata Gilani	Board Member
Cllr. Amanda Smith <sup>(1)</sup>	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

#### Notes

(1) Ms. Karen Tobin on appointment as a Deputy Principal on 1 September 2021 was replaced by Cllr. Amanda Smith on 16 September 2021.

LMETB Adult Education Committee held four meetings in 2021.

Youthreach Board of Management	
Membership in 2021	
<b>Secretary to BOM/ Subcommittee</b>	Sadie Ward McDermott
<b>Chairperson</b>	Cllr. Sharon Tolan, LMETB Nominee <sup>(1)</sup>
	Cllr. Nick Killian, LMETB Nominee <sup>(1) (2)</sup>
<b>Other Members</b>	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

#### Notes

(1) Cllr. Sharon Tolan resigned on 26 August 2021 and was replaced by Cllr. Nick Killian on 10 October 2021.

(2) Cllr. Nick Killian was nominated Chairperson on 18 November 2021

LMETB Youthreach Board of Management held five meetings in 2021.



## Gifts, Trusts and Scholarships Committee

### Membership in 2021

Cllr. Sharon Tolan ( <i>Chairperson</i> ) <sup>(1)</sup>	Board Member
Cllr. John Sheridan ( <i>Chairperson</i> ) <sup>(1)</sup>	Board Member
Mr. Bill Sweeney	Board Member
Cllr. Andrea McKeivitt	Board Member
Cllr. Amanda Smith	Board Member

#### Notes

(1) Cllr. Sharon Tolan resigned from the Committee on 26 August 2021 and was replaced by Cllr. Amanda Smith on 16 September 2021.

(2) Cllr. John Sheridan was nominated Chairperson on 16 September 2021 to replace Cllr. Sharon Tolan.

LMETB Gifts, Trusts and Scholarships Committee held six meetings in 2021

## Advanced Manufacturing & Training Centre of Excellence (AMTCE) Board of Governance

### Membership in 2021

Cllr. Sharon Tolan ( <i>Chairperson</i> ) <sup>(1)</sup>	Board Member
Cllr. Wayne Harding ( <i>Chairperson</i> ) <sup>(2)</sup>	Board Member
Cllr. Maria Murphy <sup>(1)</sup>	Board Member
Ms. Mary Lyons, (Dir. Enterprise, Employees & Skills – SOLAS Nominee)	Non-Board Member
Mr. Neil Kerrigan – Enterprise Ireland Nominee	Non-Board Member
Dr. Andrew Lynch, Chief Innovation Officer, IMR	Non-Board Member
Mr. Peter Davitt, CEO, FIT	Non-Board Member
Mr. Brendan Mackin, Chair, Portview Trade Centre	Non-Board Member
Mr. Paddy Kavanagh, General Secretary, Connect Trade Union	Non-Board Member
Mr. Brian Cooney, Managing Director, Kuka Ltd.	Non-Board Member
Mr. Michael Mulvey, Ph.D., President, DKIT	Non-Board Member
Mr. Jonathan McKenna, Fabrication Manager, Combilift Ltd.	Non-Board Member

#### Notes:

(1) Cllr. Sharon Tolan resigned from LMETB Board on 5 December 2021 and was replaced by Cllr. Maria Murphy from 24 February 2022.

(2) Cllr. Wayne Harding replaced Cllr. Sharon Tolan as Chairperson from 24 February 2022

(3) AMTCE Board of Governance was formed on foot of an LMETB Board resolution on 25 February 2021 and held two meetings in 2021.



## 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 2021 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.

### **Covid 19**

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. Teaching and learning took place remotely to the end of the 19/20 academic year and for a period from the start of 2021. Administrative staff have access to the LMETB network remotely and use Microsoft Teams to collaborate and hold meetings. Significant work has been done to mitigate the risk of a Covid 19 out-break on the reopening of schools and centres. LMETB complies with government advice and protocols. LMETB is finalising works to address space and ventilation requirements in administration in a post pandemic world. Works in relation to signage, canteen changes, increasing the number of rooms in use and remedying issues are ongoing. A survey was issued to administration staff on 1 October 2021 to obtain the views of staff regarding remote working. LMETB will be mindful of legislation, national policy and circular and our own particular circumstances in making any decisions regarding remote working in a post pandemic world. Under current public health regulations, a return to physical attendance in workplaces was permitted from Monday 24 January 2022.

## 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/Bettystown
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 opened in September 2021.

Further Education and Training			
Regional Skills and 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 Adult Guidance Back to Education Initiative Community Education	Drogheda	Dundalk	Navan
	Trim	Kells	Oldcastle
	Mosney	Laytown/Bettystown	Dunshaughlin
	Dunboyne	Athboy	Ashbourne
	Ardee		
Evening Course Provision	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
Drogheda Implementation Board under Geiran Report	Louth	



## Schools' Directorate

### Breakdown of LMETB CNS and Post Primary Schools by County 2021

Primary/Post Primary School	Louth	Meath
Primary LMETB Sole Patron	1	3
Post Primary LMETB Sole Patron	5	13*
Centre for European Schooling	-	1
Community Schools LMETB Joint Patron	2	4

**Notes:**

\*Coláiste Ríoga, Dunshaughlin, a new LMETB Post Primary School, opened in September 2021

## 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 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 are 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 and in particular those students dealing with particular challenges. Effective partnerships continue to be maintained with the TESS, 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.

<b>23</b>	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.
<b>24</b>	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
<b>25</b>	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.
<b>26</b>	LMETB Schools and Colleges are progressing a Sustainability Agenda with the support and development of the Green Schools Committee in LMETB Schools and Colleges and with a range of measures taken in the area of Energy Management within School Buildings. LMETB remain extremely proud of our students' initiatives to contribute to the Green Agenda locally, regionally and nationally
<b>27</b>	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. The LMETB provides a comprehensive CPD programme for it 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.
<b>28</b>	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 indeed many subject departments across our schools report results over the national averages. A number of Leaving Certificate students have 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.
<b>29</b>	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



## List of LMETB CNS and Post Primary Schools and Principals & Deputy Principals as at end of 2021

### 1. Post Primary Schools (18)

<b>School</b>	Beaufort College, Navan, Co. Meath
<b>Principal</b>	Mr. Ken Flynn
<b>Deputy Principal</b>	Ms. Anne Marie Mc Carrick Ms. Karen Tobin
<b>Phone</b>	046-9028915
<b>Website</b>	<a href="http://www.beaufortcollege.ie">www.beaufortcollege.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	Bush Post Primary School, Dundalk, Co. Louth
<b>Principal</b>	Mr. Kevin Joyce
<b>Deputy Principal</b>	Ms. Sinead Mc Donnell Ms. Rosanna Hart
<b>Phone</b>	042-9376246
<b>Website</b>	<a href="http://www.bpps.ie">www.bpps.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	Coláiste Chú Chulainn/Coláiste Lú, Dundalk, Co. Louth
<b>Principal</b>	Mr. Thomas Sharkey
<b>Deputy Principal</b>	Mr. Richard Melaniphy Ms. Niamh O' Neill
<b>Phone</b>	042-9354553
<b>Website</b>	<a href="http://www.colaiestecc.ie">www.colaiestecc.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	Coláiste Clavin, Longwood, Co. Meath
<b>Principal</b>	Ms. Margaret Deegan
<b>Deputy Principal</b>	Ms. Orla Mc Bride
<b>Phone</b>	046-955 5018
<b>Website</b>	<a href="http://www.stfintinas.ie">www.stfintinas.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	<b>Coláiste na hInse, Laytown, Co. Meath</b>
<b>Principal</b>	Ms. Eilis Flood
<b>Deputy Principals</b>	Ms. Sarah Ross Ms. Gabrielle Harte Mr. Martin McCabe
<b>Phone</b>	041-9813335
<b>Website</b>	<a href="http://www.colaistenahinse.ie">www.colaistenahinse.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	<b>Coláiste na Mí, Navan, Co. Meath</b>
<b>Principal</b>	Mr. Patrick Carr
<b>Deputy Principal</b>	Ms. Gemma O' Hart Mr. Michael Mc Carthy
<b>Phone</b>	046-9012130
<b>Website</b>	<a href="http://www.colaistenami.ie">www.colaistenami.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	<b>Coláiste Pobail, Ráth Chairn, Co. Meath</b>
<b>Principal</b>	Ms. Róisín Ní Dhúshláine
<b>Deputy Principal</b>	Mr. Proinsias O' Luachra
<b>Phone</b>	046-9432722
<b>Website</b>	<a href="http://www.cprathcairn.ie">www.cprathcairn.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	<b>Coláiste de Lacy, Ashbourne, Co. Meath</b>
<b>Principal</b>	Ms. Janice Uí Bheoláin
<b>Deputy Principal</b>	Mr. Barry O' Higgins Ms. Stephanie Spillane
<b>Phone</b>	01 - 5241075
<b>Website</b>	<a href="http://www.colaistedelacy.ie">www.colaistedelacy.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	<b>Coláiste Ríoga, Dunshaughlin, Co. Meath</b>
<b>Principal</b>	Mr. Declan Clarke
<b>Deputy Principal</b>	Ms. Shabana Hussain Dowd
<b>Phone</b>	087 - 6117987
<b>Website</b>	<a href="http://www.colaisterioga.ie">www.colaisterioga.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	Dunshaughlin Community College, Dunshaughlin, Co. Meath
<b>Principal</b>	Ms. Bridget Bennett
<b>Deputy Principals</b>	Ms. Cathy Byrne Mr. Kevin Reilly Ms. Marie Gaffney
<b>Phone</b>	01-825 9137
<b>Website</b>	<a href="http://www.dunshaughlincc.ie">www.dunshaughlincc.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	Enfield Community College
<b>Principal</b>	Mr. Shane Foley
<b>Deputy Principal</b>	Mr. Gordon Mc Donnell
<b>Phone</b>	086 0432500
<b>Website</b>	<a href="http://www.enfieldcc.ie">www.enfieldcc.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	O'Carolan College, Nobber, Co. Meath
<b>Principal</b>	Mr. Cathal Rogers
<b>Deputy Principal</b>	Ms. Helen Loftus
<b>Phone</b>	046-905 2177
<b>Website</b>	<a href="http://www.ocarolancollege.ie">www.ocarolancollege.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	O'Fiaich College, Dundalk, Co. Louth
<b>Principal</b>	Mr. Padraig Mc Govern
<b>Deputy Principals</b>	Mr. John Caraher Ms. Audrey Flood Mr. Conor Rafferty
<b>Phone</b>	042-9331398
<b>Website</b>	<a href="http://www.ofiaichcollege.ie">www.ofiaichcollege.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	Ratoath College, Ratoath, Co. Meath
<b>Principal</b>	Mr. Seamus Meehan
<b>Deputy Principals</b>	Mr. John Mc Carthy Ms. Donna Kelly Mr. Colm Connolly
<b>Phone</b>	01-8254102
<b>Website</b>	<a href="http://www.ratoathcollege.ie">www.ratoathcollege.ie</a>
<b>DEIS/Non DEIS</b>	DEIS



<b>School</b>	<b>Scoil Uí Mhuirí, Dunleer, Co. Louth</b>
<b>Principal</b>	Ms. Una Kirk
<b>Deputy Principal</b>	Mr. Mark Flanagan
<b>Phone</b>	041-6851344
<b>Website</b>	<a href="http://www.scoiluimhuiri.ie">www.scoiluimhuiri.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	<b>St. Oliver Post Primary School, Oldcastle, Co. Meath</b>
<b>Principal</b>	Mr. Brendan Corcoran
<b>Deputy Principal</b>	Mr. Micheal Mc Cafferty
<b>Phone</b>	049-8541180
<b>Website</b>	<a href="http://www.stoliverspps.ie">www.stoliverspps.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

<b>School</b>	<b>St. Oliver's Community College, Drogheda, Co. Louth</b>
<b>Principal</b>	Mr. John Halpin
<b>Deputy Principals</b>	Ms. John Heeney Ms. Trudy Rossiter Mr. Ian Gardiner
<b>Phone</b>	041-9838390
<b>Website</b>	<a href="http://www.socc.ie">www.socc.ie</a>
<b>DEIS/Non DEIS</b>	DEIS

<b>School</b>	<b>St. Peter's College, Dunboyne, Co. Meath</b>
<b>Principal</b>	Ms. Deirdre Maye
<b>Deputy Principals</b>	Ms. Leonara Acton Ms. Gretta Judge Mr. Brian Mc Namara
<b>Phone</b>	01-8252552
<b>Website</b>	<a href="http://www.stpeterscc.ie">www.stpeterscc.ie</a>
<b>DEIS/Non DEIS</b>	Non DEIS

## 2. Primary Schools (4)

<b>School</b>	Ard Rí Community National School, Navan, Co. Meath
<b>Principal</b>	Mr. Darragh Roe
<b>Deputy Principal</b>	Ms. Emer Kavanagh
<b>Phone</b>	087-1341007
<b>Website</b>	<a href="http://www.ardricns.ie">www.ardricns.ie</a>

<b>School</b>	Faughart Community National School, Dundalk, Co. Louth
<b>Principal</b>	Ms. Jacqui Mc Cusker
<b>Deputy Principal</b>	Ms. Saoirse Ní Dhiarmada
<b>Phone</b>	042-9371931
<b>Website</b>	<a href="http://www.faughartcns.ie">www.faughartcns.ie</a>

<b>School</b>	Dunshaughlin Community National School, Dundalk, Co. Louth
<b>Principal</b>	Ms. Yvonne Slevin
<b>Phone</b>	086-852 2070
<b>Website</b>	<a href="http://www.dunshaughlincns.ie">www.dunshaughlincns.ie</a>

<b>School</b>	Ashbourne Community National School, Dundalk, Co. Louth
<b>Principal</b>	Ms. Jenny Byrne
<b>Deputy Principal</b>	Mr. Seamus Mc Carthy
<b>Phone</b>	086-8522068
<b>Website</b>	<a href="http://www.ashbourneecns.ie">www.ashbourneecns.ie</a>

## 3. European School (1)

<b>School</b>	Centre for European Schooling, Dunshaughlin, Co. Meath
<b>Principal</b>	Ms. Nollaig Gavin
<b>Phone</b>	01-8259679
<b>Website</b>	<a href="http://www.europeanschooling.eu">www.europeanschooling.eu</a>

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

<b>PLC College</b>	Drogheda Institute of Further Education (DIFE)
<b>Principal</b>	Mr. Davy Mc Donnell
<b>Deputy Principals</b>	Mr. Shane Williams Mr. Ciaran O' Donnell Ms. Barbara Cooney
<b>Phone</b>	041-9837105
<b>Website</b>	<a href="http://www.dife.ie">www.dife.ie</a>

<b>PLC College</b>	Dunboyne College of Further Education (DCFE)
<b>Principal</b>	Mr. Denis Leonard
<b>Deputy Principal</b>	Ms. Emer Cloake Ms. Irene Togher Ms. Catherine Fox
<b>Phone</b>	01-8026577
<b>Website</b>	<a href="http://www.dunboynecollege.ie">www.dunboynecollege.ie</a>

## 5. Schools/Colleges of which LMETB is Joint Patron (6)

<b>School</b>	Ardee Community School, Ardee, Co. Louth
<b>Principal</b>	Ms. Mary Jackson
<b>Phone</b>	041-685 3557
<b>Website</b>	<a href="http://www.ardeecommunityschool.ie">www.ardeecommunityschool.ie</a>

<b>School</b>	Ashbourne Community School, Ashbourne, Co. Meath
<b>Principal</b>	Mr. Ciaran Stewart
<b>Phone</b>	01-835 3066
<b>Website</b>	<a href="http://www.dunboynecollege.ie">www.dunboynecollege.ie</a>

<b>School</b>	Athboy Community School, Athboy, Co. Meath
<b>Principal</b>	Mr. Anthony Leavy
<b>Phone</b>	046- 948 7894
<b>Website</b>	<a href="http://www.athboycs.ie">www.athboycs.ie</a>

<b>School</b>	Ballymakenny College, Drogheda, Co. Louth
<b>Principal</b>	Mr. Alan Mynes
<b>Phone</b>	041-980 2459
<b>Website</b>	<a href="http://www.ballymakennycollege.ie">www.ballymakennycollege.ie</a>

<b>School</b>	Boyne Community School, Trim, Co. Meath
<b>Principal</b>	Ms. Jean Ryan
<b>Phone</b>	046-948 1654
<b>Website</b>	<a href="http://www.boynecs.ie">www.boynecs.ie</a>

<b>School</b>	St. Ciarán's Community School, Kells, Co. Meath
<b>Principal</b>	Ms. Cara O' Sullivan
<b>Phone</b>	046-924 1551
<b>Website</b>	<a href="http://www.stciaranscs.ie">www.stciaranscs.ie</a>



**LMETB Schools & Colleges**  
**Enrolment as at September 2021 (CNS Schools Annual Census) and October 2021**  
**(Post Primary Schools October Returns)**

<b>School Name</b>	<b>Enrolment as at October 2021</b>
Ard Rí CNS	286
Ashbourne CNS	174
Dunshaughlin CNS	28
Faughart CNS	72
Beaufort College	748
Bush Post Primary	722
Coláiste Chú Chulainn	702
Coláiste Clavin	463
Coláiste de Lacy	722
Coláiste na hInse	998
Coláiste na Mí	735
Coláiste Pobail Ráth Chairn	131
Coláiste Ríoga	11*
Dunshaughlin Community College	1,165
Enfield Community College	138
O'Carolan College	510
O'Fiaich College	257
Ratoath College	1,113
Scoil Uí Mhuirí	579
St. Peter's College	1,229
St. Oliver Post Primary	605
St. Oliver's Community College	1,466
<b>Total (not incl. CES)</b>	<b>12,854</b>
<b>Centre for European Schooling (CES)</b>	48 including 29 primary and 19 post primary students (post primary included in Dunshaughlin Community College figure above)
<b>Total (incl. CES)</b>	<b>12,883</b>

**Note**

\*Coláiste Ríoga, Dunshaughlin opened in September 2021. When patronage of the new school was announced by the Department of Education, admissions processes for other local schools had been completed, hence the lower number of 1<sup>st</sup> Year students for the 2021/2022 academic year

**Department of Education Programmes Offered  
in LMETB Schools and College 2021/2022 Academic Year**

<b>School</b>	<b>JC</b>	<b>JCSP</b>	<b>TY</b>	<b>LC</b>	<b>LCVP</b>	<b>LCA</b>
<b>Beaufort College</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Bush Post Primary</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Coláiste Chú Chulainn</b>	Yes	-	Yes	Yes	Yes	Yes
<b>Coláiste Clavin</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Coláiste na hInse</b>	Yes	-	Yes	Yes	-	Yes
<b>Coláiste na Mí</b>	Yes	-	Yes	Yes	-	Yes
<b>Coláiste Pobail Rath Chairn</b>	Yes	-	Yes	Yes	-	-
<b>Coláiste de Lacy</b>	Yes	-	Yes	Yes	-	-
<b>Coláiste Ríoga</b>	Yes	-	-	-	-	-
<b>Dunshaughlin Community College</b>	Yes	-	Yes	Yes	Yes	-
<b>O'Carolan College</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Enfield Community College</b>	Yes	-	-	-	-	-
<b>O'Fiaich College</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>Ratoath College</b>	Yes	-	Yes	Yes	-	Yes
<b>Scoil Uí Mhuirí</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>St. Oliver Post Primary School</b>	Yes	-	Yes	Yes	Yes	Yes
<b>St. Oliver's Community College</b>	Yes	Yes	Yes	Yes	Yes	Yes
<b>St. Peter's College</b>	Yes	-	Yes	Yes	-	Yes
<b>Ard Rí CNS</b>	Primary School Curriculum					
<b>Faughart CNS</b>	Primary School Curriculum					
<b>Dunshaughlin CNS</b>	Primary School Curriculum					
<b>Ashbourne CNS</b>	Primary School Curriculum					
<b>Centre For European Schooling</b>	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					



**Medium of Instruction and Ethos  
in LMETB Schools and College 2021**

<b>School</b>	<b>Medium of Instruction</b>	<b>Ethos</b>
Beaufort College	English	Multi – denominational
Bush Post Primary	English	Multi – denominational
Coláiste Chú Chulainn	English (with Irish Medium Aonad)	Multi – denominational
Coláiste Clavin	English	Multi – denominational
Coláiste na hInse	English	Multi – denominational
Coláiste na Mí	English	Multi – denominational
Coláiste Pobail	Gaeilge	Multi – denominational
Coláiste de Lacy	English	Multi – denominational
Coláiste Ríoga	English	Multi – denominational
Dunshaughlin Community College	English	Multi – denominational
Enfield Community College	English	Multi – denominational
O'Carolan College	English	Multi – denominational
O'Fiaich College	English	Multi – denominational
Ratoath College	English	Multi – denominational
Scoil Uí Mhuirí	English	Multi – denominational
St. Oliver Post Primary School	English	Multi – denominational
St. Oliver's Community College	English	Multi – denominational
St. Peter's College	English	Multi – denominational
Ard Rí CNS	English	Multi – denominational
Faughart CNS	English	Multi – denominational
Dunshaughlin CNS	English	Multi – denominational
Ashbourne CNS	English	Multi – denominational
Centre For European Schooling	Various Languages	Multi – denominational

**Special Needs Units (SNUs) in  
LMETB Schools and Colleges as at October 2021**

<b>Primary/Post Primary School</b>	<b>County</b>	<b>School</b>	<b>Number of SNUs</b>
<b>Post Primary</b>	Louth	St. Oliver's Community College	<b>2</b>
<b>Post Primary</b>	Louth	Scoil Uí Mhuirí, Dunleer	<b>2</b>
<b>Post Primary</b>	Louth	Coláiste Chú Chulainn, Dundalk	<b>2</b>
<b>Post Primary</b>	Meath	O'Carolan College, Nobber	<b>1</b>
<b>Post Primary</b>	Meath	Coláiste na hInse, Laytown	<b>3</b>
<b>Post Primary</b>	Meath	Beaufort College, Navan	<b>2</b>
<b>Post Primary</b>	Meath	Coláiste de Lacy, Ashbourne	<b>2</b>
<b>Post Primary</b>	Meath	St. Peter's College, Dunboyne	<b>2</b>
<b>Post Primary</b>	Meath	Ratoath College, Ratoath	<b>3</b>
<b>Post Primary</b>	Meath	St. Oliver Post Primary, Oldcastle	<b>2</b>
<b>Post Primary</b>	Meath	Coláiste Clavin, Longwood	<b>2</b>

**Additional Special Needs Units (SNUs) in LMETB Schools and Colleges in September 2021**

<b>Primary/Post Primary School</b>	<b>Location</b>	<b>School Name</b>
<b>Post Primary</b>	Drogheda, Co. Louth	St. Oliver's Community College
<b>Post Primary</b>	Navan, Co. Meath	Beaufort College

## Oversubscription for School Places at LMETB Post Primary Schools and Colleges in 2021

School	County
Beaufort College	Meath
Coláiste na Mí	Meath
Ratoath College	Meath
Coláiste na hInse	Meath
St. Peter's College, Dunboyne	Meath
Dunshaughlin CC	Meath
Bush Post Primary School	Louth



**Department of Education School Inspections  
in LMETB Schools and College 2021**

<b>School</b>	<b>Inspection Type Details</b>
Beaufort College	-
Bush Post Primary	Supporting the Safe Provision of Schooling
Coláiste Chú Chulainn	-
Coláiste Clavin	Supporting the Safe Provision of Schooling
Coláiste na hInse	Supporting the Safe Provision of Schooling
Coláiste na Mí	-
Coláiste Pobail Ráth Chairn	-
Coláiste de Lacy	-
Coláiste Ríoga	Supporting the Safe Provision of Schooling
Dunshaughlin Community College	Supporting the Safe Provision of Schooling
Enfield Community College	-
O'Carolan College	Supporting the Safe Provision of Schooling
O'Fiaich College	Supporting the Safe Provision of Schooling
Ratoath College	Child Protection and Safeguarding Inspection (CPSI)
Scoil Uí Mhuirí	Supporting the Safe Provision of Schooling
St. Oliver Post Primary School	Supporting the Safe Provision of Schooling
St. Oliver's Community College	Child Protection and Safeguarding Inspection (CPSI)
St. Peter's College	-
Ard Rí CNS	-
Faughart CNS	-
Dunshaughlin CNS	-
Ashbourne CNS	-
Centre For European Schooling	-
Boyne CS (Joint Patron)	-
Ballymakenny College (Joint Patron)	-
Athboy CS (Joint Patron)	Supporting the Safe Provision of Schooling
Ardee CS (Joint Patron)	Supporting the Safe Provision of Schooling
St. Ciarán's Community School, Kells (Joint Patron)	Supporting the Safe Provision of Schooling
Ashbourne Community School (Joint Patron)	Supporting the Safe Provision of Schooling

LMETB schools and colleges continued to avail of the range of Department of Education Inspectorate supports during 2021 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 emergency remote teaching and learning periods.

## Department of Education Supports for Schools during COVID 19 in 2021

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, a number of additional supports for the Leaving Certificate Accredited Grades and Junior Certificate Assessment 2021 and COVID Learning and Support Scheme hours (CLASS).

## C02 Monitors Distributed to LMETB Schools and Colleges by the Department of Education 2021

Primary Schools (Classrooms)	Monitors per School
1 Classroom	2
2 to 4 Classrooms	3
5 to 8 Classrooms	5
9 to 12 Classrooms	7
13 to 16 Classrooms	9
17 to 20 Classrooms	11
21 to 24 Classrooms	13
25 to 30 Classrooms	17
31 + Classrooms	20
<500 students	20
501 to 750 students	25
751 to 1000 students	30
1000+ students	35

## Public Health North-East advisory Teams COVID 19

LMETB schools and colleges engaged with the Department of Education/Public Health Schools Support Teams during the COVID 19 phased, full return and emergency remote teaching and learning periods during 2021.



### **Microsoft Teams Training for LMETB Staff COVID 19**

**With the unexpected school closures early in 2020 and 2021 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 in 2021 which was led by the ICT section, LMETB in partnership with the Schools Directorate LMETB.**

### **North Eastern Region Steering Group (NERSG) COVID 19**

**The Director of Schools represented LMETB on the NERSG during the COVID 19 pandemic. The NERSG consisted 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.**



**Selection of Meetings and CPD for School Leaders 2021**  
(mostly held online due to COVID 19 in 2021)

<b>Meeting Type</b>	<b>In attendance from LMETB</b>	<b>In attendance from Schools Leadership Team and Staff Teams</b>
<b>Principals Meetings</b>	CE, Three Directors and HR, Finance, ICT, Buildings and CES	Principals
<b>School Leaders Forum</b>	Director of Schools	Principals and/or Deputies
<b>Finance Meetings</b>	CE, Director of Schools and Director of OSD, APO Finance, Finance Personnel, LMETB	Principals and Deputy Principal or Administration Person with responsibility for Accounts
<b>HR Meetings</b>	Director of Schools and HR Personnel, LMETB	Principals and/or Deputies
<b>ICT Meetings</b>	Director of Schools and IT Personnel, LMETB	Principals and Deputy or ICT Co-ordinator
<b>Induction for newly appointed School Leaders</b>	CE and Director of Schools	Principals & Deputy Principals
<b>Induction for Newly Appointed teachers, tutors &amp; for PME students doing placement in LMETB Schools and Colleges</b>	CE, Directors, Section Personnel	Newly Appointed teachers and tutors
<b>DEIS Schools Meetings</b>	Director of Schools	DEIS Principals
<b>Board of Management Governance Meetings</b>	Director of Schools	Chairpersons of the Board of Management & Principals/Secretaries to the Board of Management
<b>Procurement Meetings</b>	Procurement Section LMETB	Principals and/or Deputy Principal and/or Administration person and/or Post Holder
<b>Admissions Policies</b>	Director of Schools	Principals and/or Deputy Principal

**Selection of Meetings and CPD for School Leaders 2021**  
(mostly held online due to COVID 19 in 2021)

<b>Meeting Type</b>	<b>In attendance from LMETB</b>	<b>In attendance from Schools Leadership Team and Staff Teams</b>
<b>Child Protection and Child Safeguarding CPD</b>	Director of Schools	Principals and Deputy Principals
<b>Planning for Introduction of Special Needs Units</b>	Director of Schools	Principals and/or Deputies of relevant schools
<b>Leaving Certificate and Junior Certificate 2021</b>	Director of Schools	Principals and Deputy Principals
<b>COVID 19 Related Meetings</b>	Director of Schools	Principals and Deputy Principals
<b>School Leadership and Management Posts – Review of School Needs and Priorities</b>	Director of Schools	Principals and Deputy Principals
<b>Meeting with Community School Principals</b>	Director of Schools	Six Community School Principals
<b>Teacher Allocation &amp; Utilisation Workshop</b>	Director of Schools	Principals & Deputy Principals
<b>Core Values Facilitators in LMETB Schools and Colleges</b>	Director of Schools, Ethos Co-ordinator, LMETB	Core Values Facilitators
<b>Workshops on a range of areas including Staff Meetings, Requests to Repeat a Year, Supervision and Substitution, LMETB Parental Complaints Procedure, CLASS hours</b>	Director of Schools	Principals & Deputy Principals

### Meetings with Director of Schools and Post Holders/Teaching Personnel in LMETB Schools and Colleges to build Communities of Practice 2021 (Online)

Date	Meeting with	In attendance from LMETB
13 September 2021	SEN & SNU Co-ordinators	Fiona Kindlon, Director of Schools
5 November 2021	Guidance Counsellors	Fiona Kindlon, Director of Schools

### Gaeltacht Recognition Scheme Coláiste Pobail Ráth Chairn

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.

### Leadership and Management Posts in LMETB Schools and Colleges

Advertisements and interviews for Leadership and Management posts in schools continued throughout 2021 and LMETB are delighted that all schools and colleges have API and APII post holders now appointed and assigned duties within the school environment. During 2021 a number of Reviews of School Needs and Priorities were carried out in schools in line with the relevant Circular Letters pertaining to Leadership and Management Posts in Schools.



**Department of Education and Skills Programmes School Meals Programme in LMETB  
Schools and Colleges 2021**

<b>School</b>	<b>DEIS/Non DEIS</b>	<b>School Meals Programme</b>
Beaufort College	DEIS	Yes
Bush Post Primary	DEIS	Yes
Coláiste Chú Chulainn	Non DEIS	Yes (Breakfast Club only)
Coláiste Clavin	DEIS	Yes
Coláiste na hInse	Non DEIS	No
Coláiste na Mí	Non DEIS	No
Coláiste Pobail Ráth Chairn	Non DEIS	No
Coláiste de Lacy	Non DEIS	No
Coláiste Ríoga	Non DEIS	No
Dunshaughlin Community College	Non DEIS	No
Enfield Community College	Non DEIS	No
O'Carolan College	DEIS	Yes
O'Fiaich College	DEIS	Yes
Ratoath College	Non DEIS	No
Scoil Uí Mhuirí	DEIS	Yes
St. Oliver Post Primary School	Non DEIS	No
St. Oliver's Community College	DEIS	Yes
St. Peter's College	Non DEIS	No
Ard Rí CNS	Non DEIS	No
Faughart CNS	Non DEIS	No
Dunshaughlin CNS	Non DEIS	No
Ashbourne CNS	Non DEIS	No
Centre For European Schooling	Non DEIS	No

**LMETB Representatives on ETBI Committees/Fora & LMETB Committees during 2021**

<b>Details</b>	<b>LMETB Personnel</b>
<b>ETBI &amp; LMETB Ethos &amp; Core Values CPD</b>	John Halpin, Principal, St. Oliver's Community College, Drogheda
<b>LMETB Teaching &amp; Learning Conference Committee</b>	Anne Marie Mc Carrick, Deputy Principal, Enfield Community College John Caraher, Deputy Principal, O'Fiaich College, Dundalk Audrey Flood, Deputy Principal, O'Fiaich College, Dundalk
<b>ETBI Principals Forum Network</b>	Shane Foley, Principal, Enfield Community College
<b>ETBI CNS Principals Forum</b>	All four LMETB CNS Principals
<b>ETBI Lónra Gaeloideachais</b>	Róisín Ní Dhúshláine - Príomhoide - Coláiste Pobail Ráth Chairn

### National Professional Development Courses supported by LMETB during 2021

Details	LMETB Personnel
Post Graduate Diploma in School Guidance Counselling Maynooth University	Number of teachers from LMETB Schools
Teastas Iarchéime i dTeagasc Ábharbhunaithe (TTA) san Iarbhunscolaíocht lán-Ghaeilge agus Ghaeltachta which has been developed in partnership with Education & Training Boards Ireland, Mary Immaculate College, Limerick, and An Comhairle um Oideachas Gaeltachta & Gaelscolaíochta	Number of teachers from LMETB Schools
Department of Education funded courses in ASD, SEN and Inclusive Education	Number of teachers from LMETB Schools
At individual school level teachers can access a variety of CPD events including National CPD events as scheduled by Department of Education Support Services and other CPD events related to the development of curriculum, initiatives, policies, processes and student supports at school level e.g. restorative practices, building learning power. Instructional leadership, wellbeing initiatives etc	

### Reporting to Parents/Guardians during 2021 (COVID 19)

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. In 2021 due to COVID 19 the same advice held and LMETB schools and colleges 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. A number of LMETB Schools and Colleges also piloted online parent teacher meetings with very positive response rates from both parents/guardians and teaching staff. It is envisaged that the number of online Parent Teacher Meetings may be expanded across LMETB Schools and Colleges in other academic years.



**Board of Management Training**  
**Session 1: 5 October 2021 6pm – 8pm**  
**Online Event**

<b>1</b>	Introduction, Welcome & Overview of LMETB
<b>2</b>	Composition of the Board of Management
<b>3</b>	Functions of the Board of Management
<b>4</b>	Schedule of Board of Management CPD
<b>5</b>	Role of the Chairperson of the Board of Management
<b>6</b>	What should be discussed at an LMETB School Board of Management Meeting & What should not be discussed at such meetings
<b>7</b>	Child Safeguarding and Child Protection and Safeguarding Inspections (CPSIs)
<b>8</b>	School Admissions
<b>9</b>	Annual Governance and Compliance Meeting & Report to the LMETB Board

**Board of Management Training**  
**Session 2: 2 November 2021 6pm – 8pm**  
**Online Event**

<b>1</b>	Introduction & Welcome
<b>2</b>	Indemnity for Board of Management members
<b>3</b>	School Self Evaluation Regulatory Checklists
<b>4</b>	LMETB Policies, LMETB Templates & School Based Policies
<b>5</b>	Policy Development, Formulation, Consultation, Review & Ratification
<b>6</b>	Department of Education Inspections and the role of the Board of Management in same
<b>7</b>	Curriculum Provision and the Appropriate use of Teacher Allocation
<b>8</b>	Annual Review of Teacher Timetables
<b>9</b>	School Code of Behaviour
<b>10</b>	LMETB Suspensions and Expulsions Policy & template for Special Meeting of the Board of Management re: expulsion



## **Development of Proposed Pilot Project for 12 -15 year olds in Drogheda area at risk of disengaging from Education**

In March 2021 the Minister for Justice, Ms. Helen Mc Entee published the Scoping report, Drogheda: Creating a Bridge to a Better Future, Community Safety and Wellbeing in Drogheda. The scoping exercise was carried out by Mr. Vivian Geiran and the report outlined seventy actions including actions in Education and Training and Children and Young People to improve community safety and wellbeing in Drogheda. In July 2021, Louth and Meath Education and Training Board (LMETB) were tasked with hosting and supporting the Drogheda Implementation Board who are leading the implementation plan to address the seventy actions outlined in the report.

The Director of Schools, LMETB has been working closely with the Director of FET, LMETB, the Principal St. Oliver's Community College, Drogheda and TESS TUSLA Personnel to look at proposed programme for 12 – 15 year olds in the Drogheda area who are at risk of disengaging from Education. It is intended that application for resources and funding would be made to the Department of Education for this programme to commence with St. Oliver's Community College as a pilot initiative in the 2022/2023 Academic Year.

The concerns regarding potential dis-engagement in post primary education arise either as a result of low levels of interest in education, lack of support and promotion of education from the home, high levels of suspensions and/or serious incidents which potentially could give rise to expulsions.

Research carried out by LMETB in partnership with TUSLA Education Support Service in the Drogheda area indicate there are rising numbers of students in this category with a concerning rise in the number of students, particularly female students, presenting at risk of disengagement from education pre Junior Certificate.

## ETBI Core Values/Ethos Project in LMETB Schools and Colleges 2021

During 2021, LMETB commenced the process of rolling out the national ETBI Core Values/Ethos Project across its schools and colleges under the guidance of Mr. John Halpin, Principal, St. Oliver's Community College, Drogheda.

LMETB's Ethos Co-ordinator Mr. John Halpin, Principal, St. Oliver's Community College has also facilitated presentations for LMETB Board Members, LMETB Principals and Deputy Principals, LMETB Board of Management Members and Newly Appointed Teachers, Tutors and PME students in LMETB Schools and Colleges.

A LMETB Professional Learning Network for Ethos has been established, comprising one representative from each LMETB school. This group meets regularly with the Ethos Coordinator to share best practice. Additionally, each school has an Ethos Leadership Team with an initial focus on raising awareness and understanding of ETB ethos with all members of the school community.

The process of identifying core values and ethos has been evolving over the past decade. All ETB schools are *State schools, Co-educational* and *Multi-Denominational*. ETB ethos is underpinned by the core values of *Excellence in Education, Care, Respect, Equality and Community*. In Autumn 2021, schools began putting in place measures to examine their own policies and practices and ensure that these are aligned with our core values.

Ethos is how we live, work and relate to each other in our school community. While it encompasses the curriculum and how it is taught, ethos is broader than this. It also relates to shared core values, the hidden curriculum, decision - making processes and to the relationships that underpin the daily life of school.

While individual LMETB schools have always lived largely by the core values of care, respect and equality, all ETB schools can confidently speak about who they are and what they stand for.

All LMETB schools will operate in line with ETB ethos but are still free to express their uniqueness through their mission and vision statements. ETB schools across Louth and Meath are thriving in the communities that they serve. All our schools strive for excellence in teaching and learning. LMETB acknowledges and encourages each school to develop their unique identity in line with our shared ethos.

As part of the Ethos project, St. Oliver's Community College in Drogheda is participating in a national pilot project examining the application of the principles of School Self Evaluation to ethos. When completed, this resource and experience will be available to all schools in LMETB as each embark on their analysis of Core Values and Ethos.



## AMTCE Schools Advanced Manufacturing Pilot Project 2021

In October 2021 the Schools Directorate LMETB and the LMETB Advanced Manufacturing and Training Centre of Excellence (AMTCE) launched a pilot project in Advanced Manufacturing for LMETB Schools and Colleges. The aims of the project are to increase awareness of the range of careers in the area of Advanced Manufacturing, to provide students with hands on experience of Advanced Manufacturing and to increase the number of female students progressing into this area.

During the 2021/2022 academic year, four LMETB Schools and Colleges, two in County Louth and two in County Meath commenced the pilot project with their TY students. The four schools participating in the pilot are: Bush Post Primary School, Dundalk, St. Oliver's Community College, Drogheda, Coláiste na hInse, Laytown, Co. Meath and St. Peter's College, Dunboyne, Co. Meath

The schools project in Louth is delivered by the Irish Manufacturing Research Centre (IMR) on behalf of the AMTCE. The schools project in Meath is delivered by FIT on behalf of the AMTCE.

The programme comprises of activity-based learning, delivery of a 3D Printer for each school, hands on teacher training, and site visits for each school to FIT (Dunshaughlin) and IMR (Mullingar).

## Induction for LMETB Newly Appointed Teachers/Tutors/PME students since the last meeting of the LMETB Board (August 2021)

Date	Time	Details	Sessions/Workshops
<b>17 August 2021</b>	09.00 – 16.00	MS Teams Event CE & three Directors in attendance Over 180 in attendance	Overview of LMETB, Child Protection & Child Safeguarding, LMETB Policies & Procedures, HR Contracts, Pay, Pension, Leave Management, ICT, use of LMETB email, software, AUP Corporate Education Services, FOI, GDPR, H & S, ETB Core Values, Inclusion of students with Additional Educational Needs, Teaching, Learning and Assessment  <b>Follow up pack sent to all via email</b>



### Student Scholarships and Awards from Competitions 2021

<b>Gaeltacht Scholarships Awarded (LMETB)</b>	These were deferred during 2021 due to COVID 19 restrictions and closures
<b>University Scholarships Awarded</b>	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 2021
<b>LMETB Academic Excellence Awards for Leaving Certificate students 2021</b>	These were deferred during 2021 due to COVID 19 restrictions and closures

### Schools Directorate Promotional Materials Developed in 2021

<b>1</b>	Schools Directorate Infographic
<b>2</b>	Set of slides for Social Media Platforms with photo and statement about LMETB
<b>3</b>	Schools Directorate Banners with LMETB Mission Statement (one Irish Version and one English Version for each school)
<b>4</b>	Schools Directorate Directory of LMETB Schools and Colleges
<b>5</b>	Promotional Flyers

### Individual School Related Updates are available as follows

<b>1</b>	Minutes of School Board of Management Meetings
<b>2</b>	School Website
<b>3</b>	School Twitter Account
<b>4</b>	School Facebook Account (where applicable)
<b>5</b>	School Instagram Account (where applicable)
<b>6</b>	School YouTube Channel (where applicable)

## Selection of Key Challenges (General) in LMETB Primary and Post Primary Schools and Colleges 2021

<b>1</b>	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, Ráth Chairn and the Aonad at Coláiste Chú Chulainn, Dundalk
<b>2</b>	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
<b>3</b>	Impact of COVID 19 on staff and student attendance. In 2021, 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
<b>4</b>	No final decision on National Governance of School Completion Programme operating in LMETB DEIS Schools
<b>5</b>	Increase in number of students presenting in schools with Mental Health Issues and delays in students accessing CAMHS
<b>6</b>	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
<b>7</b>	COVID 19 School Closures/Emergency Remote Teaching and Learning periods during 2021 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 grants 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
<b>8</b>	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 – 2021 – A Year in LMETB Schools and Colleges

<b>1</b>	LMETB continued their expansion of education services with the opening of Coláiste Ríoga, Dunshaughlin, Co. Meath
<b>2</b>	There were a number of new appointments to the Schools Leadership Team at Principal and Deputy Principal level
<b>3</b>	New teams of Assistant Principal I, Assistant Principal II and Programme Co-ordinators were appointed in our schools and colleges.
<b>4</b>	Enrolment of pupils at CNS level and students at post primary level continues to rise in LMETB
<b>5</b>	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 2021
<b>6</b>	LMETB acknowledges the additional work carried out by all their school teams in supporting each other and their students during 2021. 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
<b>7</b>	All LMETB Schools and Colleges co-operated fully with the Department of Education plans for Junior Certificate 2021
<b>8</b>	All LMETB Schools and Colleges co-operated fully with the Department of Education plans for Leaving Certificate 2021 including the Accredited Grades Process
<b>9</b>	LMETB students continued to excel in their Junior Certificate and Leaving Certificate results 2021
<b>10</b>	A number of LMETB Leaving Certificate students received awards and scholarships based on their results in 2021 and a number of Junior Certificate students also received awards
<b>11</b>	Student awards continued throughout the duration of 2021 albeit online
<b>12</b>	Graduation ceremonies were held on line for students leaving post primary school
<b>13</b>	Virtual open nights took place and a number of videos and virtual tours were developed for that purpose
<b>14</b>	School websites and social media pages continued to document the positives and the successes that were occurring in schools
<b>15</b>	The return to school and emergency remote teaching and learning periods in 2021 were professionally and effectively managed by School Leaders and their staff teams
<b>16</b>	Parental and student surveys throughout 2021 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**

Further Education and Training in 2021 demonstrated its ability to be responsive, agile and innovative as it provided for the needs of 22,564 learners during a year significantly truncated by the impacts of COVID 19. In 2021, FET LMETB efficiently and effectively moved to remote, and blended provisions for Learners. Staff across FET had been upskilling to support increased use of blended and online provision and were in a good position to move to remote delivery of programmes with relative ease so as to maintain continuity of service and facilitate completion of courses and attainment of certification for all FET learners.

FET support service staff, including QA, TEL, Communications and PD, each provided the necessary supports to support FET service delivery during 2021. The unstinting support of the LMETB Board and Subcommittee members, particularly the Adult Education and Youth Services sub committees alongside boards of management, were key to the successful move to remote delivery of service. Youthreach, for example, maintained continuity of services as we moved all workshops and meetings online to enable delivery during the pandemic while maintaining good governance and oversight. Throughout 2021 there was ongoing support from our key funder SOLAS who made all necessary resources and supports available remotely so as to support service delivery across training and education in LMETB.

LMETB Further Education and Training Services provide inclusive, flexible, accredited and non-accredited Further Education and Training opportunities to more than 22,564 beneficiaries every year. Courses/Programmes are both full- time and part-time and were delivered in Centre and remotely during 2021.

FET centers throughout Counties Louth and Meath include the Advanced Manufacturing Training Centre of Excellence ((AMTCE), The Regional Skills Training Centre in Dundalk, stand-alone Post Leaving Certificate Colleges (PLCs) in Drogheda and Dunboyne, a shared campus at O’Fiaich Institute of Further Education. FET centres are located in Drogheda, Dundalk, Kells, Navan, Athboy and Trim. Courses and programmes are also delivered on site in community facilities in partnership with the local community. All centres provide a suite of courses/programmes both funded and/or 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 facilitated the continued engagement of learners. Programmes/courses offer the adult learner the blend of skills and academic competencies necessary for the learner to achieve their personal goals.

FET Learners are significantly heterogenous in composition. Course offerings are designed to meet this diversity of need and target persons in employment seeking to upskill/reskill as well as appropriately meeting the diverse skill, competency and knowledge needs of our local communities. 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 return to education and Training, either on a part-time or full-time basis.
- Adults who wish to return to complete, what they perceive to be formal education: their Leaving Certificate.
- Young people aged 16 and upwards, who have through personal circumstances found the rigours of school challenging and thus require a different type of intervention to support engagement and retention.

- Those adults who stepped out of employment to rear the family, care for family members and now want to upskill or retrain. Employees who require supports to reskill and upskill so as to support their continued employment or progression.
- Employers who have identified requirements to upskill/reskill staff, to maintain competitiveness and support growth, this ultimately supports the employees and the local community in which companies are located.
- Marginalised groupings for whom specifically targeted and tailored interventions at various levels support the development of personal skills and competencies and support engagement in the economy.
- Responding to the economic and social imperatives of government LMETB supports the growth and development in our general population of Green skills, Apprenticeship, and adaptive technologies to name but a few.
- Foreign nationals for whom we provide English classes for non-English speakers (ESOL) as well as a diverse range of programmes for learners that include refugee families resettled in the community, asylum seekers living in Mosney Village and all those who have recently arrived to work and live in Ireland.
- Community groups whose aims include the growth and personal development of the individual members alongside addressing identified needs of the local community served.
- LMETB prides itself on its continuing effort to serve the many needs of both industry and employees therein, as they compete and grow businesses in our community. We also support and encourage employees to participate in upskilling opportunities as relevant to their roles.



***Engineering Technology Programme (DIFE)***

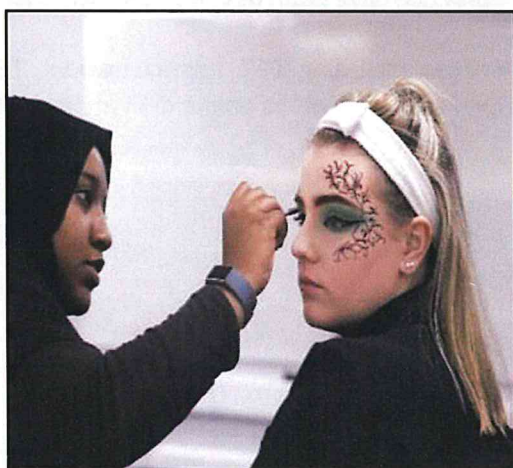


***Cookery Programme (Youthreach)***



### Further Educational and Training Opportunities include:

- A wide range of full-time accredited vocational courses/programmes delivered through Post Leaving Certificate courses, VTOS, and Youthreach as well as Community Training Centres (CTCs), Local Training Initiatives (LTI's), Apprenticeships and Traineeships.
- A broad range of accredited and non-accredited Part-time courses are offered including Back to Education Initiatives (BTEI,) Adult Literacy Services, Community Education provision, the Advanced Manufacturing Training Centre of Excellence (AMTCE), Youth provision, Skills to Advance, Skills to Compete and Skills for Work Programmes.
- Adult Learning programmes to support adults whose core skills may require support or refreshing in areas including reading, writing, numeracy and ICT skills. All courses are delivered on either a one to one or small group basis. This aids delivery and supports Learner development of skills and competencies. Services are delivered in the community and at centralised FET locations.
- Community Education provision in local community centres across both Louth and Meath to enable and support the growth and development of locally based community groups.
- Accredited skills-based courses/programmes, alongside hobby/leisure courses, which support wellness and personal confidence and are delivered as part of the evening course programmes in local schools.
- Post Leaving Certificate courses/programmes providing a suite of full-time courses at Levels 5 and 6 to support learners of all ages to progress directly into employment or to apprenticeship or higher education.
- FET PLC works in partnership with employers to provide for the up to date needs of industry in a range of different areas including Science, Engineering, Medical, Retail, service sectors, Hospitality /Catering, Tourism, Arts/heritage, IT and Business. PLCs ensure curricula are reflective of the requirements of industry, so that graduates can move seamlessly into the world of work in their designated fields.



*Makeup Artistry Programme (O'Fiaich College)*



*Animal Science (Lab Skills) Programme (DCFE)*

- An extensive Craft Apprenticeship offering to both regionally and nationally providing opportunities for many to 'earn as you learn' whilst gaining an internationally recognized qualification on completion. In 2021 LMETB FET responded positively to the need to increase provision in this area so as to address backlogs nationally in certain craft areas.



- Opportunities for people who are unemployed and who are seeking a route to re-train/upskill so as to avail of employment opportunities in the region whether paid, voluntary or supported Supports to Industry through identifying, analyzing and delivering appropriate courses and programmes to address the need for employees to upskill so as to maintain competitiveness in a challenging marketplace.
- LMETB through cooperating with other in the delivery of co-operation hours on a wide variety of programmes catering for 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).
- 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. The Guidance services work in partnership with FET services to ensure ease of access and transfer of learners into appropriate services.

In addition:

- In 2021 LMETB launched courses/programmes on the CAO for the first time ever, this was a pilot year, with further expansion in 2022.
- Programme development was a significant feature of FET in 2021 so as to provide for the needs of Employers, Communities and Learners in the Louth Meath region. Staff teams from a wide variety of areas were involved in this work. The AMTCE developed innovative programmes which were piloted in 2021. This included new Micro Qualifications in the areas of Advanced Manufacturing and Robotics. LMETB works in collaboration with industry representatives to ensure that programmes are fit for purpose and address the requirements of employees.
- In 2021 the Inaugural Review of quality assurance commenced. Staff from across the organisation were involved in a large-scale review process in respect to all QQI courses/programmes. This was a significant area of work, progressed remotely for the most part. The Inaugural review continues into 2022.
- LMETB staff teams actively engaged in an array of PD/CPD programmes which were provided to support staff as they actively engaged in remote and online blended teaching and learning. As a result of this work, many communities of practice have been developed which enable peer support of and for staff of LMETB.
- FET provision was supported by support services including FET administration, TEL, QA, Communication and PD. These supports helped staff to pivot to online delivery during 2021.



**Education Award (Overall Winner 2021) – Drogheda Institute of Further Education**



**LMETB – Excellence in Providing Adult Services Award 2021**

- During 2021 there were many individual achievements amongst learner cohorts and by various FET Institutes/Centres thanks to the dedication and support of all staff teams.



## FET Provision

LMETB received €47m in funding from SOLAS in 2021 and supported over 20,000 beneficiaries across the 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 2021, the impact of COVID 19 closures had an unavoidable impact on the number of new learners engaging. It is expected that this situation will improve in 2022.

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 competencies to work towards attainment of key personal improvement goals. 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 the health and wellbeing of adults in Louth and Meath.

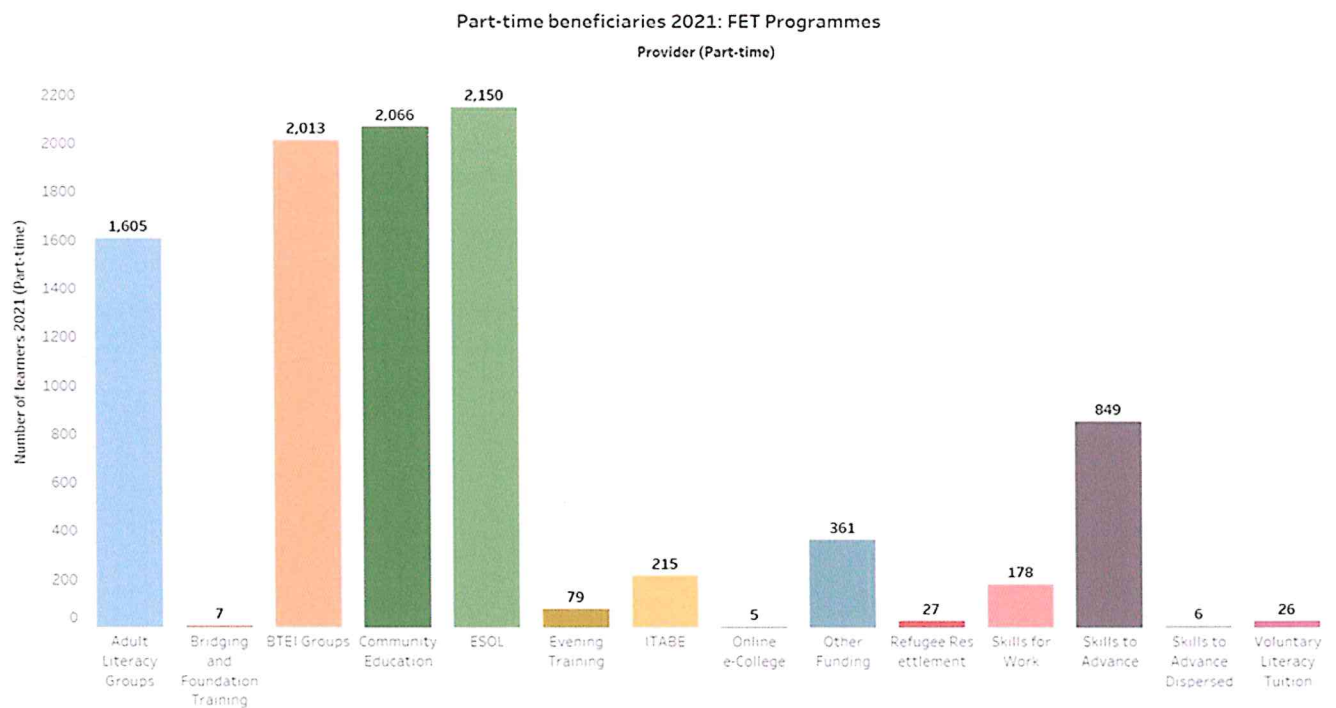
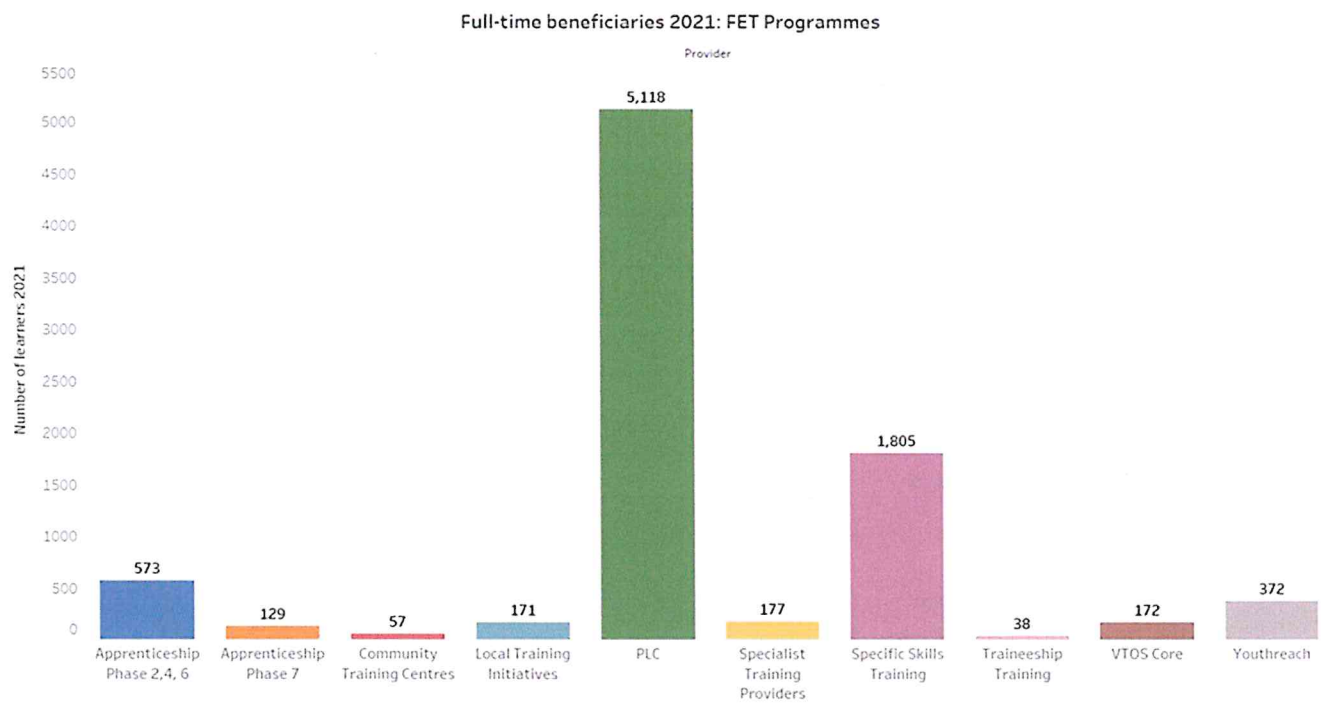


***Minister Simon Harris announces new build FET College of Future for Dunboyne in the company of Ministers McEntee, English and local and LMETB representatives.***



### Beneficiaries 2021: FET Programmes

Programme	Number of learner beneficiaries 2021
Community Training Centres	57
Local Training Initiatives	171
PLC	5,118
Specialist Training Providers	177
Specific Skills Training	1,805
Traineeship Training	38
VTOS Core	172
Apprenticeship Phase 2,4, 6	573
Apprenticeship Phase 7	129
Youthreach	372
<b>Subtotal Full time</b>	<b>8,612</b>
Adult Literacy Groups	1,605
Bridging and Foundation Training	7
BTEI Groups	2,013
Community Education	2,066
ESOL	2,150
Evening Training	79
ITABE	215
Online e-College	5
Refugee Resettlement	27
Other Funding	361
Skills for Work	178
Skills to Advance	849
Skills to Advance Dispersed	6
Voluntary Literacy Tuition	26
Adult Guidance Services	3,100
<b>Subtotal Part time</b>	<b>12,687</b>
Self-Financing Programmes	1,265
<b>Grand Total</b>	<b>22,564</b>



## Quality Assurance

Some key developments in LMETB's Quality Assurance processes and procedures in 2021 are outlined below:

### QA Governance Structures

- Appointment of a designated QA Officer for LMETB in February 2021
- In addition to the existing Programme Development, Review and Evaluation Sub- Committee, the following two subcommittees were established: Communications sub-committee and Quality Assurance Sub- Committee
- Revisions to the Terms of Reference (TORs) for each of the quality sub-committees were approved.

### QQI Inaugural Review of Quality Assurance:

- LMETB's preparation for QQI's Inaugural Review of QA in LMETB began in 2021. Based on the QQI guideline documentation, i.e. [Inaugural Review Handbook of QA in ETBs](#), LMETB's [Self-Evaluation Report](#) and companion document, the [Provider Profile](#) was developed by LMETB's QQI Inaugural Review Working Group. The Quality Assurance Inaugural Review Steering Group approved both documents and they were submitted to QQI in pre-published format on 10th December 2021 with final format version submitted on 6th January 2022. The Provider Profile gives specific contextual information on LMETB. The Self-Evaluation Report gives a reflective and critical account of how LMETB effectively assures and enhances the quality of its teaching, learning and service activities in FET to support the achievement of its strategic goals.
- As part of the Self- Evaluation process, consultation was carried out with all stakeholders, including staff, learners, employers and external stakeholders, via surveys and/or focus groups. The overall consultation process commenced in May 2021. All consultations took place online, due to COVID-19 restrictions.
- The QA Office did the preparation for the External Review Panel visit on the week of 21st -25th March 2022 when a QQI appointed external panel of experts met with learners, staff and stakeholders to seek clarification of LMETB's existing approach and procedures for managing and monitoring the effectiveness of quality assurance and enhancement, in accordance with its statutory requirements.

### Assessment related developments:

- LMETB continued in 2021 to implement guidelines on alternative assessments, work placement contingency guidelines and revised procedures for IV and EA procedures, as established in response to the initial 2020 COVID-19 centre/college closures.
- During the subsequent COVID-19 restrictions in early 2021, the QAGMC approved sectoral QQI **guidelines for temporary modifications to QQI awards, allowing for Work Experience alternatives where work placements were not possible. See LMETB Work Placement Contingency Guidelines.**
- The first consolidated Results Approval Panel (RAP) report for the October 2021 submission period was presented to the QA sub-committee for consideration and then added to the FET QA MS Teams site for FET staff to view. The centralised role of the QA Office in organising and attending the RAP meetings was crucial in 2021 to ensure a consistent approach to the application of standards across FET provision. This role is carried out by the Training Standards Officer (TSO) in the Training Centre.
- A series of three assessment related workshops for teaching staff, facilitated by the Further Education Support Service (FESS), took place in Autumn 2021



### **Programme Development and Review Initiatives:**

LMETB works collaboratively with stakeholders including other ETBs, ETBI, FESS, SOLAS, QQI, employers, industry and professional bodies in developing and updating programmes. In 2021, LMETB was involved in the following initiatives:

- Application to QQI for differential validation of the Early Learning & Childcare awards at levels 5 and 6 (DDLETB Lead Provider). LMETB was approved by QQI as a provider for these awards. The following related policies and procedures were approved in conjunction with these awards.
  - [ELC Access, Transfer and Progression and RPL Toolkit](#)
  - [Policy on Professional Practice Placements in ELC Awards](#)
  - [ELC Programme Professional Practice Placement Handbook](#)
  - [LMETB Policy on Assessments in the ELC programmes](#)
- Application to QQI for LMETB to be recorded as validated to offer a special purpose award in Domestic Appliance Servicing (6S5830). LMETB worked with an external stakeholder, FastTrack to IT (FIT), to evaluate this former FÁS programme.
- Ongoing micro-qualifications programme design, in conjunction with a local robotics company and LMETB's Advanced Manufacturing Training Centre of Excellence (AMTCE), in developing a special purpose award at Level 6 entitled 'Utilising Robotics in Advanced Manufacturing'.
- National Hairdressing Apprenticeship - LCETB is the coordinating provider for this apprenticeship and LMETB is a collaborating provider with training being provided via the contracted training route.
- LMETB is building capacity for programme development and validation through making professional development opportunities available to staff. Several FET staff members have completed or are participating in a Postgraduate Certificate in Programme Design and Validation for Further Education and Training (Level 9) with Maynooth University.
- In 2021, the QA Office initiated a review of FET centre course offerings, with a view to ensuring alignment of centre validation requirements.

### **Communications in QA:**

A FET Quality Assurance Microsoft Teams site was developed in early 2021, providing a space for information dissemination and collaboration for staff. A separate MS Team has been set up for each sub-committee to act as a point of contact, communication and as a repository of resources.

- In 2021, LMETB issued the following template to centres/colleges: **End of Course Evaluation Form and [Mid-Course Evaluation Form](#)** (for NFQ levels 3-6) to all FET Centres. It is a key requirement of the LMETB QA system to offer learners the opportunity to fill out mid-course and end-of-course evaluations to facilitate feedback on key aspects of the learning experience including course content and supports offered.
- The QA section on LMETB website was updated in late 2021 to ensure that policies and procedures relating to FET were easily accessible to staff, learners, and other interested stakeholders.

## 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 2021 are summarised below. Certification is also supplied by the State Examinations Commission and City & Guilds. Certification is also provided by certain industry specific bodies including: ITEC, MOS, ADOBE, etc.

## QQI Awards

Breakdown	No. of Awards
Level 6	465
Level 5	4,659
Level 4	866
Level 3	527
Level 2	509
Level 1	224
<b>Total QQI Awards</b>	<b>7,250</b>

### QQI Awards

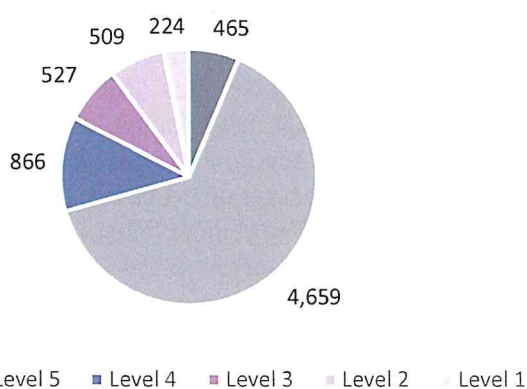


Figure 1: NFQ Award Level

### Gender

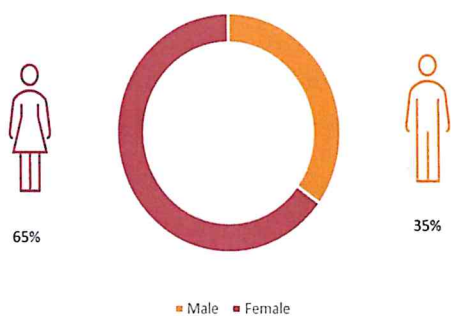


Figure 2: Award by gender

### AWARD CLASS

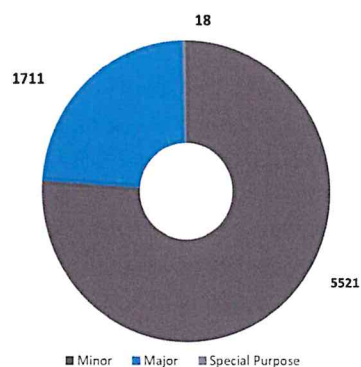


Figure 3: Award class



## Strategic Performance Agreements LMETB/SOLAS

The Strategic Performance Agreements between SOLAS and each of the sixteen Education and Training Boards set out the context, strategic priorities and individual ETB contribution to the achievement of key national Further Education and Training (FET) sector targets over the period 2018-2020. It articulated the ETBs commitment to supporting the implementation of a range of national policies and strategies relevant to FET provision. It also identified key risks and challenges which need to be mitigated and addressed in order to ensure successful delivery of these agreements. The agreement was the product of extensive consultation between SOLAS and LMETB with independent input and validation from a panel of experts in Further Education and Training systems.

Significant progress was achieved across the national targets set within the Strategic Performance Agreements 2018-2020. This includes supporting learners to progress to employment, supporting key skills needs provision as well as new models of provision.

LMETB comfortably exceeded its agreed targets around employment, progression and transversal skills, and met the targets set around lifelong learning, qualifications in key skills areas and traineeship registrations. Amongst the highlights were:

### **Target 1- Labour market Outcomes:**

LMETB, in line with the requirements of the Strategic Performance Agreement (SPA), met the outcomes targets set in this area i.e., 1,545 in 2018; 1,009 in 2019; and 703 in 2020.

### **Target 2 Progression:**

LMETB agreed with SOLAS an increase of 13% in the rate of certification over 3 years, on courses primarily focused on transversal (social mobility) skills development. Even excluding the PLC progression figures, LMETB substantially exceeded its agreed target. LMETBs programmes have a strong record in achieving positive outcomes for learners by facilitating progression to further and higher education, which ultimately leads to employment, which in turn supports the commitment to address labour market skills gaps.

### **Target 3 Active Inclusion & Development of Transversal Skills:**

As part of the Strategic Performance Agreement (SPA), LMETB committed to an increase of 13% in the rate of certification over 3 years, on courses primarily focused on transversal (social mobility) skills development. LMETB met the target and more within the first year of the agreement by focusing on the provision of courses, which have a concentration on transversal skills (Levels 1-3). LMETB ensures that core skills which learners require to function effectively in society, and, to secure stable employment, are being acquired on an ongoing basis.

### **Target 4 Lifelong Learning and Workforce up-skilling:**

Over the SPA period LMETB has seen significant growth in activity in the part time market, BTEI/community education, self-financing programmes, engagement with employers to support recruitment initiatives for new staff and supporting CPD. The incorporation of more flexible delivery models for FET has been, and will be, key to the effective development of lifelong learning in the future. Continuing to expand our blended learning provision will be a key focus of the organisation's response to the changing needs of learners and employers. Specifically, LMETB will increase the use of blended learning by developing the capacity of staff to use technology for teaching and learning through a series of targeted staff professional development inputs.

### **Target 5 Relevant qualifications for sectors with critical skills needs:**

LMETB provide occupationally specific courses which are very much aligned to the labour market and evolving workplace practices of the region, especially in technical or regulatory areas which ensured that the targets were comfortably exceeded. LMETB continuously reviews all full-time and part-time provision to ascertain what programmes best align with the evolving skills needs of the region and seeks to introduce new offerings with a work-based learning component where feasible, as demand becomes apparent.



### **New Strategic Performance Agreements 2022-2024**

The new Strategic Performance Agreements will be completed in June 2022 for the period of 2022-2024. The following key principles will form the new framework for collaboration and co-design across SOLAS & with the ETBs:

- 1) Shaped and aligned within the FET Strategy Strategic Pillars;
- 2). Incorporates the new National System Targets;
- 3). Retains the System Outcomes Themes (with some revisions);
- 4). Led and informed by Strategic Dialogue;
- 5). Supported by Independent Expertise;
- 6). Delivered and Monitored within effective Project Management;
- 7). Supporting Transformation through a refreshed approach.

**LMETB look forward to successfully delivering on this agreement which will be:**

- A key driver of FET Strategy Implementation
- More outcomes led
- Based on Improved and enhanced data infrastructure
- Focused on ensuring Learner Voice prominence
- Synergised with ETBs quality assurance QQI reviews and self-evaluation assessments



**Community Group – Irish Wheelchair Association**



**Community Group – Slane Men's Shed**

## Services to Business

LMETB is committed to working collaboratively with Industry, Employer Network Groups and Government Agencies, regionally and nationally. LMETB works closely with business to identify key skills gaps, provide upskilling and reskilling opportunities, and to support employers with highly skilled graduates. Key partnerships include the Mid-East and North East Regional Skills Fora, Chambers of Commerce, Local Authorities, LEO's, DSP, SLMRU, IDA, Enterprise Ireland and a wide range of employer network groups.

Courses and programmes for business are integrated across all FET provision, providing flexible full and part-time offerings.

Further related detail is provided below in relation to some key areas of provision.

### **Skills to Advance Initiative.**

During 2021, a total of 1,093 employees participated in upskilling and reskilling opportunities, provided through the Skills to Advance programme, across a range of FET centres in LMETB. Bespoke training needs analysis with individual companies resulted in a total of 238 employees receiving education and training during normal working hours in areas directly related to company need.

Responses to industry included the development of a Diploma in Hospitality Supervision and Leadership, to support to the Hospitality Sector which was particularly affected as a result of the pandemic. This complements the courses already provided in Culinary Techniques, Pastry Baking and Desserts in addition to Barista Training.

Reception and Frontline Office Skills were other areas which saw increased demand in addition to Digital Marketing, Payroll and Book-keeping courses. Infection prevention and control provided cross sectoral support, particularly for businesses opening back up after extended periods of closure, post-lockdown. The demand for courses in Care Skills, Care of the Older Person and Health Services Supervisory Management to support the needs of the Healthcare sector, showed a marked increase as did courses in Special Needs Assistant (Levels 5 and 6), in addition to Intellectual Disability Studies.

Of particular note for 2021, was the interest in overarching Management Programmes, including Leading Through Change, HR Management, Managing People, Coaching Modules of Practice, Prince 2 Project Management, Supervisory Management and Training Needs Identification and Analysis.

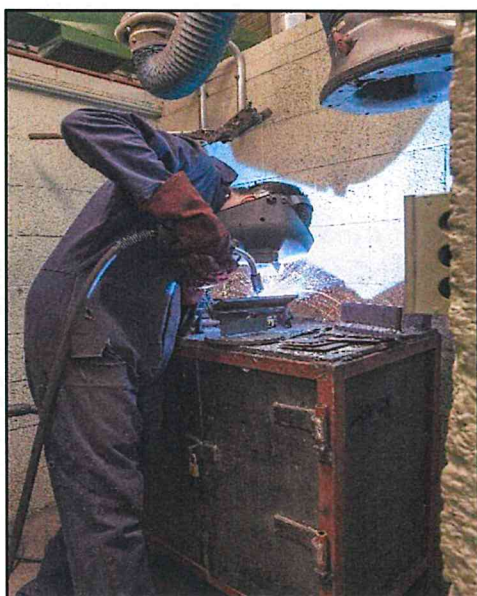
The Employer Engagement Team continue to liaise with employers to broaden the training options available, in addition to the provision of bespoke training solutions, as a result of Training Needs Analysis and consultation.

### **Apprenticeships Programmes:**

An extensive array of Craft Apprenticeship programmes is available under the auspices of LMETB, managed by Training Services LMETB. This provided an opportunity for 702 learners in 2021, 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 LMETB's 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 1,200 employers. LMETB's Authorised officers provide information and advice regarding all matters related to the training and education of these apprentices.





*Metal Fabrication Apprenticeship (RSTC)*



*Toolmaking Apprenticeship (RSTC)*



*Pipefitting Apprenticeship (RSTC)*

**Skills for Work Initiative:**

The Skills for work initiative (SFW) is offered across Louth and Meath, through LMETB's Adult Learning Service. In 2021, ETB tutors delivered a total of 32 courses to 179 learners, working with a number of companies. Programmes delivered under this area of provision include Customer Service, Career Preparation (for those recently made redundant), Personal and Interpersonal Skills, 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**

- In collaboration with the Regional Skills Fora (Mid-East and North-East), LMETB provide a digital literacy training programme, under the auspices of 'Explore'. This enables employers to provide digital upskilling opportunities to their employees. There is a collaborative approach to this initiative, with the employers/employees involved being provided with the opportunity to visit each other's premises and view production processes in various sectors.

During 2021, this programme was developed further to incorporate sustainability and resource efficiency upskilling, in addition to digital literacy skills. Once development is complete, 'Digi-Eco' will be offered to companies in partnership with the Regional Skills Fora, providing companies with the additional opportunity to upskill staff in-house in this vital area.

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

## Advanced Manufacturing Training Centre of Excellence (AMTCE)

LMETB successfully sought the support of SOLAS, DoE and Enterprise Ireland (under the Brexit innovation fund) to establish the Advanced Manufacturing Training Centre of Excellence in January of 2021. The focus of the centre is to address the training needs of the advanced manufacturing in Ireland. Sectors such as engineering, pharma, food and drink and medical devices are undergoing a digital transformation driven by the adoption of industry 4.0 technologies. These changes are creating a need for companies and their employees to upskill to support the adoption of key technologies such as robotics, additive manufacturing, Artificial Intelligence, cybersecurity etc. Adoption of new technologies is generating new opportunities for apprentices and trainees with these industry sought after skills.

The establishment of the AMTCE located in the Xerox Technology Park in Dundalk on the MI Dublin/Belfast corridor, is strategically placed to be an 'All Island' centre of excellence, thus it can serve the North South corridor and hinterland. As part of its extensive planning work AMTCE forged key alliances with employer networks and key stakeholders both in the North and South and in this regard representatives from Northern Ireland have joined those of the south on the Board of the AMTCE. The centre also developed a number of strategic partnerships by signing memorandums of understanding (MOU's) with Irish Manufacturing Research (IMR), Portview Trade Centre, Catalyst Connection (Pittsburgh, USA) and AM Group (UK) to provide access to insights into industrial trends in advanced manufacturing related technologies and training needs evolution.

The Centre has acquired state-of-the-art equipment in Robotic/Cobotics, Industrial Control, Precision Engineering, Industry 4.0 training line, Additive Manufacturing including Robotic 3D Metal printing and Virtual Reality Welding to provide the best hands-on learning experience, delivered by leading industry trainers using flexible delivery modes in response to identified industry needs. Where curricula are not available LMETB/AMTCE have moved to develop curricula using different mediums, including a micro qualifications project in the area of Robotics.

The AMTCE's Vision is:

- To support the adoption by Irish manufacturers of leading-edge design, innovation, technologies, processes, and practices.
- To position the Irish education and training system to provide the underpinning knowledge and skills required by the workforce of the future by strengthening the role of apprenticeships, traineeships, and training for the employed through the foundation of skills development in order to advance the manufacturing sector in Ireland.
- To resource the necessary skill acquisition, training programmes, supports and services to enable Irish manufacturers to attract, develop and retain a high skilled workforce into the future
- To position manufacturing as a first-choice career for new entrants and experienced skilled workers that offer high-valued careers which are technology-rich and stable.
- To increase the diversity of the manufacturing workforce by the provision of specific targeted programmes.
- A key focus for the AMTCE is the provision of training for current and future workforces on industry relevant state-of-art equipment and processes which will under pin the transition of companies to industry 4.0 based operations.
- The AMTCE provides training across a wide range of technologies relevant to both current manufacturing operations and those required in industry 4.0 driven operations. Training is oriented



towards experientially learning through hands-on experience with the latest equipment which is guided by leading industrial training practitioners to ensure a great learning experience.

- A business hub, where prototyping/ simulation facilities are made available to the Advanced Manufacturing sector, technical expertise on site in the AMTCE will support companies in assessing/interrogating risks and opportunity presented by the potential for investment in plant /equipment in an environment which is both supportive and inquiring.
- The centre will use innovative flexible modes of delivery, which include: Online, blended, virtual and face to face on site training interventions/workshops using the latest eLearning technologies.
- It is hoped that by providing effective, quality assured, and accredited manufacturing technology courses will assist transitioning of vulnerable male and female workers to obtain and maintain employment in roles encompassing Engineering, Manufacturing, Electronics, Electrical/Mechanical, Programme logics controllers and related H&S industry programme requirements.

The AMTCE is a truly innovative project in every aspect and one which is going from strength to strength. The AMTCE is, and will continue to be, a flagship centre in Ireland supported by SOLAS /DFHERIS in this regard.



*Minister Heather Humphreys TD, An Taoiseach Micheál Martin TD,  
LMETB Chief Executive LMETB Martin G. O'Brien*

## TEL (Technology Enhanced Learning)

### **Digital Learning Environment:**

Strategic Goal 3 of LMETB's Strategy Statement 2017-2021 was to "ensure continued provision of high quality and innovative teaching and learning in LMETB Schools & Colleges." The Integration of ICT into the teaching and learning process has been a key aspect of FET LMETB's implementation of this goal. The organisation is committed to using technology to enhance teaching and learning and to actively embed digital technology within programmes to offer more engaging and flexible learning opportunities for learners. A key goal is to enable learners to become skilled and confident in using technology as part of their work, study, and home life.

LMETB's Strategy Statement 2022-26 Strategic Goal 1 refers to the aim of providing a "High- quality Learner experience", with an associated action identified as "Supporting our learners in a post COVID-19 world through ensuring continuity of education, training and assessment."

LMETB has established and supports a number of core digital platforms which are made available free of charge to all learners and staff in LMETB FET, including Office 365, Moodle, and Microsoft Teams, and the organisation harnesses the benefits of these mainstream tools to create innovative assessment practices, provide feedback to learners and share learning materials. The Office 365 suite offers learners a wealth of accessibility features giving further control over their learning experience.

### **ICT Infrastructure (IT Support):**

Additional access points, cabling and WIFI upgrades to FET education centres ensured provision of fast, reliable broadband to every classroom (Continuing Education Centres Dundalk and Drogheda, Ashbourne Youthreach and Regional Skills and Training Centre, Dundalk).

The administration of the ICT Devices Loan Scheme for FET learners in 2021, as per DFHERIS funding and MAEDF funding, continued to improve access to learning for individuals and community groups.

### **Ongoing Professional Development:**

Wriggle Connect licenses were purchased for use by FET staff to upskill in digital technology skills for teaching. Building learner digital literacy and capacity for a digital society is at the core of the SOLAS Future of FET Strategy. Licenses provide access to an online training platform, with self-paced learning to ensure that FET staff feel confident and comfortable in using technology.

Universal Design for Learning (UDL): Learning practitioners from throughout FET participated in the 10-week national UDL Digital Badge Programme in Teaching and Learning, developed and delivered by AHEAD and UCD Access & Lifelong Learning. UDL is a set of principles for curriculum development that give all individuals equal opportunities to learn.

Accessibility and Inclusion workshops were provided for both teachers and learners, showing how assistive technology tools built into Office 365 such as Immersive Reader, Dictate and Closed Captions allow all learners to benefit from increased learning options. In line with UDL principles, inclusive learning is reflected in the fact that all learners, regardless of their disability status, have access to the same tools.

Staff participated in nationally provided courses in Technology Enhanced Learning at NFQ levels 6, 7 and 8, provided by NCI and NUIG - *Learning Content and Programme Design*.

As part of a pilot TEL mentoring programme, FET staff attended a 6-week programme delivered by Teach Nimble to upskill in designing programmes and content specifically for blended learning. This programme focused on how to use technology with good teaching and learning strategies.



Software licences for the online collaborative board Padlet were purchased for FET staff. This TEL tool allows students to collaborate, share ideas, discuss a topic, or upload images of work.

**Other:**

LMETB promotes a culture of sharing best practices and peer support. 'TEL Talks' Practitioner led sessions focused on sharing experiences and/or demonstrating use of digital tools for teaching and learning. Recordings of these sessions are made available on the FET TEL & Professional Development Team.

### PEACE IV Programme

In 2021 LMETB was involved in delivering two specific programmes, supported by funding from PEACE IV.

- **Creative interventions**
- **Small grants programme**

**Creative interventions:**

LMETB's 'Creative Interventions' Project built better relations through implementation of a creativity programme with specific target groups, for example, children and young people, new communities, minority faith groups such as the Muslim Community, ex-political prisoners and disadvantaged young people in Muirhevnamor + Cox's Demesne.

In 2021 using Creativity as a foundational element in peacebuilding, the project delivered courses and workshops in the following settings:

- 2 TY Classes from St.Vincent's took the REACH Out course in April 2021.
- Due to COVID restrictions we were unable to finish the Quilting Course in Muirhevnamor Community Centre until the summer when the centre re-opened.
- An Online IT course was delivered to 12 Muslim Students.
- 51 students in the Gaelscoil took part in the Star Weaving for PEACE Project.
- Other Reach Out Courses took place in autumn 2021 in Ardee Community School, Bush Post Primary with a substantial number of students participating.



***Quilting – Muirhevnamor***



***St. Oliver's CC TY Students – Intercultural Programme***

The project made a short film of the above courses which was screened at the final event on 10 December 2021 in the Oriel Centre at Dundalk Gaol.

All the monitoring forms for all of the classes were collated, analysed and then left with PEACE IV for their own database records and analysis. All payments from SEUPB through Louth County Council were made with the project closing on 30 December 2021.



The project had 934 participants completing the programme exceeding the target of 720. The feedback from the participants has been very positive particularly from an online feedback session with the Muslim Community who said the course was a life saver during the pandemic. The Principal of St. Vincent's said it was one of the best courses ever run in the school.

The courses were delivered to a wide range of participants from young school children to active retired groups. The majority ethnic background was white (81.3%) with other groups Black, Asian, Irish Traveller) representing 9.8% of the participants. The male/female percentages were nearly equal with 48.2% male and female 51%.

In terms of the religious breakdown, the highest percentage of participants was from those participants identifying as from the Catholic Community. Protestant Unionist Loyalist (PUL) was 2.6% with Other 6.33% and unknown 12.9%. Some of the Other participants were from the new community churches like Grace Fellowship. Also, the figures correspond to the 2016 Census figures with Catholics (83.7%) of the population of Louth. Church of Ireland is 1.7% and Presbyterian .5%. Muslim Community 1.5% and Orthodox 1.2%. No religion was 7.8%.

All the participants have enjoyed the project. However, the bigger issue was to build better relations at a local level. The project has achieved this which is demonstrated with the closer ongoing relationship between the Muslim Community and Muirhevnamor. Important work has been achieved by bringing the Muslim Community and Muirhevnamor Community to work together on projects. This means that beyond the lifetime of this project, the two communities have ongoing communication links to solve any future issues should they arise. It also moves communities more into a mainstream setting by not being isolated and insular.

Both projects are now working with LMETB beyond the Creative Interventions Project in LMETB's Community Education Programme which demonstrates a measure of sustainability. Similarly, the music programme which took place in a number of schools has now been taken on board by two schools: Coláiste Rís and St. Vincent's as permanent fixtures for their TY Programme.



*Muslim Group Dundalk*



*Cross Border Orchestra*

### **Small Grants Programme: (Overview)**

The Louth PEACE IV Small Grants Programme, was delivered by LMETB on behalf of Louth County Council and was supported by the European Union's PEACE IV Programme, which is managed by the Special EU Programmes Body (SEUPB). Match-funding was provided by the Executive Office in Northern Ireland and the Department of Rural and Community Development in the Republic.

The Small Grants Programme was 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.

In total €302,885 has been awarded to groups throughout Louth via a small grants programme, under the theme – Building Positive Relations. The Programme finished in December 2021. The Programme awarded funding to a total of 22 projects under two funding calls. The 20 groups funded represented a broad section of society and were evenly placed around County Louth allowing for all communities to receive an opportunity to be involved in PEACE IV.



## Participants

The Programme worked with approximately 500 participants by November 2021. The participants were quite equally split on gender with more Irish Catholic participants than other demographics reflecting the census profile for County Louth.

### Facts and Figures

- 22: Projects throughout Co Louth have been awarded funding.
- 500: Participants took part
- 2020/2021: Timeline - the Programme ran from January 2020 to December 2021
- 16 – 80: Participants ranged in age from early teens to active retirement groups.
- €302,885: Funding amount awarded
- Gender: 50% female, 41% male and 9% in other categories.
- Background: 61% C/N/R, 6% P/U/L and 27% in other categories

## Impact of COVID 19 re small grants programme

The Programme was launched during Covid19 and this was reflected in how the projects have operated. Group used technology to manage the restrictions. Virtual meetings allowed for more cross border meetings, guest speakers were to provide more workshops and lectures as time commitments were less due to online meetings and communications were facilitated through IT platforms monitored and managed by project leads.

## Conclusion & Legacy

The Programme has undoubtedly been a positive resource for groups in County Louth. Being oversubscribed in the application process illustrated 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 was very apparent.

COVID 19 restrictions have created some delays but innovative solutions using technology to overcome delays and ensure projects adhered to the agreed timelines enabling 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 constructive in allowing groups to focus on projects which build positive relations cross community and cross border. The feedback from participants has been overwhelmingly positive with a several projects seeking ways to **continue** post the Small grants programme. Participants have also shown an interest in further education in the area of their projects. This ranges from life saving techniques to computer sciences.



*Harp Programme – Gaelscoil*



*Songlines Programme*

Projects Funded in Round One	Projects Funded in Round Two
<ol style="list-style-type: none"> <li>1. <b>Cable Project (Foróige):</b> Youth Cross Community Skills Enhancement Project</li> <li>2. <b>Cox's Demesne (2):</b> Life Skills project and Music Project</li> <li>3. <b>Connect Family Resource Centre:</b> Women's skills &amp; Leadership Project</li> <li>4. <b>Boyne Fishermen Rescue:</b> Intercultural Rescue Skills Training Project</li> <li>5. <b>DeeHub:</b> New Leaf Cross Border Legacy Project</li> <li>6. <b>Dundalk Select Vestry:</b> Research, Website &amp; Heritage Tours Programme</li> <li>7. <b>Outcomers Dundalk:</b> North/South Open Dialogue Project</li> <li>8. <b>Ardee Heritage Committee:</b> Research, Website and Book Project</li> <li>9. <b>Áit na nDaoine:</b> Trauma Awareness Project</li> <li>10. <b>Muirhevnámór Community Council (2)–</b> Young at heart technology course and refugee &amp; asylum seekers project</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Culture Connect:</b> Cultural Ambassador Training</li> <li>2. <b>Clann Naofa:</b> Boxing Project</li> <li>3. <b>Dundalk Muslim Community:</b> Technology Project</li> <li>4. <b>SBG Drogheda:</b> Mental Arts and Martial Arts Project</li> <li>5. <b>Drogheda LGBTQI:</b> Themed Workshops/Talks/Mental Health programme</li> <li>6. <b>Drogheda Civic Trust:</b> Technology and Online Peace &amp; Reconciliation programme</li> <li>7. <b>Youth Work Ireland Louth:</b> Football Project</li> <li>8. <b>Youth Work Ireland Louth:</b> Summer Camps</li> <li>9. <b>Cooley Connect Well:</b> Cross Border organic gardening/walls/talks</li> <li>10. <b>Carlingford Sailing Club:</b> Sailing Technique Programme</li> </ol>

#### Examples of funded projects:

##### ***Cox's Demesne Projects – Dundalk***

The Small Grants Programme worked on 2 projects with Cox's Demesne in Dundalk. The first project Cox's Demesne Skills Project focused on building relationships with people on the periphery of society by training them on life skills to help include them in their communities.

The second project Cox's Demesne Music Project – Music Technology focused on removing racism in the area by teaching children and teens to use music software as a means of communicating with each other. The music project has been a great success with videos made by the participants showing both their creative skills and collaborations.

##### ***The Dee Hub***

*New Leaf - The Legacy Project* focused on building relationships across communities on both sides of the border, through hosting talks and workshops with teens, to understand social political events, past and present.

The project has allowed the youth in the area to meet with communities they would not usually interact with, and to learn how their voices are essential to shaping the society they live in.

The project leads are compiling a document now, on completion of the project, to allow for the learnings to be used in the future.



## LMETB Youthwork Function

Despite the challenges of COVID-19, LMETB supported the following in 2021 through its Youth Work Function:

### **UBU Your Place Your Space Scheme:**

UBU Your Place Your Space Scheme allows funded organisations to provide young person-centred, community-based and out-of-school youth services to young people in need of support.

UBU 2021 Full Year Allocation: €625,453

8 UBU projects: 6 projects in Co. Louth/2 projects in Co. Meath

### **UBU 2021 Resilience and Effectiveness Initiative:**

UBU Resilience and Effectiveness Initiative is designed to address some of the cost pressures encountered by UBU Funded Organisations in recent times, and to help smaller organisations with less than two WTEs to provide a more comprehensive service to young people.

DCEDIY allocation under this Initiative was €23,143 which has increased four Youth Organisations

UBU base funding, to either address cost pressures or to increase service provision for young people.

#### **1. UBU New Service: Youth Work Ireland Meath Navan West Project**

LMETB was one of eight ETB's in 2021 to be awarded funding for the provision of a new youth service to meet the needs of disadvantaged, marginalised or vulnerable young people.

Youth Work Ireland Meath are the successful preferred provider for the new youth service in Navan West.

A budget of €120,000 per annum was made available under the UBU Your Place Your Space funding scheme for this new youth service.

The new UBU youth service commenced on the 8<sup>th</sup> of November 2021.

This new UBU project is being established in line with the UBU Your Place Your Space scheme funded by the Department of Children, Equality, Disability, Integration & Youth (DCEDIY).

The Youth Work Ireland Meath Navan West UBU Service will respond to the needs of:

Young people experiencing economic, social and cultural disadvantages aged between 16-24 years

Young people between the ages of 10-16 years living in the high deprivation areas identified, in particular Young people experiencing high levels of addiction or family addiction issues

Young people between the ages of 17-24 years living in the high deprivation areas identified, in particular Young people experiencing high levels of addiction or family addiction issues

Total UBU scheme allocation in 2021: €656,410 (UBU allocation/UBU Resilience and Effectiveness/New UBU Navan West Project)

#### **2. Local Youth Club Grant Scheme (LYCG)**

Local Youth Club Grant Scheme supports volunteer-led youth club/group activities at a local level by providing grant aid towards the costs of running clubs/groups. The primary focus of the Scheme is to assist local volunteer-led youth clubs/groups that provide a programme of youth work activities for young people.

DCEDIY Allocation: €149,426.00

Louth: 40 youth clubs; Meath: 45 youth clubs

Total: 85 clubs received LYCG in 2021

#### **3. Capital Grant Scheme**

Capital Grant Scheme supports the purchase of equipment, excluding Information and Communications Technology, and fund small scale capital refurbishment projects.

DCEDIY Capital Grant Allocation: €71,677

7 UBU project applications: 48 Local Youth Club applications

LMETB Drawdown from DCEDIY (in line with DPER guidance on public funding): €56,537.25

**4. Covid 19 Minor Grant Scheme**

Covid 19 Minor Grant Scheme supports youth services and youth clubs to meet costs incurred from Covid-19 response measures and the cost associated with the reopening following the recent easing of restrictions.

DCEDIY allocation: €34,910

3 UBU Project Applications: €11,850; 23 Local Youth Club Applications €9,015.45

Total: €20,865.45

**5. LGBTI+**

LGBTI+ Youth Service Scheme; The purpose of this funding is to support LGBTI+ specific youth service provision with a particular focus on the availability of, and access to, youth services for LGBTI+ young people in rural areas.

The scheme is intended to provide for additional youth worker hours dedicated specifically to supporting young LGBTI+ people in rural areas.

DCEDIY allocated €7,000 to LMETB under LGBTI+ scheme. Outcomers, Dundalk were the successful recipient of the LGBTI+ Youth Service Scheme 2021

**6. Targeted Youth Employability Support Initiative**

Targeted Youth Employability Support Initiative 2021\_2022 targets young people between the ages of 15 and 24 (inclusive), who are not currently in employment, education, or training, funded by Dormant Accounts. This Initiative is aimed at young people who are hard to reach by other more mainstream services with a focus on soft skills and their link to employability. Youth Work Ireland Louth are the successful recipient. Total allocation over the two years is €46,640.

The LMETB Youth Work Committee continued to support the implementation of the Youth Work Plan 2020-2022 which aims to ensure the ETB succeeds in its responsibilities to support the provision, co-ordination, administration and assessment of youth work services in the Louth and Meath region.



## Organisation Support and Development Directorate

### *Music Generation Louth*

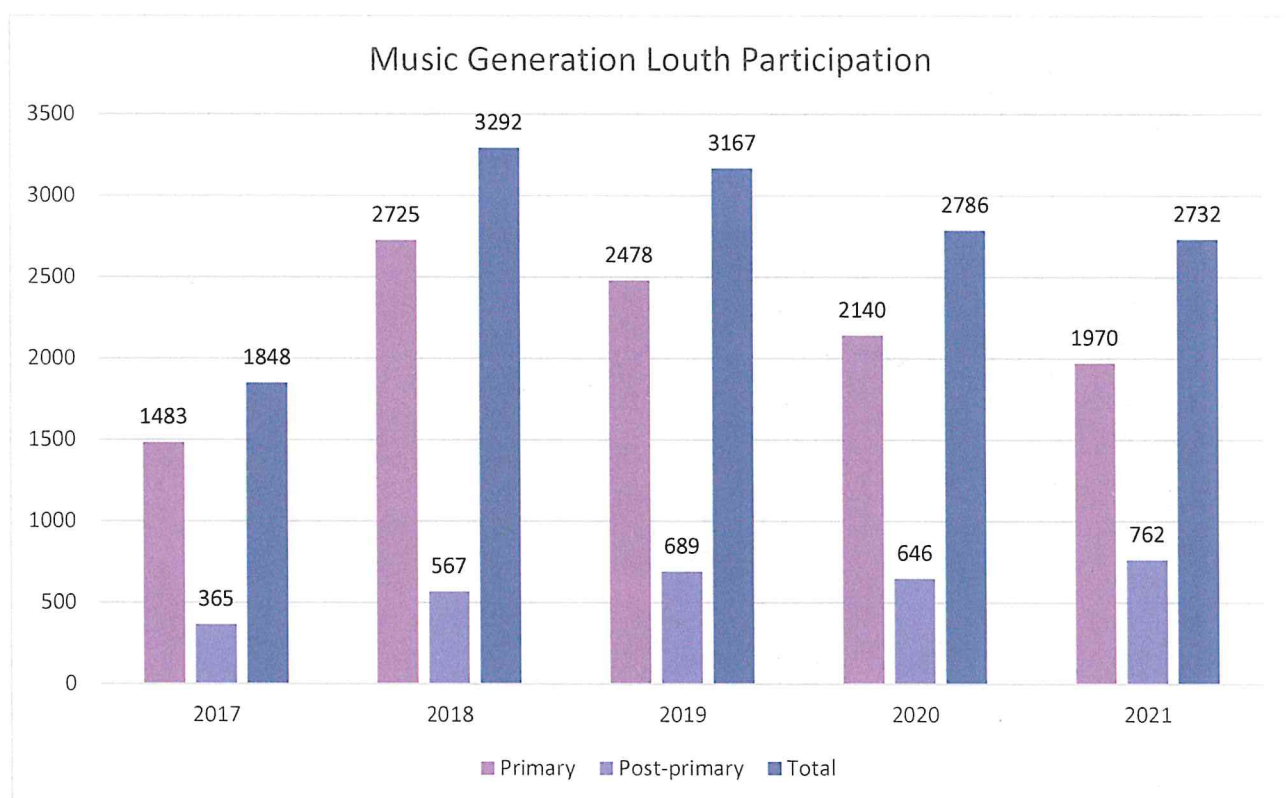
#### Music Generation Louth

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, an advisory group to the executive that reports to the Youth Work Committee of LMETB under Section 44 of the Education and Training Boards Act 2013. 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. The programme engaged twenty part-time musician educators to assist with the delivery of twenty-two programmes across 2021.

Alongside the provision of afterschool music tuition in a range of instruments and musical styles at hubs in Dundalk (LMETB Campus, Chapel St) and Drogheda (St Oliver's Community College), Music Generation Louth delivers numerous in-school vocal and instrumental programmes to widen access to music making for children and young people. It also has established several ensembles that provide children and young people the socio-cultural experience of playing and performing music together. Ensembles under MG Louth's direction include a string orchestra programme, a harp ensemble, Young Voices Louth youth choir, founded in partnership with Sing Ireland, and Níos Nua youth folk orchestra, founded and delivered in partnership with Oriel Centre, Comhaltas Ceoltóirí Éireann, Dundalk. 2,732 children and young people participated in Music Generation Louth programmes during the period January to December 2021. Despite the challenges caused by the Covid 19 pandemic, Music Generation Louth maintained its high level of activity and annual participation. In response to circumstances caused by the pandemic, as a development on the previous year, a high percentage of in-school programmes continued online during the January to February period of school closure. After school activity (tuition and rehearsals) transferred effectively online, as previously in 2020. Notable amongst outputs in 2021 was a video performance prepared by Music Generation Louth's Harp Ensemble with local musicians Zoe Conway and John McIntyre in celebration of National Harp Day 2021. Commissioned by Harp Ireland, the performance was one of several selected by the Department of Foreign Affairs for its menu of digital cultural performances for St Patrick's Day. The Louth video performance was the most popular choice amongst Irish embassies and consulates across the world with twenty missions choosing to include it in their online programmes.

Music Generation	2021	2020	2019	2018	2017
<b>Louth</b>					
Number of programmes	22	15	15	14	14
Participation (Girls)	1,754	1,756	1,884	1,830	930
Participation (Boys)	978	1,030	1,283	1,462	918
Participation (primary school age)	1,970	2,140	2,478	2,725	1,483
Participation (post - primary school age)	762	646	689	567	365
<b>Total Participation</b>	<b>2,732</b>	<b>2,786</b>	<b>3,167</b>	<b>3,292</b>	<b>1,848</b>







Harp Ensemble Preparing Harp Ireland Video in Cooley



Senior Strings





Nós Nua Louth Youth Folk Orchestra



Senior Strings Strike a pose @ Blackrock Beach



## Music Generation Meath

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

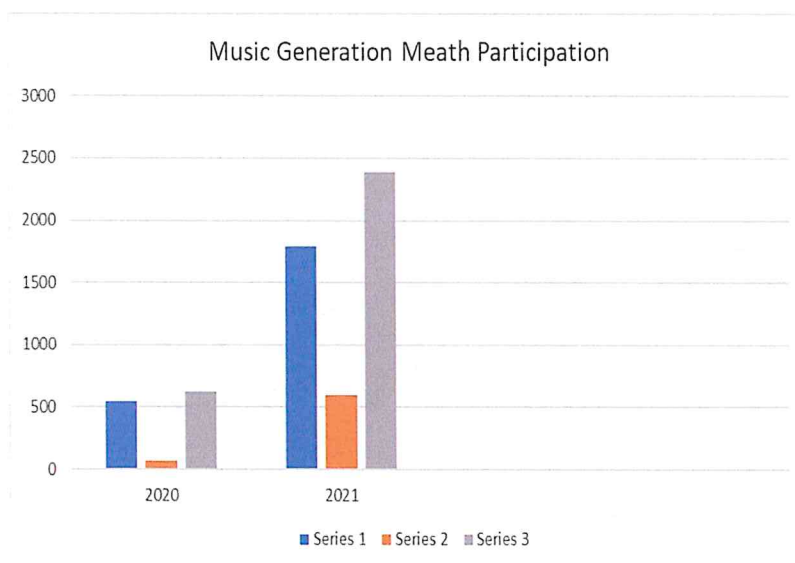
Music Generation Meath is supported by Louth and Meath Education and Training Board and Meath County Council. It started programme roll out in September 2020, led by Music Development Officer Aoife O'Connell supported by one full-time administrator based at LMETB offices, Abbey Road, Navan.

Some of the programmes delivered by Music Generation Meath this year include school instrument programmes, Children's choir and Youth choir in Navan and Ashbourne, Music production and technology at Abbey Road Sounds, Youthreach guitar and songwriting, TYs songwriting and Tech, after school instrument and singing at Navan Music Hub, Julianstown Strings Hub and Orchestra.

16 Musician Educators worked with MGM this year.

Meath Library Instrument Rental scheme, based at Ashbourne Library, was launched in September 2021. Website link: <https://musicgenerationmeath.ie/>

MUSIC GENERATION MEATH	2021	2020
Number of programmes	32	8
Participation (Girls)	1,252	339
Participation (Boys)	1,134	279
Participation (primary school age)	1,792	546
Participation (post - primary school age)	594	72
<b>Total Participation</b>	<b>2,386</b>	<b>618</b>





Musician Educators







Violin school programme at Boyerstown



Children's Choir Ashbourne at Christmas



Christmas at Navan Music Hub



Ukuleles at Navan Educate Together school programme



### *Financial Statements for 2021*

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 2021. 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. 08/05/2022 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 2021 the Board adhered to the relevant aspects of said code and have noted areas for further progress in the 2021 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. A letter was received from Revenue on 6 October 2021 confirming that the enquiry was concluded. Details are set out in the Statement of System of Internal Control.

### *Procurement Policy and Procedures*

LMETB, resolution R. 09/05/2022 reaffirms its commitment to meeting all requirements relating to relevant procurement policies and procedures and confirms that, in 2021, in implementing its corporate procurement plan (as noted by the Board on the 16 September 2021) it adhered to the relevant aspects of said policies and procedures.

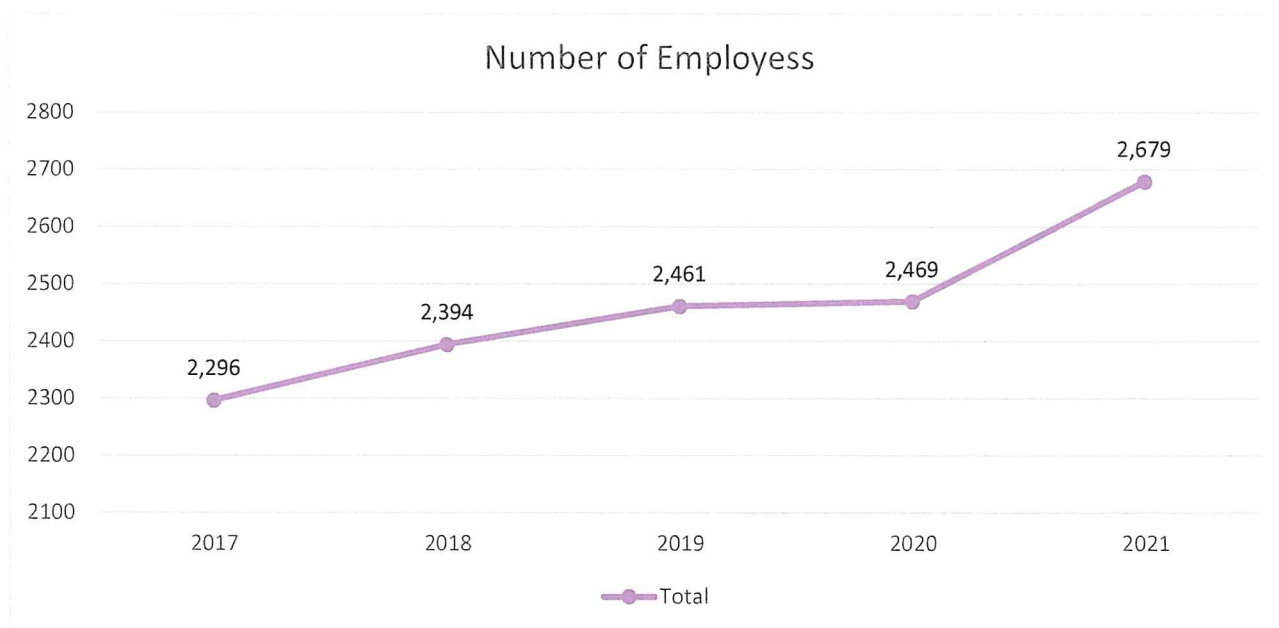
### *Statistics on payments*

Payment Type	Payment Runs					Transactions				
	2021	2020	2019	2018	2017	2021	2020	2019	2018	2017
<b>Creditors</b>	72	61	56	53	57	18,292	19,256	21,306	20,961	21,100
<b>Creditors RSTC</b>	48	54	119	104	115	677	753	1,159	1,279	2655
<b>Travel &amp; Subsistence</b>	11	11	11	11	15	310	310	1,542	1,452	950
<b>VTOS Allowances</b>	53	53	52	52	52	2,206	2,660	4,057	4,514	5,270
<b>Youthreach Allowances</b>	53	53	52	52	52	7,234	9,021	10,974	7,864	10,500
<b>Training Allowances RSTC</b>	89	74	51	51	50	13,642	15,450	27,853	25,160	25,459
<b>Salary Payments</b>	*	26	31	27	26	*	*	13,807	12,025	33,400
<b>Monthly Salary Payments</b>	*	12	22	30	12	*	*	33,319	45,434	13,560

\* Salary payments moved to ESBS in 2020

## Number of Employees

Number of Employees	2021	2020	2019	2018	2017
<b>Total</b>	2,679	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 2021 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 2021 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 31<sup>st</sup> of December 2021 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.



## *LMETB Policies*

The following ETB policies were noted by the Board during 2021:

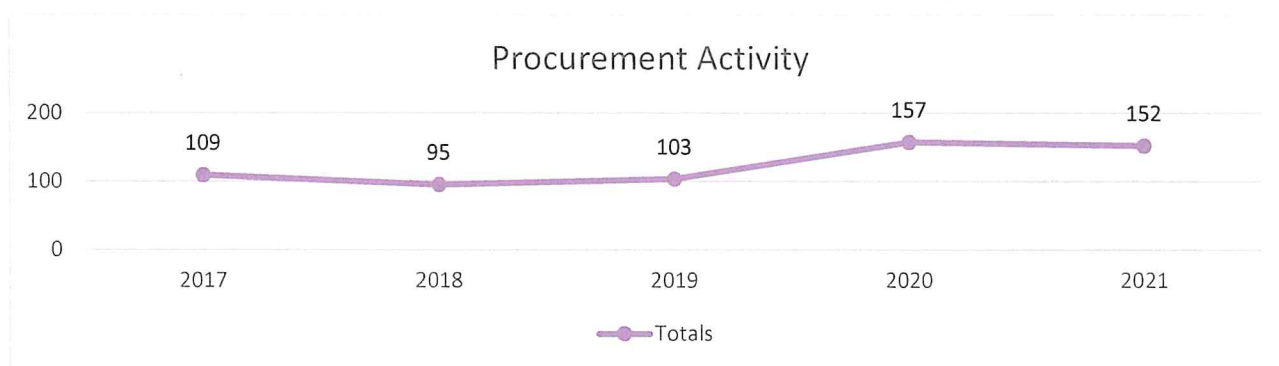
1. Suspension & Expulsion Policy - *Noted*
2. Procurement Policy - Amended and Noted
3. Password Policy - *Noted*
4. Technology Acceptable Usage Policy - *Noted*
5. Internet Acceptable Usage Policy - *Noted*
6. Email Policy - *Noted*
7. OSD Business Continuity Plan - *Noted*
8. OSD Disaster Recovery Plan - *Noted*
9. ETBI Adult Safeguarding Policy and Procedures FET - Noted
10. Gaeltacht Scholarships Policy 2022-2024 - *Amended and Noted*
11. IT Bring Your Own Device Policy - *Noted*
12. IT Encryption Policy - *Noted*
13. ICT Framework Policy - *Noted*
14. IT Outsourcing and Acquisitions Policy - *Noted*
15. IT Remote Access Policy - *Noted*
16. Use of Facility Policy - *Amended and Noted.*
17. Gifts, Trusts, and Scholarships Policy - *Amended and Noted*

## *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 24 March 2022. At this meeting, the Committee concluded that LMETB's system of internal control operated effectively during the reporting period (2021) and that the system of internal reporting gives early warning of internal control failures and emerging risks and recommended that the draft Statement of System of Internal Control be approved by the Board subject to the inclusion of text on procurement as requested by C&AG.

## Procurement

	2021	2020	2019	2018	2017
Number of Framework Competitions	27	25	16	16	15
Number of Tenders advertised on OJEU	25	19	6	1	2
Number of Tenders advertised on etenders	45	42	37	21	17
Request for 5 Quotes	12	29	26	26	46
Number of Contracts extended	43	42	18	31	29
<b>Totals</b>	<b>152</b>	<b>157</b>	<b>103</b>	<b>95</b>	<b>109</b>





## Capital Projects

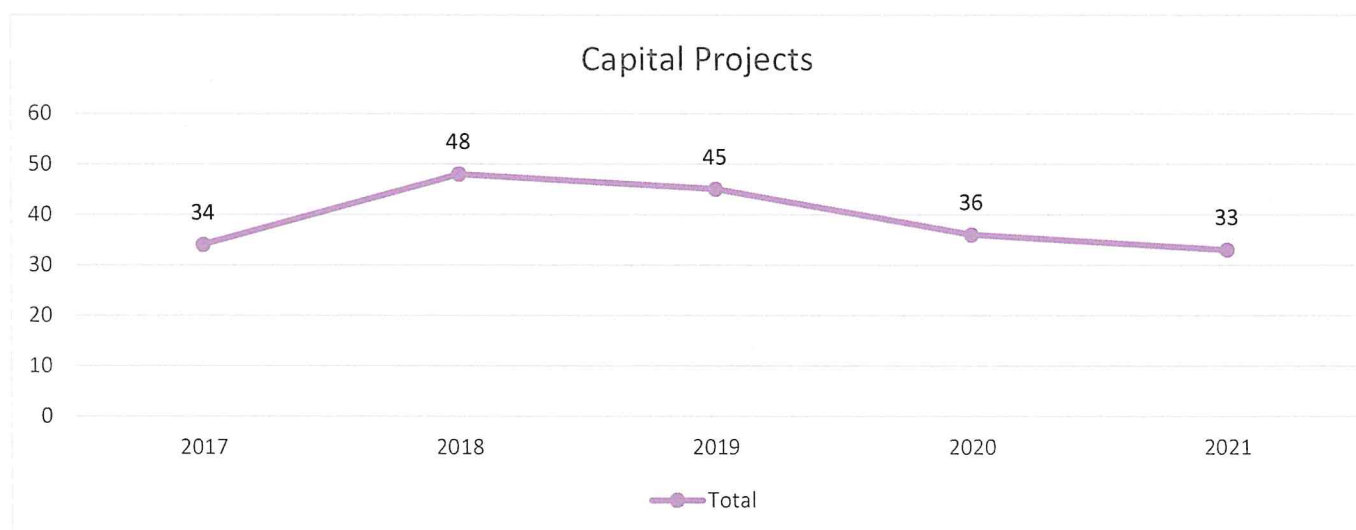
Project Types	Projects	2021	2020	2019	2018	2017
New Schools	O'Carolan College, Nobber	4	3	4	3	3
	St. Peter's National School, Dunboyne (non-ETB school)					
	Dunboyne College of the Future					
	Ard Rí Community National School, Navan & St. Ultan's Special School, Navan					
Major Projects	Advanced Manufacturing Training Centre Of Excellence, Dundalk	13	13	8	8	8
	Bush Post Primary School, Riverstown, Dundalk, Major Permanent Extension					
	Beaufort College, Navan, Permanent Extension and Special Needs Unit					
	Coláiste de Lacy, Ashbourne, Phase II, Major Permanent Extension (DoE led)					
	Coláiste na hInse, Laytown, Permanent Extension and Special Needs Unit					
	Coláiste na Mí, Navan, Phase II Major Permanent Extension					

	Dunshaughlin Community College, Permanent Extension					
	Loreto Secondary School, Navan (non-ETB school), Permanent Extension and Special Needs Unit					
	Ratoath College, Major Permanent extension					
	Scoil Uí Mhuirí, Dunleer, Major Permanent extension					
	St. Ciarán's Community School, Kells (non-ETB school), Permanent Extension and Special Needs Unit					
	St. Francis National School, Blackrock, Louth (non -ETB School), Permanent Extension and Special Needs Unit					
	St. Oliver's Community College, Drogheda, Permanent Extension and Special Needs Unit					
Smaller Projects - Small Extensions, Special Needs Units, Temporary Accommodation, etc.	Ard Rí Community National School, Navan, Temporary Accommodation	8	9	11	15	7



	Ashbourne Community National School, Temporary Accommodation					
	Boyne Community School, Trim Temporary Accommodation (non-ETB School)					
	Coláiste na Mí, Navan, Temporary Accommodation					
	St. Francis NS, Blackrock, Temporary Accommodation					
	St. Mary's National School, Enfield, Special Needs Unit, (non-ETB School)					
	St Peter's College, Dunboyne, Special Needs Unit,					
	Skerries Educate Together National School (non-ETB school), Special Needs Unit					
Summer Works Projects	Coláiste Pobail, Ráth Chairn, Thermal Upgrade Works	5	3	6	5	4
	Dunshaughlin Community College, Upgrade of Exit Doors					
	Regional Skills & Training Centre, Life Safety Systems					
	St. Oliver Post Primary School, Upgrade of Fire Doors					

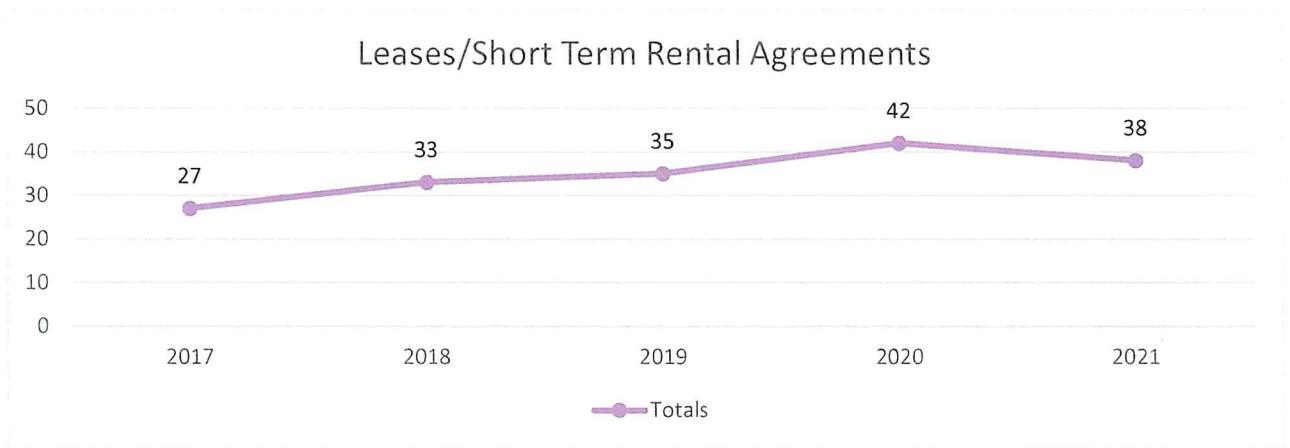
	St. Peter's College, Dunboyne, Electrical Upgrade					
Emergency Works Projects		2	3	4	5	2
	O'Fiaich College, Dundalk, Fire Safety Works					
	Youthreach Trim, Mechanical Upgrade					
Other		1	5	12	12	10
	LMETB Head Office, Drogheda, New Administrative Offices					
Totals		33	36	45	48	34



### *Leases/Short Term Rental Agreements*

Number of Agreements	Leases/Short Term Rental Agreements
2021	38
2020	42
2019	35
2018	33
2017	27

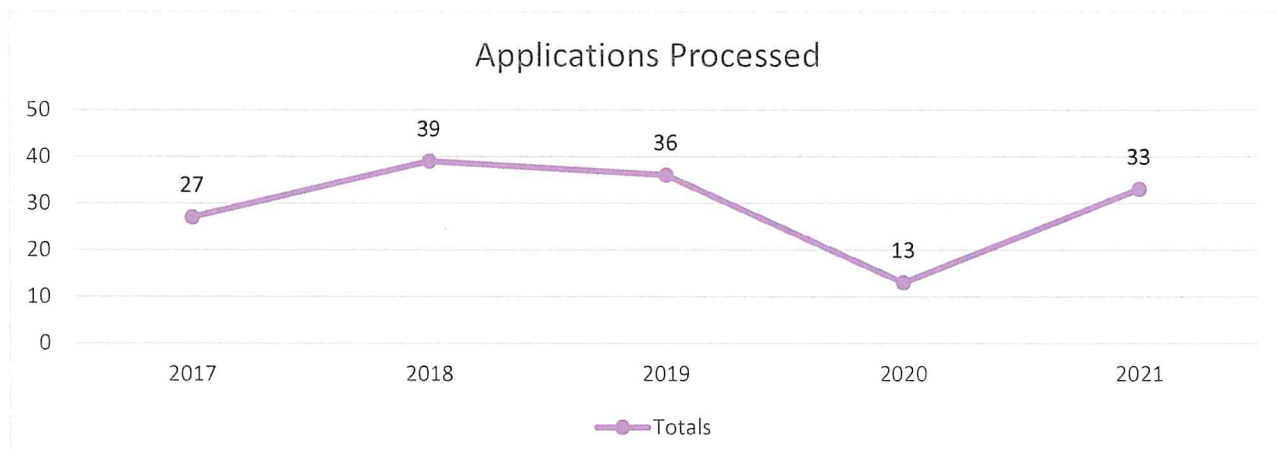




## Use of Facilities

Number	Applications Processed
2021	33
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, Teams, OneDrive, Websites, mobile devices, Health and Safety, Freedom of Information and Data Protection, Official Language Scheme and Professional Irish Training. 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 objectives set out by Government. LMETB is partnered with SEAI Public Sector Partnership programme which has been running for several years. Targets of 50% improved energy efficiency and a new 51% absolute greenhouse gas emissions reduction target are to be achieved by public sector bodies by modelling emissions pathways by the end of 2030.

LMETB has an Energy Team in place with new members who work closely with the SEAI Programme Support Manager in developing and updating energy plans and policies, to ensure compliance with existing energy performance reporting and monitoring requirements (M&R) 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. One of which, Energy Map Training, an ISO 50001 energy management training program centered on continual improvement



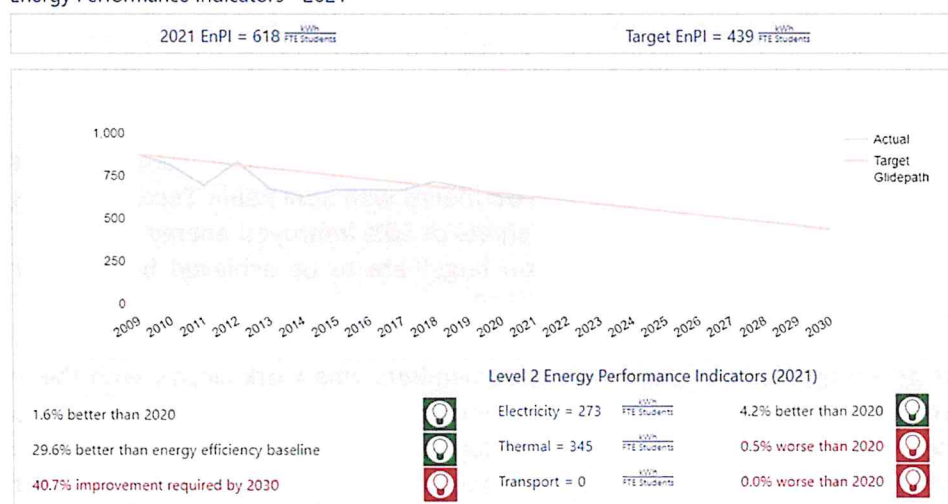
and NZEB fundamental awareness and retrofit training. This is a proactive framework for monitoring consumption, identifying opportunities for improvement, making meaningful and measurable changes, and learning from the effectiveness of these interventions. Other energy management training programs attended by staff include Energy / Carbon Basics, 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 strategy and action plan, retrofits, building and facility upgrades and overall, through awareness and behavioural change in the organisation. Planned installation of monitors to achieve energy efficiency by monitoring and tracking our utility usage in real time in 2022 will also enhance our energy data and allow real change to be made based on this real time data collection. From our SEAI M&R energy performance baseline data to 2021 data our energy performance figures have shown a **29.6% reduction** in energy usage overall, however, based on our energy performance indicator for 2021 our target requires a **40.7% improvement by 2030** so trojan work still to be done!!

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. We look forward to further energy guidance from the Department of Education following completion of the pilot scheme for schools on best practice for energy efficiency investments in schools which involves medium to deep retrofits. LMETB encourages schools, colleges and further education centres operating under the organisation's remit to submit funding requests where investment opportunities/schemes are open to upgrade electrics - primarily lighting system upgrades to LED, insulate the building - including cavity wall insulation, dry lining, external insulation, attic insulation, roof insulation, and air-tightness, implement building fabric measures - including doors and windows, upgrade mechanical systems - including boiler replacement, zoning of heating systems, heating controls within each classroom, pipe insulation, boiler controls and water conservation, install a Building Management System (BMS) as well as any other project that would reduce their carbon footprint.

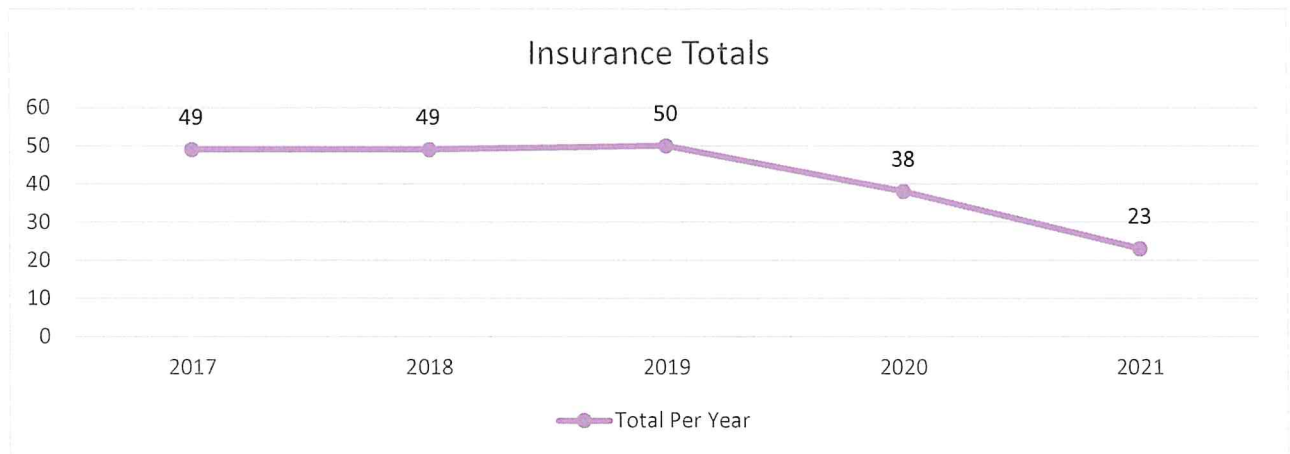
The organisation's procurement department have attended training on green and sustainable procurement and are increasingly requesting documented evidence from suppliers as part of awarding contracts on how suppliers are including environmentally friendly initiatives into their current processes. LMETB is committed to environmental protection and its objectives are to conserve natural resources, activities to reduce waste to landfill and increase recycling rates are encouraged.

Energy Performance Indicators - 2021



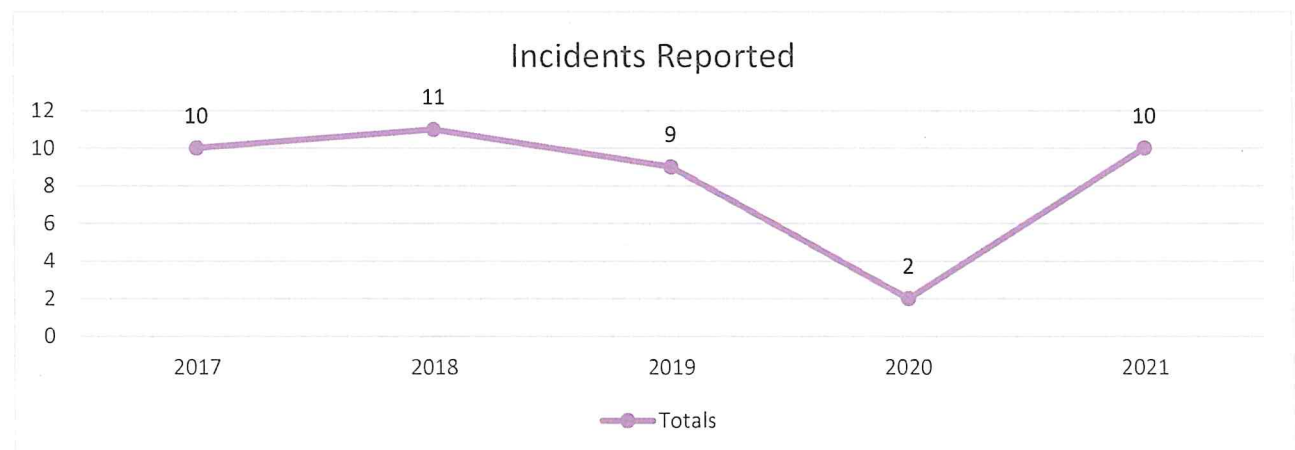
## Insurance

Number	New Claims	Settled Claims	Active Claims	Total
<b>2021</b>	0	9	14	<b>23</b>
2020	5	10	23	<b>38</b>
2019	10	16	24	<b>50</b>
2018	6	20	23	<b>49</b>
2017	12	7	30	<b>49</b>



## Health and Safety

Incidents Reported to the Health and Safety Authority	
2021	10
<b>2020</b>	<b>2</b>
2019	9
2018	11
2017	10



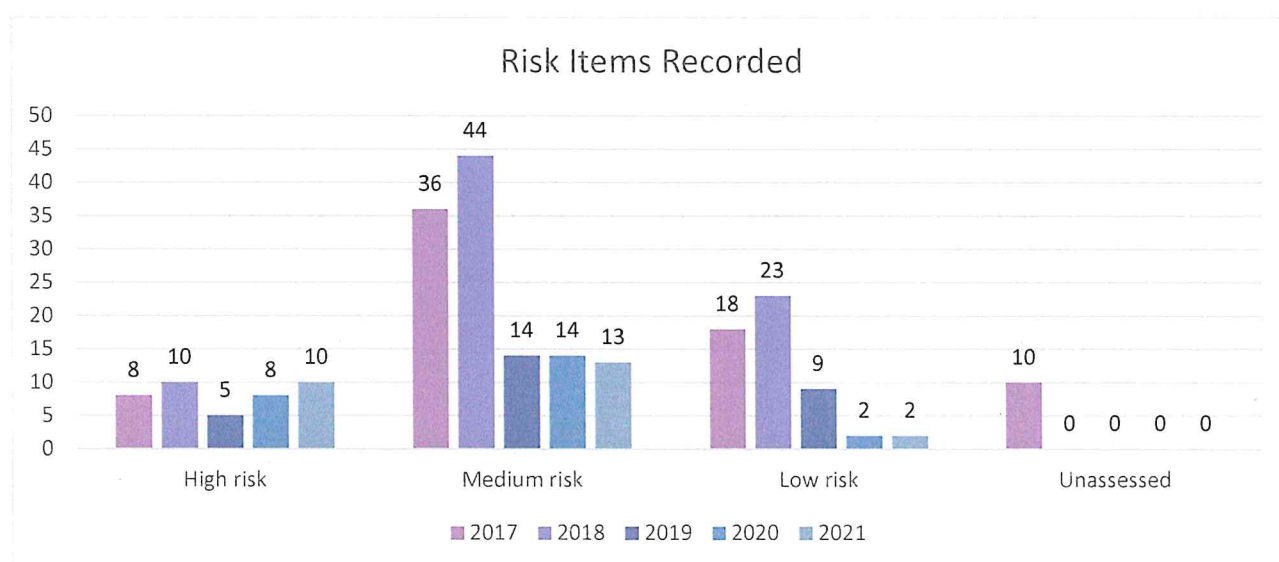


## Risk Management

Risk Items Recorded on LMETB's Risk Register					
	High Risk items	Medium Risk items	Low Risk items	Unassessed	Total
<b>2021</b>	10	13	2	0	<b>25</b>
2020	8	14	2	0	<b>24</b>
2019 <sup>(1)</sup>	5	14	9	0	<b>28</b>
2018	10	44	23	0	<b>77</b>
2017	8	36	18	10	<b>72</b>

### 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 2021 Annual Financial Statements and Statement of System of Internal Control confirmed that *"LMETB's system of internal control operated effectively during the reporting period (2021) 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 both summary and detailed risk registers are provided to board members.

The Audit and Risk Committee met five times in 2021: 12 March, 16 March, 8 July, 15 September and 26 November and carried out detailed reviews of the risk register. Minutes of Audit and Risk Committee meetings and written reports thereon are provided to the Board. 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 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.

## Scéim Teanga Oifigiúil /Official Language Scheme 2021

Tá BOOLM tiomanta d'fheidhmiú na dtiomantas atá ina Scéim Theanga. In 2021, rinne an tUas. Jack Chambers T.D, Aire na Roinne Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus na Meán Scéim Theanga Oifigiúil BOOLM 2021-2024 a fhaomhadh. Tá BOOLM ag leanúint den chomhoibriú dlúth leis an gCoimisinéir Teanga chun go gcomhlíonfar na riachtanais uile atá inár Scéim Theanga. I measc na riachtanas seo tá feabhsú seirbhíse trí mheán na Gaeilge don phobal. Cheap BOOLM Gaelchultúr mar an soláthraí oiliúna d'aon bhall foirne riaracháin ar suim leo dul i mbun 'Teastas sa Ghaeilge Ghairmiúil' atá creidiúnaithe ag QQI. Le linn 2021, chuir ochtar déag den fhoireann riaracháin leibhéil éagsúla QQI den 'Teastas sa Ghaeilge Ghairmiúil' i gcrích le Gaelchultúr. Is oiliúint luachmhar í seo agus d'aidhm léi acmhainn BOOLM seirbhíse trí mheán na Gaeilge a chur ar fáil agus is léiriú é ar dhíograis bhaill foirne BOOLM an Ghaeilge a chur chun cinn ar an láthair oibre. Leanfar den oiliúint seo a chur ar fáil ar bhonn bliantúil do bhaill foirne riaracháin agus de rogha acu dul chun tosaigh i dtreo Teastas QQI Leibhéal 6.

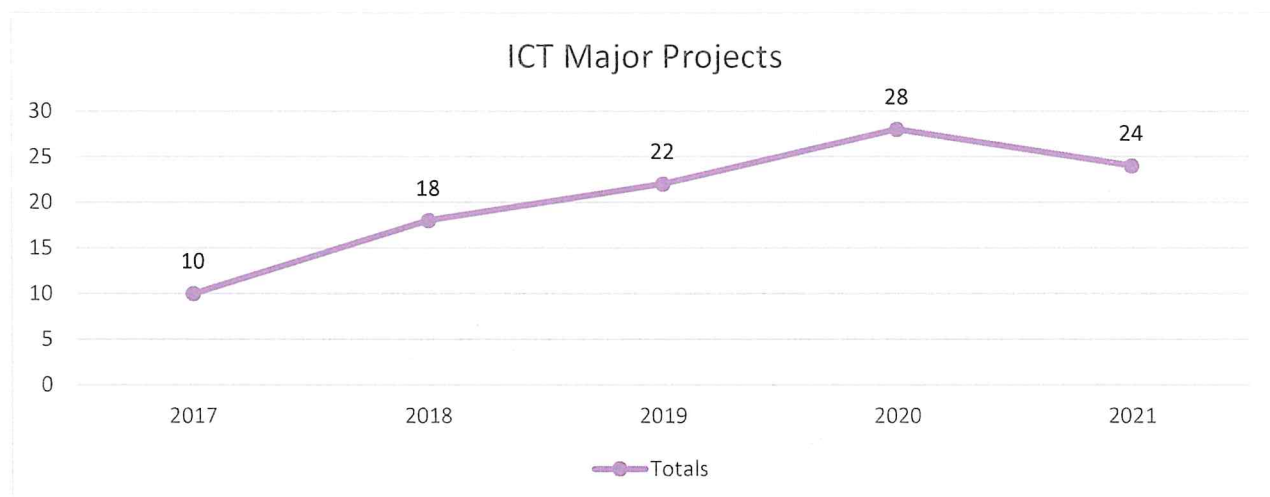
LMETB is committed to implementing the commitments entered into in its Language Scheme. LMETB's Official Language Scheme for 2021-2024 was approved in 2021 by the Minister of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, Mr. Jack Chambers T.D. LMETB continues to work closely with An Coimisinéir Teanga to work towards meeting all requirements in our Language Scheme. One requirement is the improvement of a service through Irish to members of the public. LMETB procured Gaelchultúr as the training provider for any administrative staff interested in undertaking a QQI accredited 'Certificate in Professional Irish.' During 2021, eighteen administrative staff completed various QQI levels of the 'Certificate in Professional Irish' with Gaelchultúr. This is valuable training with a view to developing LMETB's capacity to provide a service through Irish and is a testament to the enthusiasm of staff in LMETB to promote the Irish language in the workplace. This training will continue to be available annually to administrative staff with an option to progress towards a QQI Level 6 Certificate.

### Protected Disclosures

	2021	2020	2019	2018	2017
Number	0	0	0	0	0



Projects Type	2021	2020	2019	2018	2017
Major projects	24	28	22	18	10
System uptime (est.)	99.0%	99.0%	93.5%	98%	98%
Helpdesk queries managed	7,669	6,463	6,152	6,117	5,120



### ICT Report 2021

2021 continued in much the same vein as 2020 for LMETBs ICT department. The first half of the year was dominated by the ongoing Covid-19 pandemic with students and staff continuing to adapt to a blended learning and working environment.

The Microsoft 365 suite of applications and in particular Microsoft Teams became critical everyday tools for all users and will most likely remain so as we emerge from the various levels of lockdown.

Remote and on-site support for schools and centres continued uninterrupted during the year with an unprecedented number of ICT tickets being resolved in 2021. The availability of ICT services in classrooms flexed regularly as schools and centres evolved their spaces to safely accommodate students and staff.

Continued investments in ICT by the Department saw many schools increase their fleets of digital devices for students and equip teachers with mobile devices that provide more flexibility in the classroom.

The second half of 2021 was largely dominated by the Cyber security attack on the HSE and the resulting fallout for almost all organisations.

LMETB responded to this development by working with its key ICT partners to review the organisations security posture. Remediation of identified weaknesses and the implementation of additional backup solutions have left LMETB in a stronger position to repel and respond to attempted security breaches. The reality that cyber threats are now ever present and evolving constantly will force our organisation to proactively hunt for weaknesses and respond faster to emerging threats.

## *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 2021. This was to fund three projects supporting approximately 1,500 learners by providing hardware and training.

## *Payroll Administration*

	2021
Starters recorded in 2021:	435
Leavers recorded in 2021:	173
Incremental Credit Applications 2021:	51
Statements of Service 2021:	143
Number of transactions processed PG105 (fortnightly):	33,361
Number of transactions processed PG106 (fortnightly):	8,375
Number of transactions processed PG304 (PTT Monthly):	4,920
<b>Total</b>	<b>47,458</b>

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



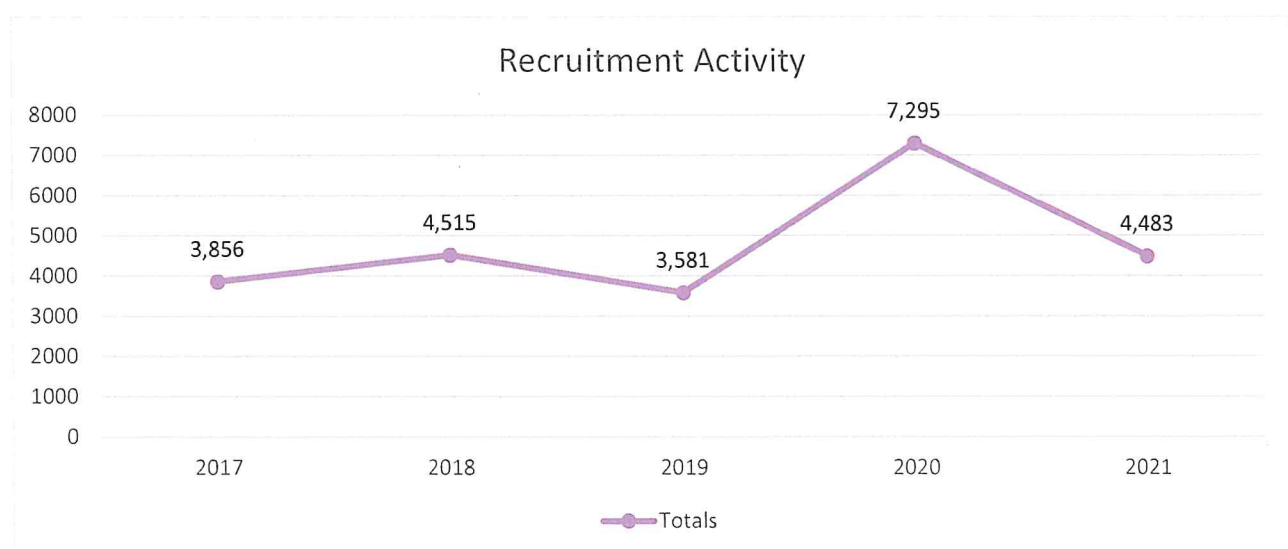
## Leave Management

	2021	2020	2019	2018	2017
Maternity leave applications	148	127	120	121	105
Parental leave applications	84	66	80	59	61
Career break applications approved	35	39	40	21	20
Job-share applications approved	58	52	48	36	37
Paternity Leave	27	26	20	25	17
Parents Leave	88				
Secondment	11	15	17	16	15
<b>Total</b>	<b>451</b>	<b>325</b>	<b>345</b>	<b>278</b>	<b>255</b>



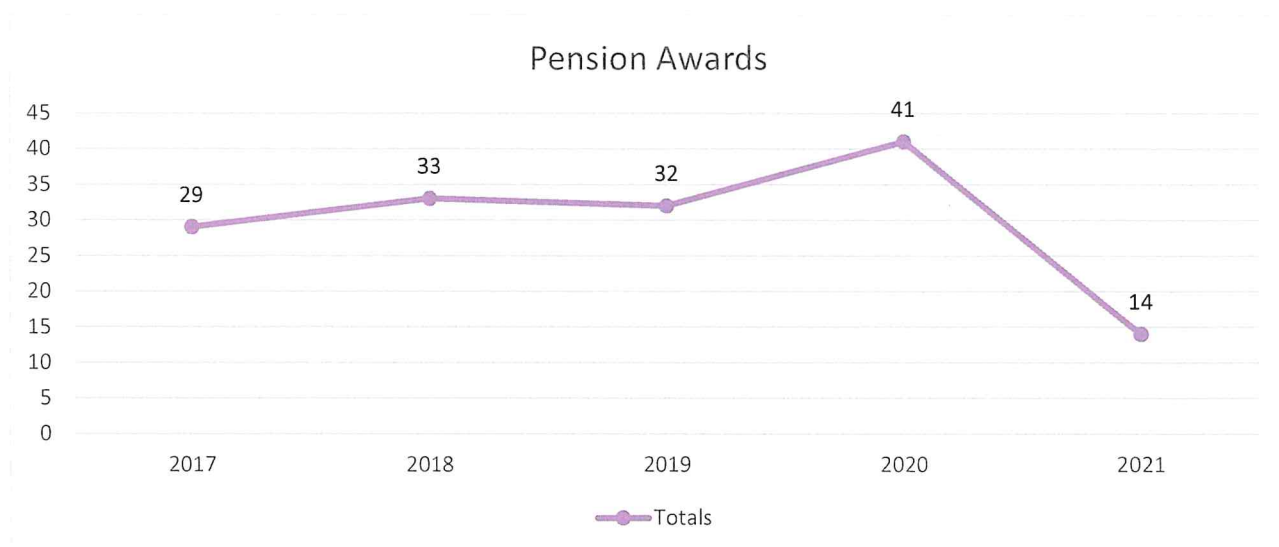
## Recruitment

	2021	2020	2019	2018	2017
Posts advertised	577	485	532	515	330
Applications received	3,165	6,087	2,389	3,232	2,914
Interview competitions held	331	284	255	365	282
Posts filled	410	439	405	403	330
<b>Total</b>	<b>4,483</b>	<b>7,295</b>	<b>3,581</b>	<b>4,515</b>	<b>3,856</b>



## Pensions

	2021	2020	2019	2018	2017
Pension awards	14	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*.