

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

Annual Report 2023



An Bord Oideachais
Department of Education



Óilíúna Oideachais agus Oiliúna
Dúshliú, Náisiúnta agus Eileanacha
Department of Education
Louth, Meath and Na Mí



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Chairperson's Introduction



I rith 2023 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 2023 a chur in bhur láthair.

During 2023 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 2023.

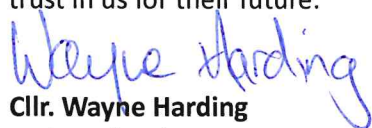
I would like to acknowledge the sad passing of former Chairperson, Cllr. Damien O'Reilly, RIP, who had been a tireless advocate for the citizens of Louth and Meath both in his roles as Board Member and as Chairperson of LMETB. He will be sadly missed by all who knew him. Ar dheis Dé go raibh a anam.

LMETB continues to make huge strides in recent years to improve the building infrastructure of schools and centres across both Louth and Meath with significant work ongoing both in extending current premises and in building new state-of-the-art facilities including approval of a site for Dunboyne College of the Future and the opening of LMETB's first Community Special School in Enfield. 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 and provided training to almost 2,000 learners in 2023. We are delighted that additional development of apprenticeship workshops at the facility will further enhance LMETB's ability to respond to key needs in the construction sector. This adds further to the enhanced apprenticeship offerings in LMETB following the opening of Drogheda College in 2023 where over 300 additional apprentices will be welcomed in 2024.

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 mindful always of our public sector duty in this regard.

LMETB continues 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 which is having a real and meaningful impact on the lives of the communities we serve.

Finally, I would like to thank the management and staff of LMETB for their diligence and commitment to our shared vision for the organisation and to thank the parents, guardians and learners who put their trust in us for their future.


Cllr. Wayne Harding
Cathaoirleach

Chief Executive's Foreword



Cúis áthais dom, mar Phríomhfheidhmeannach Bhord Oideachais agus Oiliúna Lú agus na Mí (LMETB), Tuarascáil Bhliantúil 2023 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 2023.

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

LMETB is acutely aware of emerging trends globally that impact future opportunities for our students and learners, in this context we continually strive to offer cutting edge education and training courses, traineeship and apprenticeship that both serve the needs of our population and meet those of enterprise and business.

Demographic changes and population growth in both counties have contributed to a very exciting and challenging period for LMETB. Data from the census indicates that Louth and Meath is one of the fastest growing regions in the country with an 11% increase in population to almost 360,000 since 2016. Increased enrolments and the commencement of new schools and building projects in both counties reflect these changes.

As part of its 2022-2026 strategy, LMETB committed to acting sustainably. I am pleased to report that a sustainability strategy has been approved by our Board. This will enable us to support and develop the good work which is going on throughout the organisation.

LMETB will continue to provide hosting supports to the Drogheda Implementation Board, continuing our co-operation with other statutory agencies and stakeholder groups to the benefit of the local community. LMETB are delighted to be in a position to facilitate the Board's activity on behalf of the Department of Justice. 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. Educational, training and youth work interventions will play a central part in the delivery and success of the Implementation Board in addition to community, economic and other developments. I am very pleased with the progress made to-date by the Drogheda Implementation Board in implementing the Drogheda Implementation Plan. Already there is a noticeable improvement identified by those living and working in Drogheda.

LMETB was successful in its bid for a major new electrical training centre for Drogheda I am pleased to confirm that the building is currently making a huge contribution to addressing the backlog in electrical craft apprenticeship with a further 308 apprentice intakes to the centre in 2024. This Centre of Excellence

for electrical apprenticeship in Ireland will assist Government in reaching their targets set out in the new Action Plan for Apprenticeships 2021 – 2025.

LMETB will open its first Community Special School, Cara Community Special School, in Enfield, County Meath in the 2024/2025 academic year. Cara Community Special School will provide an appropriate education for students, aged 4 to 18 years old, who have a diagnosis of Autism and complex learning needs, with a professional recommendation for a Special School.

Following the announcement by former Minister, now Taoiseach, Harris, LMETB looks forward to progressing the construction of a purpose built, state of the art, further education and training college of the future in Dunboyne. Our application to SOLAS for funding to secure a suitable site for Dunboyne College of the Future was approved and agreement has now been reached with the owner of the preferred site. I look forward to concluding the contract for sale shortly and taking ownership of this 25-acre site in 2024. I would like to take this opportunity to pay tribute to those whose vision, perseverance and dedication led to the successful identification and procurement of the preferred site.

LMETB looks forward to exciting and innovative future development opportunities in the FET area and has significantly advanced development of the Advanced Manufacturing 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 in the region. This centre empowers enterprise and manufacturing industries to 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. Phase II works to the centre, which is an €11 million project, will conclude shortly and I am very pleased that further funding has been received from SOLAS to develop an additional 5 electrical apprenticeship workshops at this facility.

LMETB is leading the charge in adopting modern methods of construction, taking a significant step towards upskilling the national workforce through the provision of a comprehensive range of training courses tailored to equip the construction sector to operate 3D construction printing technology to deliver housing. Following, training initiatives to support modern methods of construction, and in particular the utilisation of 3D concrete printing technologies, we were delighted to showcase two 3D printed houses in Drogheda. I would like to acknowledge the leadership and decisiveness of Ms Joan Martin, Chief Executive of Louth County Council who recently confirmed the first ever housing scheme to be delivered using 3D construction technology. The Grange Close pilot project involves a unique collaboration between Louth County Council, LMETB, Harcourt Technologies Ltd and Roadstone Ltd, using 3DCP technology with the aim of providing a pathway towards an increased output of more sustainable, affordable, and efficient housing. The project aims to utilise 3D construction printing technology to provide three three-bedroom terraced units covering an area of c. 110 m² at Grange Close, Dundalk.

LMETB is cognisant of the partnership approach taken by our colleagues in both Louth and Meath County Councils for the betterment of the citizens of both counties and in particular I would like to thank Ms. Joan Martin, Chief Executive, Louth County Council, Mr. Kieran Kehoe, Chief Executive, Meath County Council and his predecessors Ms. Fiona Lawless, Ms. Jackie Maguire and their teams.

Over the course of 2023 the AMTCE provided training to a total of 1,946 learners. This comprised of 1,431 Skills to Advance Learners, 15 Apprentices (Cybersecurity), 39 Trainees and 461 learners on other training initiatives. A further two traineeship programmes in Maintenance Skills Technologies (Pneumatics / Electronics) were successfully completed, one as a female led iteration, and a third iteration commenced

in collaboration with Intel Ireland. The Centre continued training with 15 learners on the Cybersecurity Apprenticeship in collaboration with FIT.

Responding to the Government's "Housing for all - a new housing plan for Ireland" we are continuing with plans 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 priority area for LMETB training provision in support of same, is to maximise participating numbers in the craft apprenticeship area, with particular focus on areas such as electrical and toolmaking. The AMTCE will contribute to efforts in the electrical area in particular.

Under our new Strategic Performance Agreement 2022 - 2024, key target areas identified include: supporting jobs, creating pathways, fostering inclusion, upskilling through lifetimes and careers and targeting key skills needs. Initial results from available year end data are very positive. LMETB looks forward to continued partnership with SOLAS to support and enhance LMETB's ambitious plans over the lifetime of the SPA.

I am also very pleased to report good progress on works at Bush Post Primary School which will see the whole school community benefit from a major permanent extension. Works are nearing completion on the new 4 classroom Special Needs Unit at St. Peter's College, Dunboyne. Design Teams 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 have progressed detailed design on the preferred option for the site. Initial digital images and plans for this campus are at an advanced stage and I am very pleased with the overall design and layout of the campus. LMETB continues to support non-ETB schools with their building projects and are currently project managing delivery of a 3 classroom 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, Co. Louth, an extension to Loreto Secondary School, Navan and, a 4 classroom Special Education Needs Base for Skerries Educate Together National School, Co. Dublin.

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 2024. The term of the current LMETB Board and its many committees and Boards of Management will expire in 2024. I wish to acknowledge the time and work which members have dedicated to their important roles over the last five years and to thank them for that and the invaluable contribution which they made to LMETB during that time. I would also like to acknowledge the sad passing of former LMETB Chairperson, Cllr. Damien O'Reilly, RIP, who had been a tireless advocate for the citizens of Louth and Meath both in his roles as Board Member and as Chair of LMETB. He will be sadly missed by all who knew him. Ar dheis Dé go raibh a anam.

I wish to acknowledge the immense contribution which An Taoiseach Simon Harris T.D. made to further education in his former role as Minister for Further and Higher Education, Research, Innovation and Science and to wish him well as Taoiseach. I wish Minister O'Donovan well as Minister for Further and Higher Education, Research, Innovation and Science.

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 2024 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 2024 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 2023 the Board approved documentation and matters including;

- Adoption of the Annual Report and Chairperson's Report
- Adoption of the Financial Statements including Statement of System of Internal Control
- Adoption of the Service Plan
- Letter of Representation
- Memoranda of Understanding
- 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
- Gifts and Scholarships in accordance with the 2013 Act
- Recommendations by the Land and Buildings Committee
- Changes to memberships of Committees
- Proposed contributions to schools and colleges

- Youth Club Grant schemes
- Minutes and reports on foot of Committee meetings
- Compliance with Charities Governance Code in respect of 2022
- Board self-assessment for 2023
- Audit and Risk Committee self-assessment for 2023

Board Meetings

During the year the Board met on 6 occasions, with details of attendance outlined in the table on page 12.

Finance Committee Meetings

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

Audit and Risk Committee Meetings

During the year the Audit and Risk Committee met on 4 occasions, with details of attendance outlined in the table on page 13.

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 2023. 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 Chairperson's 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 2023 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 affirms adherence to the relevant procurement policy and procedures and the development and implementation of the Corporate Procurement Plan.

Taxation

I confirm that LMETB has complied with its obligations under tax law.

Financial Statements for 2023

The Annual Financial Statement for the year ended on 31st December 2023 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 2023. 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;
 - Salaries and short term employee benefits
 - Post-employment benefits
 - 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: Wayne Harding

Date: 21/5/2024

Cllr. Wayne Harding
Cathaoirleach
Louth and Meath ETB

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 2023:

LMETB Board at 31 December 2023	Nominated By
Cllr. Andrea McKevitt ⁽¹⁾	Louth County Council
Cllr. Eileen Tully	Louth County Council
Cllr. John Sheridan	Louth County Council
Cllr. Kevin Meenan	Louth County Council
Cllr. Marianne Butler	Louth County Council
Cllr. Caroline O'Reilly ⁽²⁾	Meath County Council
Cllr. Gerry O'Connor	Meath County Council
Cllr. Maria Murphy, Leaschathaoirleach ⁽¹⁾	Meath County Council
Cllr. Nick Killian	Meath County Council
Cllr. Paul McCabe	Meath County Council
Cllr. Wayne Harding, Cathaoirleach ⁽¹⁾	Meath County Council
Vacant ⁽³⁾	Meath County Council
Ms. Caroline Canny	LMETB Staff
Mr. Barry McCourt	LMETB Staff
Ms. Malgorzata Gilani	Parents of pupils
Mr. Damian Kearns	Parents of pupils
Mr. Bill Sweeney	Business, Industry and Employers (nominated by Chambers Ireland)
Ms. Tara Walker ⁽⁴⁾	Business, Industry and Employers (nominated by Restaurants Association of Ireland)
Mr. Billy Doyle	Learners (nominated by Technological Higher Education Association)
Ms. Siobhán Greer	Management of, or leadership in, recognised schools (nominated by ACCS, JMB and NAPD)
Máirín Uí Fháinnín, Uasal	Undesignated (nominated by Foras na Gaeilge)
<u>Members who left the Board during the year</u>	
Cllr. Damien O'Reilly ^{(1) (2)}	Meath County Council
Cllr. Amanda Smith ⁽³⁾	Meath County Council
Mr. Paul Dermody ⁽⁴⁾	Business, Industry and Employers (nominated by Horse Racing Ireland)

Notes

(1) Cllr. Wayne Harding succeeded the late Cllr. Damien O'Reilly as Chairperson and Cllr. Maria Murphy succeeded Cllr. Andrea McKevitt as Deputy Chairperson on 29 September 2023

(2) Cllr. Caroline O'Reilly replaced the late Cllr. Damien O'Reilly on 12 December

(3) Cllr. Amanda Smith resigned on 27 December 2023 and was replaced by Cllr. David Gilroy on 4 March 2024

(4) Mr. Paul Dermody resigned on 22 February 2023 and was replaced by Ms. Tara Walker on 29 September 2023

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 2023 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 2023.

LMETB Board: January to December 2023	23 February	30 March	18 May	20 July	29 September	16 November	No. of Board Meetings Attended/ Eligible to Attend
Cllr. Andrea McKevitt	✓			✓	✓	✓	4/6
Cllr. Eileen Tully		✓		✓	✓	✓	4/6
Cllr. John Sheridan	✓	✓	✓			✓	4/6
Cllr. Kevin Meenan	✓	✓	✓		✓		4/6
Cllr. Marianne Butler	✓	✓	✓	✓	✓	✓	6/6
Cllr. Damien O'Reilly ⁽¹⁾	✓	✓	✓	✓			4/6
Cllr. Caroline O'Reilly ⁽¹⁾							0/0
Cllr. Gerry O'Connor	✓		✓	✓	✓	✓	5/6
Cllr. Maria Murphy	✓	✓	✓	✓	✓	✓	6/6
Cllr. Nick Killian	✓	✓	✓	✓	✓	✓	6/6
Cllr. Paul McCabe	✓	✓		✓	✓		4/6
Cllr. Wayne Harding	✓	✓	✓		✓	✓	5/6
Cllr. Amanda Smith					✓		1/6
Ms. Caroline Canny	✓	✓	✓	✓	✓	✓	6/6
Mr. Barry McCourt	✓	✓	✓		✓	✓	5/6
Ms. Malgorzata Gilani		✓	✓	✓	✓		4/6
Mr. Damian Kearns					✓		1/6
Mr. Bill Sweeney	✓	✓	✓	✓	✓	✓	6/6
Mr. Paul Dermody ⁽²⁾							0/0
Ms. Tara Walker ⁽²⁾						✓	1/1
Mr. Billy Doyle	✓	✓	✓		✓	✓	5/6
Ms. Siobhán Greer		✓	✓	✓	✓	✓	5/6
Máirín Uí Fháinnín, Uasal		✓	✓	✓			3/6

Notes

(1) Cllr. Caroline O'Reilly replaced the late Cllr. Damien O'Reilly on 12 December 2023

(2) Mr. Paul Dermody resigned on 22 February 2023 and was replaced by Ms. Tara Walker on 29 September 2023

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 2023	
Mr. Peter McGrath (Chairperson)	Non-Board Member
Mr. Hugh Farrell (Deputy Chairperson)	Non-Board Member
Mr. Brendan McKenna	Non-Board Member
Mr. Paddy Malone	Non-Board Member
Mr. Bill Sweeney	Board Member
Cllr. Wayne Harding	Board Member

LMETB Audit and Risk Committee held four meetings in 2023. The table below shows attendance by committee members at those meetings.

Membership in 2023	Date of meeting				No. of Meetings Attended/ No. Eligible to Attend
	15 March	24 March	7 July	25 September	
Mr. Peter McGrath (Chairperson)			√	√	2/4
Mr. Hugh Farrell (Deputy Chairperson)	√	√	√	√	4/4
Mr. Bill Sweeney	√	√		√	3/4
Mr. Brendan McKenna					0/4
Mr. Paddy Malone	√	√	√		3/4
Cllr. Wayne Harding		√			1/4

Finance Committee	
Membership in 2023	
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 (<i>McArdle</i>)	Non-Board Member

LMETB Finance Committee held five meetings in 2023. The table below shows attendance by committee members at those meetings.

Membership in 2023	Date of Meeting					No. of Meetings Attended/No. Eligible to Attend
	17 February	28 March	22 June	29 September	15 November	
Mr. Bill Sweeney (Chairperson)	✓	✓	✓	✓	✓	5/5
Mr. Brendan McKenna (Deputy Chairperson)	✓					1/5
Mr. Hugh Farrell	✓		✓	✓	✓	4/5
Ms. Mary Oliver (McArdle)		✓	✓	✓	✓	4/5
Mr. Billy Doyle	✓	✓	✓	✓	✓	5/5
Cllr. Nick Killian	✓		✓		✓	3/5

Land and Buildings Committee	
Membership in 2023	
Mr. Bill Sweeney (<i>Chairperson</i>)	Board Member
Cllr. John Sheridan	Board Member
Cllr. Maria Murphy	Board Member
Cllr. Nick Killian	Board Member
Cllr. Gerry O'Connor	Board Member
Cllr. Wayne Harding	Board Member

LMETB Land and Buildings Committee held four meetings in 2023.

Youth Work Committee ⁽¹⁾	
Membership in 2023	
Cllr. Marianne Butler (<i>Chairperson</i>)	Board Member
Cllr. Maria Murphy	Board Member
Cllr. Kevin Meenan ⁽²⁾	Board Member
Mr. Graham Russell (<i>Louth Sports Partnership</i>)	Non- Board Member
Ms. Jennifer D'Arcy	Non-Board Member
Mr. Leonard Callaghan (<i>CYPSC/Tusla</i>)	Non-Board Member
Garda Catherine Cronin (<i>Garda Juvenile Liaison Officer, Meath Garda Division</i>)	Non-Board Member
Ms. Geraldine Hogarty (<i>Youth Work Ireland</i>)	Non-Board Member
Ms. Clodagh O'Mahony (<i>Community Representative</i>)	Non-Board Member
Ms. Siún Smith (<i>Meath Comhairle na nÓg</i>) ⁽³⁾	Non-Board Member
Ms. Sheola Boshell ⁽³⁾	
Mr. Shane Kerr (<i>Louth Comhairle na nÓg</i>)	Non-Board Member

Notes

(1) Encompasses Louth and Meath Music Generation Programme

(2) On 23 February 2023 Cllr. Kevin Meenan replaced Cllr. Antóin Watters following Cllr. Watter's resignation from LMETB Board and Youth Work Committee on 16 September 2022

(3) On 29 September 2023 Ms. Sheola Boshell replaced Ms. Siún Smith

LMETB Youth Work Committee held four meetings in 2023.

Gifts, Trusts and Scholarships Committee	
Membership in 2023	
Cllr. John Sheridan (<i>Chairperson</i>)	Board Member
Mr. Bill Sweeney	Board Member
Cllr. Andrea McKeivitt	Board Member
Cllr. Amanda Smith ⁽¹⁾	Board Member

Note

(1) Cllr. Amanda Smith resigned for the Board of LMETB on 27 December 2023 and was replaced by Cllr. Paul McCabe on 29 February 2024

LMETB Gifts, Trusts and Scholarships Committee held five meetings in 2023.

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 2023 which will be published within one month of receipt from the Office of the Comptroller and Auditor General.

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
- 2 Training Centres
- 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. A prime example of this is Drogheda Implementation Board, which is resourced by Department of Justice funding through Dormant accounts and administered by LMETB.

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	Ó 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

Further Education and Training			
Regional Skills and Training Centre	Dundalk		
Advanced Manufacturing Training Centre of Excellence	Dundalk		
Drogheda College	Drogheda		
VTOS	Drogheda	Dundalk	Navan
Youthreach	Drogheda		Dundalk
	Navan		Trim
	Kells		Ashbourne
	Laytown/Bettystown		Ardee
Adult Learning Services	Drogheda	Dundalk	Navan
Adult Guidance	Trim	Kells	Oldcastle
Back to Education Initiative	Mosney	Laytown/Bettystown	Dunshaughlin
Community Education	Dunboyne	Athboy	Ashbourne
	Ardee		
Evening Course Provision	5 Centres in Louth and Meath		
Youth Services	Louth	Meath	
Quality Assurance	Louth	Meath	

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 2023		
Primary/Post Primary School	Louth	Meath
Primary LMETB Sole Patron	1	3
Post Primary LMETB Sole Patron	5	13
Community Special School	-	1*
Centre for European Schooling	-	1
Community Schools LMETB Joint Patron	2	4

* In December 2023, LMETB were awarded patronage of a new Community Special School in Enfield, Co. Meath. Cara Community Special School will open in the 2024/2025 academic year.

LMETB Awarded Patronage of New Schools in 2023				
Primary/Post Primary School	Location	School Name	Student Numbers	Principal Appointed
Primary (Community Special School)	Meath	Cara Community Special School	18 places for the 2024/2025 Academic Year	In Progress

List of LMETB Schools and Colleges and Principals and Deputy Principals 2023

1. Community National Schools (4)

School	Ard Rí Community National School, Navan, Co. Meath
Principal	Mr. Darragh Roe
Deputy Principal(s)	Ms. Catherine Dooley
Phone	087 1341007
Website	www.ardrics.ie

School	Faughart Community National School, Dundalk, Co. Louth
Principal	Ms. Jacqui Mc Cusker
Deputy Principal(s)	Ms. Saoirse Ní Dhiarmada
Phone	042-9371931
Website	www.faughartcns.ie

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

School	Ashbourne Community National School, Ashbourne, Co. Meath
Principal	Ms. Jenny Byrne
Deputy Principal(s)	Mr. Seamus Mc Carthy
Phone	086-8522068
Website	www.ashbournecns.ie

2. Community Special School (1)

School	Cara Community Special School, Enfield, Co. Meath
Principal	Recruitment in progress
Deputy Principal(s)	In progress
Phone	In progress
Website	www.ardricns.ie

3. Post Primary Schools (18)

School	Beaufort College, Navan, Co. Meath
Principal	Mr. Ken Flynn
Deputy Principal(s)	Ms. Anne Marie Mc Carrick Ms. Karen Tobin Ms. Suzanne Markey
Phone	046-9028915
Website	www.beaufortcollege.ie
DEIS/Non DEIS	DEIS

School	Bush Post Primary School, Dundalk, Co. Louth
Principal	Mr. Kevin Joyce
Deputy Principal(s)	Ms. Sinead Mc Donnell Ms. Rosanna Hart
Phone	042-9376246
Website	www.bpps.ie
DEIS/Non DEIS	DEIS

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

School	Coláiste Clavin, Longwood, Co. Meath
Principal	Ms. Eimear Flanagan
Deputy Principal(s)	Ms. Orla Mc Bride
Phone	046-955 5018
Website	www.colaiстеclavin.ie
DEIS/Non DEIS	DEIS

School	Coláiste na hInse, Laytown, Co. Meath
Principal	Ms. Eilis Flood
Deputy Principal(s)	Ms. Sarah Ross Ms. Gabrielle Harte Mr. Martin Mc Cabe
Phone	041-9813335
Website	www.colaiستنahinse.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste na Mí, Navan, Co. Meath
Principal	Ms. Louise Kearns
Deputy Principal(s)	Ms. Gemma O' Hart Mr. Michael Mc Carthy
Phone	046-9012130
Website	www.colaiستنami.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste Pobail, Ráth Chairn, Co. Meath
Principal	Ms. Róisín Ní Dhúshláine
Deputy Principal(s)	Mr. Proinsias Ó Luachra
Phone	046-9432722
Website	www.cprathcairn.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste de Lacy, Ashbourne, Co. Meath
Principal	Ms. Janice Uí Bheoláin
Deputy Principal(s)	Mr. Barry O' Higgins Ms. Stephanie Spillane
Phone	01 - 5241075
Website	www.colaistedelacy.ie
DEIS/Non DEIS	Non DEIS

School	Coláiste Ríoga, Dunshaughlin, Co. Meath
Principal	Mr. Declan Clarke
Deputy Principal(s)	Ms. Shabana Hussain Dowd
Phone	087 - 6117987
Website	www.colaisterioga.ie
DEIS/Non DEIS	Non DEIS

School	Dunshaughlin Community College, Dunshaughlin, Co. Meath
Principal	Ms. Bridget Bennett
Deputy Principal(s)	Ms. Cathy Byrne Mr. Kevin Reilly Ms. Marie Gaffney
Phone	01-825 9137
Website	www.dunshaughlincc.ie
DEIS/Non DEIS	Non DEIS

School	Enfield Community College, Enfield, Co. Meath
Principal	Mr. Shane Foley
Deputy Principal(s)	Mr. Gordon Mc Donnell
Phone	086 0432500
Website	www.enfieldcc.ie
DEIS/Non DEIS	Non DEIS

School	O'Carolan College, Nobber, Co. Meath
Principal	Mr. Brian Goggins
Deputy Principal(s)	Ms. Helen Loftus/Ms. Carmel Quigley (Acting) Mr. Cathal Rogers
Phone	046-905 2177
Website	www.ocarolancollege.ie
DEIS/Non DEIS	DEIS

School	Ó Fiaich College, Dundalk, Co. Louth
Principal	Mr. Padraig Mc Govern
Deputy Principal(s)	Mr. John Caraher Ms. Audrey Flood Mr. Conor Rafferty
Phone	042-9331398
Website	www.ofiaichcollege.ie
DEIS/Non DEIS	DEIS

School	Ratoath College, Ratoath, Co. Meath
Principal	Mr. Seamus Meehan
Deputy Principal(s)	Mr. John Mc Carthy Ms. Donna Kelly Mr. Colm Connolly
Phone	01-8254102
Website	www.ratoathcollege.ie
DEIS/Non DEIS	Non DEIS

School	Scoil Uí Mhuirí, Dunleer, Co. Louth
Principal	Ms. Úna Kirk
Deputy Principal(s)	Mr. Daniel Dennehy Ms. Anna Mc Cready
Phone	041-6851344
Website	www.scoiluimhuiri.ie
DEIS/Non DEIS	DEIS

School	St. Oliver's Post Primary School, Oldcastle, Co. Meath
Principal	Mr. Brendan Corcoran
Deputy Principal(s)	Mr. Micheal Mc Cafferty
Phone	049-8541180
Website	www.stoliverspps.ie
DEIS/Non DEIS	Non DEIS

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

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

4. European School (1)

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

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

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

School	Ashbourne Community School, Ashbourne, Co. Meath
Principal	Mr. Pat Moriarty
Phone	01-835 3066
Website	www.dunboynecollege.ie

School	Athboy Community School, Athboy, Co. Meath
Principal	Ms. Clare Garrihy
Phone	046- 948 7894
Website	www.athboyics.ie

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

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

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

Newly Appointed/Returning Principals and Deputy Principals 2023

Role	School	Person Appointed/Returning
Principal	Coláiste Clavin	Ms. Eimear Flanagan
Deputy Principal	Beaufort College	Ms. Suzanne Markey
Deputy Principal	Scoil Uí Mhuirí	Ms. Anna Mc Cready
Deputy Principal	Dunshaughlin CNS	Ms. Catherine Ward
Deputy Principal	Ard Rí CNS	Ms. Catherine Dooley

LMETB Schools & Colleges Enrolment as at September 2023 (CNS Schools Annual Census) and October 2023 (Post Primary Schools October Returns)

School Name	Enrolment as at October 2023
Ard Rí CNS	336
Ashbourne CNS	277
Dunshaughlin CNS	85
Faughart CNS	89
Beaufort College	905
Bush Post Primary	815
Coláiste Chú Chulainn	858
Coláiste Clavin	480
Coláiste de Lacy	835
Coláiste na hInse	1,113
Coláiste na Mí	810
Coláiste Pobail Ráth Chairn	131
Coláiste Ríoga	112
Dunshaughlin Community College	1,147
Enfield Community College	414
O'Carolan College	611
Ó Fiaich College	289
Ratoath College	1,160
Scoil Uí Mhuirí	661
St. Peter's College	1,220
St. Oliver Post Primary	621
St. Oliver's Community College	1,558
Total (not incl. CES)	14,527
Centre for European Schooling (CES)	46 including 27 primary and 19 post primary students (post primary included in Dunshaughlin Community College figure above)

Department of Education Programmes Offered in LMETB Schools and Colleges 2023/2024 Academic Year

School	JC	JCSP	TY	LC	LCVP	LCA
Beaufort College	Yes	Yes	Yes	Yes	Yes	Yes
Bush Post Primary	Yes	Yes	Yes	Yes	Yes	Yes
Coláiste Chú Chulainn	Yes	-	Yes	Yes	Yes	Yes
Coláiste Clavin	Yes	Yes	Yes	Yes	Yes	Yes
Coláiste na hInse	Yes	-	Yes	Yes	-	Yes
Coláiste na Mí	Yes	-	Yes	Yes	-	Yes
Coláiste Pobail Ráth Chairn	Yes	-	Yes	Yes	-	-
Coláiste de Lacy	Yes	-	Yes	Yes	-	-
Coláiste Ríoga	Yes	-	-	-	-	-
Dunshaughlin Community College	Yes	-	Yes	Yes	Yes	-
O'Carolan College	Yes	Yes	Yes	Yes	Yes	Yes
Enfield Community College	Yes	-	Yes	-	-	-
Ó Fiaich College	Yes	Yes	Yes	Yes	Yes	Yes
Ratoath College	Yes	-	Yes	Yes	-	Yes
Scoil Uí Mhuirí	Yes	Yes	Yes	Yes	Yes	Yes
St. Oliver Post Primary School	Yes	-	Yes	Yes	Yes	Yes
St. Oliver's Community College	Yes	Yes	Yes	Yes	Yes	Yes
St. Peter's College	Yes	-	Yes	Yes	-	Yes
Ard Rí CNS	Primary School Curriculum					
Faughart CNS	Primary School Curriculum					
Dunshaughlin CNS	Primary School Curriculum					
Ashbourne CNS	Primary School Curriculum					
Centre For European Schooling	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 2023

School	Medium of Instruction	Ethos
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 Ráth Chairn	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
Ó 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

*For the academic year 2023/2024 there were no students in the Aonad.

Special Class Provision for students with ASD and recommendation for Special Class in LMETB Schools and Colleges 2023

School	Yes/No
Beaufort College	Yes
Bush Post Primary	No
Coláiste Chú Chulainn	Yes
Coláiste Clavin	Yes
Coláiste na hInse	Yes
Coláiste na Mí	Yes
Coláiste Pobail Ráth Chairn	No
Coláiste de Lacy	Yes
Coláiste Ríoga	Yes
Dunshaughlin Community College	No
Enfield Community College	Yes
O'Carolan College	Yes
Ó Fiaich College	No
Ratoath College	Yes
Scoil Uí Mhuirí	Yes
St. Oliver Post Primary School	Yes

St. Oliver's Community College	Yes
St. Peter's College	Yes
Ard Rí CNS	No
Faughart CNS	No
Dunshaughlin CNS	No
Ashbourne CNS	No
Centre For European Schooling	No

Department of Education and Skills Programmes School Meals Programme in LMETB Schools and Colleges 2023

School	DEIS/Non DEIS	School Meals Programme
Beaufort College	DEIS	Yes
Bush Post Primary	DEIS	Yes
Coláiste Chú Chulainn	DEIS	Yes
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
Ó 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

Selection of Schools Directorate Priorities 2023

Priorities	Priorities	Priorities
Principals Meetings	Child Protection and Child Safeguarding CPD	School Buildings and Accommodation
School Leaders Forum	Planning for Introduction of Special Classes	Gaeltacht Recognition Scheme
Finance Meetings	School Leadership and Management Posts – Review of School Needs and Priorities	Provision Mapping ETBI Project

HR Meetings	Looking at our Schools	Cross Border Initiatives and Projects
ICT Meetings	School Self Evaluation	Promotion of STEM and STEAM across LMETB Schools and Colleges
Induction for newly appointed School Leaders	Anti Bullying & Cinealtas	Teacher Supply
Induction for Newly Appointed teachers, tutors & for PME students doing placement in LMETB Schools and Colleges	Sustainability Education and Initiatives for Schools	Assessment of Need
DEIS Meetings	Core Values & Ethos in Schools	Management Information System for Schools
Board of Management Governance Meetings	Teacher Allocation and Utilisation	School Policies
Procurement Meetings	SET Allocation in Schools	Digital Learning Plans
School Admissions Policies	Attendance support and initiatives	Meeting with Guidance Counsellors & SET Co-ordinators
Review of Timetables for the Academic Year	Inclusion and Diversity	Department Inspections and Follow up on Recommendations
Academic Awards Ceremony 2023	Gaeltacht Scholarships	ETBI Director of Schools Meetings and CPD Session

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 to progress their implementation plan for the scheme.

LMETB Representatives on ETBI Committees/Fora & LMETB Committees during 2023

Details	LMETB Personnel
ETBI & LMETB Ethos & Core Values CPD	John Halpin, Principal, St. Oliver's Community College, Drogheda
ETBI Principals Forum Network	Shane Foley, Principal, Enfield Community College
ETBI CNS Principals Forum	All four LMETB CNS Principals
ETBI Lónra Gaeloideachais	Róisín Ní Dhúshláine - Príomhoide - Coláiste Pobail Ráth Chairn
ETBI Provision Mapping Project	Ms. Gillian Pender, Coláiste Ríoga, Dunshaughlin, Co. Meath
LMETB Attendance Initiative Support Group	Mr. John Caraher, Deputy Principal, Ó Fiaich College & Ms. Sinead Donnelly, REALT Co-ordinator

LMETB FET/Schools Partnership Projects 2023	
Project	LMETB School(s)
LMETB AMTCE FET Schools Advanced Manufacturing Pathways Project	LMETB Post Primary Schools

FET/Schools Inter ETB Partnership Projects 2023	
Project	LMETB School(s)
LMETB AMTCE FET Schools Advanced Manufacturing Pathways Project	LMETB and Kerry ETB Post Primary Schools

Cross Border Initiatives and Projects 2023	
Project	LMETB School(s)
Advanced Manufacturing Pathways Schools Project – A Cross Border Initiative	Coláiste Chú Chulainn, Dundalk Bush Post Primary School, Dundalk Ó Fiaich College, Dundalk Scoil Uí Mhuirí, Dunleer
Entwined Futures Project	Faughart Community National School, Dundalk Coláiste Chú Chulainn, Dundalk Bush Post Primary School, Dundalk St. Oliver's Community College, Drogheda

National Professional Development Courses supported by LMETB during 2023	
Details	LMETB Personnel
Post Graduate Diploma in School Guidance Counselling Maynooth University	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.	
Leadership and Management Posts in LMETB Schools and Colleges 2023	
Advertisements and interviews for Leadership and Management posts in schools continued throughout 2023 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 2023 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.	

Regional Education and Language Teams (REALT)

LMETB hosted the Department of Education REALT Team and engaged in REALT Co-ordination during 2023. The primary role of the Regional Education and Language Teams (REALT) Coordinator is to assist the transition of Ukrainian, Non Ukrainian pupils and students and their families into Irish schools by assisting them in securing school places and in providing education support structures and related services.

The REALT Coordinator for Louth and Meath. Ms. Sinéad Donnelly, supports schools in the Louth and Meath area to meet the needs of these children as they emerge, to advise and support the Department in developing new capacity where required, and to co-ordinate the provision of education services to schools and families. These teams are ensuring that clear, accessible information flows are in place between schools, local education support services and national support structures in relation to people arriving from Ukraine.

The Louth and Meath REALT Co-Ordinator can be contacted at realt@lmetb.ie and on 086 1036571.

Individual School Related Updates are available as follows

1	Minutes of School Board of Management Meetings
2	School Website
3	School Twitter Account
4	School Facebook Account (where applicable)
5	School Instagram Account (where applicable)
6	School YouTube Channel (where applicable)
7	School Prospectus Documents

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 centered 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.
23.	To ensure each student is supported in achieving their potential, schools engage in ongoing monitoring and tracking of student progress over the course of their time in the school. Regular reports are provided to parents/guardians to advise them of academic progress. Class teachers, special education teachers, care support team and the school Deputy Principal and Principal are always available to advise students and their parents/guardians regarding progress to date, target setting and any additional supports needed to reach specific targets.

24.	Numerous opportunities are scheduled in LMETB schools and colleges to reward students for their achievements and successes throughout the academic year. The school communicates successes and achievements to parents through a selection of methods including post cards home, awards ceremonies, graduation ceremonies, school newsletters, letters/notes of commendation sent home and regular updates on the school's website, Facebook and/or twitter pages. Regular awards include those in the areas of attendance, subject achievement, extra - curricular achievement, co-curricular achievement, student of the year and student leadership awards.
25.	Parents Associations are an integral part of the school community. Parents Associations make vital and valuable contributions to the school's promotion, growth and development and are consulted on a selection of school policies. LMETB Parents Association also invest a huge amount of their free time, energy and commitment into the organisation of fundraising activities to improve the resources available to the young people in our schools. Requests for fundraisers are approved by the school Boards of Management and documented in the minutes of meetings.
26.	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.
27.	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 its Schools Leadership Team through regular workshops, conferences and school visits. School Leadership Teams also have access to the LMETB School Leadership Forum and a School Leaders Online Platform of resources to support leading teaching, learning and assessment in our schools.
28.	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.
29.	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.

Selection of Key Challenges (General) in LMETB Primary and Post Primary Schools and Colleges 2023

1	Teacher Supply – lack of suitably qualified teachers in a range of subject areas including Maths (Higher Level Leaving Certificate), Modern Foreign Languages, Sciences, SEN, Guidance, Home Economics, Irish and Technology subjects. The lack of suitably qualified teachers with an ability to teach through the medium of Irish places considerable pressures on the provision of Irish Medium education at Coláiste Pobail, Ráth Chairn.
2	Lack of availability of suitably qualified substitute teachers and the need for School Leaders including Principals and Deputies to supervise and/or teach classes. This reduces the time available for leading teaching, learning and assessment in schools and also impacts on time available to school leaders for the administrative and governance elements of their post.
4	No final decision on National Governance of School Completion Programme operating in LMETB DEIS Schools.
5	Increase in number of students presenting in schools with Mental Health Issues and delays in students accessing CAMHS.
6	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.



Further Education and Training Directorate

Introduction to LMETB Further Education and Training Services

The LMETB Further Education and Training Directorate have clearly demonstrated agility and responsiveness in meeting the needs of both its local stakeholders and the key strategic priorities of our funders DFHERIS and SOLAS as set out in the FET strategy “Transforming Learning” and other key government policy documentation such as the National Skills Strategy 2025.

FET courses/programmes and service provision in 2023 were further enhanced to encompass key priority areas aligned to the LMETB /SOLAS Strategic Performance Agreements. Course and programme offerings focused on agreed national target priority areas which included; supporting jobs, creating pathways, fostering inclusion, upskilling through career lifetime and targeting key skills needs.

In 2023, LMETB provided FET Courses/Programmes/Services to 37,140 beneficiaries. This was a significant increase on the previous year, again demonstrating a year-on-year growth trajectory and strengthening of course and service offering by FET LMETB.

Pathways: LMETB courses/programmes /services provide access to a full breadth of FET provisions, covering accredited programmes from Levels 1-6. Courses are certified by QQI, City & Guilds, or various industry award certification bodies. Unaccredited access and Pathways programmes afford the opportunity for tentative learners who are unsure about what course area to commence with, an opportunity to engage in FET provisions in an environment which is welcoming, non-threatening, inclusive and delivered in some instances within the local community area to support and enable physical access. By offering such programmes LMETB FET are enabling a critical objective of the FET strategy which focuses upon pathways into and out of FET.

Active Inclusion: LMETB FET have a particular focus, in its provision in 2023, on fostering inclusion. To this end outreach programmes in community education, adult literacy and youth services have made significant inroads in supporting and encouraging hard to reach groupings to engage in FET programmes. Key targeted groupings include members of the Traveller Community, Asylum Seekers, Refugees, persons who are identified as those not in education, employment, or training (NEET) and those involved in caring duties in the home. In 2023 LMETB invested significantly in learner supports which both enabled access by, and retention of, FET learners. Disability supports, REACH funding, and Universal design for learning (UDL), have enabled and supported FET learners on their course/programme.

Skills Development: LMETB invested significantly during 2023 in identification of Skills requirements for the region. This was effected through detailed skills needs analysis carried out by LMETB, through research and analysis of existing data and liaison with representative groupings such as: SMLRU, Skills Fora Mid-East and Northeast and collaborative working across agencies such as Enterprise Ireland, DSP, Local Authorities LCDCs Meath and Louth. Courses/programmes offered by LMETB during 2023, targeted delivery methods appropriate to a range of industry requirements. These included new programme to market in 2023, uniquely developed to address gaps in provision including courses delivered to support upskilling and reskilling of employees supported through Skills to Advance Programmes, Skills for Work, and Explore Initiatives. Employers were active agents in the identification and development of FET programmes and course delivery in 2023.

FET Programme Delivery is designed to address the needs which are identified by LMETB's guidance and recruitment teams. Courses/programmes can range in duration and delivery from full-time year-long to full-time over a period of weeks, to part-time offerings to meet the needs of many within our community for whom FET needs to fit in around busy lifestyles and commitments at home or work. Courses are delivered in FET centre locations across Louth and Meath, many of which are in the community. This breadth of locations enabled engagement and introduction to programmes in an environment, and location, familiar to the hard-to-reach groupings. FET Courses/programmes are offered at various locations across Louth and Meath encompassing a variety of programme delivery methods, including in-centre and online/blended learner delivery. Programme delivery type is dictated by the QA requirements for the programme itself and the programme content, which in many instances may include practical components.

Target Groupings: LMETB FET deliver courses and programmes to a range of target learner groupings. Key areas in 2023 included LMETB supported work in the Drogheda area, where key communities/target groups such as NEETS/young people were identified for specific supports. New communities such as Ukrainian Refugees were a key target group in 2023. Upskilling and reskilling of persons unemployed and those in the work force continue to be a key targets of FET programmes. Key groupings targeted include:

- Early school leavers, those not in education, employment, or training (NEETs), young persons aged 16 and over for whom the school environment has proven challenging, and a significant array of individual support systems are required to enable and support access and retention.
- Adult returners who want to complete education/training, having left school early. Adults who are seeking support with literacy, numeracy, IT, ESOL are significant in number and range in complexity from those with little or no formal education to those with minimal education. Significant supports are provided to such adults, with small class groupings essential to enable access and retention of individuals. Where necessary a one-to-one volunteer service supports engagement of adults with significant needs to engage initially in this service. LMETB acknowledges the critical role played by our adult literacy volunteers in the provision of such a service.
- Adults engaged in caring duties. FET programmes /courses are delivered locally in convenient out-centres and at times that facilitate attendance. Subject areas are designed to address both skills deficits and personal health and wellbeing, which enable and support the work of this valued group of individuals in our community.
- Employers, who have identified specific employee upskilling requirements, which are addressed through supports offered via the Explore and Skills for Work programmes. These address key basic competencies including IT. Higher level upskilling programmes are addressed through Skills to Advance initiatives which work with clusters of employers/employees to address key skills gaps of employees, to enable and support company development and growth in the region. Other direct engagement with Employer groups enabled development of bespoke responses to work to address identified needs.
- Addressing the needs of marginalised communities and groupings. This is addressed by LMETB through targeted and tailored FET interventions via Community Education, BTEI, Adult Literacy Service and Youth Service provisions.

- Community Areas/Groups. LMETB work intensively in urban and rural areas to enable and support access to both education and training interventions. Courses are tailored to meet the needs of the local community/group and have a clear focus on improving personal knowledge, skills and competencies, thus enhancing coping strategies for individuals, and supporting health and wellbeing, which ultimately will encourage participants to progress further with FET.



- Delivering on the local and national economic imperative and policy direction of government. FET both anticipated, and responds to, several government initiatives. In 2023, this focus was specifically on the needs of the economy and skills development to sustain the growth trajectory of the Irish economy. LMETB prides itself on its responsiveness to the needs of industry and has, during 2023, provided significant in-company training interventions and off-site upskilling to enhance recruitment opportunities for new and emerging industries operating in the region/hinterland. LMETB FET is supported by employers in the provision of work placements for its many FET learners, so it is very much a symbiotic relationship with employers fostered and supported by LMETB employer engagement services.

Key highlights 2023

There are many individual learner and FET centre highlights of note in FET LMETB, all of which are shared and noted in the FET reports presented to the LMETB Board throughout the year. The unwavering support of the LMETB Board and sub committees to the work is acknowledged including the contributions of FET. These include Boards of Management (BOMs) in PLC Colleges, the Youthreach BOM, the adult education sub-committee and the Youth work sub-committees.

Of particular note are the following:

- The opening by Mr. Simon Harris, TD and Minister for Further Education and Higher Education, Research, Innovation and Science, in Summer 2023, of Drogheda College. The college is initially focussed on the delivery of apprenticeships to address the urgent needs of the construction sector for trained and qualified craft personnel with a key focus on the Electrical Craft Trade area.



- The inclusion and announcement by Minister Simon Harris TD, of the Strategic Infrastructure Upgrade Fund (SIUF) for DIFE to support the building of a new wing at the DIFE campus. This work was ongoing in 2023 to enable enhanced community activity and extension of FET course provision to include tertiary provisions on site at DIFE.
- Ongoing works re: SIUF Navan have continued in 2023 with significant upgrades to support FET provisions/services.
- The development in late Autumn of a new Apprenticeship facility in the AMTCE, to support the NAO to address waiting lists in Apprenticeship Craft areas. This centre will provide for the requirements in Electrical and Metal Fabricator Craft trades respectively.
- The signing of a new agreement in 2023 of the third Strategic Performance Agreement (SPA) 2022-2024 between SOLAS and LMETB. This follows significant attainments in the 2022 across all areas.
- The delivery of € 145,103 in REACH Funding in 2023, provided by SOLAS to both communities in the region and individual FET learners. The key focus of REACH funding is to mitigate educational disadvantage and to provide funding to support educationally disadvantaged learners in accessing and participating in community education. It aims to increase the participation of disadvantaged learners, particularly those who are undertaking literacy and skills programmes. The fund has a strong focus on building the digital infrastructure of community education providers, including providing devices and software, and increasing their capacity to deliver learning. The fund was specifically designed to tackle inequalities and support access to community education, and also intended to address specific actions in the Adult Literacy for Life (ALL) Strategy to target funding on access to technology and devices, expand community access to wi-fi and broadband resources and to directly address unmet literacy needs.

- The sanction and recruitment of the Regional Adult Literacy Co-ordinator to support implementation of the ALL Strategy.
- ETBI Directors' Fora Meetings: The AMTCE hosted the ETBIs joint meeting of the Directors over three days in November. LMETB hosted a plenary session for the visitors and AMTCE staff provided a number of demo sessions on the equipment and an overview of the training provided by the centre.
- EI Chief Technologist's Visit in partnership SOLAS: The AMTCE centre hosted Enterprise Ireland's Op Ex / Digital team and Chief technologists in collaboration with SOLAS. Over 25 people attended the event. The event provided a great opportunity to educate EI's business facing support functions on the training offering provided by the Centre and how it can be used to support EI clients.

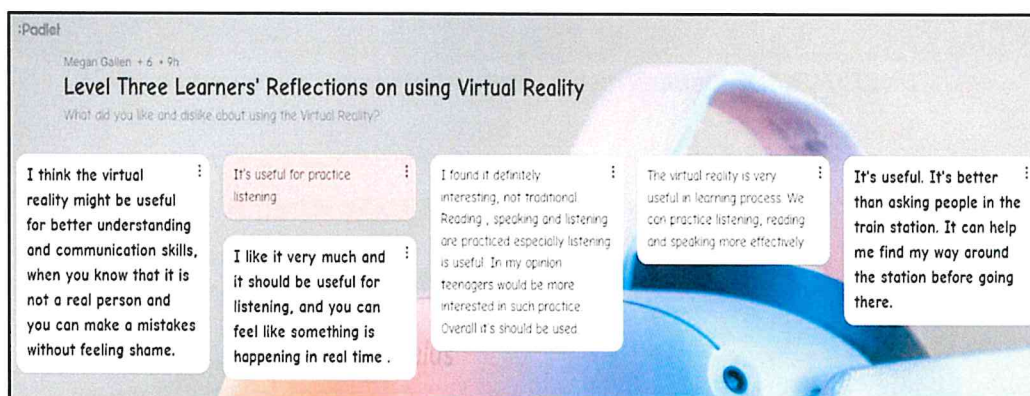


EI Technologist Visit to AMTCE

- Mr. Damian English T.D. and Minister of State of Enterprise, Trade and Employment and Meath County Council delivered a talk to Youthreach students on how the Government is tackling climate change. This is part of the learners' contemporary issues task in the LCA2 Programme.
- A really important regional apprenticeship event took place in Trim, in the Knightsbrook Hotel on the 23rd March 2023 hosted by Meath Chamber of commerce and LMETB. The apprenticeship EXPO brings together employers who are offering apprenticeships with learners from schools across the region who would potentially be looking for apprenticeships when they finish school. This is the 3rd time that this event has taken place and the Regional Skills and Training Centre staff are providing significant support to ensure that the successes of previous years are replicated again this year. Over 2,800 visited the Expo.
- FET Moodle site - added the new STA Digital Business Skills for Business, and Social Media for Digital Marketing courses to FET Moodle.



- Virtual Reality Project - Adult Learning Service took part in the piloting of a VR project, which aims at introducing VR headsets in the ESOL classroom. The trial was very successful with very positive feedback from both learners and tutors.



- Virtual Reality Pilot – attended workshop with teachers and resource person in Kells to share experiences with using VR in the ESOL classroom. Pilot project is complete. A report is being compiled with feedback from teachers and learners and recommendations on the use of VR in the classroom.
- FET Awards Portal Development – approved functional specification with Aquaweb for their work in developing the portal to allow additional resources such as Assessment Briefs to be uploaded to the portal.
- LMETB hosted the second meeting of LMETB FET Learner Voice Network in collaboration with AONTAS on 22nd March 2023.
- Project SEED: ongoing work in 2023, progressing the SEED CRM system to support management of employer information for Skills to Advance and LMETB.
- AMTCE FET Schools Pathways project celebratory event took place on May 19th 2023 in DIFE with over 300 in attendance. This included employers, school management, teaching staff and students. Support on the day was provided by FET centres included DIFE, DCFE, OFI, RSTC and AMTCE staff teams. As part of the developmental work entailed in this Pathways project LMETB signed an MOU on May 6th with ETTA (Engineering Technology Teachers Association).
- Directors of FET and OSD attended a Regional Dialogue meeting convened by DFHERIS. The event was attended by senior personnel in the FET, and HE sectors and is one in a series of Dialogue meetings to be held exploring pertinent issue in a changing landscape.
- The Apprenticeship Graduation Ceremony took place on 3rd November in the Fairways Hotel, Dundalk. This event was jointly run with CMETB with in excess of 500 visitors at the event. The purpose of the event was to present recently qualified apprentices from across the North East region with their Advanced Certificate Craft Awards. Friends, families and employers of all graduates were present at what was a momentous day for all those apprentices who have completed their programs.



LMETB/CMETB Apprenticeship Graduation Ceremony November 2023



- On Monday 3rd July 2023, Dublin City University and the Louth and Meath Education and Training Board (LMETB) announced their new agreement that will see the university support the LMETB and Drogheda Institute of Further Education (DIFE) to deliver third level education programmes in Drogheda, as well as supporting the development of stronger links between Further Education and Training (FET) and Higher Education (HE) sectors including advanced entry to DCU programmes.



- The launch of AMTCE's expanded Cybersecurity programme took place in Buswells Hotel on June 15th. Minister Ossian Smyth along with Senator Gerard Craughwell, the Estonian Ambassador to Ireland, Kairi Kunka and LMETB CE Martin O'Brien were speakers at the event. The launch of the programme attracted significant coverage across broadcast and print media including the RTE, Irish Times, TechCentral and Silicon Republic.



<https://www.rte.ie/news/business/2023/0615/1389213-cybersecurity-training/>

THE IRISH TIMES

<https://www.irishtimes.com/business/work/2023/06/15/new-programme-of-cyber-security-training-to-tackle-shortage-of-expertise/>



<https://www.techcentral.ie/amtce-develops-new-national-cyber-security-training-programme-to-support-industry-4-0/>

siliconrepublic

<https://www.siliconrepublic.com/careers/amtce-cybersecurity-programmes-ireland>

LMETB/AMTCE launches cyber security training programme to combat skills shortage
FRONT PAGE



Chief executive Martin O'Brien with members of AMTCE/LMETB team, Senator Gerard Craughwell and Ambassador Kairi Kunka at the Oireachtas.



CAREERS Senator Gerard Craughwell and Martin O'Brien. Image: Peter Blathnaid

AMTCE to offer cybersecurity training programmes from September 2023

by Blathnaid O'Dea • 15 JUN 2023 • NEWS SERVICES

- Autumn of this year saw the continued growth of applications to the 3 PLC Colleges Drogheda Institute of Further Education, Dunboyne College of Further Education and Ó Fiaich Institute. LMETB had 6,992 learners in the Level 5/Level 6 area as of October 2023, an increase of 304 on the same period in 2022.



All Female CNC class (AMTCE)



Advanced manufacturing technician traineeship class

Beneficiaries 2023: FET Programmes	
Programme	Number of learner beneficiaries in 2023
Community Training Centres	71
Local Training Initiatives	319
PLC	6003
Specialist Training Providers	221
Specific Skills Training	1689
Traineeship Training	136
VTOS Core	277
Apprenticeship Phase 2-7	1665
Youthreach	658
Subtotal Full time	11,039
Adult Literacy Groups	2374
Bridging and Foundation Training	606
BTEI Groups	2036
Community Education	3079
ESOL	6550
Evening Training	111
ITABE	191
Online e-College	26
Refugee Resettlement	18
Other Funding	440
Skills for Work	242
Skills to Advance	2229
FET Pathways from School	390
Voluntary Literacy Tuition	37
Subtotal Part time	18,329
Self-Financing Programmes	1317
Adult Guidance Services	5435
Co-operation Centres	1020
Grand Total	37,140

Quality Assurance

Some key developments in LMETB's Quality Assurance processes and procedures in 2023 are outlined below.

QA in general

- LMETB Programme Development Review Evaluation (PDRE) committee approved a Minor Module Review Process. LMETB is committed to ensuring that all its QQI validated awards remain up-to-date and relevant. To this end, a process for reviewing and suggesting changes to minor module (component award) descriptors is now in place.
- LMETB approved policies and procedures for Programme Development and Approval.
- Process For Development/Amendment of Revised Assessment Specifications for Training Centres developed and approved.
- FET Support Services team offered a FET Support workshop for FET Leaders. Agenda included Information inputs related to QA, Programme Development, PL&D, TEL and Communications, as well as workshops/ Consultations with FET Leaders

Programme Development and Review Initiatives

Programme Development 2023 - Key highlights include:

- Barista Skills Level 4 Special Purpose Award developed for validation and submitted to QQI for approval. Expected Validation Date April 2024.
- Level 4 Special Purpose Award in DJ Skills Techniques developed and validated by QQI.
- Level 4 Minor Awards in Security Guarding and Door Security - has been developed by LMETB and have been made available for differential validation to other ETBs nationally.
- Level 3 Family Learning Programme- submitted to QQI for Differential Validation.
- Level 5 Special Purpose Award in Fish Farming Techniques- Submitted to QQI for Differential Validation and available to LMETB for delivery.
- Level 6 Advanced Certificate in Media Production- Submitted to QQI for Validation and available to LMETB for delivery.
- Level 5 Special Purpose Award in Resource Efficiency for Sustainability- Submitted to QQI for Validation and available to LMETB for delivery.
- Level 5 Special Purpose Award in Digital Assisted Eco Driving being prepared for submission to QQI for Validation.
- Level 5 Special Purpose Award in Lean Practice for Sustainable Business being prepared for submission to QQI for Validation.
- Level 5 Special Purpose Award in Sustainable Supply Chain Procurement being prepared for submission to QQI for Validation.
- Level 6 Special Purpose Award in Circular Economy in the Workplace being prepared for submission to QQI for Validation.
- A large number of vendor certified awards were approved for delivery by LMETB QAGMC. These include:

- Systems Integration and Robot Vision Systems
- Subtractive Manufacturing Using CNC Robotics
- Introduction to Equipment Validation for the (Bio)Pharmaceutical Industry
- Introduction to Process Validation for the (Bio)Pharmaceutical Industry
- Introduction to Computer Systems Validation for Regulated Environments
- Introduction to Cleaning Validation in the (Bio)Pharmaceutical Industry
- Foundations of Validation Processes and Applications in Regulated Industries
- Introduction to Digital Manufacturing and Industry 4.0
- Introduction to Medical Device Manufacturing
- Introduction to Manufacturing in the Pharmaceutical/Biopharmaceutical Industry

- IEMA Environmental Sustainability Skills for Managers
- IEMA Pathways to Net Zero
- IEMA Foundation Certificate in Environmental Management
- Energy Management Systems (EnMS) Auditor/Lead Auditor (ISO 50001)
- Introduction to Pharmaceutical Water Systems
- Software Validation – Advanced
- F Gas Courses, Categories I & II, QQI Level 5, Code PG25053 & PG25171
- Process Validation and Equipment Validation – combined course

Micro-qualifications

- Level 6 Process Digitization Programme commenced in the AMTCE in 2023 and has continued delivery into 2024. A Joint Controller Agreement between Innopharma and LMETB was signed in March 2023.
- Development of validation and QA Systems for the Robotics and Automation Apprenticeship Programme with a view to submission to QQI to apply for validation in late 2023.
- LMETB has attained differential validation for micro-qualifications in the area of Green Skills as part of SOLAS' Skills to Advance initiative in Enterprise, Employees and Skills.
- In 2023, LMETB received differential validation from QQI in:
 - Level 5 Resource Efficiency for a Sustainable Workplace
 - Level 6 Circular Economy in the Workplace
 - Level 5 Lean Practices for a Sustainable Business
 - Level 5 Sustainable Procurement and Supply Chain
 - Level 4 Environmental Sustainability Awareness (Validation Completed)
 - Level 5 Environmental Sustainability Awareness in the Workplace (Validation Completed)
 - Level 5 Building Digital Business Skills (Validation Completed)
 - Level 5 Fish Farm Techniques

Professional Learning and Development (PLD)

In 2023 LMETB's FET PLD Office facilitated staff to attend PLD activities by

- 1) Arranging local response to organisational need, and enabling staff in multiple centres to avail of this centrally-organised PLD.
- 2) Facilitating staff to attend national programmes which align with strategic priority areas outlined by SOLAS. These programmes are identified by the PLD Officer, and expressions of interest from staff who wish to attend are invited. LMETB then supports the staff members to attend.

Throughout 2023, there was ongoing provision of PLD for FET staff and ongoing collaboration between LMETB's PLD Officer and the national ETBI's PLD Co-ordinators' Network.

Professional Learning and Development opportunities were offered to FET staff in LMETB in a range of areas including:

- Active Consent Training
- Certificate in Professional Irish
- Teaching English for Speakers of Other Languages
- Supporting Positive Behaviour in the Classroom
- Technology Enhanced Learning
- Climate Justice
- Universal Design for Learning

- Plain English
- Dyslexia Training
- Recognition of Prior Learning
- Adult Safeguarding Training
- Deaf Awareness Training
- WRAT 5 and RACE Learner Supports Training
- Health and Safety

Communications

LMETB's Communications Sub-Committee, as part of LMETB's Quality Assurance Governance Structures, serves to provide LMETB with strategic direction in relation to its communications. Developments and achievements within LMETB's FET services are publicised by the FET Communications Office in a range of ways including:

- Internal Staff Communications via email or on MS Teams.
- Updates on LMETB website and social media here: [Instagram](#), [Facebook](#), [Twitter](#) and [YouTube](#)
- Advertisement campaigns on local radio or print media
- Press releases in local print media

The Communications Office continued in 2023 to promote the "Learner Voice". Learners from across LMETB's full-time and part-time FET services attended the AONTAS/ LMETB FET Learner Forum.



LMETB also continues to participate in the advisory committee of Breacadh, a cross-ETB project which develops adult learning resources for learners in Gaeltacht areas.

Learner Support

In late 2023 the FET Service sought support from Solas for the appointment of a Learner Support Officer for the coming year. In 2023 LMETB developed a centralised FET Learner Information and Support Unit. The Learner Support Officer actively promotes academic support and welfare issues, both internally and externally with a key focus on:

- **Harmonisation of Learner Supports**
 - Maximise access to equipment and resources across all FET services aligned with best practice to meet the diverse needs of FET Learners.
- **Provision of centralised resource for learner support services**

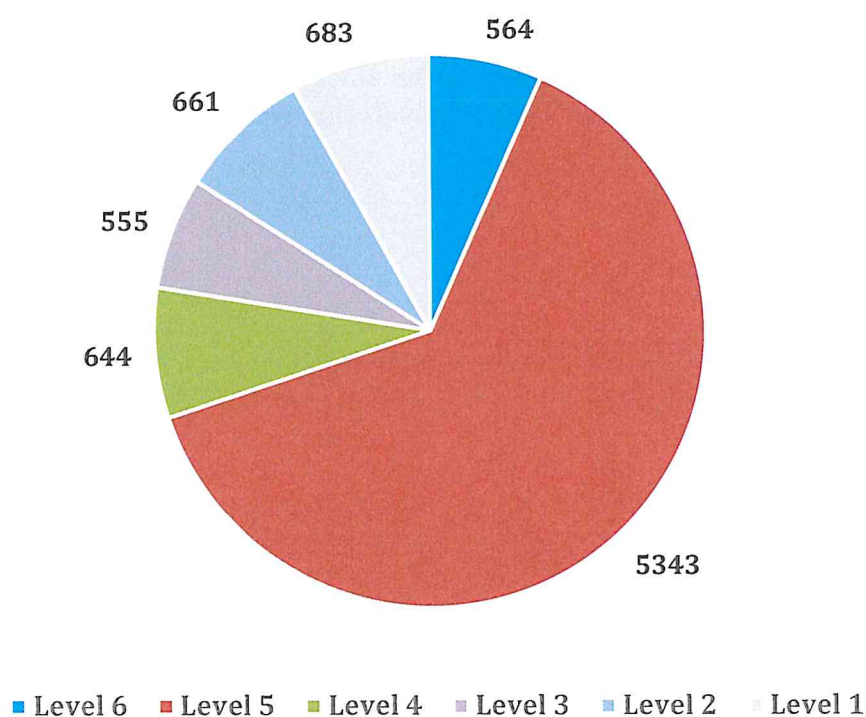
- Develop a centralised repository of services and equipment for learner engagement.
- Ensure staff have access to specialist training to maximise their ability to deliver classes which utilise the resources available to ensure an inclusive learning environment.
- Create links with the Adult Learner Guidance Service professionals within LMETB and external to it.
- **Focus on Disability needs/Access issues**
 - Assist and support Disability Access needs.
 - Disseminate information on strategies that support active inclusion.
 - Provide a service that can assist and respond to students who present with undiagnosed learning difficulties (e.g.: dyslexia).
- **Staff & Learner liaison**
 - Provide workshops and information sessions to create awareness of student supports that are available.
 - Support the identification of activities / strategies / pedagogies that encourage an inclusive classroom.
- **Education and Welfare Issues**
 - Creating awareness of initiatives around Learner welfare and well-being.
 - Organise activities around themed weeks such as Mental Health Week, and Disabilities Support Week.
 - Work with other members of the FET Services team to organise and promote education and welfare campaigns and other events scheduled.

Accreditation

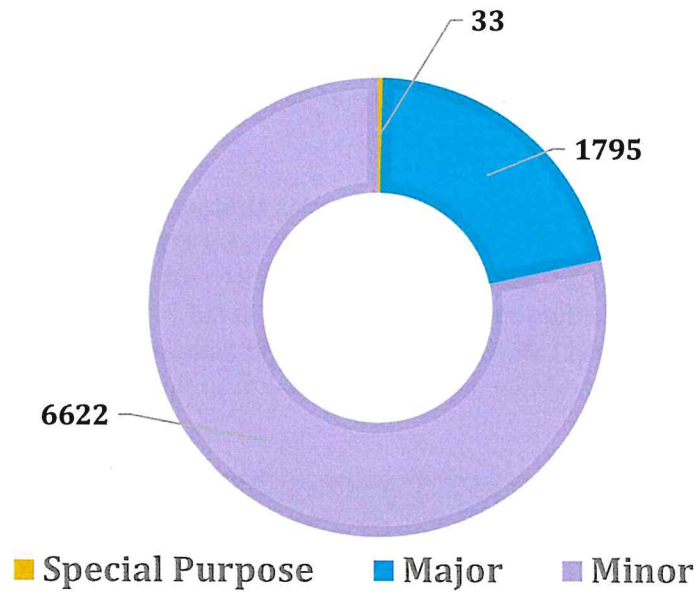
LMETB Further Education and Training programmes are accredited by a range of quality assured providers. Quality Qualifications Ireland (QQI) is the primary provider. Certification statistics for 2023 are summarised below. Certification is also supplied by the State Examinations Commission and City & Guilds and by certain industry specific bodies including: ITEC, MOS, ADOBE, etc.

QQI AWARDS 2023	
Level	No. of Awards
Level 6	564
Level 5	5,343
Level 4	644
Level 3	555
Level 2	661
Level 1	683
Total QQI Award	8,450

QQI AWARDS 2023 No. of Awards



AWARD CLASS



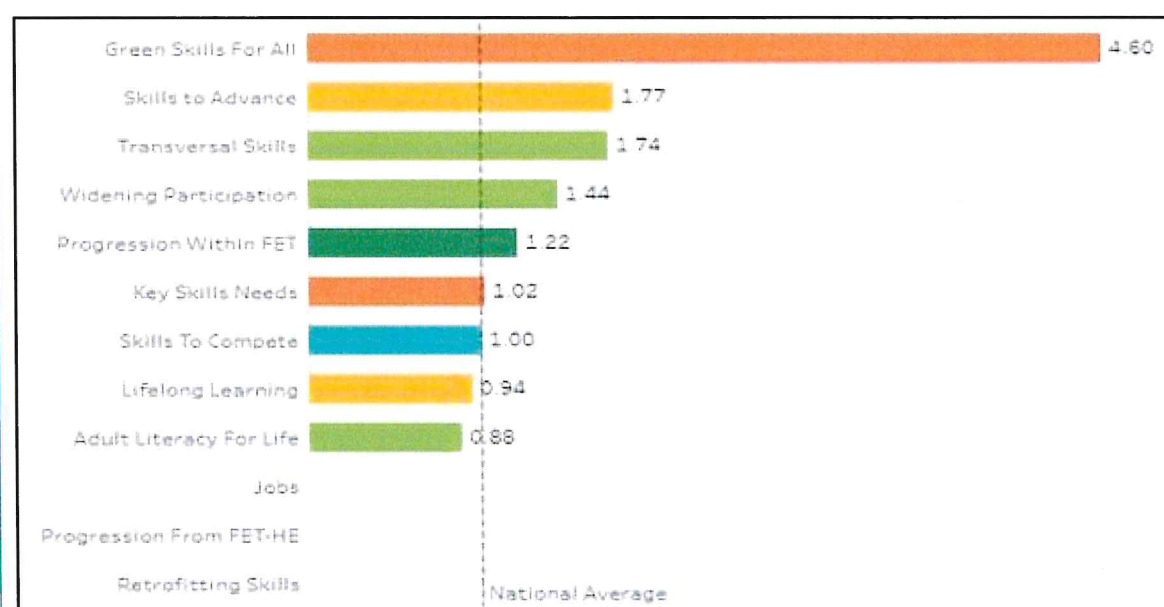
Strategic Performance Agreements: 2022-2024

Strategic Performance Agreements (SPA) between LMETB and SOLAS, set out the context, Strategic Priorities and LMETB's agreed contribution to the achievement of key national Further Education and Training sector targets. The SPA articulates LMETB's commitment to supporting the implementation of a range of policies and strategies relevant to FET provision. The SPA also provides the opportunity to highlight key risks and challenges which need to be mitigated in order to ensure successful delivery of these agreements.

In 2023, LMETB FET senior management team, representing all areas of FET provision, met with senior personnel from SOLAS to review the achievements of the initial SPA which concluded in 2022, the results of which were made available in 2023. They demonstrated a recognition and affirmation of the leadership and significant team effort on the part of all LMETB FET management and staff to achieve and, in large part, to surpass both LMETB agreed targets and national targets in each of the priority areas. The following results clearly demonstrate the level of ambition and achievement over the lifetime of the initial SPA.

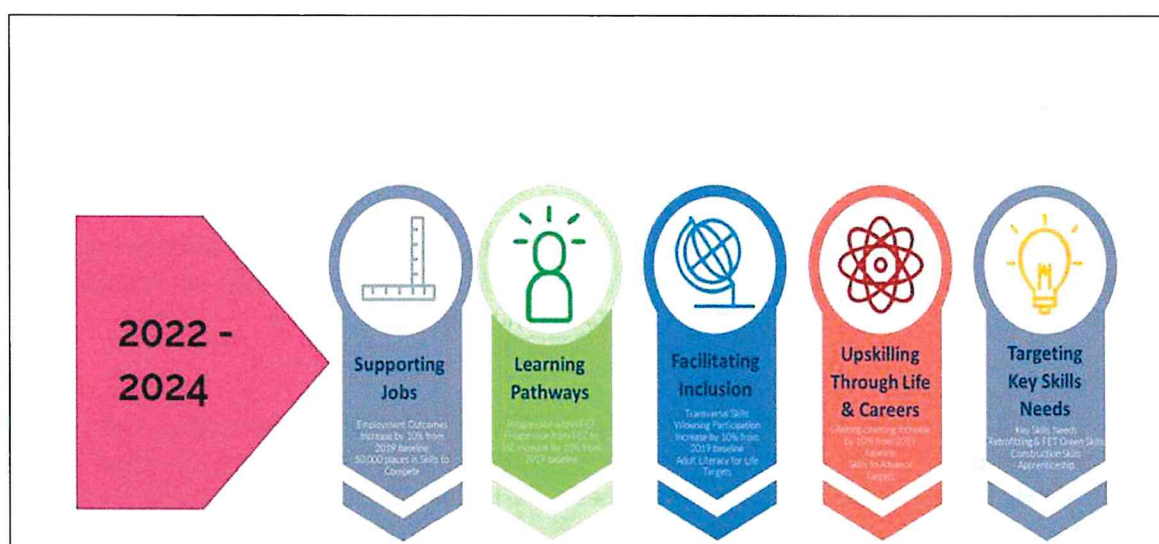
Target Category	Target Area	LMETB % achieved in 2023 Towards SPA Target
Supporting Jobs	Skills to Compete	81%
Creating Pathways	Progression within FET	130%
	Progression from FET to HE	Data to be appraised through CSO/SLMRU
Upskilling Through Lifetimes and Careers	Lifelong Learning	137%
	Skills to Advance	128%
Fostering Inclusion	Transversal Skills	169%
	Widening Participation	119%
	Adult Literacy for life	146%
Targeting Key skills Needs	Key Skills Needs	93%
	Green Skills for All	41%

LMETB Achievement of SPA Target 2023 compared to National Average



It is important to highlight that even in areas where LMETB's progress appears to be low, such as Green Skills for All (reaching 41% of target in 2023), LMETB has performed well compared to the national average.

In 2023 LMETB Senior management agreed the third iteration of the Strategic Performance Agreement 2022-2024. KPIs agreed in this SPA focus on: Supporting Jobs, Creating Pathways, Fostering Inclusion, upskilling through Life & Careers and Targeting Key Skills Needs. In order to enable LMETB to both access and interrogate relevant data sets, SOLAS in conjunction with SMLRU, have supported LMETB with access to a new data analytics tool called Tableau, this has greatly enhanced LMETB's ability to interrogate data sets so as to adequately track progress toward attainment of the 3 year strategic targets in each of five key areas detailed above.



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, LEOs, 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 2023, a total of 1,148 employees (excl. AMTCE learners) participated in upskilling and reskilling opportunities, provided through the Skills to Advance programme, across a range of FET centres in Louth and Meath. A total of 86 companies engaged in accredited training equivalent to QQI Level 5 & 6 to upskill their staff through this funding policy.

Skills to Advance continued to support the Hospitality Sector with Managing People courses specifically for the industry. This was in addition to courses already provided in Culinary Techniques, Pastry Baking and Desserts, Customer Service and Beverage Services delivered in both counties.

The demand in industry continued in 2023 for enhanced digital skills. This was reflected in an increase in Digital Marketing in 2023. Microsoft Excel and Professional Presentations were also delivered as Route 1 courses to eligible employees. Reception and Frontline Office Skills were other areas which saw increased demand in addition to Payroll and Book-keeping courses. Healthcare Specific courses such as Care Skills, Care of the Older Person, Infection Prevention Control and Palliative Care, continue to be in demand as the need for upskilling and change of career, post pandemic, continued. Special Needs Assistant QQI Level 5 and Health & Safety in the workplace also proved very popular throughout 2023. In the area of Green Skills, the Skills to Advance team delivered QQI Level 5 Environmental Sustainability in the Workplace. 2023 saw a continuation of QQI Level 5 & 6 Courses delivered to the Childcare Industry. In 2023, beauty courses such as Skincare Eye Treatments and Make up, Reflexology, Professional Conduct and Business Awareness were specifically tailored and delivered to professionals within the beauty industry.

Following engagement with industry throughout 2023, the STA team continued to see an increase in demand for Management Programmes, including HR Management, Managing People, Coaching Modules of Practice, Prince 2 Project Management, Supervisory Management and Training Needs Identification and Analysis.

The Employer Engagement Team continued 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.

Green Skills Programmes

In 2023 Skills to Advance offered up to 100% funded Green Skills Training courses which were of huge benefit to companies who were experiencing financial stress and pressure on their training budgets. The aim was to educate leaders on the Green Skills Training available and to influence leaders to consider and prioritise this agenda for the good of the environment and the longevity of their business.

- Programmes such as Environmental Sustainability, Environmental Sustainability in the Workplace and DigiEco programmes, trained business owners and employees on how to save costs and reduce waste, whilst also having a positive carbon neutral effect.
- These courses also served as a lead into additional Green Skills programmes rolled out nationally by SOLAS in 2023.

Apprenticeship Programmes

LMETB delivers a wide variety of apprenticeship programs across a diverse range of technical areas from Construction and Motor to IT and Engineering. LMETB Apprenticeship Programmes had a total of 1,665 beneficiaries in 2023.

The Regional Skills and Training Centre:

The centre delivers programs at Phase 2 and Phase 4 (Pipefitting) through its dedicated team of apprenticeship instructors with DKIT delivering phases 4 and 6. Support for companies and apprentices is provided by our Authorised Officers' network and admin support team located in the Regional Skills and Training Centre.

In 2023, Contracted Training continued to deliver a number of training courses to support economic growth and employment opportunities. Courses included: Healthcare, IT, Business, Finance, Management, Bus/Rigid & Artic Driving.

Employer engagement is supported through our Senior Training Advisors, Quality Assurance is upheld by our Training Standards Officer, Phase 2 delivery is facilitated by our team of skilled instructors, and support is provided by our administrative team.

The centre also delivered direct training in some of the newer apprenticeships including Cybersecurity, Hairdressing and Network Engineering.

Drogheda College:

The Electrical Apprenticeship Centre stands as a beacon of excellence within the educational landscape of Louth and Meath Education and Training Board (LMETB). With a steadfast commitment to nurturing the next generation of skilled electricians, the centre embodies innovation, professionalism, and quality in apprenticeship training. This competency-based centre focuses on Phase 2 Electrical Craft Apprenticeship delivery, with a view of diversifying into other areas of apprenticeship and training in the near future. In 2023, this newly established centre saw its first intake of 112 apprentices. The centre will see a 3rd intake in 2024, which will provide training to 308 apprentices at phase 2.



Drogheda College, Electrical Apprenticeship

Skills for Work Initiative

The skills for work initiative (SFW) is offered across Louth and Meath, through LMETB's Adult Learning Service. In 2023, ETB tutors delivered courses to 242 learners, working with a number of companies. Programmes delivered under this area of provision included Career Preparation, Personal and Interpersonal Skills, MOS Excel and Word Processing, Computer Literacy, Health and Safety, and ESOL (English for speakers of other languages) workplace support. The SFW initiative, in partnership with employers, facilitates the upskilling and support of staff in company needing support with Literacy, Numeracy and ESOL to continue employment and progression in company.

The Explore Programme

In collaboration with the Regional Skills Fora (Mid-East and North-East), LMETB provides 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.

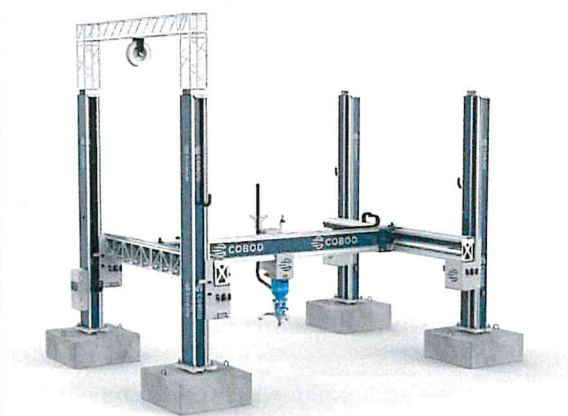
This programme was developed in 2021 to further incorporate sustainability and resource efficiency upskilling, in addition to digital literacy skills. In 2023 'Digi-Eco' was offered to companies in partnership with the Regional Skills Fora, providing companies with the additional opportunity to upskill 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

Advanced Manufacturing Training Centre of Excellence (AMTCE)

The Advanced Manufacturing Training Centre of Excellence (AMTCE), located in the Xerox Technology Park in Dundalk, was established by LMETB in January 2021 through funding from Enterprise Ireland and SOLAS. The Centre's focus is on providing skills-oriented training in advanced manufacturing technologies, processes, and operations which underpin the transition to industry 4.0 in order to enable Irish companies to innovate and thrive in an increasingly challenging global marketplace.

The AMTCE has acquired state-of-the-art equipment in Robotic/Cobotics, Industrial Control, Precision Engineering, Industry 4.0 training lines, Additive Manufacturing including Robotic 3D Metal printer and a 3D concrete printer together with Virtual Reality and Robotic Welding to provide the best hands-on learning experience, delivered by leading industry trainers using flexible delivery modes in response to identified industry needs.



3D Concrete Printer

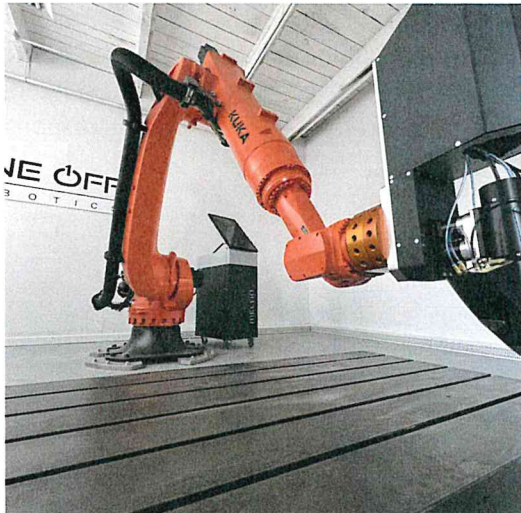
The AMTCE delivered a strong training performance in 2023. Over 1,900 learners benefited from AMTCE's training provision in 2023. The AMTCE's training provision evolved over 2023 into supporting additional economy sectors to include, precision engineering and wood turning sectors, food and beverage manufacturing, and a focus on cyber skills for industry.

The AMTCE Cybersecurity Apprenticeship, in collaboration with FIT and the RSTC, continued successfully through 2023. Again, in partnership with FIT and the RSTC, two Industrial System Maintenance technician traineeships held a graduation ceremony in October 2023 for successful learners and commenced a third iteration of the traineeship programme in the same month. Delivery of the Traineeship programmes required the establishment of a new AMTCE satellite facility in Navan comprising of two training rooms, a classroom and kitchen/dining area.

A key element of AMTCE's talent pipeline strategy is the FET Advanced Manufacturing Pathways Schools' Project. Starting in September 2023, we successfully engaged 11 LMETB and 6 Kerry ETB post primary schools onto the project, facilitating teacher training and school equipment support and AMTCE site visits. We also commenced a Cross Border Advanced Manufacturing FET Pathways for Schools Project collaborating with 4 Belfast and 4 LMETB schools.

There was a successful awards ceremony for the schools participating through September 2022 and completing May 2023 with demonstrations of the students amazing and innovative ideas and concepts, and with some great media coverage.

In 2022 the AMTCE received approval from the apprenticeship council to develop a new L6 apprenticeship in Robotics and Automation. Subject Matter Experts (SME) have been appointed to support curriculum development which started in Q4 2022. The AMTCE in collaboration with the broader FET team received approval from SOLAS/QQI to develop a new innovative micro credential programme in Utilising Robotics in Advanced Manufacturing. Curriculum development began in 2023. This programme, available in 2024, will add to the AMTCE's capabilities in the provision of industry relevant and industry influencing training in robotics and associated systems.



Robotic 3D Metal Printer



Robotic Welding Cell

As a new centre, developing awareness of the AMTCE across the stakeholder ecosystem has been a key activity in 2023 supported by the procurement of social media and PR service providers. The AMTCE participated in a wide variety of industry and networking event over the course of the year including the RDS Supply Chain and Manufacturing Expo, World Skills 2023, the Meath Apprenticeship Expo and the Ploughing Championship to name a few.

AMTCE Vision



Growing and supporting the technology “IQ” of the Irish Manufacturing workforce, both current and future, to deliver improved productivity and increase business innovation.

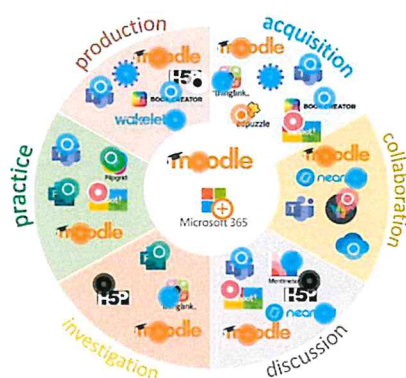
AMTCE Strategy

- Inspire companies to invest in their employees/organisation and learners to advance their careers by providing compelling industry relevant upskilling and reskilling training opportunities.
- Learn – Provide quality assured learning opportunities with state of the art equipment to catalyse the successful adoption and exploitation of Industry 4.0 technologies and processes by companies. Enable employees to learn the new skills required to maintain business competitiveness. Provide learning opportunities to generate a talent pipeline for the advanced manufacturing sector and related sectors.
- Grow – Enable employees and companies to continuously grow personally and commercially by providing quality assured training delivered by leading industry practitioners in state-of-the-art facilities in response to identified 4.0 industry needs.

TEL (Technology Enhanced Learning)

Digital Learning Environment

A key aspect of the LMETB's FET Section is the integration of ICT into the teaching and learning process. 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.



Created the TEL Wheel (CTRL click)- or use QR code

- Universal Design for Learning Digital Badge (with AHEAD) – FET Staff members successfully completed their digital badge. UDL is a set of principles for curriculum development that provides a flexible learning environment to give all individuals equal opportunities to learn, including Students with Disabilities.
- TEL Talks (Sharing best practices) – these half hours sessions facilitate the sharing of best practices and ideas. Sessions are recorded and made available on the TEL TALKS channel of the TEL and Professional Development Team. Sessions in 2023 include *Using Book Creator in the FET Classroom* and *Fun Formative Assessment Using Genially and Nearpod*.

TEL Support/Admin/Initiatives

- FET Moodle site – ongoing admin including the Environmental Sustainability Level 5 course and resources for teachers and the new Digital Skills for Business course. (The FET Moodle site is used by BTEI Louth, RSTC, Local Training Initiatives, Evening training, STA).
- ICDL testing centres established in the FET centres in Dundalk, Drogheda and Mosney. International Computer Driving Licence, formerly known as ECDL, is a computer literacy certification program).

TEL Tool Licences

- In 2023, Padlet software licenses for FET staff were purchased and administered. Padlet is an online noticeboard that allows users to add videos, audio, share files, notes, and more. It can be used by teachers to elicit feedback after a class, work together on assignments, and collect evidence for portfolios. Padlets can also be used as a communication and resource sharing tool between centre coordinators, teaching staff and admin. An example of a Padlet is on the [Health and Wellbeing](#) section on our LMETB website.
- Educoot digital portfolio resources (QQI Level 1 – 4) - These resources are used as sample briefs and worksheets and are available for sharing with the TEL/PD Team.
- Kahoot software licences & Training was provided to staff.

PLSS/Other

In 2023, the TEL section was actively involved in the following:

- Continued training and support on the use of QQI Business System (QBS) to enter FET learner certification data.
 - Member of PLSS Advisory Group (bi-monthly meetings) – national group facilitated by ETBI to share best practices with use and support of PLSS database.
 - Tableau Working Group – meetings with SOLAS, ETBI and national representatives from PLSS Advisory Group to share best practices with using Tableau to visualise and analyse learner and course data to support senior management and co-ordinators.
 - MIS reporting – these centre reports are utilised for data driven decision making and shared with FET Senior management teams.
- CAO FET Project – supported LMETB's Post Leaving Certificate Colleges with course submissions for the CAO Portal.

LMETB Youthwork Function

Louth and Meath Education and Training Board administers over €1.15 million per annum on behalf of the Youth Affairs Unit of the Department of Children, Equality, Disability, Integration and Youth for youth work initiatives across Louth and Meath, engaging with young people between the ages of ten and twenty four years throughout the two counties. This funding is administered and overseen by LMETB's Louth and Meath Youth Officers. In 2022, LMETB secured new funding from the Department in order to fill a new Youth Officer post specifically for the Drogheda region and this continued in 2023.

Our vision is:

- to continue to develop and provide inclusive, professional, high quality youth services in Louth and Meath.
- to develop a comprehensive youth service in Louth and Meath.
- A particular focus for LMETB is the needs of young people experiencing, or at risk of experiencing, the poorest outcomes.

An additional focus for 2023 was also to mitigate the effects that Covid had on the sector during the previous two years.

UBU – Your Space Your Place is the primary scheme for targeted staff led youth work provision in respect of out-of-school projects. LMETB administers funding for 6 UBUs in Louth and 3 in Meath. UBU projects provide out of school supports to marginalized, disadvantaged or vulnerable young people in their communities, to enable them to overcome adverse circumstances and achieve their full potential.

In addition to our work with UBUs, LMETB Youth Work Services continued to coordinate and provide a range of supports and services that enable the delivery of high-quality projects, programmes, and services in targeted areas, in partnership with voluntary Youth Organisations throughout 2023 – 43 clubs in Louth and 40 in Meath. These grant-aided youth work initiatives aim to facilitate the personal and social development of young people to realise their potential and to equip them with the knowledge, skills and attitudes necessary to undertake actions corresponding to their own aspirations and to assume responsibilities within their local communities. In addition to the Local Youth Club Grant scheme, we rolled out Capital and Minor grants across the sector.

The main functions of LMETB Youth Services are to:

- Provide assistance and support to the Youth Work organisations and Volunteer-led Clubs/Groups in Louth & Meath
- Administer youth related Grants from the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and other statutory agencies
- Implement the National Quality Standards Framework (NQSF) for Youth Work
- Participate in the work of the Louth & Meath Children and Young People's Services Committee (CYPSC)
- Participate in other Youth-related Committees or Groups
- Support Louth and Meath Education and Training Board's Youth Work Committee to advise and make recommendations on the performance of the Education and Training Board's youth work functions
- Complete area profiling, youth needs analysis and develop service requirements

While the 2023-2025 Youth Work Plan was being developed, the LMETB Youth Work Committee continued to support the implementation of the Youth Work Plan 2020-2022 which aimed 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.

Funding Administered in 2023:

UBU Your Place Your Space Scheme:

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

UBU 2023 Full Year Allocation: €847,396

There are 9 LMETB-administered UBU projects:

- Dundalk Youth Centre - Ind
- Craobh Rua – YWI Louth
- Coxes Demesne – YWI Louth
- Southside Youth Project – YWI Louth
- FAI Football in the Community - FAI
- Boomerang Youth Café - Ind
- Meath Youth Together - YWI Meath
- Navan West – YWI Meath
- Involve Youth Project – Involve National Traveller Project



Capital Grant Scheme

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

DCEDIY allocation €54,040.00 to Louth Meath ETB

Louth Youth Clubs = 24 Youth Clubs – Total allocation: €11,850

Meath Youth Clubs = 26 Youth Clubs – Total Allocation: €12,895

Total Youth Club Capital Grant Allocation: €24,745.00

Louth UBU Projects = 5 UBU applications - Total Allocation: €18,869.74

Meath UBU Projects = 3 UBU applications – Total Allocation: €10,425.26

Total UBU Capital Grant allocation: €29,295.00

Local Youth Club Grant Scheme (LYCGS):

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 €166,708 to Louth Meath ETB

- Louth 43 Clubs - total allocation: €79,978.36
- Meath 40 Clubs - total allocation: €84,141.48
- Total number of volunteers: 896 (Louth:412; Meath:484)
- Total number of young people attending youth clubs (10-21 years): 2,988 (Louth = 1,421; Meath = 1,567)

Integration Fund (Ukraine Grant)

DCEDIY allocation: €98,000.00 to Louth Meath ETB

There were 8 Recipients of Integration Grant Supports to Ukraine (Migrant) Young People in 2023

- 4 UBU Your Place Your Space: €89,013.47
- 4 Youth Clubs: €7,500.00
- Total Expenditure: €96,513.47



Additional Resourcing

Additional Resource Funding was awarded to address the challenging and unfolding situation involving young people in Navan and the surrounding area.

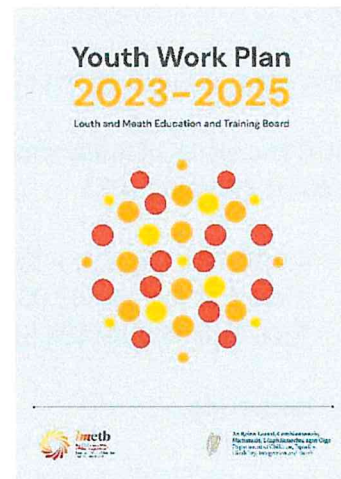
DCEDIY allocation €20,000.00

Funding was awarded to Involve Meath Youth Project and YWI Meath to work in conjunction with each other.

Highlights 2023:

- Navan West Youth Project (Youthwork Ireland Meath) celebrated their First Birthday.
- Involve Youth Project Meath were nominated for an Excellence Award at the ETB Day celebrations for their No Shame Game board game.
- APNASR - The new Area Profile Needs Assessment and Service Requirement tool (APNASR) was completed and returned to the DCEDIY on schedule and the Department has now approved all nine UBU Service Requirements. The tool includes statistical information a consultation phase with young people, stakeholders, UBU funded organisations and other youth and community work professionals.
- Targeted Youth Employment Initiative was completed, and all reporting returned to the Department.
- Service Requirements and Application Forms for UBU Cycle 2 were distributed and processed by the Youth Services team. All were subsequently approved by the DCEDIY.
- A once-off piece of additional funding provided by the D/CEDIY to provide necessary targeted interventions that respond to the needs of young people impacted by events in the Navan area earlier in the year was processed and disbursed, with the sign-off of the Youth Work Committee.
- The new LMETB Youth Work Plan was completed, based on the consultation and research processes used for the APNASR tool earlier in the year along with updated young people's consultations and data from the latest CSO and Pobal information.

- LMETB Youth Services was involved in the organisation of Drogheda Youth Connect Fest 2024, a major showcase of youth and community services in the Drogheda area.
- LMETB Youth Services is now part of a new multi-agency initiative to increase the number of Youth Clubs in Drogheda.
- Drogheda Youth Officer began working with stakeholders to provide support to develop several new youth clubs in Drogheda, including one for Traveller Young People. Drogheda Youth Officer is also providing convenor/secretarial support on the steering group for a new DIB-funded Youth Mental Health Through Community Resilience project, based in the new Community House in Rathmullen.



Organisation Support and Development Directorate

Music Generation Louth

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

It is part of Music Generation, Ireland's National Music Education Programme that was initiated with philanthropic investment from U2, the Ireland Funds, Bank of America and the Stavros Foundation. Since 2014, the Department of Education has provided funding to cover circa 50% of the annual budget. The funding model requires that this allocation is matched by funds raised locally; MG Louth receives annual financial support from Louth Meath ETB and Louth County Council through Create Louth with support in kind provided by Dundalk Institute of Technology. In 2023, 72% of locally raised income came from participation fees and fundraising.

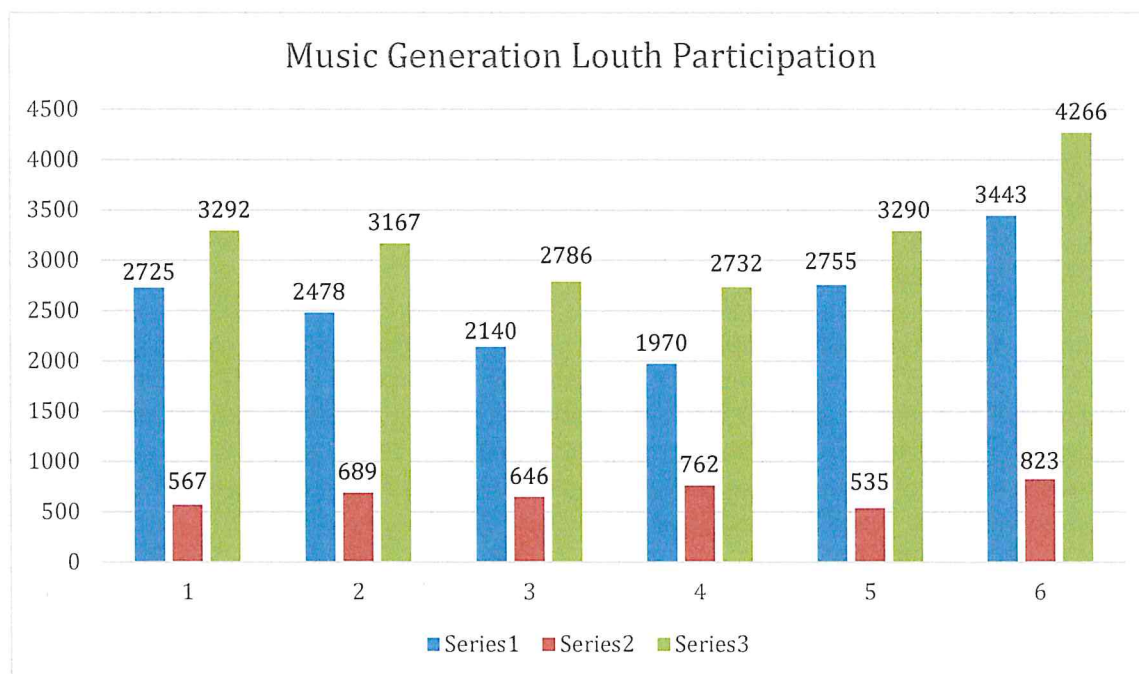
The service is led by Music Development Officer Gemma Murray, supported by two full-time resource staff and one full-time administrator working from Music Generation Louth's Centre at LMETB, Chapel St, Dundalk. In 2023, MG Louth engaged twenty-two musician educators to deliver 20 programmes reaching 4,266 children and young people.

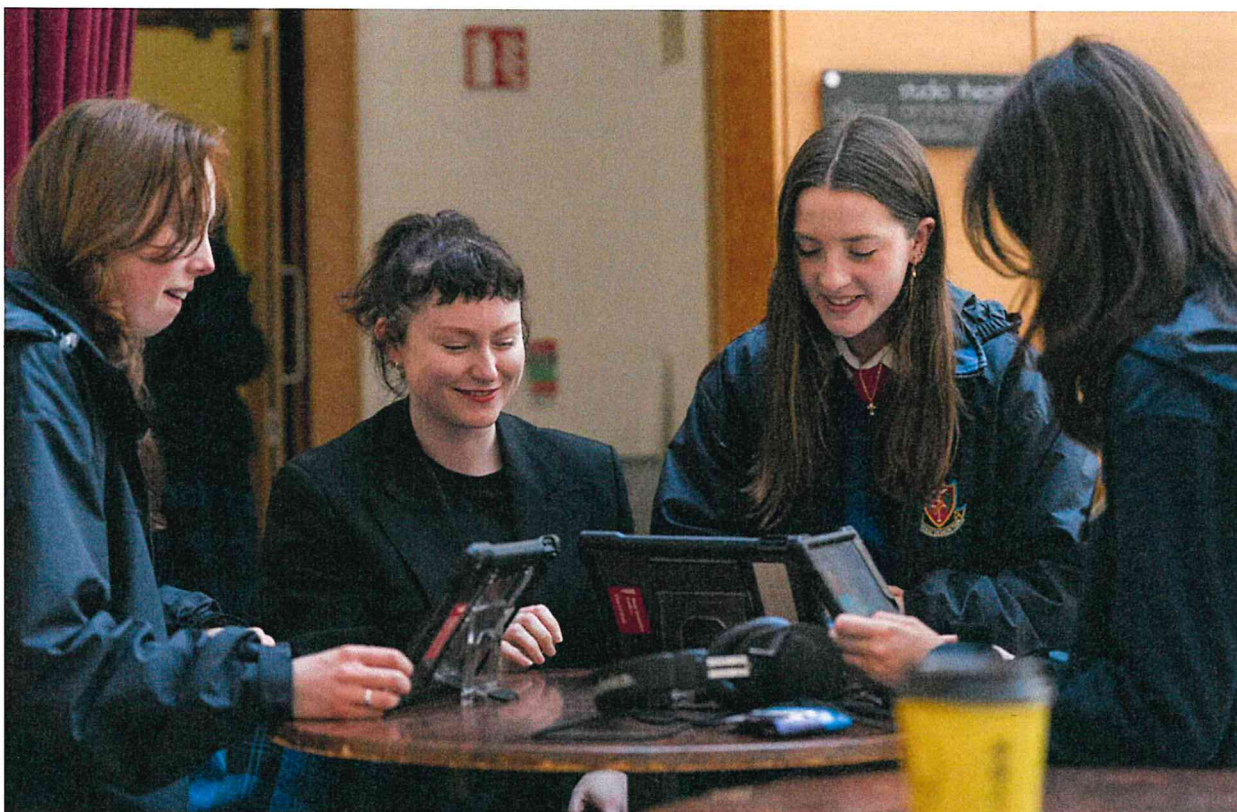
Alongside the provision of afterschool music tuition in a range of instruments and musical styles, Music Generation Louth delivers numerous in-school instrumental programmes to widen access to music making for children and young people. It also has established a string orchestra, harp ensemble and in 2018, founded NÓS Nua Youth Folk Orchestra in partnership with Oriel Centre, Comhaltas Ceoltóirí Éireann, Dundalk. A total of 49 performances were organised during 2023 involving 2,264 children and young people and reaching a total live audience of 6,423 and digital views of 12,250.

Highlights of the year included Live @The Square, a high profile outdoor event in Dundalk town centre organised in partnership with Create Louth as part of Cruinniú na nÓg 2023; Sounds Like Summer, a music workshop initiative supported by the Drogheda Implementation Board's Small Grants Scheme, organised in collaboration between Music Generation Louth and Meath, Northside and Holy Family School Completion Programmes and Boomerang Youth Café; Harping in Harmony, a performance organised in partnership with Harp Ireland to celebrate Harp Day, showcasing NÓS Nua and Music Generation Louth's Harp Ensemble alongside professional ensemble Alfi; a summer fundraising performance involving Music Generation Louth's Senior Strings and Harp Ensemble in the unusual setting of Wuxi Biologics, Dundalk; NÓS Nua Youth Folk Orchestra's RTE performance on Up for the Match with musician Lisa Canney. Additional funding support from the Creativity and Collaboration Programme Fund (financed by U2, The Ireland Funds, the Arts Council/An Comhairle Ealaíon and the Department of Education) provided the opportunity to deliver a number of new initiatives across the year. This included NÓS Nua Youth Folk Orchestra's professional recording project under the mentorship of Scottish concertina virtuoso Mohsin Amini; a compositional workshop series with Dr Ryan Molloy; Corda Connections, a summer residential course for classical string players at Dundalk Grammar School organised in collaboration with Music Generation Kerry and the Irish Chamber Orchestra; a series of guest workshops with up-and-coming Berlin-based digital artist Æ Mak for students involved in Music Generation Louth's TY Trax programme.

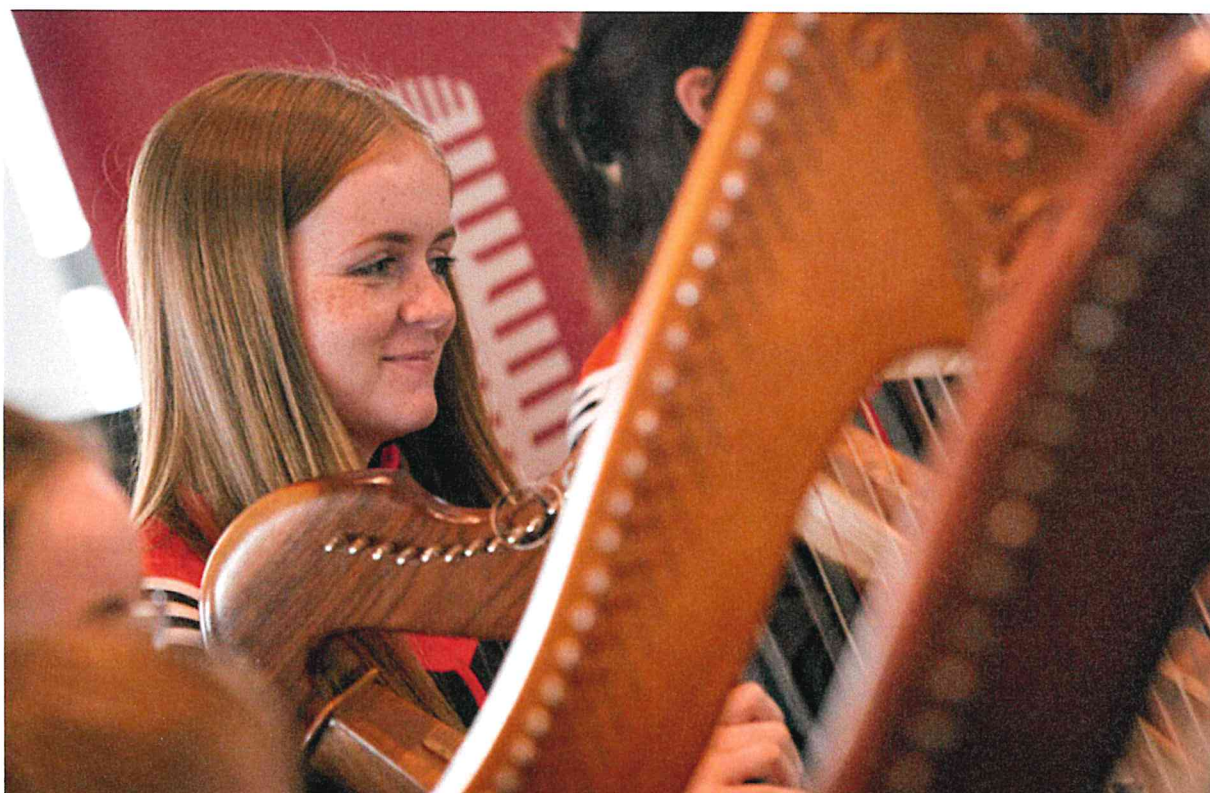
Music Generation Louth	2023	2022	2021	2020	2019	2018
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Number of programmes	20	14	22	22	15	14
Participation (Girls)	2522	1,974	1,754	1,756	1,844	1830
Participation (Boys)	1744	1,316	978	1,030	1,283	1,462
Participation (primary school age)	3443	2,755	1,970	2,140	2,478	2,725
Participation (post - primary school age)	823	535	762	646	689	567
Total Participation	4,266	3,290	2,732	2,786	3,167	3,292





Students attend guest workshop at An Táin Arts Centre, Dundalk with digital artist AE Mak as part of MG Louth's TY Trax Programme 2023



Music Generation Louth's harp ensemble perform at the reception in Crowne Plaza, Dundalk during Music Generation's Leadership Network Conference, June 2023.



Young musicians performing at Music Generation Louth's hub at LMETB, Dundalk 2023



Young musicians from Music Generation Louth's Níos Nua Youth Folk Orchestra composing tunes during February mid-term at Ó Fiaich College, Dundalk under the guidance of Dr Ryan Molloy

Music Generation Meath

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

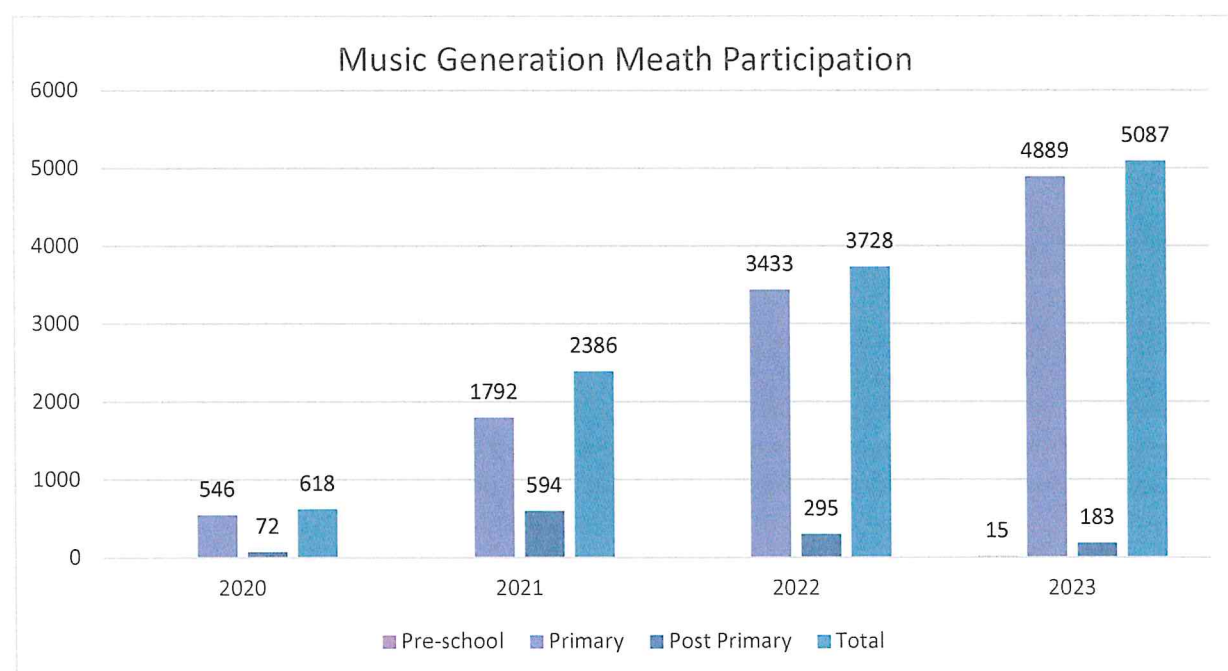
Music Generation Meath is supported by Louth and Meath Education and Training Board and Meath County Council. It started programme roll out in September 2020, led by Music Development Officer Aoife O'Connell supported by one full-time administrator based at LMETB offices, Abbey Road, Navan.

2023 saw Music Generation Meath engage with over 5,000 children on a variety of programmes. These include small group lessons in hubs in Ratoath, Navan and Bettystown; choirs in Navan and Ashbourne; Band and music technology programmes in Navan; work in Youthreach Navan; a guitar programme in Beaufort College alongside schools programmes in 30 primary schools across the county. Music Generation Meath continue to run the instrument library bank through Ashbourne library as well as through their own hubs, with over 2,000 instruments available to rent. Other projects in 2023 included

summer camps in partnership with Music Generation Louth and School Completion Projects with funding from Drogheda Implementation Board and a traditional music programme with Louise Mulcahy bringing together traditional players from around the county and preparing the way for the establishment of our new traditional ensemble in September 2023. 2023 also saw the first Youth Music Festival in partnership with Sub Sounds, MG South Dublin, MG Kildare, MG Wicklow, MG Dublin City and MG Fingal. Following on from that success MGM have secured funding for it to take place again in summer 2024 on the TU Dublin campus in Tallaght. 24 Musician Educators worked with MGM this year with a number of visiting professionals also.

Website link: <https://musicgenerationmeath.ie/>

MUSIC GENERATION MEATH	2023	2022	2021	2020
Number of programmes	57	34	32	8
Participation (pre-school)	15			
Participation (primary school age)	4,889	3,433	1,792	546
Participation (post - primary school age)	183	295	594	72
Total Participation	5,087	3,728	2,386	618





Musicians playing outside the Solstice Arts Centre in May 2023, using our specialised Music Generation Meath van as a stage.



Harp group playing at the summer showcase concert in the Solstice Arts Centre, May 2023



Members of the Navan and Ratoath hubs playing at the summer showcase concert in the Solstice Arts Centre, May 2023



Participants of our trad ensemble project 2023 with Louise Mulcahy

Drogheda Implementation Board

Drogheda Implementation Board, a structure established by government in 2021 and hosted by LMETB, is tasked with being the core driver and implementer of change in the [Drogheda Report Implementation Plan](#).

The recommendations in the Drogheda Report and the actions in the Drogheda Report Implementation Plan fall under two general headings (1) the need for improved interagency cooperation in the administration and delivery of services in Drogheda, and (2) the need to resource services or provide additional services in the area.

In response to heading (1) across the course of 2023:

- 45 Board and subgroup meetings were held
- 15 working group meetings were held and
- 75 individuals, representing 32 organisations attended Drogheda Implementation Board structure meetings
- Drogheda Implementation Board is a contributing member of a variety of collaborative structures, including Louth Local Development SICAP Network of Services for Young People and Breaking the Taboo network; the Purple Flag Team; and the Drogheda Place Based Leadership Group



Members of Drogheda Implementation Board structures attending the first plenary session of the year in January 2023

Drogheda Implementation Board also hosted a number of community engagement events across 2023 including a Community Open Day in Lourdes Community & Recreation Centre – which was refurbished and managed by LMETB in response to action 7.4 of the Drogheda Report Implementation Plan and was handed back to the community in September 2023; Community ‘Check In’ event; Sports Engagement event; Drogheda Community Safety and Wellbeing event; and an interagency information sharing and networking event.



Youthreach Drogheda learners who provided catering and customer service support to Drogheda Implementation Board at the Lourdes Community and Recreation Centre Community Open Day in April 2024



Attendees at Drogheda Implementation Board sports engagement event held in Drogheda Institute of Further Education listen to Davy Fitzgerald speak about the importance of sport for individual and community



Local children enjoy engaging with the Garda Mounted Unit at the Drogheda Community Safety and Wellbeing Event

In response to general heading (2) of the Drogheda Report Implementation Plan - the need to resource services or provide additional services in the area – a Drogheda Implementation Board ‘Small Grants Fund’ was opened in 2023. This fund disbursed funds of €126,208 to 21 projects (19 community groups) across Drogheda and the Laytown-Bettystown area. The support of the LMETB finance team was crucial in ensuring the smooth delivery of this grant scheme.



Michael Keogh, Chair of Drogheda Implementation Board; Valerie Artherton, Member of Drogheda Implementation Board and Susan Keogh, CEO Drogheda Women and Children's Refuge at the launch of the CourAGEus project, funded through Drogheda Implementation Board small grants fund

In 2023 Drogheda Implementation Board also announced the establishment of a €100,000 Drogheda Nurture Fund. This new microfinance fund for businesses and entrepreneurs in the Drogheda and

Laytown-Bettystown area is resourced through Louth and Meath Local Enterprise Offices. Drogheda Nurture Fund is administered by Louth County Enterprise Fund and was established in response to the Drogheda Report and Implementation Plan and as an output of the Employment, Business and Enterprise subgroup of Drogheda Implementation Board.



Members of the Employment, Business and Enterprise subgroup of Drogheda Implementation Board at the launch of the Drogheda Nurture Fund in the Mill Enterprise Centre, Drogheda

To mark the second anniversary of the establishment of the Drogheda Implementation Board in October 2023 a review was published which identified that almost €16.5 million in additional resources had been secured for Drogheda through the Drogheda Report, Implementation Plan and Implementation Board. This second anniversary report can be [viewed here](#).

LMETB have not only played a central part to the success of the Drogheda Implementation Board by providing host, leadership and coordination supports, it has also been a lead driver in delivering many of the actions in the Drogheda Report Implementation Plan. In 2023 these outcomes include the opening of Drogheda College (action 6.2 of the Drogheda Report Implementation Plan) and the signing of a memorandum of association between DCU and Drogheda Institute of Further Education (action 6.4).

In July 2023 Minister Helen McEntee announced that the Drogheda Implementation Board term would be extended beyond December 2023 to continue its work until the establishment of a Local Community Safety Partnership in Louth. The ongoing support of LMETB in the delivery of Drogheda Report Implementation actions and the hosting of the Drogheda Implementation Board was central to the securing of this extension into 2024.

The Drogheda Implementation Board have published a visual report of their activities in 2023 which can be [viewed here](#).

Statistics on payments

Payment Type	Payment Runs					Transactions				
	2023	2022	2021	2020	2019	2023	2022	2021	2020	2019
Creditors	90	94	72	61	56	26,626	24,231	18,292	19,256	21,306
Creditors RSTC	39	48	48	54	119	829	894	677	753	1,159
Apprentice ship	26	26	9	22	51	11,750	8,403	3,475	2,350	4,953
Travel & Subsistence	11	11	11	11	11	1,030	677	310	310	1,542
VTOS Allowances	51	51	53	53	52	4,031	2,996	2,206	2,660	4,057
Youthreach Allowances	51	51	53	53	52	9,535	8,267	7,234	9,021	10,974
Training Allowances RSTC	51	77	89	74	51	8,638	13,972	13,642	15,450	22,900
Salary Payments	*	*	*	26	31	*	*	*	*	13,807
Monthly Salary Payments	*	*	*	12	22	*	*	*	*	33,319

Notes

* Salary payments moved to ESBS in 2020

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 2023 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 2023 is furnished to the Minister with this report.

Non salary related fees paid to Board members

Details of the non-salary-related fees paid in respect of Board members analysed by category of fees are included in the Annual Financial Statements (AFS) for the year ended the 31st of December 2023 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 2023:

1. Gaeltacht Scholarship Scheme 2023 -2025
2. Hospitality and Gifts Policy - Updated
3. Grievance Procedure for Staff employed by ETBs - Updated
4. Procedure to resolve Peer to Peer Employee Relations Issues for staff employed by ETBs -Updated
5. Revised MOU to support the operation of the Nationally agreed Grievance Procedure for staff employed by ETBs
6. Anti Fraud & Corruption Policy Statement Information and Guidelines for Staff - Updated
7. CCTV Policy Updated & CCTV Policy Guide for Best Practice - Updated
8. Eye Test Policy & Provision of Spectacles - Updated
9. Clean Desk Policy - New
10. Gifts, Trusts and Scholarships Policy - Updated
11. Disposal of Fixed Assets Policy - Updated
12. Procurement Policy - Updated

The following Policies were noted by the Board during Q1 2024:

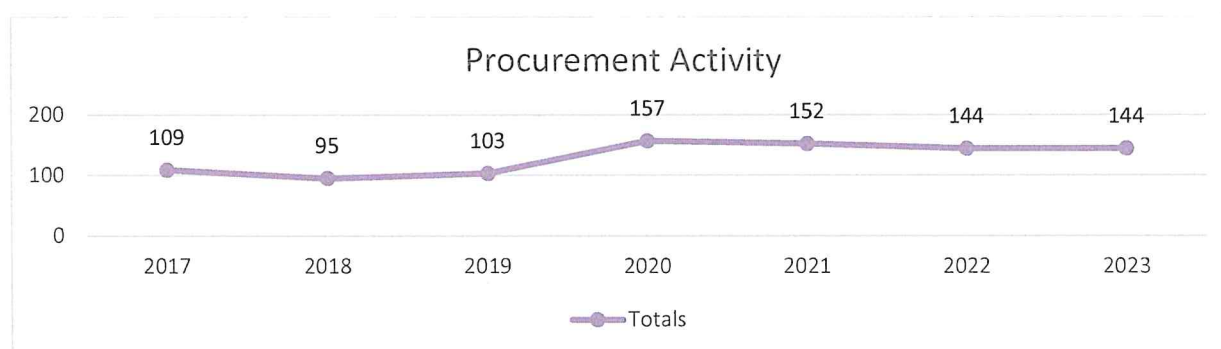
1. LMETB Social Media Policy – New Policy
2. Statement of Policy Disclosure of Interests by Members - Updated
3. Statement of Policy Disclosure of Interests by Staff - Updated
4. LMETB Procurement Policy - Updated
5. Gifts Trusts and Scholarships Policy - Updated
6. LMETB Equality and Human Rights Statement – New Statement

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 22 March 2024. At this meeting, the Committee concluded that LMETB's system of internal control operated effectively during the reporting period (2023) 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

	2023	2022	2021	2020	2019	2018	2017
Number of Framework Competitions	29	27	27	25	16	16	15
Number of Tenders advertised on OJEU	19	19	25	19	6	1	2
Number of Tenders advertised on eTenders	28	47	45	42	37	21	17
Request for 5 Quotes	3	2	12	29	26	26	46
Number of Contracts extended	65	49	43	42	18	31	29
Totals	144	144	152	157	103	95	109

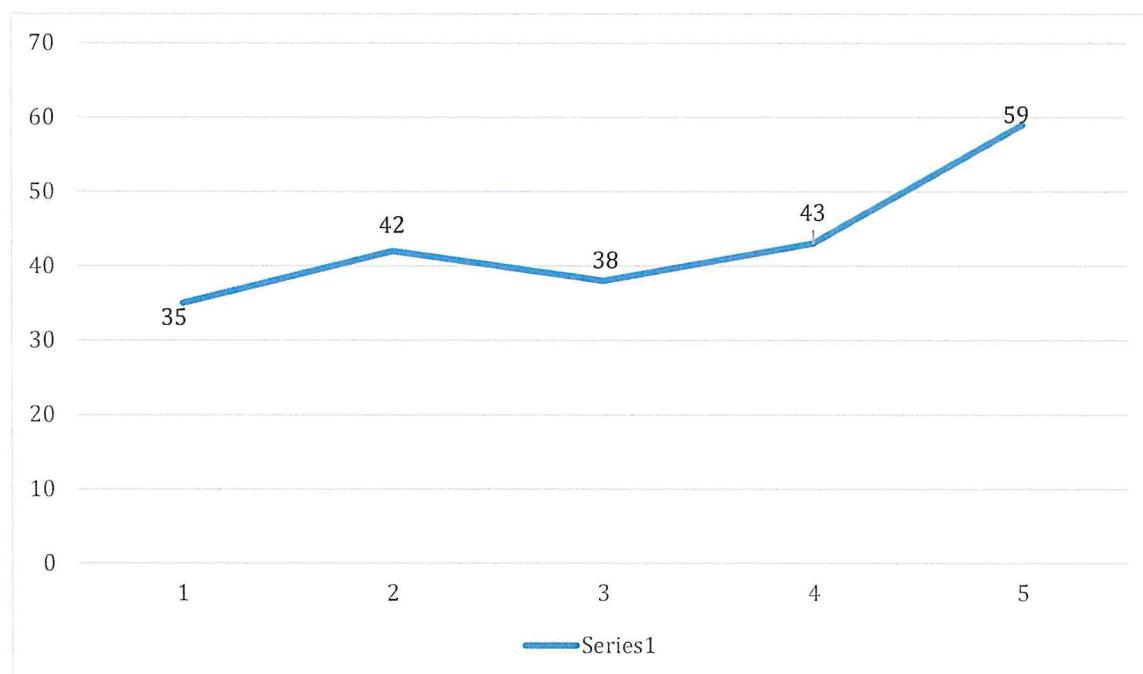


Capital Projects 2023

Capital Projects	
Major Projects	Smaller Scale Projects
Advanced Manufacturing Training Centre of Excellence	Ard Ri Community National School, Navan - Modular Accommodation
Ard Ri Community National School & St. Ultan's Special School, Navan	Ardee Youthreach - Upgrade and Refurbishment
Beaufort College, Navan - Permanent Extension and Special Needs Unit	Ashbourne Community National School - Modification to Modular Accommodation
Bush Post Primary School, Riverstown, Dundalk - Major Permanent Extension	Beaufort College, Navan - Modular Accommodation
Coláiste de Lacy, Ashbourne - Phase II, Major Permanent Extension (DoE Led Project)	Cara Community Special School (DoE Led Project)
Coláiste na hInse, Laytown - Permanent Extension and Special Needs Unit	Coláiste Ríoga - Modular Accommodation (DoE Led Project)
Coláiste na Mí & St. Mary's Special School, Navan - Phase II Major Permanent Extension	Enfield Community College - Modular Accommodation (DoE Led Project)
Coláiste Ríoga, Dunshaughlin (DoE Led Project)	Faughart Community National School, Dundalk - Additional
Drogheda College Donore Campus - New Electrical Apprenticeship Training Centre	Loreto Secondary School, Navan - Modular Accommodation
Dunboyne College of the Future	Ratoath Gates Installation
Dunshaughlin Community College - Permanent Extension and Special Needs Unit	Skerries Educate Together National School - Special Needs Unit (Non-ETB school)
Dunshaughlin Community National School (DoE Led Project)	Strategic Infrastructure Upgrade Fund DIFE
Enfield Community College (DoE Led Project)	Strategic Infrastructure Upgrade Fund Navan
LMETB Head Office, Drogheda - New Administrative Offices	St. Ciarán's Community School, Kells - Modular Accommodation (Non-ETB School)
Loreto Secondary School, Navan - Permanent Extension and Special Needs Unit (Non-ETB School)	St. Francis NS, Blackrock - Temporary Accommodation
O'Carolan College, Nobber - Permanent Extension and Special Needs Unit	St. Mary's National School, Enfield - Special Needs Unit (Non-ETB School)
St. Ciarán's Community School, Kells - Permanent Extension and Special Needs Unit (Non-ETB School)	St. Oliver's Community College, Drogheda - Modular Accommodation
St. Francis National School, Blackrock - Permanent Extension and Special Needs Unit (Non-ETB School)	St. Oliver Post Primary, Oldcastle - Modular Accommodation
St. Oliver's Community College, Drogheda - Permanent Extension and Special Needs Unit	St. Peter's College, Dunboyne - Special Needs Unit
St. Oliver Post Primary, Oldcastle - Permanent Extension	
St. Peter's NS, Dunboyne (Non-ETB School)	Emergency Works Scheme Projects
	Chapel Street, Dundalk - Boiler Replacement
Summer Works Scheme Projects	Chapel Street, Dundalk - Roof Repairs
Coláiste Pobail, Ráth Chairn - Thermal Upgrade Works	Coláiste Pobail, Ráth Chairn - Life Safety Systems
Regional Skills & Training Centre, Dundalk - Life Safety	Duleek National School - Roof Repair Works (Non-ETB School)
St. Peter's College, Dunboyne - Electrical Upgrade	O'Fiaich College, Dundalk - Fire Safety Works

Leases/Licences/Short Term Rental Agreements

Year	Number of Leases/Licences/Short Term Rental Agreements
2023	59
2022	43
2021	38
2020	42
2019	35



Use of Facilities

Number	Applications Processed
2023	61
2022	47
2021	33
2020	13*
2019	36

Notes

*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 Professional Irish Training, Health and Safety and the Asset Management system. Corporate Services Department staff attended training on Legal Discovery and Third Party Requests, Business Writing Skills, Official Language Scheme Amendment Section 10A, Microsoft 365, First Aid Responder, Minute taking, Data Sharing and Governance, FOI Decision Making, P2P and Tender and Contract Management.

Climate and Energy Management

The Government has established both national and international energy and climate objectives that all public sectors must adhere to. The overarching goal is to achieve a 50% improvement in energy efficiency and a 51% absolute reduction in greenhouse gas emissions by 2030. This necessitates the formulation of emissions pathways through modeling, with radical action being imperative to meet the set targets.

The targets set by government are absolute; this means that there is no ceiling provision allowed for future expansion of LMETB estate. All new schools or further education accommodation, from 2018 onwards must be added to the target figure. This raises the bar significantly, making it even more challenging for LMETB to meet the targets set out by Government.

LMETB must expand their estate and building footprints to meet growing populations and increased enrolments in the Louth and Meath region. Current and future building projects will further impact LMETB estate and building footprint. New developments are necessary to replace inadequate premises with fit for purpose education spaces. This will allow LMETB to deliver services required to meet the education and training needs in the Louth and Meath region.

To tackle this challenge, LMETB has partnered with the SEAI Public Sector Partnership program. This collaboration is instrumental in working towards the 2030 targets. However, attaining these goals demands extensive strategic planning to secure necessary resources and investments, as well as fostering collaboration among all LMETB staff for sustained progress.

LMETB has established an Energy Team that collaborates closely with the SEAI Programme Support Manager to develop and updated energy plans and policies. This collaboration ensures compliance with existing energy performance monitoring and reporting (M&R) requirements and drives initiatives in schools and centres throughout LMETB. Additionally, LMETB has appointed an Energy Performance Officer and Climate Sustainable Champion at the Senior Management Team level.

Senior Management is committed to continuous improvement in energy performance and ensures the necessary resources are allocated to achieve objectives and targets.

To enhance energy management knowledge among staff, various energy courses have been attended, including Energy Map Training, which focuses on continual energy improvements and NZEB fundamental awareness & retrofit training. Training assists staff with monitoring consumption, identifying opportunities for improvement, make meaningful and measurable changes, and learning from the effectiveness of these interventions. Other programs attended include Energy/Carbon Basics, Energy in Education, Energy Efficient Design, and the SEAI Engaging People - Staff Engagement Accelerator Programme. Several LMETB staff have signed up to SEAI Energy Link which is a very useful resource for sharing knowledge and engaging in upcoming training courses.

LMETB collaborated with SEAI to organise an Energy in Education two-day workshop held on 19th September 2023, and 14th November 2023, at the Crowne Plaza Hotel Dundalk. Attendees included LMETB's Chief Executive, Director of Schools, Land & Buildings Energy Team, Principals, Deputy Principals, Caretakers and School Energy Teams.

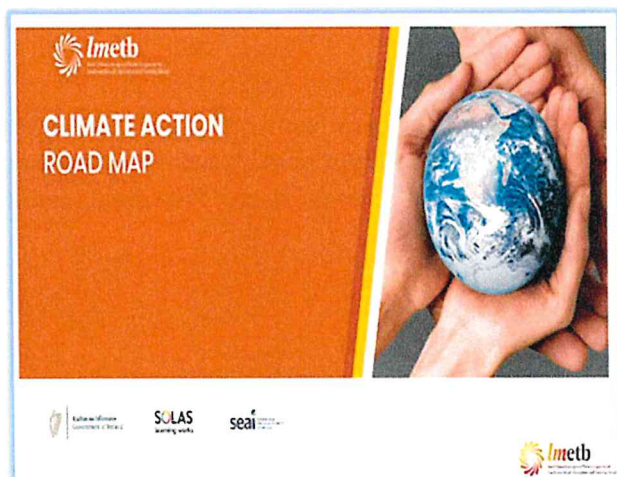


These workshops provided training on essential information and resources aimed at supporting the achievement of energy objectives and targets. The SEAI Partnership Support Manager provided practical insights into mandated energy emission reduction targets, along with practical tips that schools can use. Additionally, the workshops provided an avenue for group discussions, allowing participants to share insights and successful initiatives implemented within schools/centres to advance LMETB's emission targets throughout. The collaborative spirit was palpable and on completion, each school left with a customised action plan and awareness campaign.

Under the Climate Action Mandate as part of CAP23 (Climate Action Plan 2023), which applies to public sector organisations, LMETB prepared a Climate Action Roadmap reporting on progress towards achieving the decarbonisation and energy efficiency targets set out in CAP23.

This Roadmap documents how LMETB will engage with staff and students to generate an energy awareness programme and the proposed actions to achieve energy related carbon targets and the improvement of energy efficiency as outlined in the Public Sector Climate Action Mandate. LMETB's aim is to run a 3-year energy awareness programme between 2023 and 2026 and to improve energy efficiency in LMETB.

The Climate Action Plan 2023 required public bodies to develop a Building Stock Plan to assist with the retrofitting of building stock to meet CAP targets. As part of the building stock planning process LMETB reviewed its building portfolio in the context of the targets and long-term accommodation needs.



Preparing a Building Stock Plan is a key element in developing a strategic approach to managing LMETB buildings over the next decade, and beyond. LMETB prepared and submitted a Stage 1 Building Stock Plan by the end of January 2024.

LMETB Climate Action Roadmap focuses on meeting or going beyond the requirements of the Climate Action Mandate 2023. LMETB also needs to be aware of the legal requirements relating to energy and climate action and acknowledge in the roadmap. S.I. 426 states that all public sector bodies shall conduct an energy audit every 4 years.

The purpose of the energy audit is to understand how to utilise energy more efficiently, to understand how energy is consumed in the building, and to identify energy saving opportunities from small-scale to large scale projects so that energy costs can be reduced.

LMETB is committed to ensuring that all new procurement and construction projects adhere to the rigorous guidelines set forth by the Department of Education's Technical Guidance Documents for energy efficiency and construction quality. To achieve this goal, LMETB's Procurement Department has undergone training on green and sustainable procurement practices. They now actively seek documented evidence from suppliers, ensuring that awarded contracts prioritize environmentally friendly initiatives within their processes.

In line with environmental commitment, LMETB promotes activities aimed at conserving natural resources and reducing waste to landfill, while simultaneously increasing recycling rates. Rainwater harvesters are a standard feature incorporated into all new school projects, facilitating the storage of water for direct use or recharge back into groundwater.

Based on SEAI M&R energy performance baseline data up to 2022, there has been a 40% reduction in overall energy usage. However, the target requires a 20% improvement by 2030 based on the energy performance indicator for 2022. LMETB has reached the deadlines set by the SEAI for uploading 2023 metering data validations. LMETB's 2023 energy performance data will be available Q4 2024.

Since Energy Efficiency Baseline to 2022

Energy Savings: 40.0% lower

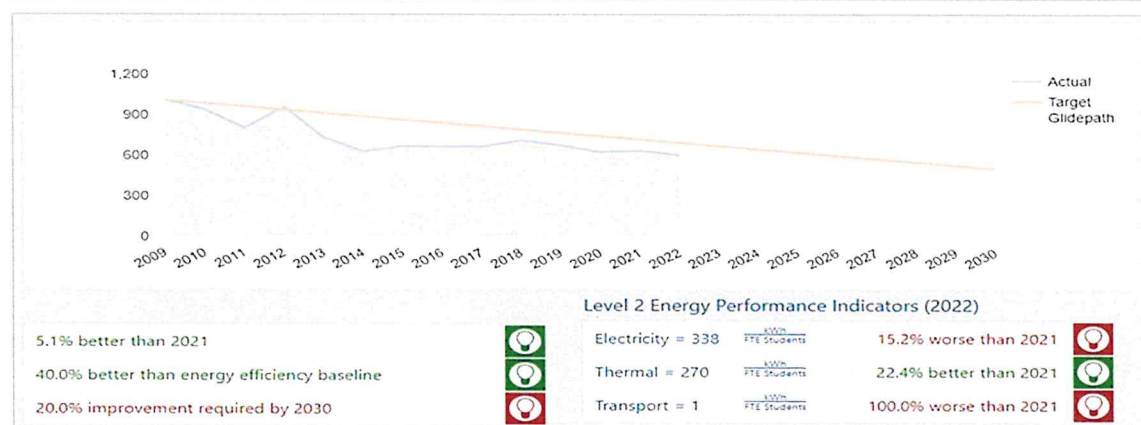
Change in Energy Consumption: 77.8% higher



Energy Performance Indicators - 2022

2022 EnPI = 609 $\frac{\text{kWh}}{\text{FTE Students}}$

Target EnPI = 507 $\frac{\text{kWh}}{\text{FTE Students}}$



These achievements underscore the commitment of LMETB to sustainability and environmental responsibility, demonstrating effective measures to reduce gas and electricity consumption across LMETB facilities.

Efficiency gains are being achieved through:

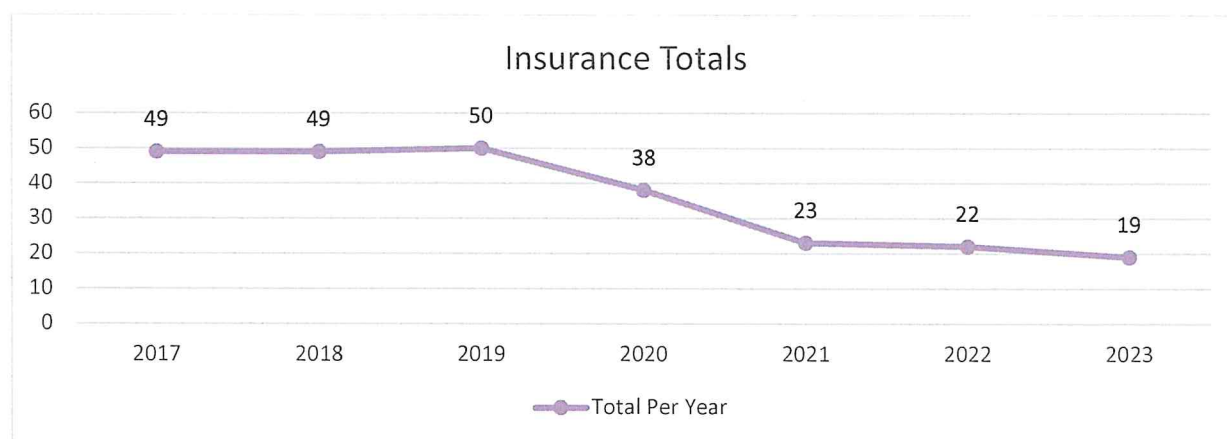
- Implementation of a structured energy management programme and LMETB Energy Team
- Implementing and updating the LMETB Energy Policy
- Establishment of an energy strategy and action plan
- Implementation of LMETB Energy Roadmap to achieve climate and energy objectives
- Retrofits, buildings and facility upgrades
- Monitoring, reporting and tracking utility usage
- Promoting awareness and behavioural change in LMETB through the SEAI and OPW Reduce Your Use Campaign
- Staff training through SEAI online courses and workshops
- Installation of meter monitors

In 2023, meter monitors were installed at the Regional Skills Training Centre, Dunshaughlin Community College and Ó Fiaich College to track utility usage in real-time. This initiative significantly enhances energy data collection capabilities, facilitating informed decision-making based on up-to-the-minute data.

LMETB's overarching objective is to meet its 2030 total Greenhouse Gas (GHG) targets by integrating decarbonisation initiatives into all new projects and future programmes, thus contributing to a more sustainable and environmentally conscious future. Although we acknowledge the challenge of this target, through collective effort, SEAI Partnering and government department supports, LMETB will continuously strive to achieve it.

Insurance

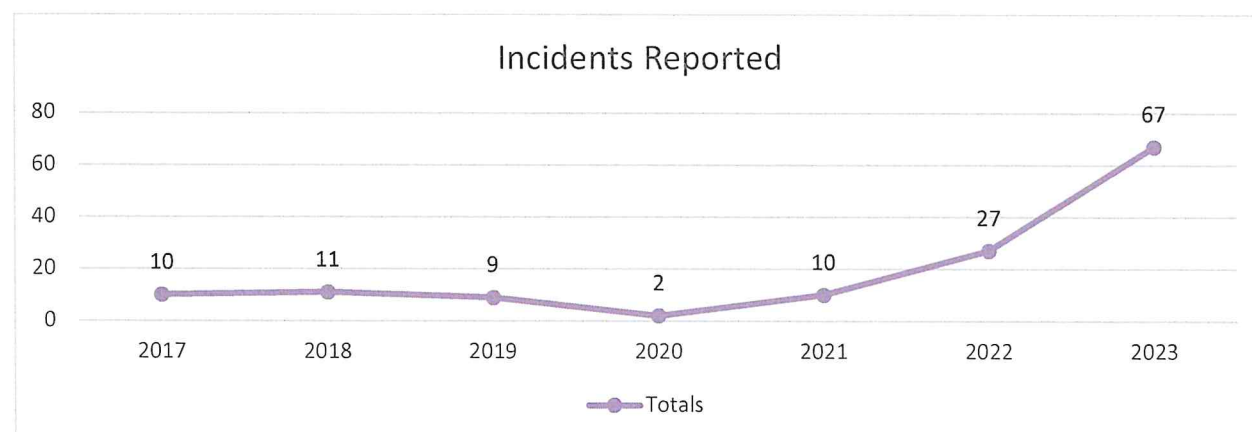
Number	New Claims	Settled Claims	Active Claims	Total
2023	3	3	13	19
2022	3	4	15	22
2021	0	9	14	23
2020	5	10	23	38
2019	10	16	24	50
2018	6	20	23	49
2017	12	7	30	49



Health and Safety

Accidents/Incidents Reported to the Health and Safety Authority

2023	67
2022	27
2021	10
2020	2
2019	9
2018	11
2017	10

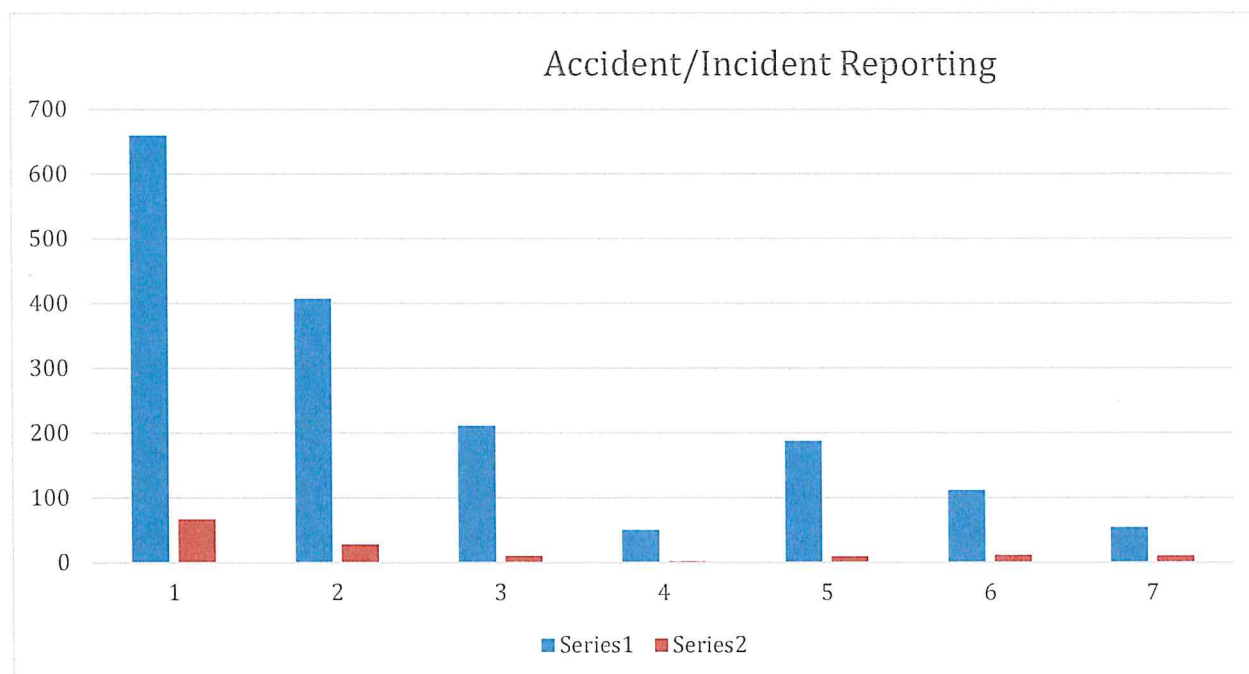


Number of inspections carried out by The Health and Safety Authority

2023	4
2022	11

Number of Accidents/Incidents

	Reported by schools/centres to CES Department	Reported by LMETB to The Health and Safety Authority
2023	659	67
2022	407	27
2021	211	10
2020	50	2
2019	187	9
2018	111	11
2017	54	10



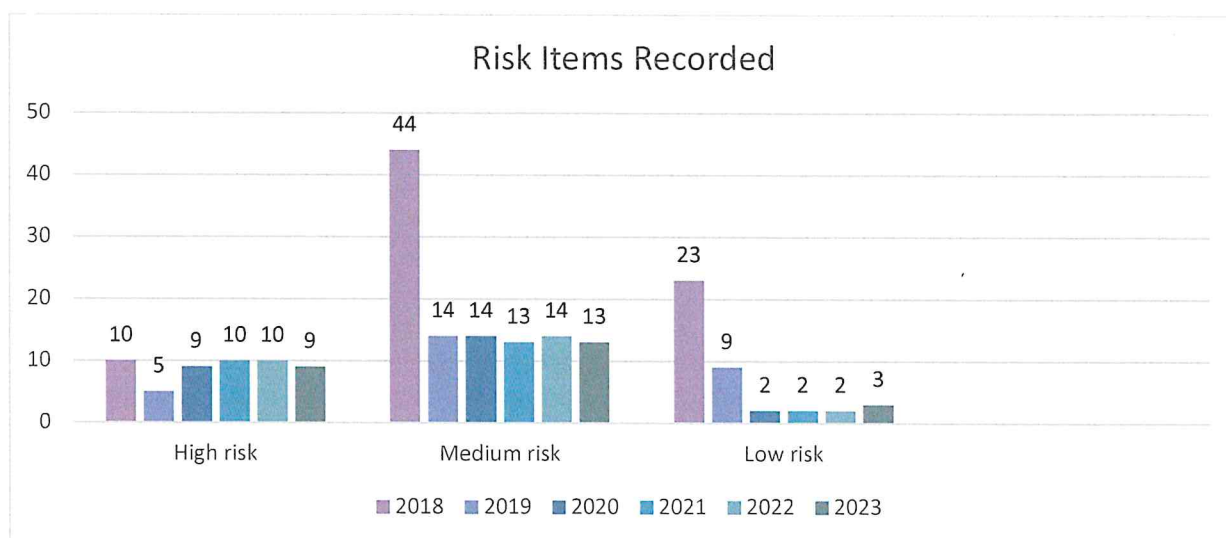
Risk Management

	High Risk items	Medium Risk items	Low Risk items	Total
2023	9	13	3	25
2022 ⁽²⁾	10	14	2	26
2021	10	13	2	25
2020	9	14	2	25
2019 ⁽¹⁾	5	14	9	28
2018	10	44	23	77

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.

(2) In January 2023, a review of the Corporate Risk Register took place to ensure consistency across the board.



The Board has carried out an assessment of the ETB's principle 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 on four occasions during 2023: 15 March, 24 March, 7 July and 25 September 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.

Official Languages

Scéim Teanga Oifigiúil /Official Language Scheme 2021-2024

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 2023, chuir naonúr 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 seirbhís 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. Ó 2021 i leith, tá an oiliúint seo curtha i gcrích ag 39 ball foirne san iomlán.

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 liaise 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 2023, nine 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. Since 2021, a total of 39 staff members have completed this training.

Summary of LMETB's compliance with the Official Languages Acts

LMETB is committed to implementing the commitments entered into in its Scéim Teanga -Language Scheme for 2021-2024 which was approved in 2021 by the Minister of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, Mr. Jack Chambers T.D. Since 2021, the Director of OSD holds quarterly meetings with members of the CES Department to review progress in implementation of LMETB's Language Scheme, in order to review the commitments therein and to provide actions and awareness of particular aspects of the scheme with LMETB staff members where necessary. In 2021, the CES Dept arranged training provided by An Coimisinéir Teanga on its Language Scheme and LMETB continues to liaise and engage with An Coimisinéir Teanga on training seminars that have taken place since 2022 in relation to Amendments to the Official Languages Scheme Act, namely Section 10A Advertising. LMETB recently filed its online monitoring report to An Coimisinéir Teanga for the year 2023 in relation to paid advertising in Irish and paid advertising in Irish language media pre deadline. on 27 March 2024. LMETB has also completed and returned the Corporate Questionnaire for 2023 and encouraged completion of the Irish Language Competence Survey by staff members, both of which were issued by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. LMETB will continue to liaise and engage regarding its commitments under the scheme.

Irish Human Rights and Equality

Irish Human Rights and Equality

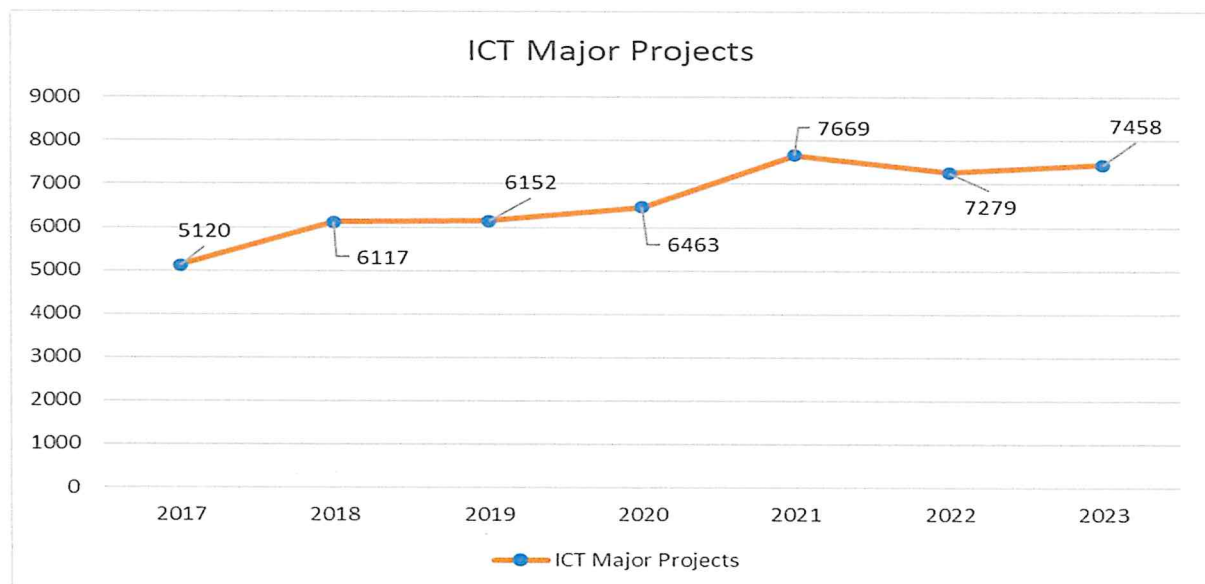
Section 42 of the Irish Human Rights and Equality Commission Act 2014, the Public Sector Equality and Human Rights Duty, requires Public Bodies to undertake a process to Assess, Address and Report in relation to the promotion of equality and prevention of discrimination across all functional areas of LMETB. In 2023, LMETB began planning the approach to the 'Duty' by reviewing its existing policies and practices, ensuring there is a definitive understanding of the requirement to eliminate all forms of discrimination, and also ensuring the promotion of equality is present in all relevant policies. LMETB prepared to launch staff and learner consultations in areas of equality and disability, planning initiatives, training needs and the development of internal and external platforms to share information and report progress and findings as part of our action plan. In 2024, LMETB's Public Sector Duty progress report will be published in line with our obligations under Section 42 of the IHREC Act. Our progression will also be published in all future Strategy Statement documents. LMETB remains deeply committed to the promotion of equality and human rights as a Public body and also as an employer.

Protected Disclosures

	2023	2022	2021	2020	2019	2018	2017
Number	0	0	0	0	0	0	0

ICT

Projects Type	2023	2022	2021	2020	2019	2018	2017
Major projects	28	29	24	28	22	18	10
System uptime (est.)	99.0%	99.0%	99.0%	99.0%	93.5%	98%	98%
Helpdesk queries managed	7,458	7,279	7,669	6,463	6,152	6,117	5,120



ICT Report 2023

2023 saw the introduction of a new method of IT delivery geared towards a focus on the remote resolution of tickets in the first instance. This led to a reduction in the number of onsite engineers at our disposal but an increase in Helpdesk assets. This will free up the onsite team to respond more quickly to urgent requests for assistance while also speeding up response times by having remote access first. We went to the market for this integrated solution and initial indications are that this is a positive move.

We onboarded many new sites, most notably the Electrical Apprenticeship Centre in Donore and the new School in Enfield. Both projects were complex and urgent and have been completed. 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 suite of digital devices for students and equip teachers with mobile devices that provide more flexibility in the classroom. There was also some investment in new projector and Digital Whiteboards across schools and centres.

There is also a requirement to deliver a new School Information Management System, SIMS, for the next Academic Year. Work is well advanced on delivery of same.

A project to switch off FIM took place and led to a change in account management, this was widely adopted by all stakeholders, and takes us one step closer to a cloud only environment. We will also be able to proceed with a project to develop a staff management solution.

2023 maintained a focus on Cyber Security. Some notable events were the Cyber Security Awareness Day and the adoption of a managed EDL (External Dynamic Lists), which hold information on IP addresses detailing known malicious, and high-risk IP addresses, into our SOC SIEM solution, giving us up to date information on known and evolving threats from a wider list of sources.

The IT Dept are also updating our procedures and this process will involve greater use of AI and Power Apps. The first of these to come on stream will be the introduction of a new mobile phone approval and ordering system. It will be followed up with Account Management.

A process was undertaken to upgrade the LMETB SharePoint Environment. This will involve working with individual Depts to design a bespoke location for all data pertaining to that Dept, further reducing our reliance on physical hardware for data storage. ICT Has been completed and CES is next.

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.

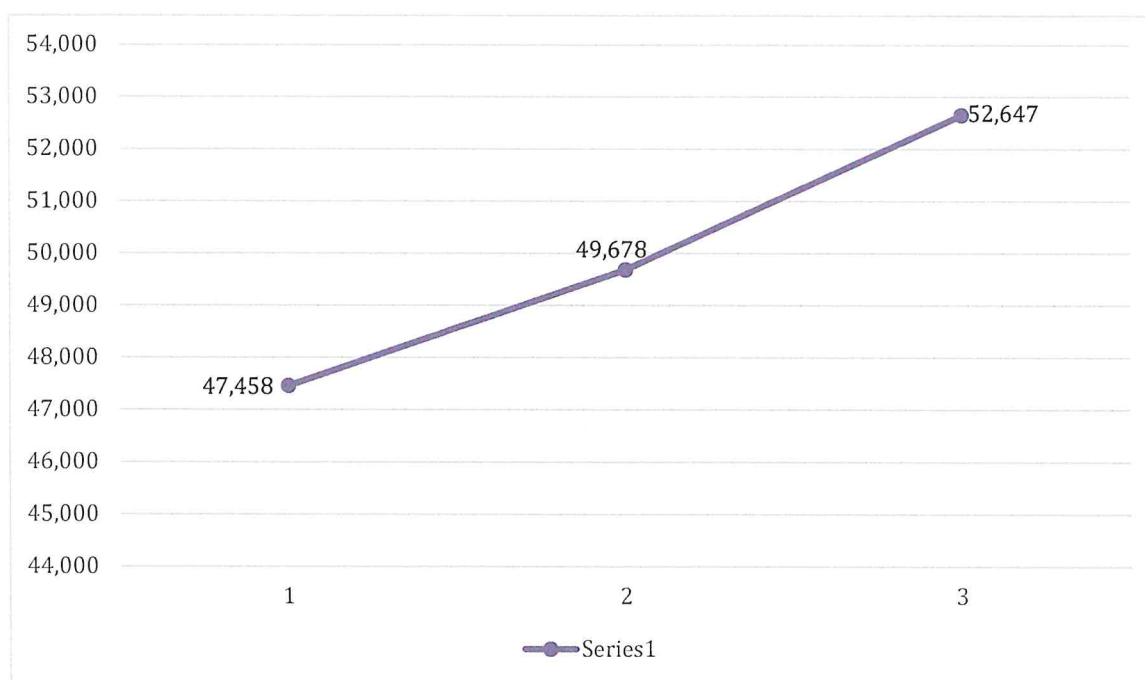
Section 29 of the 2013 Act requires an ETB to include, in its annual report, details of any gift accepted by it above an amount specified by the Minister for Education. LMETB's understanding is that no amount has yet been specified by the Minister and that gifts of a material amount should be included 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.

Four such gifts were received in 2023:

- Donation of €6,000 by Dunboyne ASD Educational Support Fund Raising Committee to St. Peter's College, Dunboyne
- Donation of water fountains (estimated value €14,844) by Meath County Council to Beaufort College, Ratoath College, Enfield Community College, Coláiste na hInse, Coláiste Pobail Ráth Chairn and Coláiste na Mí
- Donation of €10,000 by The Society of Saint Vincent de Paul to Coláiste Chú Chulainn
- Donation of €10,000 by The Society of Saint Vincent de Paul to Bush Post Primary School

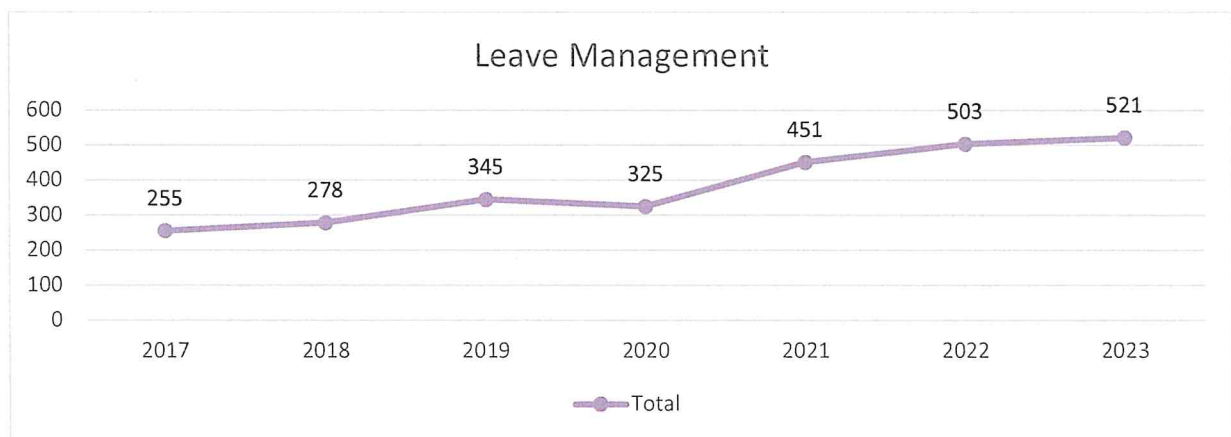
Payroll Administration

	2023	2022	2021
Starters recorded	828	418	435
Leavers recorded	593	164	173
Incremental Credit Applications	40	46	51
Statements of Service	85	101	143
Number of transactions processed PG105 (fortnightly)	33,239	34,970	33,361
Number of transactions processed PG106 (fortnightly)	12,042	8,349	8,375
Number of transactions processed PG304 (PTT Monthly)	5,820	5,630	4,920
Total	52,647	49,678	47,458



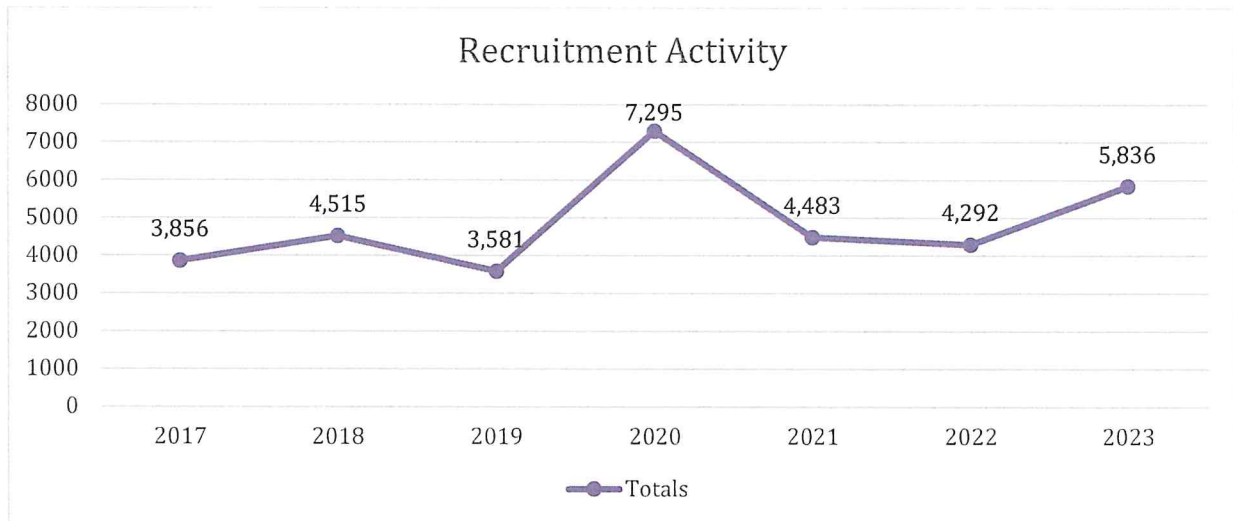
Leave Management

	2023	2022	2021	2020	2019	2018	2017
Maternity leave applications	113	133	148	127	120	121	105
Parental leave applications	130	120	84	66	80	59	61
Career break applications approved	37	31	35	39	40	21	20
Job-share applications approved	84	69	58	52	48	36	37
Paternity Leave	25	26	27	26	20	25	17
Parents Leave	125	115	88				
Secondment	7	9	11	15	17	16	15
Total	521	503	451	325	345	278	255



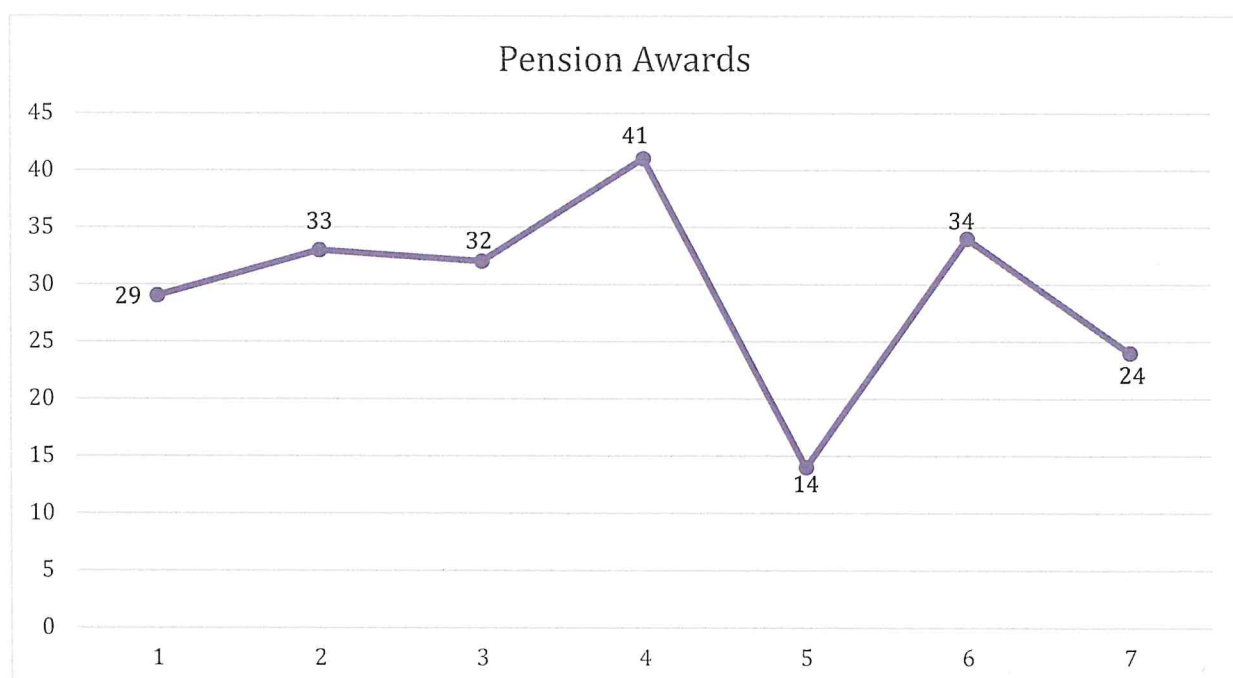
Recruitment

	2023	2022	2021	2020	2019	2018	2017
Posts advertised	1,291	555	577	485	532	515	330
Applications received	3,300	2,939	3,165	6,087	2,389	3,232	2,914
Interview competitions held	402	380	331	284	255	365	282
Posts filled	843	418	410	439	405	403	330
Total	5,836	4,292	4,483	7,295	3,581	4,515	3,856



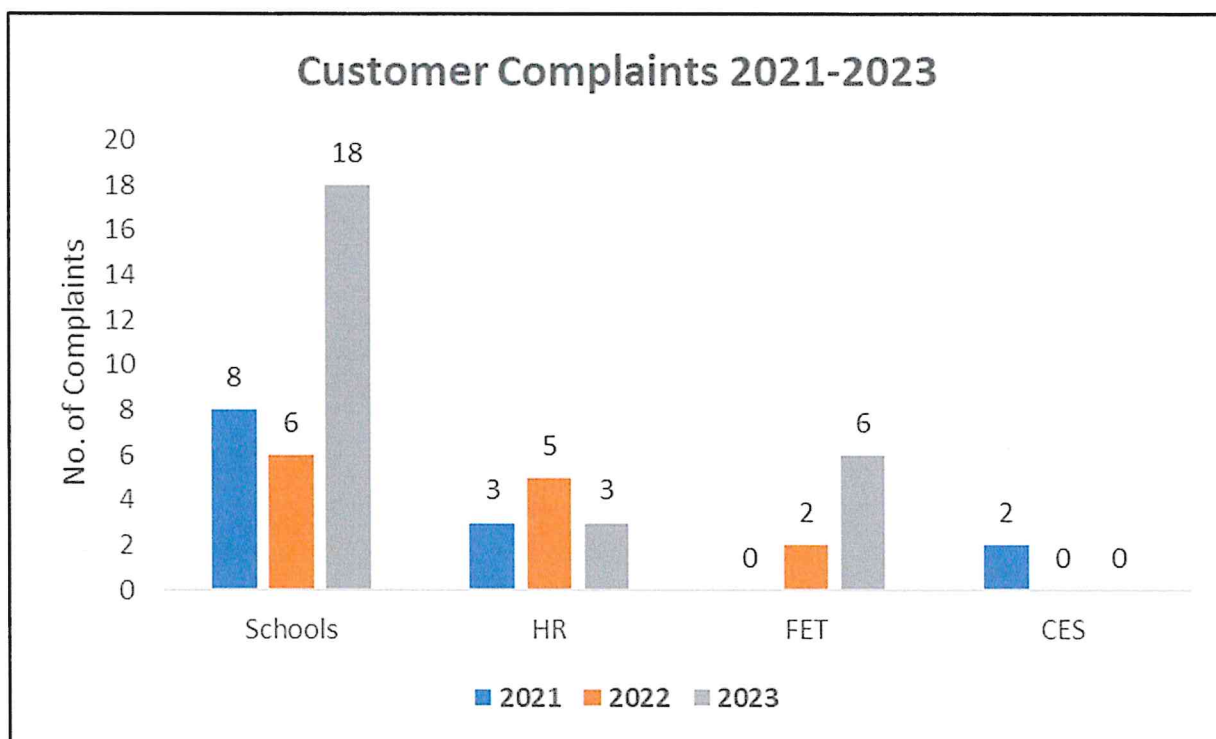
Pensions

	2023	2022	2021	2020	2019	2018	2017
Pension awards	24	34	14	41	32	33	29



Customer Services

LMETB received 27 complaints during 2023 through its customer service complaints procedure. The complaints were dealt with in accordance with the appropriate complaints procedure i.e.; Customer Service Complaints Procedure or Complaints Procedure for dealing with complaints made by Parent/s, Guardian/s of a student or by a student (who has reached the age of eighteen) currently enrolled in a school/centre, against a staff member employed by Louth and Meath Education and Training Board (LMETB) or relevant School and Centre Policies.



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;and
- (n) the acquisition, holding and disposal of land, or any interest in land, under *paragraph 3 of Schedule 3*.