

## Minutes of Meeting held on 18<sup>th</sup> January 2018

A meeting of Louth and Meath Education and Training Board took place in Beaufort College, Navan, Co. Meath at 5pm.

<b>CATHAOIRLEACH:</b>	Ms. Jennifer D'Arcy (Outgoing) Cllr. Tomás Sharkey (Incoming)
<b>BAILL I LATHAIR:</b>	Bill Sweeney, Catherine Clair, Ciaran O'Donnell, Eimear Ferguson, Nick Killian, Oliver Tully, Peter Savage, Maria Murphy, Sean Carey, Damien O'Reilly, Siobhan Greer, Wayne Harding
<b>LEITHSCEIL:</b>	Alan Breathnach, Ashimedua Okonkwo, Cormac Bohan, Maeve Yore, Marianne Butler, Sharon Tolan, Trevor Golden
<b>AR FREASTAIL:</b>	Mr. Martin G. O' Brien, CE Ms. Fiona Kindlon, Director of Schools Mr. Brian Murphy, Director OSD Ms. Sadie Ward McDermott, Director of FET Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate Services Ms. Sinead Murphy, Senior Staff Officer, Buildings Ms. Barbara Brennan, Staff Officer, Corporate Services

<b>CLAR</b>	<b>Apologies/Condolences/Congratulations</b>
<b>1.</b>	<b>Election of New Chairperson - Louth and Meath ETB.</b>
<b>2.</b>	<b>Absence Approval</b>
<b>3.</b>	<b>Minutes</b>
<b>4.</b>	<b>Finance</b>
<b>5.</b>	<b>Correspondence</b>
<b>6.</b>	<b>Committees and Reports</b>
<b>7.</b>	<b>Leases</b>
<b>8.</b>	<b>Land and Buildings Update</b>
<b>9.</b>	<b>Schedule of LMETB Meetings</b>
<b>10.</b>	<b>Any Other Business</b>

Ms. Angela Crowcock Principal of Beaufort College welcomed the Board to Beaufort College. Ms. Crowcock acknowledged with sincere thanks the hard work and effort of the CE, Ms. Sinead Murphy, the Board of Management and the members of the Board for their efforts in ensuring that the new building in Beaufort College was completed to such a high standard and tight timeframe.

Condolences were expressed in the usual respectful manner.

Apologies were noted on behalf of Alan Breathnach, Ashimiedua Okonkwo, Cormac Bohan, Maeve Yore, Marianne Butler, Sharon Tolan and Trevor Golden

Congratulations were extended to students from St Peter's Dunboyne who were nominated for The Sweetman award.

Congratulations was noted through the Chair to all LMETB Students and Staff who participated in the Young Scientist exhibition by the Chairperson. Students and the Science Departments in LMETB schools were congratulated for their work.

The Board officially congratulated the work and career achievements of Mr. John Grant, former Principal of O'Carolan College Nobber who retired in August of last year. The CE and Director of Schools acknowledged the hard work and dedication of Mr. Grant and his contribution to the students of both O'Carolan College Nobber and formerly Dunshaughlin Community College where he taught before taking up the role of Principal at O'Carolan College. Mr. Grant accepted the presentation made on the Board's behalf by the Chairperson and CE and thanked the Board and ETB Management for the support he received throughout his career.

1. <b>Election of New Chairperson - Louth and Meath ETB.</b>
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The outgoing Chairperson, Ms. Jennifer Darcy, acknowledged the hard work and dedication of the staff of LMETB in what had been a challenging year prior to vacating her role as Chairperson.

The CE presided over the election of Chairperson and chaired this part of the meeting. CE thanked Ms. Darcy for her support, dedication and professionalism. He commended her impartiality and fairness throughout her time as Chairperson. CE invited nominations for the role of Chairperson of LMETB.

Ciaran O'Donnell nominated Cllr. Tomás Sharkey for the position of Chairperson. The nomination was seconded by Cllr. Eimear Ferguson. There were no other nominations. Cllr Sharkey accepted the nomination and was deemed elected.

It was resolved **R. 05/01/2018** to appoint Cllr. Tomás Sharkey as Chairperson of Louth and Meath Education and Training Board.

**Proposed: Ciaran O'Donnell**

**Seconded: Cllr. Eimear Ferguson**

The CE then handed over the role of Chairperson to Cllr. Sharkey. Cllr Sharkey thanked Ms. Darcy and paid tribute to her for her time as Chairperson.

2. <b>Absence Approval</b>
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It was resolved **R. 06/01/2018**

“to approve the absence of LMETB members Alan Breathnach, Ashimiedua Okonkwo, Cormac Bohan, Maeve Yore, Marianne Butler, Sharon Tolan and Trevor Golden”

**Proposed:** Cllr Nick Killian

**Seconded:** Cllr. Wayne Harding

**3. Minutes**

**3.1 To be resolved:** to adopt the minutes of LMETB Board meeting dated 7<sup>th</sup> December 2017

It was resolved **R. 07/01/2018** to adopt the minutes of the meeting of Louth and Meath ETB dated 7<sup>th</sup> December 2017.”

**Proposed:** Jenny Darcy

**Seconded:** Sean Carey

**3.2** There was no In-Committee Business.

**4. Finance**

**4.1 Finance Update as at January 2018**

Ms. Anne Whyte, APO addressed members and provided the financial update to 31st December, 2017.

Payments amounted to €124,966,259 and receipts amounted to €126,223,945 resulting in a surplus of €1,257,686.

It was resolved **R. 08/01/2018** to approve the Finance Update as at 31st December, 2017.

**Proposed:** Jenny Darcy

**Seconded:** Cllr Oliver Tully

Director OSD Mr. Brian Murphy also requested that the Board resolve to increase the current credit limit of the LMETB credit card from €5,000 to €10,000 in order to facilitate the growing demand for purchases to be made online and to approve Anne Whyte, Veronica Traynor and Anne Malone as signatories.

It was resolved **R. 09/01/2018** to increase the current credit limit of the company credit card to €10,000 in order to facilitate the growing demand for purchases to be made online and to approve Anne Whyte, Veronica Traynor and Anne Malone as signatories.

**Proposed:** Jenny Darcy

**Seconded:** Cllr Oliver Tully

It was proposed that Ms. Blathin Ní hEoghaigh, secretary of Colaiste de Lacy be added as a named signatory on the schools bank account for administrative purposes.

It was resolved **R. 10/01/2018** that Ms. Blathin Ní hEoghaigh, secretary of Colaiste de Lacy be added as a named signatory on the schools bank account for administrative purposes.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr Damien O'Reilly

## 5. Correspondence

### 5.1 Department of Education and Skills: Circulars

<i>C/L ref</i>	<i>RE:</i>
0073/2017	Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 January 2018
0074/2017	Revision of Salaries with effect from 1 January 2018 for Clerical Officers and Caretakers Employed in National Schools Under The 1978/79 Scheme and Clerical Officers Employed in Post Primary Schools under the 1978 Scheme
0075/2017	Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 January 2018
0076/2017	Revision of Salaries in Respect of All Staff Other Than Teachers and SNAs Employed by ETBs with effect from 1 January 2018
0077/2017	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2018
0078/2017	Revision of Pay Rates in 2018 for School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding and Revised Rates of Ancillary Services Grant
0079/2017	Revision of Pay Rates in 2018 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education Scheme and associated increases in Grant funding for same
0080/2017	Physical Education in Senior Cycle
0081/2017	Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017"
0082/2017	Revised Payment Mechanism for Hourly-Paid Staff with effect from 1st January 2018
0083/2017	Revision of Teachers Salaries with effect from 01 January 2018
0084/2017	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017
0001/2018	Teacher fee refund scheme 2017
0002/2018	Operation of the Financial Support Services Unit (FSSU)
0003/2018	Leadership and Management In Post-Primary Schools

Department of Education and Skills Circulars are available to download from the Departments website [www.education.gov.ie](http://www.education.gov.ie)

### 5.2 Correspondence received from DES

<i>Date</i>	<i>RE:</i>
12/12/17	Factual Verification Ratoath College
13/12/17	Factual Verification Colaiste Chu Chulainn
13/12/17	Factual Verification Beaufort College
15/12/17	Grant Approval Colaiste de Lacy Start Up grant.
02/01/18	Request re details of attendance from Members of LMETB at 2016/17 meetings
02/01/18	From DoES re conversion of surplus funding as per request.
02/01/18	Notice of payment of funding to general and ONP grant 2017.
08/01/18	Capitation Grant Payment for Ard Rí paid.
08/01/18	Factual Verification Scoil Uí Mhuiri
08/01/18	McQuaid, Lynn request for information re vacant properties held by LMETB
08/01/18	Factual Verification Bush PP.

### 5.3 Correspondence received from other sources

<i>Date</i>	<i>RE:</i>
7/12/17	Louth Co. Co advising of Peter Savage as new LMETB rep
7/12/17	Social Welfare Services - Successful Application of food club at Bush PP
18/12/17	Paul O'Toole SOLAS re allocation of funding to capital funding – forward of request to DoES
20/12/17	From Sean Fleming PAC re adherence to deadlines in submission of AFS for audit.
21/12/17	Request from Secretary of BOM in Colaiste de Lacy for resolution of replacement by Board.
02/01/18	From John Halligan re correspondence on reallocation of PLC places as per letter of 11/12/17.
02/01/18	CBL Insurance Europe re LMETB/ Manley Construction
05/01/18	Fergal Coghlan and Assoc – Ratoath College Completion Works Contract
05/01/18	Michael Kelly Design re commentary on proposed works at O Carolan College
08/01/18	From C&AG to Head of Finance re 2017 Audit and Statutory Requirements of ETBs
10/01/18	St Oliver PP School notification of Board Meeting
10/01/18	Dept of Employment Affairs and Social Protection re introduction of SLA for School Meals Scheme 2016/17
10/01/18	Dept of Children and Youth Affairs re Return of Surplus Funding
11/01/18	Irish Copyright Licensing Agency re clarification of terms of licence
11/01/18	PDST/ JCSP Demonstration Library Project Operational Grant 2018
16/01/18	From Michael Mullarkey -IAU to CE re advising of Youthreach Internal Audit commencing Feb 2018
18/01/18	From Michael Mullarkey -IAU to Dir OSD acknowledging FR report for RSTC

### 5.4 Correspondence sent

<i>Date</i>	<i>RE:</i>
01/12/17	From Dir OSD to Head of Business Banking regarding fraudulent activity
4/12/17	From Dir OSD to Sec Gen C&AG regarding submission of AFS in a timely manner
6/12/17	From Dir OSD to Investigators re appointment and terms of reference
11/12/17	From CE to CEO SOLAS re conversion of surplus funding reallocation to capital FET projects as directed by the Board R 04/11/17
11/12/17	From CE to John Halligan requesting a review of allocation of PLC places nationally with a view to reallocation as directed by Board R 05/11/17
13/12/17	From Dir OSD to C&AG with revised AFS 2015
20/12/17	From Dir OSD to SOLAS re informing of submission of AFS 2015 by year end
20/12/17	From Dir OSD to DoES re informing of submission of AFS 2015 by year end
21/12/17	From Dir OSD to DoES re fraudulent activity update on potentially recoverable funds
09/01/18	From Head Finance to C&AG to confirm that LMETB will meet the requirement of 1st April, 2018 for the submission of the Annual Financial Statement, together with Statement of Internal Control for the 2017 Financial year.
10/01/18	From Head of CES re response to DoES re vacant properties held by LMETB

10/01/18	From Dir OSD to C&AG draft AFS 2016 and the draft SIC approved by our board
10/01/18	From Dir OSD to Chair of Audit Committee draft AFS 2016 and the draft SIC approved by our board
11/01/18	From CE Office to DoES re attendance of Board Members at 2016/17 meetings
11/01/18	From CE to Chairperson of PAC acknowledging receipt of correspondence re timeliness of accounts.
11/01/18	From Dir OSD to Irish Copyright Licencing Agency re clarification on school/centre investigated under licencing agreement
17/01/18	From Dir OSD to IAU re response to procurement audit in RSTC

The CE and the Director of OSD highlighted correspondence received and sent to and from Mr. Michael Mullarkey of the Internal Audit Unit who had proposed a date for upcoming Youthreach Audit which coincides with that of the audit conducted by C&AG. In terms of resources Senior Management have requested a postponement and a new date for the audit and we are currently awaiting response.

Bill Sweeney acknowledged an increased number of staffing resources within the IAU in recent months and advised that this should facilitate increased interaction moving forward. The Board welcomed this development.

Cllr. Killian referred to CL 73/2017 with regard to the revision of SNA salaries from the DoES. He expressed concern that Personal Assistants and those SNAs in Further Education would not be included in this. He noted the high calibre, hard work and dedication of LMETB staff working in these areas. The CE confirmed that salary scales are nationally determined and locally implemented.

Mr. Ciaran O'Donnell commended and welcomed the Circular Letter 0003/18 in regard to Leadership and Management in Post Primary Schools and looked forward to seeing it implemented across LMETB schools.

Cllr. Killian referred to correspondence received by the CE from Minister John Halligan T.D. He noted that the ESRI Report on PLC did not reflect the totality of work done in DCFE and DIFE. The CE confirmed that he had recently discussed the position of DCFE with the Principal Officer in FE in the DoES and they are aware of the situation. The CE suggested that it may be useful to have the Principal from each of our FE colleges make a presentation on FE at the next meeting. He acknowledged that SOLAS have increased the cap for funding of FET from 1526 to 1724 and the Board welcomed this development. Ciaran O'Donnell said that a discussion along the lines referred to by the CE would be welcome.

## 6. Committees and Reports

**6.1** Further Education Report was provided to Board Members by Ms. Sadie Ward McDermott for information.

NOTED

**6.2** Second Level Education Report was provided to Board Members by Ms. Fiona Kindlon Director of Schools for information.

Ms. Kindlon noted that the planning process for 2018/19 has commenced and HR were currently awaiting confirmation of allocation. She stated that the issue of teacher supply is a concern, it has been notified to ETBI and a task group have been formed to review and revert to ETBI with their findings. Mr. O'Donnell expressed concern at the apparent lack of media response on behalf of ETBs pertaining to the shortfall in teacher supply. Cllr Murphy, Cllr Killian, and Cllr O'Reilly spoke about the capacity of St Peter's College Dunboyne to accommodate local students.

## NOTED

### 6.3 BOM Minutes for Ratification

<b>School</b>	<b>Policy</b>
Bush Post Primary	Minutes of BOM Meeting 6 <sup>th</sup> September 2017 - NOTED
Colaiste Chu Chulainn	Minutes of BOM Meeting 26 <sup>th</sup> October 2017 - NOTED
Colaiste Clavin	Minutes of BOM Meeting 23 <sup>rd</sup> November 2017 - NOTED
Colaiste de Lacy	It was resolved <b>R. 11/01/2018</b> to approve the minutes of Colaiste de Lacy BOM dated 20 <sup>th</sup> June 2017 <b>Proposed:</b> Cllr. Nick Killian <b>Seconded:</b> Cllr Damien O'Reilly
	It was resolved <b>R. 12/01/2018</b> to approve the minutes of Colaiste de Lacy BOM dated 26 <sup>th</sup> September 2017 <b>Proposed:</b> Cllr. Nick Killian <b>Seconded:</b> Cllr Damien O'Reilly
O' Carolan College	Minutes of BOM Meeting 25 <sup>th</sup> October 2017 - NOTED
O' Fiaich College	It was resolved <b>R. 13/01/2018</b> to approve the minutes of O' Fiaich College BOM Meeting 17 <sup>th</sup> October 2017 <b>Proposed:</b> Ciaran O'Donnell <b>Seconded:</b> Cllr Tomas Sharkey

### 6.5 Policies for Ratification

<b>School:</b>	<b>Policy Name:</b>
Colaiste Clavin	Strategy of Statement for School Attendance It was resolved <b>R. 14/01/2018</b> to approve the Strategy of Statement for School Attendance <b>Proposed:</b> Jenny Darcy <b>Seconded:</b> Sean Carey
	Leaving Certificate Vocational Programme Plan It was resolved <b>R. 15/01/2018</b> to approve the Leaving Certificate Vocational Programme Plan <b>Proposed:</b> Jenny Darcy <b>Seconded:</b> Sean Carey

- O' Carolan College      LMETB ICT Acceptable Use Policy  
 It was resolved **R. 16/01/2018** to approve the LMETB ICT Acceptable Use Policy  
**Proposed:** Bill Sweeney      **Seconded:** Sean Carey
- LMETB Template for School Intimate Care Policy  
 It was resolved **R. 17/01/2018** to approve the LMETB Template for School Intimate Care Policy  
**Proposed:** Cllr. Maria Murphy      **Seconded:** Bill Sweeney
- LMETB Policy on Equality & Diversity  
 It was resolved **R. 18/01/2018** to approve the LMETB Policy on Equality & Diversity  
**Proposed:** Jenny Darcy      **Seconded:** Cllr. Oliver Tully
- LMETB School/Centre Usage and Property Usage Policy  
 It was resolved **R. 19/01/2018** to approve the LMETB School/Centre Usage and Property Usage Policy  
**Proposed:** Sean Carey      **Seconded:** Bill Sweeney
- LMETB Statement of Policy on the Disclosure of Interests by Members  
 It was resolved **R. 20/01/2018** to approve the LMETB Statement of Policy on the Disclosure of Interests by Members  
**Proposed:** Jenny Darcy      **Seconded:** Ciaran O'Donnell
- Relationships and Sexuality Education Policy Statement  
 It was resolved **R. 21/01/2018** to approve the Relationships and Sexuality Education Policy Statement  
**Proposed:** Jenny Darcy      **Seconded:** Ciaran O'Donnell
- O' Fiaich College      Critical Incident Policy  
 It was resolved **R. 22/01/2018** to approve the Critical Incident Policy  
**Proposed:** Cllr. Oliver Tully      **Seconded:** Cllr. Maria Murphy



Code of Behaviour including LMETB Suspensions & Expulsions Policy

It was resolved **R. 23/01/2018** to approve the Code of Behaviour including LMETB Suspensions & Expulsions Policy

**Proposed:** Cllr. Tomás Sharkey **Seconded:** Bill Sweeney

#### **6.4 Change of BOM Member**

<b>School</b>	<b>Details</b>
Colaiste de Lacy	Resolution to appoint Ms. Sharon Norton as female parent nominee to replace Ms. Hilda O' Brien It was resolved <b>R. 24/01/2018</b> to appoint Ms. Sharon Norton as female parent nominee to replace Ms. Hilda O' Brien <b>Proposed:</b> Jenny Darcy <b>Seconded:</b> Cllr. Nick Killian

#### **Proposed Contributions from Parents/Guardians for 2018/2019**

<b>School</b>	
Ratoath College	It was resolved <b>R. 25/01/2018</b> to approve the Proposed Contributions from Parents/Guardians for 2018/2019 for Ratoath College <b>Proposed:</b> Cllr. Nick Killian <b>Seconded:</b> Cllr. Maria Murphy
Colaiste de Lacy	It was resolved <b>R. 26/01/2018</b> to approve the Proposed Contributions from Parents/Guardians for 2018/2019 for Colaiste de Lacy <b>Proposed:</b> Cllr. Nick Killian <b>Seconded:</b> Cllr. Damien O'Reilly
Colaiste na hInse	It was resolved <b>R. 27/01/2018</b> to approve the Proposed Contributions from Parents/Guardians for 2018/2019 for Colaiste na hInse <b>Proposed:</b> Jenny Darcy <b>Seconded:</b> Cllr. Wayne Harding

#### **6.6 Risk Management Report**

The Risk Management Report was prepared by Ms. Sinead Barry, H&S Representative and provided to all members of the Board for review

NOTED

7. Leases

No Business.

8. Land and Buildings Update

Ms Sinead Murphy took members through the Land and Buildings update below.

	School	Project	Stage
1.	Abbey Road HQ, Navan	Electrical Upgrade	Consultant approved.
2.	Abbey Road HQ, Navan	Upgrade Works to Carpark	Consultant to be procured
3.	Ard Rí Community National School	Temporary classrooms	Appeal to An Bord Pleanála. Decision due February
4.	Ard Rí Community National School	Permanent Site	Department engaged Company to negotiate with vendors of two sites. No further update
5.	Ardee Community School	Major Devolved Extension	Progressing well. Expected completion June 2018
6.	Ardee Youthreach	Premises identified	Department refused approval of lease due to refurbishment costs. Application to SOLAS to be included in the FARR 2018 application
7.	Beaufort College, Navan	Major Extension	Work to existing building ongoing
8.	Beaufort College, Navan	Furniture & Equipment	Ongoing
9.	Bush Post Primary School	Major Devolved Extension	Design Team working on Stage 2a detailed design. Well developed
10.	Bush Post Primary School	Temporary Accommodation	Complete. Ongoing rental
11.	Centre for European Schooling	Refurbishment of Parish Hall	Consultant tender received. On hold subject to funding being sought
12.	Chapel Street HQ, Dundalk	Modifications to Entrance for Security purposes	Consultant procured to oversee scope of works
13.	Coláiste Chu Chulainn, Dundalk	New 1,000 pupil school	Project progressing. Louth Co. Co client. High court decision due February
14.	Coláiste Clavin St. Fintina's P.P. Longwood	New 500 pupil school	Final account and snagging ongoing
15.	Coláiste de Lacy, Ashbourne	Phase II - new building for 650 students	Stage 2b complete and approved by the Department. Next steps produce tender documents
16.	Coláiste de Lacy, Ashbourne	Phase I – Furniture & Equipment / Campus	Campus management agreement to be put in place. Draft received.
17.	Coláiste na hInse, Laytown	Pitch	Awaiting decision on request to Department for use of lands for playing pitch
18.	Coláiste na Mí, Navan	Phase II for 650 students	Stage 2a report complete and forwarded to the Department. Awaiting date for

			meeting with the Department of Education in Tullamore.
19.	Coláiste na Mí, Navan	Emergency Works Sion House	Final account stage
20.	Coláiste na Mí, Navan	Temporary Accommodation	Complete. Ongoing rental
21.	Coláiste Pobail Rath chairn	Summer Works – Toilet refurbishment	Consultant appointed. Progressing with design
22.	Drogheda Institute of Further Education	Compulsory Purchase Order	School requested wall to be constructed. Council agreed wall in lieu of any payment. Awaiting approval from Department
23.	Dunboyne College of Further Education	Temporary Prefabs	Prefabs onsite and works progressing
24.	Dunboyne College of Further Education	Permanent Site	Flood Risk Assessment due early in new year on local site
25.	Dunboyne College of Further Education	New Premises to Lease	Report on Premises by Principal complete. To be included in SOLAS FARR 2018 request
26.	Dunboyne College of Further Education & Ashbourne Youthreach	Fire Safety Audit	Tenders for Consultant to carry out Fire Safety Audit due on 31 <sup>st</sup> January
27.	Dunboyne College of Further Education	Planning Permission for all rented units	Tender for Consultant to apply for Statutory Approvals to commence
28.	Dunshaughlin Community College	Canteen upgrades	Fire Officer recommendations in hand
29.	Further Education, King Street, Drogheda	Boiler/heating replacement	Tender due for Consultant to oversee works. Funding to be sourced through SOLAS FARR 2018 application
30.	LMETB Head Office	New Head Quarter building	Updated cost plan with DoES. Awaiting approval
31.	O'Carolan College, Nobber	New 550 pupil school	Planning permission expected to be lodged March
32.	O'Carolan College, Nobber	Prefabs	Progressing
33.	O'Fiaich College of Further Education	Emergency Works Roofing Repairs	Letter of Intent information received
34.	O'Fiaich College of Further Education	Fire Stopping Application	Awaiting Department approval
35.	O'Fiaich College of Further Education	Prefabs decanting from old Longwood school to O'Fiaich	Consultant appointed
36.	Percent for Art	Percent for Art in 9 schools	Varying stages
37.	Ratoath College	Major Extension Retender of QS	Retender for new contractor required. Fee proposal and programme with DoES for approval. Retender for Quantity Surveyor required due to retirement of existing QS
38.	Ratoath College	Prefabs	Ongoing rental existing. Application for new prefabs with DoES. Awaiting approval.
39.	Ratoath College	Summer Works – Roof repairs	Ongoing
40.	RSTC	Emergency Works Extraction System	Consultant appointed to oversee project. Funding to be sought through SOLAS FARR 2018 application

41.	Scoil Ui Mhuirí, Dunleer	Major Extension	Contractor onsite –expected completion Spring
42.	Scoil Ui Mhuiri, Dunleer	Removal of Prefabs	Application to be made to Department for funding
43.	Scoil Ui Mhuirí, Dunleer	Technology Benches	Award for 8 no. new benches given
44.	St. Fintina’s Longwood	Old school	Proposal from parish priest for landswap. Valuations in hand
45.	St. Oliver Oldcastle	New Special Needs Unit	Complete. Snagging and final account
46.	St. Oliver Oldcastle	External Play area and courts	Request from school to undertaken these works. Awaiting DoES approval
47.	St. Peter’s College, Dunboyne	Major Extension	Contractor on site - progressing well. Expected handover mid-February
48.	St. Peter’s College, Dunboyne	Major Extension – Furniture & Equipment	Ongoing
49.	St. Peter’s College, Dunboyne	Summer Works – Roof repairs	Ongoing
50.	Youthreach Navan	Fire compliance upgrades	Further works required. Submission to be made to Council before March
51.	All premises	Roof Maintenance Contract	Tender for Roof Maintenance Contract for all schools and centres to be advertised
52.	All premises	Life Safety Maintenance Contract	Life Safety Maintenance Contract for all schools and centres (fire alarm, gas detection, emergency lighting etc) to be procured centrally

\* New projects are highlighted in yellow.

**Board Functions:**

The acquisition, development and disposal of land, including buildings, or any interest in land, including buildings is an approval function of the board under the *Code of Practice for Governance of ETB’s Circular 0018/2015*

The acquisition, holding and disposal of land, or any interest in land is a reserved function under the *Education and Training Boards Act (2013)*

It was resolved **R. 28/01/2018** to approve the update on Land and Buildings as per the report provided.

**Proposed:** Jenny Darcy

**Seconded:** Cllr Oliver Tully

9. **Schedule of LMETB Meetings**

Date	Location
January 18 <sup>th</sup>	Beaufort College
February 26 <sup>th</sup>	St Olivers CC
March 28 <sup>th</sup>	Athboy Vocational School
May 17 <sup>th</sup>	O'Fiaich College
July 19 <sup>th</sup>	Colaiste de Lacy Ashbourne
September 20 <sup>th</sup>	Bush PP
November 15 <sup>th</sup>	Coláiste na hInse

It was resolved **R. 29/01/2018** to approve the schedule of LMETB meetings as proposed by the CE.

**Proposed:** Jenny Darcy      **Seconded:** Ciaran O'Donnell

10. **AOB**

Mr. Smith noted that the Board had approved revised procurement thresholds on 7<sup>th</sup> December and that this reflected ETB wide national policy. He explained that since then we received notification from the Office of Government Procurement that the thresholds above which publication of procurement requests on the Official Journal of the EU is obligatory have changed with effect from 1<sup>st</sup> January 2018. He therefore requested that the Board approve the revised procurement thresholds.

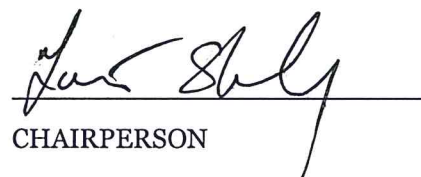
It was resolved **R. 30/01/2018** to approve the revised procurement thresholds as outlined above.

**Proposed:** Jenny Darcy      **Seconded:** Ciaran O'Donnell

All matters being addressed the meeting was concluded by Cllr. Tomás Sharkey. Members were thanked for their attendance.

SIGNED:

  
CHIEF EXECUTIVE

  
CHAIRPERSON

DATE:

26-2-18

26-2-18.

Report – December 2017 – January 2018

**Name of Reporting Officer:** Fiona Kindlon, Director of Schools

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**Leadership in Schools:** Distribution and commencement of work on Circular Letter 0003/2018 Leadership and Management in Post Primary Schools

**Teacher Supply/Teacher Shortage:** Email forwarded to the Department of Education and Skills from LMETB outlining serious concerns regarding Teacher Supply/Teacher Shortage and the impact this is having on teaching, learning and assessment, curriculum coverage, health and safety and facilitation of co-curricular and extra curricular activities. LMETB also highlighted to the Department of Education and Skills that in some cases Principals and Deputies are now having to teach and/or supervise classes and engage in corridor supervision due to lack of teachers/substitutes and that this may impact on the role of Leading Teaching and Learning and in work related to compliance with Circular Letter 18/2015

**Attendance at meetings of the ETBI Task Group on Teacher Supply:** The group is finalising a document for the Department of Education and Skills regarding the impact of lack of teachers/substitutes on ETB schools

**Financial Planning Meetings for School Principals & Secretaries:** Attendance at meetings with CE, Director OSD, Director FET & Finance Officer re: 2017 School Accounts, new codes from 1 January 2018 and 2018 Budgets and Financial Planning for Contributions from Parents/Guardians for the 2018/2019 Academic Year

**Commencement of Planning for 2018/2019:** Meeting with School Leaders and HR regarding planning for the 2018/2019 academic year. Letter issued to all staff regarding personnel planning for 2018/2019

**JCT Cluster for LMETB Louth Schools:** Several of our LMETB Louth schools closed their doors to students on Monday 18<sup>th</sup> December 2017 as they attended their JCT Cluster training event to support the implementation of Junior Cycle Reform in schools

**Meeting with SNAs in our LMETB Louth schools:** As schools were closed to students in several of our LMETB Louth schools on 18<sup>th</sup> December 2017, the Director of Schools met with

the SNAs from those schools. The purpose of the meeting included to provide an opportunity to meet with SNAs and affirm the very important and valuable work which they do with our students, to provide an opportunity for SNAs across schools to meet, to facilitate an overview of LMETB for SNAs, to summarise the contents of Circular Letter 0030/2014 and to engage in a CPD needs analysis with SNAs in order to consider further supports going forward

**International Delegation:** On Friday 15<sup>th</sup> December 2017, LMETB welcomed a group of over 25 teachers from top high vocational schools in South Korea who were visiting Ireland to research vocational education in Ireland and to determine how policies and practices could be brought back and implemented in South Korea. The group were hosted in St. Oliver's Community College, Drogheda by the Director of Schools and the School Principal, Mr. John Halpin. Fiona Kindlon provided an overview of the Irish Education System and the work of LMETB. John Halpin provided an overview of the programmes and curricular, co-curricular and extra curricular activities which take place in St. Oliver's Community College. Fiona and John also highlighted the achievements and progression to third level for LMETB students. The group were particularly interested in the Transition Year Programme and they had an opportunity to hear from two students who are currently engaged in the TY programme at St. Oliver's. The group also had an opportunity to have a tour of the school.

**Continuous Professional Development Programme:** Meeting with personnel from the Middleton Centre for Autism in Armagh to commence planning for training in 2018/2019 for LMETB teachers and parents around supporting young people with Autism and developing teaching, learning and assessment strategies for students with Autism in our schools/colleges

**Junior Cycle Reform:** Planning for training day for LMETB School Principals and Deputies with Junior Cycle Teachers (JCT) Support Service to consider implementation of JC reform in LMETB Schools and to explore the areas of Wellbeing, Assessment and Reporting and the integration of L2LP programmes in schools

**Meeting of LMETB DEIS Co-ordinators & Home School Community Liaison Officers:** purpose of this meeting to commence sharing of best practice across the scheme. Areas covered included DoES DEIS Action Plan 2017, LMETB Strategic Statement and DEIS Plan, Schools Meals/Service Level Agreement/Procurement, HSCL, SCP, DEIS Inspections & Inspection Reports, DoES Programmes for DEIS Schools, DEIS Audits, CPD needs and DEIS planning in LMETB schools

**Communication with Principals and Deputies:** by email, phone, school visits, sharing resources on online platform and Principals meetings

**School Inspections:** supporting school leaders regarding recommendations of recent inspections in schools.

Attendance at meeting of the **Louth and Meath Children and Young People's Services Committee (CYPSC)**

**Attendance at Legal Island Event:** on Monday 11 December 2017 with a focus on Children First and Child Protection Procedures issued from the Department of Education and Skills along with Circular Letter 81/2017

Attendance at and participation in **ETBI Director of Schools Forum** where issues including teacher supply/shortage, child protection procedures, DEIS planning and Junior Cycle Reform are regularly discussed. Concerns have been raised at these meetings regarding the delay in the roll out of the PDST training on the new procedures and the clarity needed regarding mandated persons training, School Child Safeguarding Statements, ETB Safeguarding Statement and the changes needed when reporting to the Boards of Management. ETBI have advised that a brief will issue from the LSSU as soon as possible around the new procedures and the legislation. The Fora requested that ETBI write to the Department of Education and Skills advising regarding training needed urgently to ensure compliance with the new procedures

Planning for the 2017 **LMETB Academic Awards scheduled for Friday 26<sup>th</sup> January 2018** in the City North Hotel.

Participation in **Senior Management Team Meetings** LMETB & Meeting with all Admin Staff in December 2017

**Meeting with National Council for Special Education (NCSE):** regarding planning for students with Special Education Needs 2018/2019

**News from Schools:** JCPAs issued from some LMETB schools to date, schools represented at Young Scientist Competition, School Musicals and Dramas taking place, CPD for Junior Cycle Reform ongoing, planning underway for mock examinations, financial planning for 2018 underway, reviews of posts of responsibility ongoing and several schools engaging with the Department of Education and Skills inspectors regarding advisory visits for School Self Evaluation

**Meetings scheduled:** Plans underway for the Director of Schools to meet with LCA, JSCP, TY, LCVP and SSE co-ordinators in LMETB schools/colleges

**Signed:** Fiona Kindlon

**Date**



# **Further Education and Training Report January 2018.**

**Director of FET**

**Sadie Ward McDermott**

### Presentation of Awards ceremonies: FET LMETB

The late autumn term has been an opportunity to celebrate wonderful achievements of LMETB FET learners, to this end celebratory events have taken place and where available members of committee attended. Your support is gratefully acknowledged and appreciated. This has been a busy time of year in FET, It marks for many Adult Learners the opportunity to complete programmes of study and in so doing is a time at which FET LMETB recognises and celebrates achievement/ completion with awards ceremonies. All award ceremonies were attended by very large numbers of learners and family members, thus making the evenings/days very much family events.

Also in attendance /invited guests include representatives of many employers from both Louth and Meath with whom LMETB works directly to enable and support upskilling of the workforce.

My recognition and acknowledgment to all FET management teams for the coordination of all ceremonies and for leading the teams of teachers and administrators who work on LMETBs behalf to ensure that teaching/ learning and service are both active and vibrant, thus supporting the participation and achievement by learners of such a wide variety of awards. Award

ceremonies included:

- Adult Literacy services North Louth where adult learners were presented with QQI awards at Level 1, 2 and 3 both minor and major awards, a wonderful evening where also the service launched its book of Learner writings 'Words Connect', copy of which is available at January board meeting for all members.
- The Adult Literacy service in south Louth, too had its award evening, Here again many adults who have progressed from one to one adult Literacy tuition service, into group tuition, were presented with QQI certificates at Level 1, 2 and 3.
- LMETB also had the presentation of awards for the BTEI (Back to Education Initiative) Meath. Here learners were presented with QQI full and minor awards at levels 3, 4 and 5. A wonderful evening was had by learners and family members. Of note, at all presentation events, we ask one or two learners, to volunteer to give a reflection on their personal learning journey. At each of the ceremonies referenced, this happened , and it is both a humbling and invigorating presentation, which demonstrates to all in attendance, what a life changing experience , re engagement in learning for adults actually is.
- An award ceremony with a difference was the Apprenticeship craft award ceremony. This is the second year of the Craft Apprenticeship awards in LMETB, Formerly they were held in Dublin and covered the country. This year we were joined by partners CMETB, who have commenced recently Apprenticeship training under their remit. The event was a wonderful occasion held in the Crown Plaza Hotel, attended by Minister of state English (Housing and Urban development), It was a wonderful Apprenticeship craft award ceremony 131 Apprentices graduates. Also at the ceremony, LMETB, took the opportunity to present the second annual Employer Ambassador award to Paul McGee of McGee Electrical, for his outstanding support of the Apprenticeship programme in the LMETB region.

### Intercultural events.

As part of many of our FET programmes we address directly or indirectly issues related to Integration, interculturalism, In order to give life to such topics FET Centres organised intercultural events where custom , dress , food etc. were shared so as to enable breaking down of barriers and identification of and celebration of diversity . Event hosted by our Adult Learning service both celebrated the diversity within our centres Learner population, nowhere was this more evident than in Mosney centre for Assylum seekers and Refugees. All acted as a show case to the wider community of openness and integration within FET LMETB. Intercultural events are a practical demonstration of LMETBs support of Equality, Integration and Diversity within FET In late autumn, an event hosted by Mosney senior management to facilitate the presentation of Gaisce awards to residents of Mosney , was an opportunity where once recipient who is in Youthreach Laytown was presented with his Gaisce award

by none other than President Michal D Higgins. During the visit, The President was afforded the opportunity to visit the Mosney/Imetb Education centre, where he spoke with both staff and Learners about their experience of FET in Ireland. It was a really wonderful day , which the learners really embraced.

To enable and support integration, FET has developed welcome packs for our Learners written in plain English to enable and support learner participation and understanding , FET have also developed a number of Videos which we hope will support communication of FET provision to our wider community, Theses are currently being finalised.

A new induction programme aimed specifically for staff who are working exclusively in ESOL has been developed and trialled , We are pleased with the response of staff to same, and based on feedback will review and update accordingly .

**Post Leaving Certificate Courses/Colleges.**

In January 2018, The PLC review and Response was finally launched, by Minister for Education and Skills R. Bruton. The Launch is most welcome, and PLC management are reviewing documents and considering how going forward this informs development of courses/Practise in the sector. Management and staff of all PLC colleges, have yet again this year developed an exciting range of programmes which combine both creativity, Academic’s and skills development to yield an attractive range of vibrant courses, which will have appeal for all age groups. All PLC colleges Dundalk, Drogheda, Navan and Dunboyne are commencing recruitment for 2018/19 with college open days/recruitment events taking place in January and Feb 2018 1,000’s of young people will attend these very well organised events. This year every effort is made to enable and support both potential adult learners, with evening open sessions and for Leaving cert students and parents we have full days encompassing tours, demonstrations, talks from Teaching staffs and current learners, so that when filling in the CAO, our potential clients hopefully will do so, much more informed by their visits to our colleges. Every effort is made by College management teams, to support taking maximum number of learners into each PLC college. The support of our staff teams is critical to this and I acknowledge and thank them for their continued practical support.

PLC allocated numbers	Numbers of PLC Learners 17/18	Difference
1724	2071 (per Oct Returns)	+347

For further details on course offerings please visit college websites or contact the colleges directly

**Guidance, Recruitment and Information**

LMETB staff from both Education and Training areas combine to form our Guidance recruitment and Information team.

Adult Guidance, recruitment and information teams provide an invaluable information , advice and guidance service also providing engagement and initial assessment for all persons who enquire and or engage directly with the service The GRI service have extended the number of locations they visit to hold half day clinics in rural locations. Thus we are endeavouring to ensure that as much information as possible is available in the local area and that we encourage as many as possible to attend /enrol for any of our courses: Education, Training Part time or Full time. The guidance services locate for half days in rural towns to enable and support access to information and to encourage participation. We have extended this service to address complex needs of those in the Mosney Refugee/Assylum centre on a pilot basis and to date is working well to signpost people.

The Guidance recruitment and information teams are delivering information workshops throughout the region in conjunction with DSP to clients who are unemployed.

During autumn an intensive advertising campaign, encompassing all facets of the Education and Training provision and Schools in LMETB took place, this included a week-long series of interviews with key personnel from all services on local LFM radio, the aim was information provision, and recruitment to Programmes and services. This was very successful. In tandem with this, we ran a coordinated strategy of newspaper articles/Advertising to highlight the wonderful work and success of FET learners in LMETB, the impact of this intensive recruitment and Awareness raising campaign has been significant.

### Community Education

As advised previously, we have just completed recruitment for Community Education posts, persons have commenced employment. Community Education provision has kicked back into full gear this autumn with our CEF personnel engaged on the ground to encourage and support the really important work of our community based Education groups throughout Louth and Meath. An Engagement with such groups takes many forms as is seen as a part of the FET integrated provision, it enables and supports Education /Training provision to be delivered locally to communities so as to enable and support access and participation locally.

### Apprenticeship

The development of both facilities and curriculum for a new Pipefitting Phase 4 Apprenticeship programme in the Dundalk training centre is now complete and operational. Staffing of this programme had to be reviewed as a result of changes outside our control. New staff are in recruitment and all is now on track for the next intake of learners.

Required supports have been put in place to support the development of this programme. These include Curriculum development Training/ Staff mentoring, Literacy /Numeracy supports for Learners as needed, ICT deployment of IPADS to enable the active participation of Apprentices in the Learning process. My thanks to the Adult Learning service who are working to support this initiative?

Significant resources are currently being invested to support Apprenticeship promotion in schools, these include visits of both Staff and Learners to the centre thereby breaking down barriers and allowing people to view our wonderful facilities and get a real feel for the work involved in Apprenticeship. To date the feedback is resoundingly positive. An intensive campaign of awareness and engagement with new employers is continuing a pace, which we trust will bring good quality employers into partnership with LMETB Apprenticeship services.

We have worked with SOLAS national Apprenticeship unit to enable and support the development of this sector, to this end, we have recently received sanction to fill a number of Instructor positions on a full time basis, and this demonstrates both the commitment and acknowledgment by SOLAS of the tremendous work ongoing in LMETB with respect to Apprenticeship.

Recruitment has taken place and my thanks to Committee members who participated in same, we have had an outstanding group of applications, who will once in post provide significant Knowledge, skill and competency to the Apprenticeship staff teams.

Currently staff are developing programmes in the area of Pre Apprenticeship /Pre Traineeships and Transition programmes, to enable and support younger learners to experience craft /trades and skills based programmes in a sampling tyre programme, which enables them to make more informed decisions.

### **New Career Traineeship programmes:**

LMETB is currently working with a number of Employer groupings as it endeavours to chart a pathway to delivery of the new version of Career Traineeships. We are well advanced in this process with Construction federation and Finance/ICT, Hospitality and Engineering sectors, currently we are rolling out career traineeships in:

- ICT
- Hospitality
- Engineering

LMETB have put significant resources into enabling and supporting the success of these programmes, from which the learning will inform future developments. Recent Assessment events attended by senior management of LMETB and Employer representatives, was a resounding success and a showcase of excellence for Employers as to what LMETB can do to support their work and recruitment/Training needs. Further work from each of these pilots has enabled and supported our work with Employers and widened their understanding of how we as an organisation can support the work they do, in regard to both in company training, recruitment and up skilling of new staff who may not otherwise be given an opportunity.

### **Quality Assurance.**

We are actively piloting new innovative use of QQI programmes in the Training Environment and 4 pilots are currently running. To date the feedback is entirely positive from staff and Learners involved. I acknowledge the work of QA Officers in enabling and supporting this process. To date certification is progressing well for these programmes.

Quality Assurance processes and procedures are currently being reviewed by the Director of FET, in conjunction with Centre and College Senior management. This too links to developmental work at national level. As part of this review process of Quality Assurance systems, LMETB working group have developed an Executive Self Evaluation document and Quality Improvement Plan (QUIP) for development work in this area for LMETB. The work planned is extensive and is required in order to ensure re validation of awards by QQI for LMETB. We have met in December with QQI, and a second meeting takes place in February at which time we expect feedback on our proposed action plan.

### **Employer Engagement**

Employer engagement has been a key focus and priority in line with Government policy in Action plan for jobs and Education Policy documents including FET Strategic plan. By working collaboratively on the ground with our partners and also with representative's from Skills For a (x2), we have been able to make very definite and clear linkages with employers which will both inform and support our Course and Programme development. The FET sector has developed linkages with key Employer groupings which is informing and supporting Curriculum development, up skilling of potential new recruits to the company, Up skilling /in company training and development of bespoke courses to meet particular needs of companies or potential companies to the region, In the later we work with Enterprise Ireland to support their work. Currently LMETB is engaged in a review of our current engagement activity to establish how we might better inform our work in this area.

### **Youth Work**

Ongoing liaison with Youth groups across LMETB region, to support role out of Quality standards in youth work best practice guidelines. Youth and community volunteer staff are progressing with up skilling as part of the Level 5 course delivered by community education Programme, to support this valuable work.

Youth club Equipment grant applications have been received and as a result of our recent presentation evening we expect 102 groups to benefit from the grant awarded (Subject to compliance with documentary information). On that basis LMETB expect that 5,621 young people will derive benefit from these Equipment grants with approximately 1,139 adult volunteers involved with voluntary youth work across Louth and Meath who it is hoped will benefit from the supports available.

Currently we are engaged in the roll out and administration/Support of groups in this process and I acknowledge the work of LMETB Youth Officers in this regard.

#### Partnership working/Collaborative Actions FET

During the autumn , LMETB worked as it has throughout the year , with our colleagues in Louth and Meath Local Authorities , Partnerships Louth and Meath, DSP, Reception and Integration service, HSE , Chambers of Commerce, Local employers in Louth and Meath . All work fosters collaborative action and enables sharing of information so as to avoid duplication of effort. Enterprise

engagement events, in collaboration with Meath and Louth Enterprise officers, were very positive and hopefully will encourage our learners to view this as an option on exit from FET programmes.

Currently we are working with and alongside a number of local agencies and for a, to enable and support the achievement of government's agenda in regard to Education/Training, Activation, Job Creation, etc., The following gives but a sample of the agency working, All committees have action plans, In all LMETB are active/Lead agents on actions, All of this work is ongoing and being progressed alongside dedicated LMETB work.

- Louth community Development committee: LECP and SICAP plans. Respectively.
- Meath Community development committee: MECP and SICAP Plans respectively.
- Louth Economic Forum
- DSP inter agency forum senior management teams
- Peace IV working group.
- North East FLAG: Fisheries local area group development plan.
- Skills Fora North East (Ref Action plan for Jobs )
- Skills Fora Mid East. (Ref Action plan for Jobs )

#### Advertising campaigns

Billboard Advertising campaign: In recognition of the wonderful work being done by LMETB in conjunction with Mosney Management team, The Mosney management team approach LMETB, offering to partner in the billboard advertisement campaign run over the Dec/Jan period in Louth and Meath. LMETB FET are most appreciative of this very generous recognition and support of LMETBs work.

Local Radio, Newspaper and Flyers are being used to advertise:

- Evening courses commencing in January 2018. Enrolment is ongoing at time of writing. A wonderful array of courses both hobby /Leisure and skills based courses are available in 10 centres across LMETB as part of our Self Financing programme.
- PLC open days which are ongoing in January 2018.

Feedback on such advertising is always encouraged and most welcome.

#### FET strategic planning review and reporting

All staff teams and Centre/Programme managers have been actively engaged in programme review and planning over the past number of weeks. We are now entering a phase of reporting on Beneficiaries and

categories as per our target cohorts/ programmes, to this end I acknowledge staff up skilling and engagement in reporting processes. This involves all staff members working in FET in varying levels of administrative reporting. The process of reporting will not be fully complete until end of Janry 2018 in respect to 2017 year, but the following tables give a visual presentation based on inputs up to and including December 2017. However this is still a work in progress and so figures may be subject to revision by end of January, when the FAR system closes.

LMETB FET commenced planning for 2018 in October and had a very successful planning event for key management personnel in FET, speakers included representatives from SMLRU SOLAS, IBEC, Enterprise Ireland and DSP. The process of review of our activities with our partners and employers is ongoing so as to endeavour to capture the views of as many in our community as possible.

FAR 2018 application process has to date been an annualised process, This year for the first time we are asked to plan for 2018-2020, thus new planning templates are currently being rolled out and require significant detail. All FET management teams are involved actively in this process.

The committee of LMETB are also encouraged to give of their views in the attached template document or indeed by email if that is easier for member's.

Year to date in 2017 11,699 learners have commenced courses, with 21,594 YTD beneficiary figure participating in FET programmes. The following tables give a visual outline of our strategic goals for FET (Table 1) Additional tables (2-7 hereunder) outline key targets and enrolments as they parallel same YTD 2017. Details for same have been extracted from the FAR/PLSS systems. The data is reflective of information fed into multiplicity of data fields by LMETB senior managers, this process of data input is still ongoing, A final update on 2017 figures will be available at the next meeting .



## FET LMETB Strategy – Key Goals



Table 1 Key FET Strategic goals

Table 2 Provisional Beneficiaries in FET 2017

Programme Name	TOTAL as of 31/12/2017	Projected for 2017
Adult Literacy Groups	2631	3156
ESOL	2009	1567
ITABE	146	96
Refugee Resettlement	296	239
Skills for Work	157	102
Voluntary Literacy Tuition	208	214
Apprenticeship Training	735	901
Bridging and Foundation Training	34	76
Community Training Centres	105	128
Evening Training	638	927
Local Training Initiatives	273	260
Specialist Training Providers	204	259
Specific Skills Training	601	676
Traineeship Training	100	178
BTEI Groups	1245	1565
Community Education	2355	2581
FET Cooperation Hours	1579	1441
PLC	3726	3366
VTOS Core	354	365
Youthreach	642	437
<b>TOTAL</b>	<b>18038</b>	<b>18534</b>

Night Classes Louth (Spring and Autumn)	1565
Night Classes Meath (Spring and Autumn)	1183
<b>Total</b>	<b>2748</b>



Table 3: Total number of Learners YTD enrolled in FET 2017 Versus projected per relevant strategic target category

Name of the Programme	Number of FET Learners 2017	FET Learners Projected for 2017	Variance
Adult Literacy	5447	5374	73
Training Provision	2690	3405	-715
BTEI Groups	1245	1565	-320
Community Education	2355	2581	-226
FET Cooperation Hours	1579	1441	138
PLC	3726	3366	360
VTOS Core	354	365	11
Youthreach	642	437	205
<b>TOTAL</b>	<b>18038</b>	<b>18534</b>	<b>-496</b>

\* This is provisional data as FARR system is open till 22nd January and complete data will not be available until then.

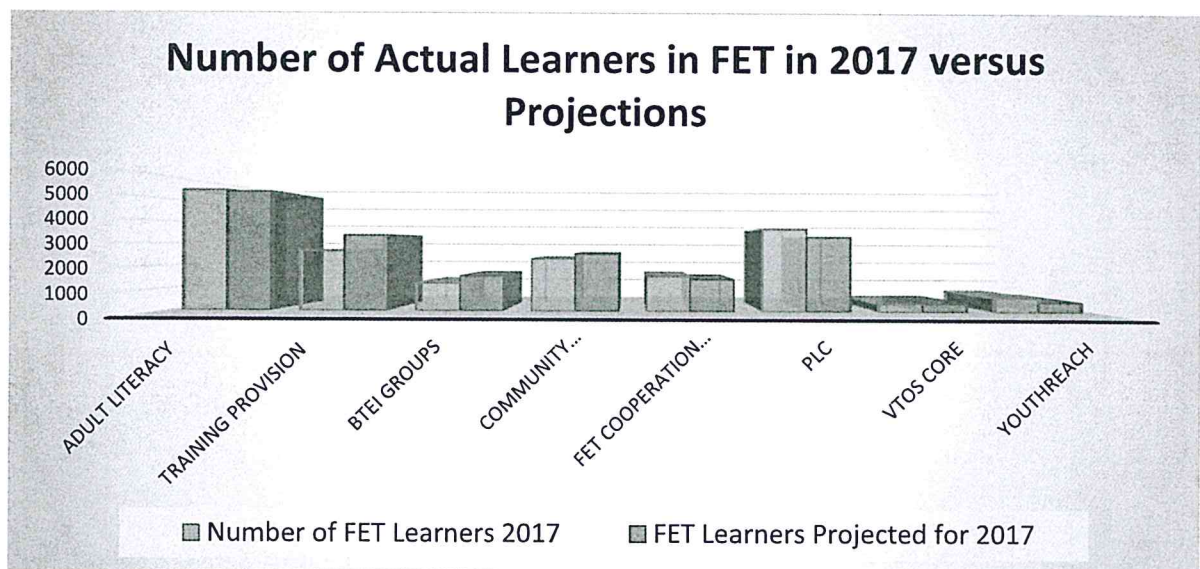


Table 4 Demonstrate overall number of new learners in FET YTD October 1, per target category: LTU, Youth Guarantee and Persons who declare a disability

Learners 2017	Total
Long Term Unemployed	5116
Person with disability 2017	2365
Youth Guarantee	254
Other	10303
<b>TOTAL</b>	<b>18038</b>

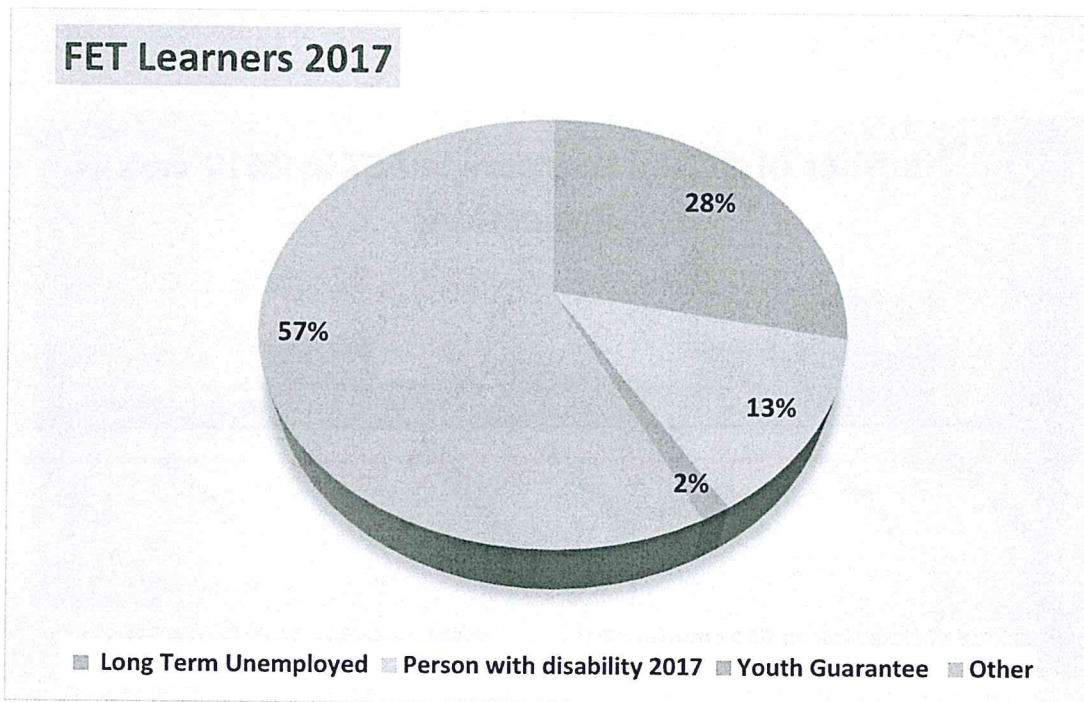


Table 5 Total number of Learners YTD enrolled in FET per relevant strategic target category: LTU

Name of the Programme	Number of FET Learners 2017	Long Term Unemployed 2017
Adult Literacy	5447	2750
Training Provision	2690	1042
BTEI Groups	1245	438
Community Education	2355	459
PLC	3726	133
VTOS Core	354	294
<b>TOTAL</b>	<b>15817</b>	<b>5116</b>

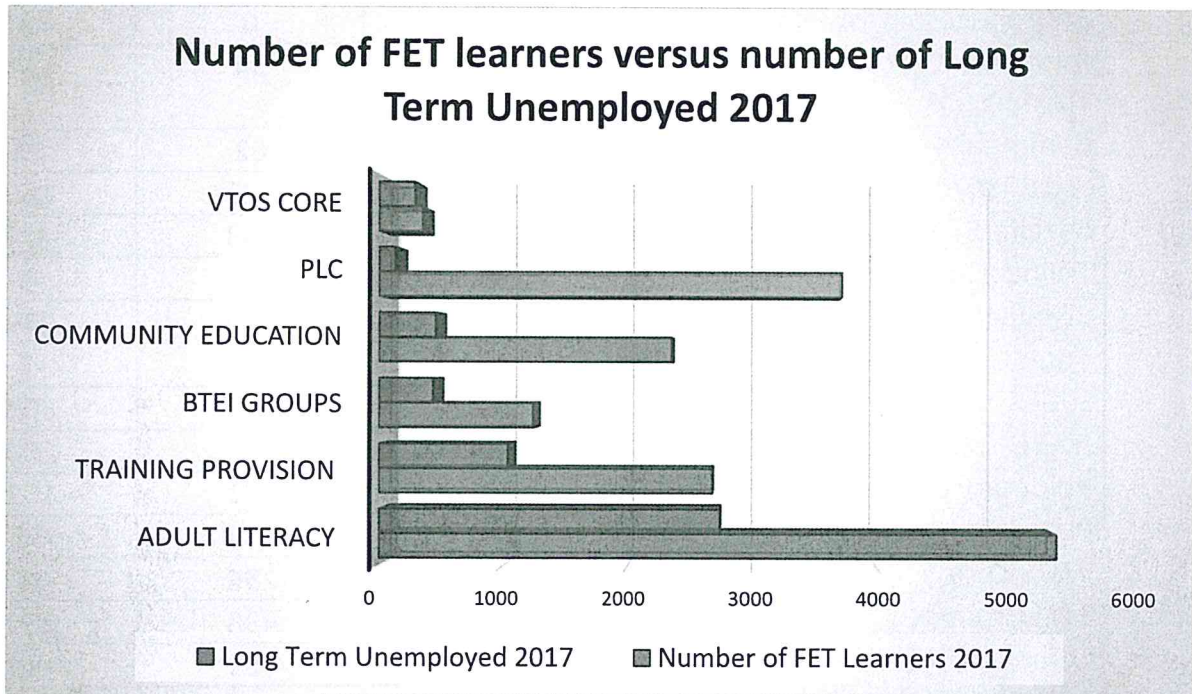


Table 6 Total number of Learners YTD 2017 enrolled in FET per relevant strategic target category: LTU versus projected

<b>Programme Name</b>	<b>LTU Total Projected for 2017</b>	<b>LTU Total Actuals Year-to-date for 2017</b>	<b>Total Yet to be Achieved (Actuals less Projected) 2017</b>
Apprenticeship Training	136	0	-136
Bridging and Foundation Training	56	34	-22
Community Training Centres	0	62	62
Local Training Initiatives	0	165	165
Specific Skills Training	580	453	-127
Traineeship Training	88	79	-9
Evening Training	0	249	249
Adult Literacy Groups	1477	1470	-7
ESOL	372	977	605
ITABE	32	132	100
Voluntary Literacy Tuition	19	171	152
PLC	67	133	66
VTOS Core	260	294	34
BTEI Groups	208	438	230
Community Education	489	459	-30
<b>TOTAL</b>	<b>3784</b>	<b>5116</b>	<b>1332</b>

Name of the Programme	LTU Total Projected for 2017	LTU Total Actuals Year-to-date for 2017
Adult Literacy	1900	2750
Training Provision	860	1042
BTEI Groups	208	438
Community Education	489	459
PLC	67	133
VTOS Core	260	294
<b>TOTAL</b>	<b>3784</b>	<b>5116</b>

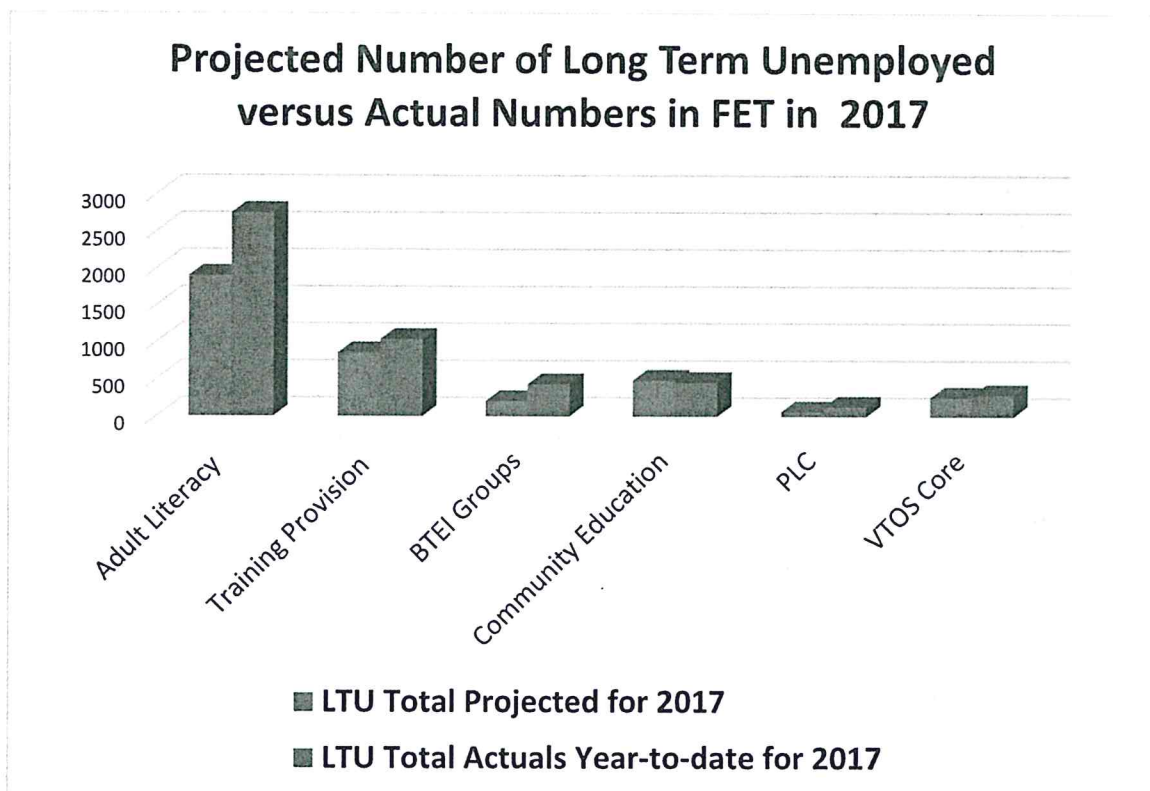


Table 7 Total number of Learners YTD 2017 versus projected enrolled in FET per relevant strategic target category: Stated Disability.

<b>Programme Name</b>	<b>Total Projected for 2017</b>	<b>Total Actual Number of Persons with a Disability Year-to-date for 2017</b>	<b>Total Yet to be Achieved (Actuals less Projected) 2017</b>
PLC	156	206	50
Specialist Training Providers	259	135	-124
VTOS Core	27	34	7
Youthreach	38	81	43
BTEI Groups	63	52	-11
Community Education	395	318	-77
FET Cooperation Hours	1230	1293	63
Adult Literacy Groups	253	214	-39
ESOL	0	10	10
ITABE	2	5	3
Voluntary Literacy Tuition	2	17	15
<b>TOTAL</b>	<b>2425</b>	<b>2365</b>	<b>-60</b>

<b>Name of the Programme</b>	<b>Projected number of persons with disability</b>	<b>Actual number of person with disability</b>
Adult Literacy	257	246
Training Provision	259	135
BTEI Groups	63	52
Community Education	395	318

FET Cooperation Hours	1230	1293
PLC	156	206
VTOS Core	27	34
Youthreach	38	81
<b>TOTAL</b>	<b>2425</b>	<b>2365</b>

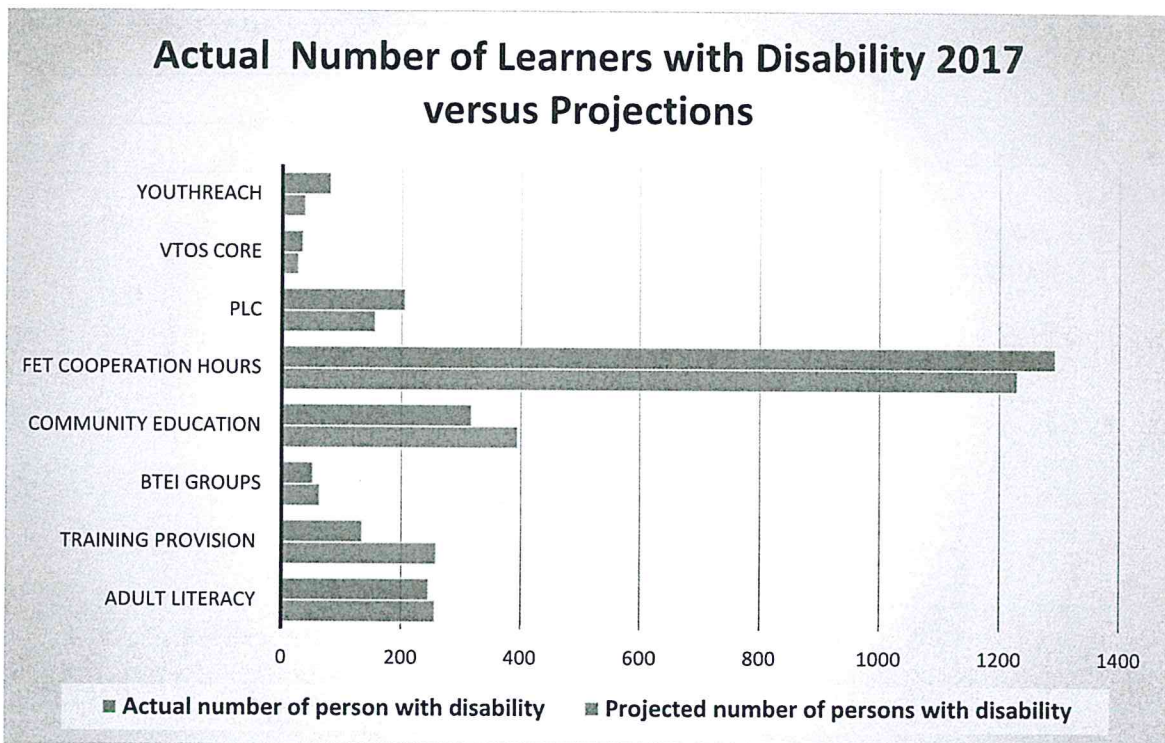


Table 8 Comparison of FET learners 2016 and 2017 FET (YTD), funded by SOLAS/DES

Name of the Programme	Number of FET Learners 2017 as of 15/1/2018	FET LEARNERS 2016
Adult Literacy	5447	5746
Training Provision	2690	2455
BTEI Groups	1245	1171

Community Education	2355	2561
FET Cooperation Hours	1579	1419
PLC	3726	3548
VTOS Core	354	319
Youthreach	642	615
<b>TOTAL</b>	<b>18038</b>	<b>17834</b>

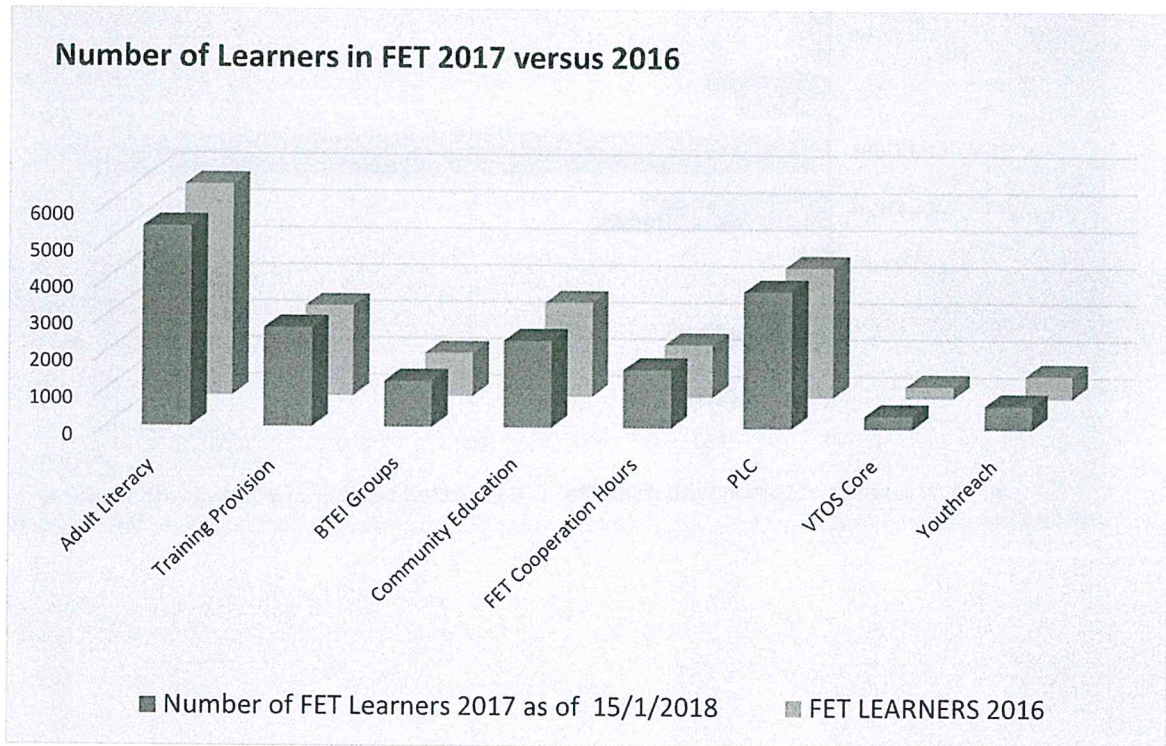


Table 9: Number/Category of courses per Skills cluster 2017 (provisional)

Skill Clusters	Number of courses scheduled to start in 2017	Beneficiaries
Agriculture, Horticulture and Mariculture	5	25
Animal Science	7	224
Arts & Crafts	6	127
Built Environment	79	596



Business, Administration	45	788
Core ICT	54	673
Core Personal	1124	7594
Engineering	5	76
Engineering (IT)	3	14
Engineering (Mechanical)	18	98
Engineering (Transport)	6	31
Entrepreneurship	8	53
Financial Services	4	56
Food and Beverage	5	129
General Learning	499	3940
Hairdressing, Beauty and Complementary Therapies	15	323
Health, Family other Social Services	54	1424
Information Technology	12	232
Language	2	27
Management	1	17
Manufacturing	57	204
Media Graphics Communications	9	255
Sales & Marketing	10	148
Science and Technology	7	184
Security, Guarding & Emergency Services	3	39
Sport and Leisure	11	264
Tourism	10	287
Transport, Distribution & Logistics	16	179
Web Development & Design	6	96
<b>Total</b>	<b>2081</b>	<b>18103</b>

I thank Committee members for their on-going support of our FET work, It is really so important that Learners have the opportunity to meet with and understand the work of the Committee and this can be facilitated in Presentation and celebratory events in centres. My sincere thanks to all members for their continued support and encouragement of our FET learners.

Sadie Ward McDermott  
Director FET January 2018

**LMETB Meeting 18th January, 2018**

**Receipts and payments to 31st December, 2017**

(1) Summary	Expenditure	Receipts	Surplus/(Deficit)
	Total	Total	
<b>Expenditure</b>			
Pay (Schools & HO)	60,511,578	60,291,824	(219,753)
Other non pay (Schools & HO)	4,756,988	3,671,858	(1,085,131)
Associated Programmes (Schools)	2,671,038	2,244,839	(426,199)
Further Education and Training	26,790,360	28,260,267	1,469,907
Youth Services	254,840	88,989	(165,851)
Agencies and Self Financing	7,264,216	8,899,999	1,635,783
Capital (Schools & HO)	22,717,239	22,766,168	48,930
<b>Total</b>	<b>124,966,259</b>	<b>126,223,945</b>	<b>1,257,686</b>
			0
<b>Total Receipts</b>	<b>126,223,945</b>		
<b>Surplus/(deficit)</b>	<b>1,257,686</b>		

**(2) Notes**

Overall Funding exceeds expenditure by €1.25m. The main reasons for this are:

	€m
Pay expenditure exceeds funding by €0.22m - funding due	(0.22)
Expenditure in schools and head office non-pay exceeds funding by €1.09m - Funding due and opening balance.	(1.09)
Expenditure under Associated Programmes exceeds funding by €0.43m - due to opening balances.	(0.43)
Funding in Further Education and Training exceeds expenditure by €1.47m	1.47
Expenditure for Youth Services exceeds funding by €0.17m. Funding due for 2017.	(0.17)
Funding for Agencies and Self-Financing exceeds expenditure by €1.63m.	1.64
Funding for capital projects exceeded expenditure by €0.05m.	0.05