

Longford and Westmeath Education and Training Board

Annual Report 2019

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Chief Executive's Foreword

Dr Christy Duffy, Chief Executive LWETB

The 2019 LWETB Annual Report is an opportunity to take stock of and present how LWETB has progressed over the past year. 2019 has been a year of significant development for LWETB as we move towards achieving the targets set out in our 5-year Strategy Statement. While the mission values and goals of the organisation do not change what we see is that LWETB operates in an increasingly complex environment where each of the service delivery areas have their own emerging lines of reporting and accountability in a process of reform.

An example of this is how our responsibility for Youth Work is an area of growth and development in LWETB. While our statutory responsibility for youth work is set out in the ETB Act 2013, 2019 has seen significant changes in how that is being operationalised. We have had extensive engagement with The Department of Children and Youth Affairs during the year which also saw the publication of our inaugural 3-year Youth Work Plan 2019-2022.

Another development during the year was that LWETB was successful in our application for Music Generation and is the lead partner for the new Music Generation programme in Longford. We look forward to working with Longford County Council and our other partners as we bring about a new service to the young people of Longford in the coming years.

2019 also saw the formation of a new board for LWETB. We recognise and appreciate the work done by the previous board which was the first full term for a board of the new LWETB organisation in a period of substantial transition and change. As we move towards a different phase in our development we look forward to how our new board will help lead and direct us in that growth and reform.

A handwritten signature in black ink that reads "Christy Duffy". The signature is written in a cursive, flowing style.

Christy Duffy

Chief Executive LWETB



Board of Longford and Westmeath Education and Training Board

Chairperson's Address

It is this time of year again when we look back over the past year with great pride on the work and achievements of the Longford Westmeath Educational Training Board (LWETB). It is a great honour for me to submit this annual report to you now for viewing.

The brief of the LWETB as a statutory organisation is far reaching with responsibilities for Second Level Schooling, Youth services and Further Education & Training (FET) services in both counties. It is incumbent on us as a Board to have all relevant policies and strategies in place to provide the best educational opportunities for all our student population in order to prepare them for whatever future career they would like to undertake. We also have a major responsibility to ensure that our schools and offices are of the highest standards for both our students and staff.

The academic, sporting and musical skills of these students over the last year continues to excel. This is also attributed to the excellent commitment and educational standards of our teaching staff. The increasing demand on our FET service is a testament of the excellent work of its staff in providing new and exciting courses to its students to meet the requirements of employers.

To our Chief Executive Officer, Dr. Christy Duffy, his full management team and both the administrative and teaching staff of the entire LWETB network I say thank you for your continued commitment and dedication towards education and training.

After the local elections last May, a new Board was elected to the LWETB. I would like to take this opportunity to sincerely thank my previous Board members for their excellent work in supporting our students.

Finally, I would like to acknowledge with sincere thanks my current Board members who work so diligently and selflessly with endless energy to provide the best possible educational opportunities for all the students within our LWETB structure.

A handwritten signature in dark ink that reads "Cllr. Frankie Keena". The signature is written in a cursive, flowing style.

Cllr. Frankie Keena,
Chairman of LWETB

LWETB Board Members January - June 2019

Name	Nominating Body
Cllr. Seamus Butler (Deputy Chairperson)	Elected by Longford County Council
Cllr. Sorca Clarke	Elected by Westmeath County Council
Fr. Paul Connell	Bodies specified by the Minister
Cllr. Una D'Arcy	Elected by Westmeath County Council
Cllr. Michael Dollard	Elected by Westmeath County Council
Cllr. Tom Farrell	Elected by Westmeath County Council
Mr. Declan Flanagan	Staff Representative
Cllr. Ken Glynn	Elected by Westmeath County Council
Ms. Celine Kearney Medforth	Bodies specified by the Minister
Cllr. Frankie Keena (Chairperson)	Elected by Westmeath County Council
Cllr. Liam McDaniel	Elected by Westmeath County Council
Ms. Pauline Smyth	Parents Representative
Mr. Mark Murphy	Parents Representative
Ms. Tess Murphy (replaced James O' Keffe Mar 2019)	Bodies specified by the Minister
Cllr. Peggy Nolan	Elected by Longford County Council
Mr. James O' Keffe (resigned Jan 2019)	Bodies specified by the Minister
Mr. Pat O'Rourke	Bodies specified by the Minister
Cllr. Pat O'Toole	Elected by Longford County Council
Cllr. Mae Sexton	Elected by Longford County Council
Cllr. Emily Wallace	Elected by Westmeath County Council
Ms. Denise Watkins	Staff Representative

LWETB Board January - June Meeting Dates 2019*
22 nd January, 2019
26 th February, 2019
26 th March, 2019

*Board Members Meeting Attendance can be found at Appendix 1

LWETB Board Members' Expenses January - June 2019

Board Member	Statutory Meetings €	Interview Boards Mileage €	Attendance at Conference/ Seminars €	Other €	Interview Board Expenses €	No. of Board Meetings Attended Jan – Jun 2019
Cllr. Seamus Butler	39	0	0	0	0	3/3
Cllr. Sorca Clarke	0	0	0	0	848	2/3
Fr. Paul Connell	0	0	0	0	565	2/3
Cllr. Una D'Arcy	0	0	0	0	0	3/3
Cllr. Michael Dollard	0	0	0	0	707	3/3
Cllr. Tom Farrell	197	175	0	0	707	3/3
Mr. Declan Flanagan	0	0	0	0	0	3/3
Cllr. Ken Glynn	0	0	0	0	0	2/3
Ms Celine Kearney Medforth	243	0	0	41	0	2/3
Cllr. Frankie Keena	37	181	98	0	707	3/3
Cllr. Liam McDaniel	0	0	0	0	0	2/3
Mr. Mark Murphy	107	0	0	0	0	2/3
Ms. Tess Murphy	0	0	0	0	0	1/1
Cllr. Peggy Nolan	121	0	0	0	0	2/3
Mr. Patrick O' Rourke	190	231	0	0	565	2/3
Cllr. Pat O' Toole	0	0	0	0	424	3/3
Cllr. Mae Sexton	108	0	0	72	0	1/3
Ms. Pauline Smyth	74	0	0	0	0	1/3
Cllr. Emily Wallace	0	0	0	0	141	2/3
Ms. Denise Watkins	82	0	0	0	0	2/3
Total	1,198	587	98	113	4,664	

LWETB Board Members July - December 2019

Name	Nominating Body
Mr. Luke Casserly	Bodies Specified by the Minister
Mr. Donie Cassidy	Bodies Specified by the Minister
Cllr. Aoife Davitt	Elected by Westmeath County Council
Cllr. John Dolan	Elected by Westmeath County Council
Cllr. Michael Dollard	Elected by Westmeath County Council
Ms. Josephine Donohue	Bodies Specified by the Minister
Ms. Niamh Ginnell	Bodies Specified by the Minister
Cllr. Ken Glynn	Elected by Westmeath County Council
Cllr. Gerry Hagan	Elected by Longford County Council
Mr. Colm Harte	Bodies Specified by the Minister
Cllr. Louise Heavin	Elected by Westmeath County Council
Cllr. Frankie Keena (Chairperson)	Elected by Westmeath County Council
Cllr. Denis Leonard	Elected by Westmeath County Council
Ms. Kathleen McGahern (replaced Caroline Murphy Oct 2019)	Parents Representative
Ms. Caroline Murphy (resigned Sept 2019)	Parents Representative
Mr. Mark Murphy	Parents Representative
Cllr. Garry Murtagh	Elected by Longford County Council
Cllr. Peggy Nolan	Elected by Longford County Council
Ms. Mary O'Brien	Staff Representative
Cllr. Pat O'Toole (Deputy Chairperson)	Elected by Longford County Council
Cllr. Emily Wallace	Elected by Westmeath County Council
Mr. Colin Whyte	Staff Representative

LWETB Board July - December Meeting Dates 2019
30 th July, 2019 Post Election Meeting
30 th July, 2019 Second Meeting
24 th September, 2019
15 th October, 2019
18 th November, 2019

LWETB Board Members' Expenses July - December 2019

Board Member	Statutory Meetings €	Interview Boards Mileage €	Attendance at Conference / Seminars €	Other €	Interview Board Expenses €	No. of Board Meetings Attended Jul – Dec 2019
Mr. Luke Casserly	0	0	0	0	0	2/3
Mr. Donie Cassidy	0	0	0	0	0	3/3
Cllr. Aoife Davitt	0	0	0	0	0	5/5
Cllr. John Dolan	0	0	0	0	0	5/5
Cllr. Michael Dollard	80	0	0	0	1413	5/5
Ms. Josephine Donohue	0	0	0	0	0	2/3
Ms. Niamh Ginnell	88	0	93	0	0	3/3
Cllr. Ken Glynn	81	0	0	0	0	5/5
Cllr. Gerry Hagan	0	0	0	0	0	5/5
Mr. Colm Harte	0	0	0	0	0	3/3
Cllr. Louise Heavin	0	0	0	0	0	4/5
Cllr. Frankie Keena	285	1157	0	405	1978	5/5
Cllr. Denis Leonard	0	0	0	0	0	5/5
Ms. Kathleen McGahern	64	0	0	95	0	1/2
Ms. Caroline Murphy	0	0	0	0	0	1/1
Mr. Mark Murphy	107	0	0	0	0	3/4
Cllr. Garry Murtagh	94	0	0	47	0	5/5
Cllr. Peggy Nolan	121	0	0	0	0	5/5
Ms. Mary O' Brien	177	0	72	0	0	5/5
Cllr. Pat O' Toole	272	343	0	0	946	5/5
Cllr. Emily Wallace	0	0	0	0	0	1/5
Mr. Colin Whyte	0	0	0	0	0	5/5
Total	1,369	1,500	165	547	4,337	

Audit Committee Membership and Meeting Dates

Under s45.1 of the Education and Training Boards Act 2013, LWETB is obliged to establish:

- (a) a committee to examine and report to that board on financial matters relating to the board (in this Act referred to as a "finance committee"), and
- (b) a committee to assist the board in discharging its internal audit functions (in this Act referred to as "audit committee").

Audit Committee Members (January - June 2019)
Mr. Gerard Quirke (Chairperson)
Cllr. Sorca Clarke
Mr. Stephen Kerr
Mr. Thomas McDermott
Mr. Pat O' Rourke
Mr. James O' Keeffe (resigned January 2019)
Cllr. Tom Farrell (replaced James O'Keeffe)

Meeting Dates 2019
10 th January, 2019
31 st January, 2019
18 th February, 2019
20 th March, 2019

Audit and Risk Committee Members (July - December 2019)
Mr. Gerard Quirke (Chairperson)
Mr. Donie Cassidy
Mr. John Duffy
Cllr. Gerry Hagan
Ms. Kathleen McGahern
Mr. Pat O' Rourke

Meeting Dates 2019
5 th December, 2019

*Committee Members meeting attendance can be found in Appendix 2

Finance Committee Membership and Meeting Dates

Finance Committee Members (January - June 2019)
Cllr. Michael Dollard (Chairperson)
Mr. Hugh Farrell
Ms. Ann Nugent
Cllr. Pat O'Toole

Meeting Dates 2019
18 th February, 2019
19 th March, 2019

Finance Committee Members (July - December 2019)
Cllr. Michael Dollard (Chairperson)
Cllr. John Dolan
Mr. John Duffy
Mr. Hugh Farrell
Ms. Ann Nugent
Cllr. Pat O'Toole

Meeting Dates 2019
03 rd December, 2019

*Committee Members meeting attendance can be found in Appendix 2

Longford and Westmeath Education and Training Board

Key Statistics

Schools



Services	No. of Primary locations	No. of Participants
Post-primary students	8	3209
Post Leaving Certificate students	2	262
Self-Financing Night Courses	1	591
Total	11	4062

Further Education and Training



Services	No. of primary locations	No. of Beneficiaries
Further Education and Training	10	8,711
Adult Guidance Service	3	3,651
Total	13	12,362

Youth Services



Services	No of Primary Locations	No of Beneficiaries (approx.)
Volunteer led clubs	40	1,700
Staff – led projects / services	10	3,000
Total	50	4,700

Energy Efficiency Report

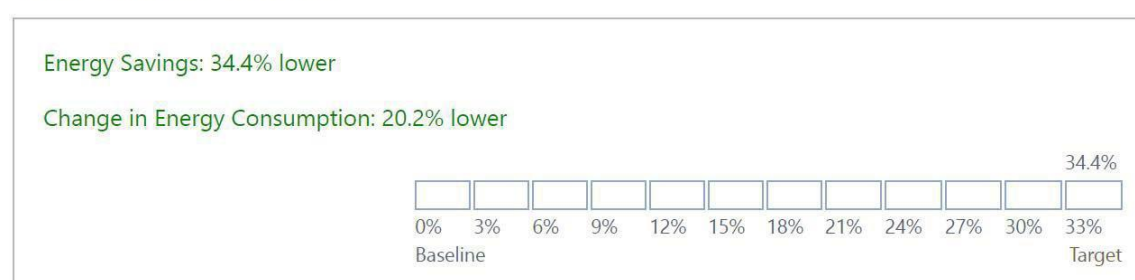
Statutory Instrument 542 of 2009 requires public sector organisations to report annually on their energy usage and actions taken to reduce consumption. Efficiency gains have been achieved through structured energy management, building and facility upgrades, better energy procurement and through behavioural change within the organisation.

LWETB continues to strive for decreases in energy usage, and has submitted information on all schools, centres and offices as required to SEAI.

LWETB are currently achieving 34.4%. The target for 2020 is 33%.

See diagram below which indicates the LWETB energy savings to 2018, as per the baseline figure of 2009.

Since Baseline to 2018



Energy Performance Indicators - 2018



8.8% worse than 2017

34.4% better than baseline

2.1% better than 2020 target

10.1% better than target 'glidepath'

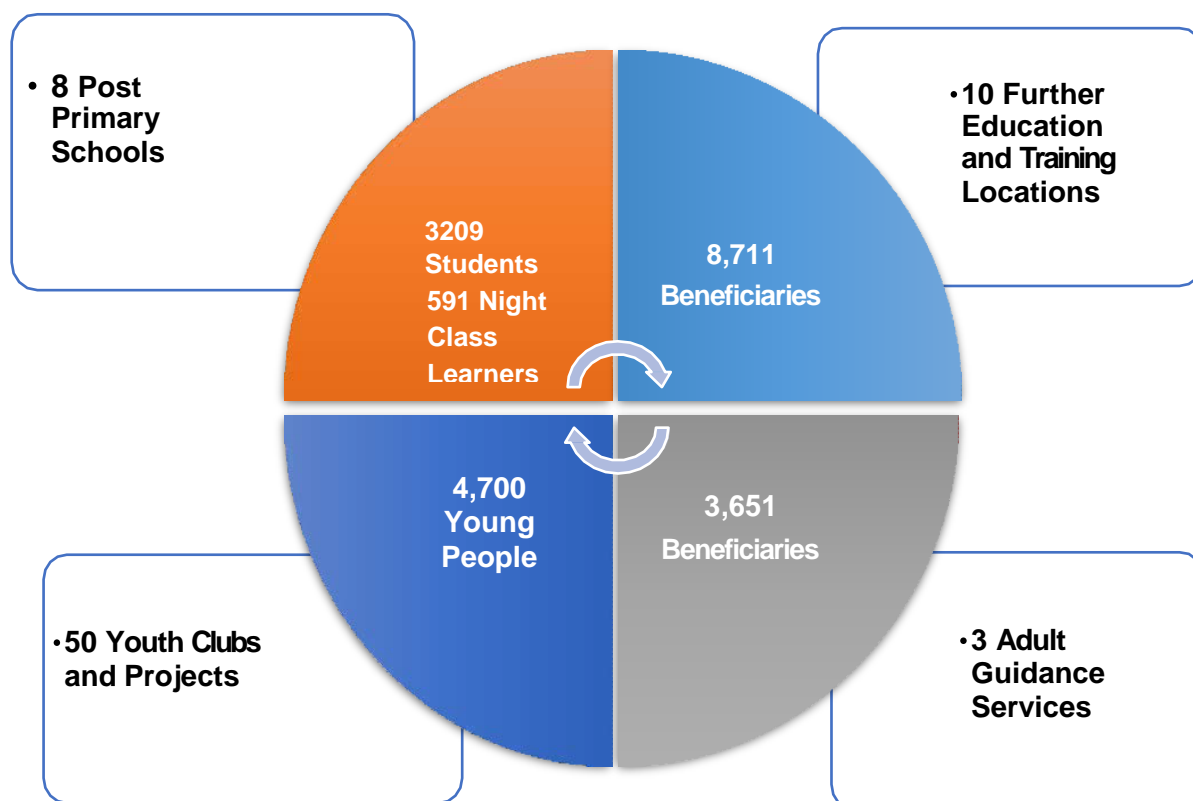
Level 2 Energy Performance Indicators (2018)

Electricity = 981 $\frac{\text{kWh}}{\text{No. full time pupils}}$	5.4% better than 2017
Thermal = 614 $\frac{\text{kWh}}{\text{No. full time pupils}}$	43.0% worse than 2017
Transport = 0 $\frac{\text{kWh}}{\text{No. full time pupils}}$	0.0% worse than 2017

Location of LWETB Services



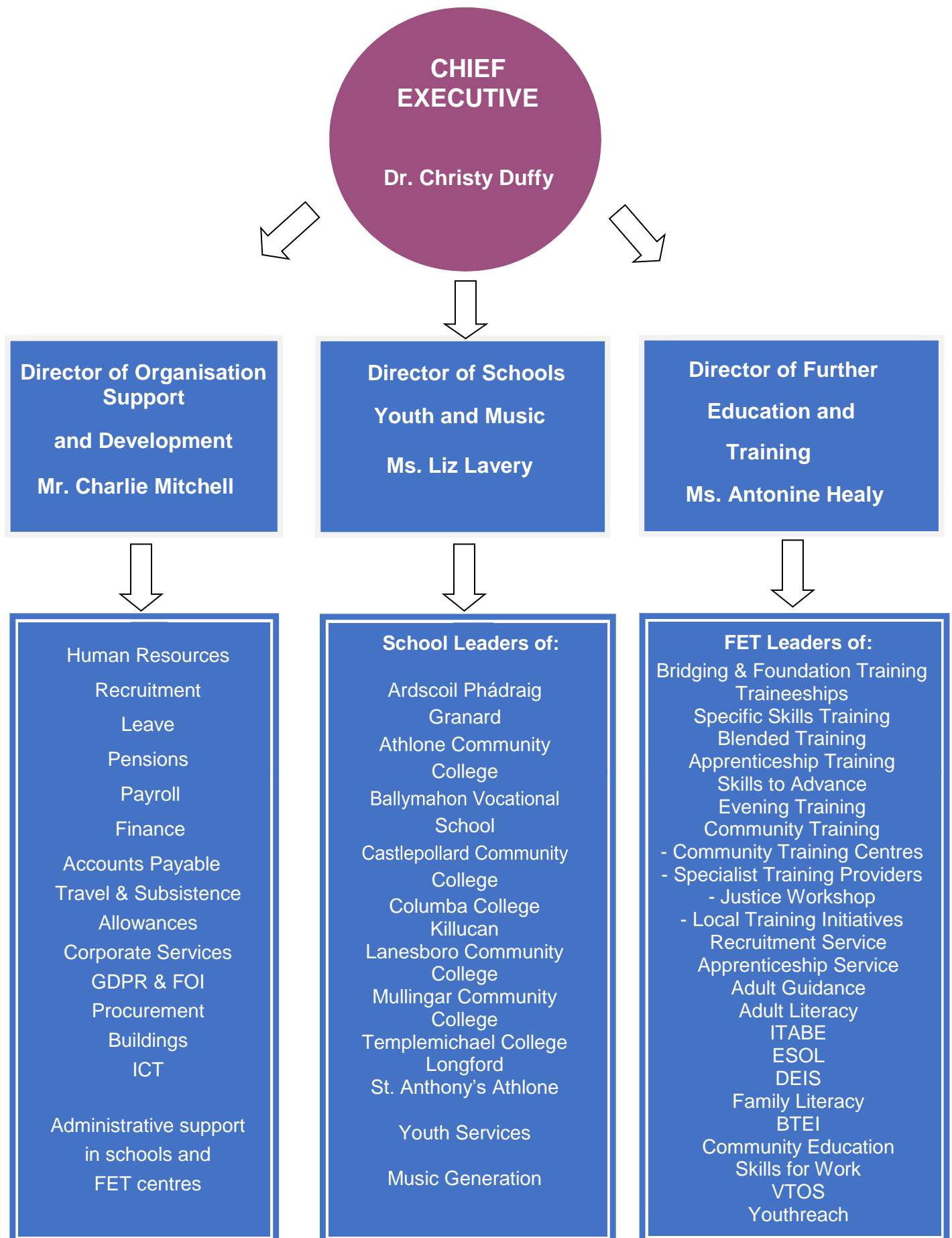
Location of LWETB Services	
Schools 1 Ardscoil Phádraig, Granard 2 Athlone Community College 3 Ballymahon Vocational School 4 Castlepollard Community College 5 Columba College, Killucan 6 Lanesboro Community College 7 Mullingar Community College 8 Templemichael College, Longford	Further Education and Training 15 Athlone FET Centre 16 Ballymahon FET Centre 17 Granard FET Centre 18 Longford FET Centre 19 Mullingar FET Centre
9 St. Anthony's, Athlone	20 Athlone Training Centre
PLC Provision 12 Mullingar Community College 13 Templemichael College, Longford	Youthreach and VTOS 21 Ballymahon Youthreach 22 Delvin Youthreach 23 Kilbeggan Youthreach 24 Longford Youthreach 25 Athlone VTOS 26 Longford VTOS 27 Mullingar VTOS
14 LWETB Head Office Mullingar	28 Longford Office



LWETB Staff Breakdown 2019

Category	Total
Post Primary Teachers	433
FET Teachers/Tutors/Instructors	223
Administration Staff	120
Co-ordinators/ Centre Heads	21
Resource Workers	12
Maintenance Staff	30
Support Staff (SNA)	62
Exams	71
External Authenticator	15
Board Members	28
Total	1,015

LWETB Organisational Chart



LWETB Vision, Mission, Values and Strategic Goals

In 2017, LWETB developed a 'Strategy Statement 2017 – 2022' as required under Section 27 of the 2013 ETB Act. This Strategy Statement sets out the high level goals and objectives for Longford and Westmeath ETB for the next five years. The Strategy Statement is the appropriate basis and background for reviewing the achievements of LWETB during 2019 and provides the framework in this annual report for each of the four areas that follow namely Schools, Youth, FET and OSD.

OUR VISION

To develop and deliver nationally and internationally recognised high quality, vibrant, professional education and training services

OUR MISSION

To provide dynamic, diverse and innovative education and training services

Our Values



OUR STRATEGIC GOALS 2017-2022	
Goal 1	Deliver Professional, high quality, learner-centred education and training services
Goal 2	Enhance the learning experiences and outcomes for learners
Goal 3	Foster effective communication, collaboration and partnerships
Goal 4	Progress the development of effective organisational structures
Goal 5	Support a culture of continuous development with staff

Report 2019 Schools

Goal 1: Deliver professional high quality, learner-centred education and training services

1.1 Create a Learner Charter for LWETB

Following considerable research into the development of a Learner Charter for LWETB, a draft Learner Charter has been completed. This charter outlines what learners can expect from LWETB services and what LWETB can expect from participants across all programmes. The final draft of the Learner Charter was circulated to school leaders, FET leaders, staff, students and representatives of the Parent Association Network for feedback on content.

Final amendments are now being made and the final version of the Learner Charter will be produced.

1.2 Develop a LWETB Teaching and Learning Strategy

LWETB has conducted considerable research into the development of 'Longford and Westmeath Education and Training Board Principles for Education and Training' document. A draft document outlining guiding principles on Why, Who, What and Where we teach coupled by the LWETB goal for educators has been developed and is currently under review. Following the completion of the draft document, it will be circulated to all programmes for input.

A key area for development in 2019 is the continued implementation of ICT in schools to promote quality teaching and learning outcomes for students. An initial draft document 'Information and Technology Strategy - Information and Technology Teaching and Learning Strategy for Schools, Further Education and Training' has been developed and is currently under review by LWETB senior management team. This draft document outlines clear goals for LWETB in the regarding the delivery of quality infrastructures to support ICT across the organisation and the delivery of relevant training and development to all staff.

1.3 Planning and coordination of programmes

Implementation of the new Junior Cycle continued to roll out across all LWETB schools. Short courses provided during 2019 includes CSPE, PE, Coding.

School Culture Programme:

LWETB provides opportunities to enhance student learning and experiences by offering a broad range of cultural and extra-curricular programmes to students.

LWETB provide opportunities for students to participate in overseas trips each year. During 2019, Columba College Killucan brought 43 students to Belgium with a further 23 students visiting Barcelona. Athlone Community College led a hockey trip to Seville, Spain. Templemichael College of Further Education participated in the Erasmus Exchange programme with 20 students travelling to Tenerife in 2019.

Other trips during the year included a Roddy Doyle Workshop, Creative Writing Workshops, Ecology Trips, Museum of Country Life, Natural History Museum, Zoo, Theatre, Ploughing Championship, Lough Key Forest Park, Youth Conference Athlone, RSA Awareness, Athlone Training Centre, Bowling, Ice Skating, Dail Eireann, Local companies and businesses, CAO Information Day, Facebook, Credit Union Quiz, Aisling Festival, Longford Leader Project, ESB Network, Field Trip Howth, Green Flag, Strokestown House, National Gallery, Gael Breatach, Macbeth, Student Council Seminars, Comhairle Na Nog, An Trisl, TY Trip – Belfast, An Gaeltacht, Bowling, Ice skating, RSA.

Competitions:

LWETB participated in a variety of competitive activities as part of their school year. These include: BT Young Scientist, Scifest, Concern, Soroptomist, Gael Linn, Young entrepreneurs, County Enterprise Competition, Shaping for the Future – 3D Printing and

Engineering competition, YSI Competition, County Westmeath EcoGarden.

Prize winners:

Ardcoil Phadriag: Girls Midlands Basketball – Silver Medallists

Athlone Community College: Soroptomest Competition – 1st Prize

Ballymahon Vocational School: Spanish Translating Competition – 1st Prize

Columba College Killucan: Scifest – Senior Category 1st Prize, Junior Category 1st Prize, Scifest Nutrition Category 1st Prize, Westmeath Championship Under 16's Senior Badminton– 1st Prize. Leinster Championship Under 16's – 1st Prize. Westmeath Eco Garden – 1st Place.

Lanesboro Community College: 2nd Place – Social and Behavioural Category and 2 students Highly Recommended for their projects. Junior Chess Team (Girls) 3rd Place.

1.4 Quality assurance provision (Establish Quality Assurance (QA) Teams in all sectors to ensure quality provision and results 2018 – 2020

The Director of Schools serves as a member of the LWETB Quality Oversight Group supporting the implementation of quality outcomes for students in FET programmes and attended 8 meetings during 2019.

School leaders from Mullingar Community College and Templemichael College serve on the newly established Quality Governance Group and Programme Governance Group and support Post Leaving Certificate provision and outcomes in their schools. A Quality Assurance Briefing was held in Athlone Training Centre on 10th April 2019. The briefing provided updates on LWETB Quality Assurance systems, the introduction of the Quality Oversight Group (QOG), Quality Governance Group (QGG) and Programme Governance Group (PGG).

1.5 Identify innovative responses to current and future needs

An Enterprise Engagement team is currently under development. LWETB Network Groups have been established and include Guidance Counsellor Network, Home School Liaison Team, School Administrative Network, Caretakers and Cleaner Network. These groups were established to enable staff share good practice and develop innovative ideas in all aspects of LWETB schools. All schools hosted Open Days in October and November 2019 inviting potential students and their families to visit schools and meet the staff. LWETB PLC providers participated in development and implementation of LWETB Executive Self Evaluation and Quality Improvement Plan. The Reconfiguration for Diversity process in primary schools was commenced during 2018. The Implementation Phase is yet to commence as LWETB awaits further direction from DES.

The Director of Schools attends the Director of Schools Forum monthly where updates include information on redeployment options for teachers in Community National Schools (CNS), staffing allocations and patronage competitions were presented. Publications regarding CNS schools is available on CNS website and LWETB Website.

Goal 2: Enhance the learning experiences and outcomes for learners

2.1 Feedback from learners and parents

Learner Feedback:

LWETB have launched the development of student voice across all schools. LWETB supported this initiative by engaging the expertise of Ms. Denise Kelly, Education Consultancy Services to commence the roll-out of this initiative and provide guidance for staff and students regarding the importance of student voice in all our schools. Ms Kelly presented a briefing to school leaders on Friday 29th November and outlined the importance of this initiative and how schools can support young people have a say in their learning and become ambassadors for their schools.

Tools to support engagement and mechanisms for obtaining quality feedback from students has commenced as part of this project.

Parent Feedback:

Following engagement with each schools' Parent Association, an LWETB Parent Association Network has been established on a pilot basis for one year. An Initial information meeting outlining the rationale for the network was presented by the Director of Schools on 22nd May 2019. 5 representatives for LWETB schools attended - 1 x ACC, 1 x APG, 1 x CCK, 2 x MCC. LWETB contacted the Chairperson of the National Parents Council for support for the newly formed group. Follow up meeting was held on Monday 7th October. A Terms of Reference has been developed for this group. The network has identified 2 possible projects to be explored with a view to implementation in spring 2020. Central to these projects will be the establishment of systems, tools and mechanisms to garner feedback and input from parents into the future.

In line with GDPR requirements regarding information on student welfare and progress, schools continue to correspond with all parents, students and BOM's providing guidance, protocols and mechanisms to facilitate feedback to parents of students over 18 years of age. Following the establishment of the new LWETB Board in June 2019, new Boards of Management were formed in all LWETB schools. These boards were ratified by LWETB board at their meeting on 15th October 2019 in Marlinstown and will remain in place for the duration of the LWETB Board.

2 ICT-Enhanced Learning

LWETB provided considerable investment in developing and upgrading ICT infrastructures in all schools. Projects during 2019 included:

Upgrading of network in Mullingar Community College, Columba College Killucan and Castlepollard Community College, provision of 191 laptops, 6 charging Trolleys, 47 iPads, 150 PC's, 8 DCG Desktops, Interactive Whiteboards, projectors, and provision of new phone systems in all schools.

CPD for staff in the use of Office 365, SharePoint and One Note is ongoing during 2019. All schools engaged in 'ICT Clinic Days' provided on-site in each school for staff.

2.3 Tracking and Reporting on inputs

Attendance Strategies:

LWETB schools have initiated and developed a range of attendance strategies to encourage student attendance in schools. These include designating senior staff members to set targets and strategies for strands as outlined in DEIS Plan, school management systems tracking patterns of lateness, regular contact with parents, engagement with EWO, and Monthly Attendance Awards. Tools are currently under development to devise tracking tools to measure success of attendance strategies in LWETB school's year on year.

Retention:

7 LWETB schools have DEIS status. In line with DEIS planning schools engage a number of strategies to support retention rates in schools. These include engagement with Whole School Guidance service, provision of JCSP, TY, LCA, LCVP and Stepping over to Secondary (aid transition for students from primary to second level). Other school supports include Home School Community Liaison personnel, School Completion Programmes, Care Team, Guidance Counsellor, school meals, breakfast clubs, dinner clubs and after school study. PLC retention rates are monitored and tracked on a monthly basis to ensure adult students are supported if attendance becomes an issue. Students are registered on the PLSS system for monitoring purposes.

Attainment:

To monitor attainment at a wider level, LWETB require all schools to submit school exam results for both Junior Cycle and Leaving Certificate to the Director of Schools. Implementation of AFL strategies to ensure positive student engagement, differentiation, quality written feedback, on-going results analysis in each school, clear target setting, JCSP programme, DATS/CATS testing, Information evenings for parents, SCP.

Progression:

Progression Reporting Templates were developed and circulated to Guidance Counsellors in LWETB schools during September 2019. These reports aims to provide an overview of progression routes for students leaving our schools each year. 409 students completed

Leaving Certificate during 2019. Of the 409 students, 167 students progressed to 3rd level education, 101 students enrolled in PLC courses, 21 progressed to apprenticeships, 39 went directly into employment, 13 students chose to repeat the Leaving Certificate, 27 students took a year out, 3 left Ireland to return to their native counties, 2 are studying abroad, 3 entered military service. The remaining students had not identified their progression path.

Awards:

At the Annual LWETB Academic Excellence Awards 14 Leaving Certificate students were honoured by LWETB for achieving the highest academic results in their respective schools. The awards ceremony was held in the Park Hotel, Mullingar on Friday 6th September. Each student was presented with an engraved crystal bowl by the Chief Executive of LWETB to mark their outstanding achievements.

Student Supports:

LWETB schools provide ongoing support services to students. These supports include Class Tutor, Guidance Counsellor, Home School Liaison and pastoral supports.

Students are supported in their transition from primary to post-primary through initiatives for 6th Class children and where available the School Completion Programme.

Following recommendation from the Guidance Counsellor Network, bespoke branded folders to support Guidance Counsellor in student management has been developed to provide consistency and standardisation of record keeping in LWETB schools. These have been disseminated to all schools.

School inspections are tracked each year by the Director of Schools. Inspections in LWETB schools during 2019 include:

Ardcoil Phadraig Granard: Tech Graphics and Design and Communication Graphics - 4th March, Subject Inspection - 28th November 2019.

Athlone Community College: Design and Communications Graphics and Technical Graphics 24th January 2019.

Ballymahon Vocational School: Subject Inspection – Metalwork and Engineering 30th January 2019.

Castlepollard Community College: Subject Inspection – Metalwork and Engineering 17th January 2019.

Columba College Killucan: Incidental Inspection 22nd October

Lanesboro Community College: Inspection 7th March

Mullingar Community College: Incidental Inspection 14th May. Subject Inspection 23rd October

Templemichael College: English Inspection 5th Feb 2019.

A Health & Safety Authority Inspection took place on April 11th, 2019 in Castlepollard Community College. A comprehensive review of inspection reports received to LWETB schools was presented to school leader at a meeting in June 2019. Briefing Documents and PowerPoint presentation was prepared and circulated to school leaders for presenting at school level. All Inspection were presented to LWETB board.

2.4 Improving facilities and resources

LWETB welcomed the announcement of two major extensions in LWETB schools.

Castlepollard Community College extension includes a multiuse gym and fitness suite, a soundproof music room, a modern library and Design and Communication Graphics (DCG), Art and Science labs. Columba College Killucan extension includes 2 class SEN suite, science lab and associated prep room, prefab replacement comprising of 1 general classroom, 1 construction room with the associated prep room, general purpose dining area. Director of Schools and Director of OSD attended meeting with representatives of NDFA on 8th April to progress building projects.

School Building projects during 2019 included:

Ardcoil Phadraig: Storage area extension for Woodwork room with an investment of €30K.

Columba College Killucan: Upgrading of Tennis Court facilities. Total investment €56K.

Lanesboro Community College: Community project for the provision of an astro turf pitch at school. This collaborative project was fully resourced through Leader funding with

a spend of €240K in total.

LWETB also supported 2 local primary schools at the request of the DES in the management of major extension projects to St. Tola's primary school and Gaelscoil Longfoirt.

Branding:

LWETB engaged expertise in the design of new branding for the organisation. The new branding comprises of new logo, headers and footers using a colour scheme of blue and maroon. The finalised branding is currently being disseminated to all areas of the organisation.

Website:

LWETB developed a new website for the organisation during 2019. The website is currently with the hosting company and is due to go live in January 2020.

2.5 Staff CPD/Mentoring

School based CPD:

LWETB support and encourage all staff to engage in CPD. Courses availed of by school staff during 2019 included on-going JCT in-service, First Aid, VS Ware, Cluster Days CPD, PDST across wide range of subjects, CAO Conference, NBSS, Voluntary Enrichment Programme, 'Get up Stand Up', Children First, NBSS Parents Plus, Tanaiste, Misneach and Droichead programmes

LWETB Orientation Programmes:

All teaching staff commencing employment with LWETB are required to attend an Orientation Day for Newly Appointed Teaching Staff. The 2019 event took place in Athlone Training Centre on Wednesday 21st August. 41 staff attended this event. 3 LWETB teaching staff and 3 students were involved in delivery of programme.

1 LWETB Principal and 2 Deputy Principal's attended Day 2 of ETBI Conference for Newly Appointed Leaders on 28th March 2019 in Park Hotel Mullingar. 3 principals and 2 Deputy Principals attended a conference for newly appointed leaders on 19th and 20th September in the Sheraton Hotel Athlone.

Leadership Training:

'Striving for Excellence in LWETB Schools' developed a bespoke training programme to support schools in the implementation of Circular Letter 03/18 and new middle leadership structures in schools. Training was provided for senior school leaders on 5th March, 25th March and 3rd April. To complement the school leaders programme, a further 2-day training programme for newly appointed and existing Assistant Principals took place in Athlone Training Centre on 28th and 29th May.

IPB Risk Management and Reporting Training for school leaders and AP staff with responsibility for risk reporting took place on 20th May.

Conferences:

8 Principals and 8 DP's attended Principal Conference held on 30th and 31st January held The Mount Wolseley Hotel in Tullow, Co. Carlow.

Other training programmes in 2019 included:

First Aid Training for Cleaners and Caretakers – 1st and 2nd May. ICT upskilling for Cleaners and Caretakers – 21st May.

Orientation and Training Session for newly appointed Grade 3 staff in LWETB – 15th October and 27th November.

Sharepoint - 14 school leaders attended SharePoint training on 18th January in Athlone Training Centre.

ICT Clinic Days for staff were held in all schools during January and February 2019.

Goal 3: Foster effective communication, collaboration and partnerships

3.1 ICT Strategy including structure re use of systems and programmes

Continued engagement with stakeholders in the finalising and further implementation of ICT Strategy as set out in LWETB Principles for Teaching and Learning. LWETB have identified key goals during the continued upgrading of ICT infrastructures across LWETB

schools.

These include productive use of technology in the classroom, ICT upskilling for all staff, high quality resources and use of digital learning platforms.

All LWETB schools operate Office 365 with a number of schools using IPad technology. One school is currently preparing to apply for Apple Distinguished School Status. Digital Learning Committees have been established in 6 schools with roll out of those committees ongoing.

3.2 Develop a Communications strategy

Considerable desk research has been conducted to support the development of an LWETB Communications Strategy. This strategy will aim provide a consistent, integrated approach to communicating and promoting education and training programmes to stakeholders both within and external to LWETB. A draft Communications Strategy has commenced and this draft document will be circulated to all stakeholders when complete.

3.3 Create Collaborative teams

Collaborative Networks:

LWETB have established a number of networks to support delivery of quality learning, teaching and support systems to schools.

Networks:

School Administrative Network - meeting 28th February 2019.

Caretaking and Cleaner Network - Caretakers/cleaners meeting held 15th February 2019.

Guidance Counsellor Network – established in June 2019. First meeting held on 13th May with 5 Guidance Counsellors representing their schools in attendance. School Completion Programme – meetings held in Longford and Westmeath on 6th February and 20th May 2019.

Special Needs Assistants Network established. First meeting held on 26th June 2019 with 25 SNA staff attending.

Parent Network formed as a pilot. 2 meetings held in June and October 2019.

Review Groups:

ICT GDPR Discussion Group was established during 2019 to review use of ICT in the classroom and the consideration of GDPR requirements in this area. A meeting to discuss these matters was held on 25th January 2019 and 10 reps from across all 8 schools attended.

Education Groups:

English Learning Community organised the first LWETB Debating Competition for LWETB schools. This event took place in the Park Hotel Mullingar on 29th April 2019. 2 teachers from LWETB schools led this project with 4 teachers involved in the delivery of this initiative. 22 students competed in the competition with 100 students in total attending on the day.

School Leaders:

School Leader Meetings: meetings 2019 on the following dates: 17th January, 4th February, 8th March (Risk Management), 11th April, 17th June, 24th September, 29th November. School Planning, Budget and Allocation meetings held on-site in each school during January and February 2019.

Integrated School Planning Meetings for each LWETB school was held in Head Office Marlinstown on 2nd, 3rd and 17th September 2019. These individual meetings were and hosted by the Director of Schools and Director of OSD. All School Leaders were requested to attend. Agenda items included Finance, budget management, Recruitment, CPD, Risk Management and Teacher Allocation.

3.4 Enhance partnerships and alliances with external stakeholders and bodies

LWETB in collaboration with Ballyboro Soccer Club led a joint project for the installation of an astro turf pitch in Lanesboro Community College. This very successful project was funded by Leader Company Longford and cost in excess of €240K. Templemichael College, Longford and Mullingar Community College in collaboration with Athlone IT are

currently engaged in the piloting of the Connect Project.

This programme is aimed at 5th year students and will run between late January and early March 2020. The AIT and College Connect Coaching programme seeks to engage senior cycle students residing in areas with a low progression rate to higher education and who also face significant challenges associated with socio-economic disadvantage. The programme is designed to give students a vibrant college experience whereby they attend workshops specific to courses on offer and are supported by college student mentors throughout.

Music Generation:

Music Generation Offaly/Westmeath (MGOW).

LWETB in partnership with Offaly County Council (Lead Partner), Westmeath County Council and Laois Offaly Education and Training Board provides Music Generation programmes to young people across County Westmeath. MGOW musicians work with over 6,000 across Offaly and Westmeath providing a range of initiatives to children and young people which include singing and instrument tuition focused programmes, along with developing ensemble opportunities. The DOS represent LWETB at the management group and attended meetings on 11th Jan, 14th Feb, 10th April and 17th June and 13th Sept.

Music Generation Longford

LWETB is delighted to be the Lead Partner for Music Generation Longford. This good news was announced in May 2019 and commenced with the appointment of a Music Generation Development Officer in December 2019. The Music Generation Development Officer will take up her position in January 2020 with the office for Music Generation Longford will be based in LWETB Office, Battery Road, Longford. Director of Schools has been nominated as the LWETB nominee to Longford County Childcare Committee and will represent LWETB on this committee.

Goal 4: Progress the development of effective organisational structures

4.2 Develop an approach that builds capacity for change management

Supported school leaders through the development of a bespoke training programme in the implementation of a distributive leadership model with particular focus on supporting newly established Assistant Principal posts within schools. This programme was delivered over 5 days and included 3 days for school leaders from all LWETB schools. This was followed by training for newly appointed and existing Assistant Principals and was delivered over 2 days on 28th and 29th May with 36 staff attending. CE and DOS attended Seminar for Patrons of Community and Comprehensive Schools on 26th February 2019 in Park Hotel Mullingar. CE and DOS attended Seminar for 'Patron's Day: Consultation on the Core Values Review on December 4th.

4.3 Embed good governance across LWETB

All schools briefed regularly regarding on-going changes on legislative requirements. Risk Registers reviewed and amended to adequately monitor and report on risks. Schools continue to engage with DOS and Director of OSD regarding risk management, accountability, and compliance and was included as an agenda item during Integrated Planning Meetings with all schools.

Health and Safety in Schools – A small working group comprising of 2 school principals and led by the DOS was established to review health and safety matters across 8 schools. As a result of a comprehensive review of needs, Tool Kit and health and safety file for schools was finalised and disseminated to schools in November.

School leaders are regularly updated regarding corporate governance requirements and responsibilities as dictated by Circular Letters, GDPR, Child Protection, School Admissions Bill etc. at school leaders' meetings. Risk Management presentation day to school leaders held on 8th March. Round table training held in this area on Monday 20th May 2019.

4.4 Participate in national initiatives and fora

LWETB and Director of Schools, Youth and Music continue to engage with DES and ETBI in the development of educational forums, working groups and shared services for ETB sector. These include:

Director of Schools Forum, ETBI CPD Task Group, LWETB Director of schools Forum - Key Leader for Inclusion (SEN), Co-chair of ETB National Principals Forum, ETBI nominee to the SEN Management Representative Group and member of ETBI Conference Committee.

Schools:

LWETB school leaders represented on School Principal Forum hosted by ETBI by Columba College Principal. Issues and information relevant to schools disseminated by representative to school leaders.

Projects during 2019 included:

Amber Flag, Positive Mental Health, Green Schools, TY Men's Shed, Onebook, Cookery Classes for parents, Operation Transformation for school community, Parent Book Club, TY Partnerships with local industries, School Choir, Student Enterprise club, Build a Bank Challenge, GAA Coaching, Work Experience, Health Promotion, LGBT Awareness Week, Wellbeing Action Research Project (1 of only 16 second level schools involved in this programme), Pieta House Resilience Programme, Mind your Manners Workshops, Primary School visits, National Tree Week, Wellbeing Week, School Business Partnerships, Tidy Towns, Local Volunteering.

Goal 5: Support a culture of continuous development with staff

5.1 CPD Strategy for LWETB

LWETB provide on-going support to schools through various methods. These include: One to one support for school leaders; Senior school management team meetings; Attendance at ETBI School Leaders Conferences; Attendance at ETBI Induction Programme for newly appointed Principals and Deputy Principals.

Report 2019 Youth Services

Highlights and key achievements:

- Submission and approval of DCYA - Area Profiling, Needs Assessment and Service Requirement Reports (APT) for Longford Town, County Longford, Athlone and Mullingar.
- 10 Staff-led/professional projects.
- 40 Volunteer-led youth groups and clubs.
- Active stakeholder in ongoing DCYA reform programme.
- 33% budget increase from 2018.
- Transfer of 3 DCYA projects from CDYSB to LWETB in Q4.

Goal 1: Deliver professional high quality, learner-centred education and training services	
1.3 Planning and coordination of programmes	
<p>2019 Youth Work Service Plan; some areas of the Service Plan are still in progress. 2018 Annual Progress Report submitted to DCYA. Finalisation and progression of actions contained in Youth Work Plan 2019 – 2022. Completion, submission and approval of DCYA - Area Profiling, Needs Assessment and Service Requirements (APT Project) for Longford Town, County Longford, Athlone and Mullingar areas including 7 Service Requirements for current targeted youth projects. Transfer and administration of 3 staff-led DCYA projects in Athlone and Mullingar through Youth Work Ireland Midlands from CDYSB to LWETB from Q4 2019.</p>	
1.4 Quality assurance provision	
<p>The provision of Quality Assurance regarding NQSF (National Quality Standards Framework) are still ongoing. Verification visits/checks carried out with sample of staff-led and volunteer- led projects.</p>	
1.5 Identify innovative responses to current and future needs	
<p>New targeted youth work project approved and commenced for County Longford through Longford Community Resources clg. Full year implementation of enhanced targeted youth project in Longford Town through Longford Community Resources clg. Ongoing delivery of under 18 Drug and Alcohol Prevention and Treatment Support Service in Longford and Westmeath (Extern MYDAS Project) in association with the Midland Regional Drug and Alcohol Task Force (MRDATF) and the HSE. Administration and implementation of DCYA Youth Employability Initiative in Mullingar through Youth Work Ireland Midlands. LGBTI+ initiative delivered through Youth Work Ireland Midlands in Athlone.</p>	
Goal 2: Enhance the learning experiences and outcomes for learners	
2.4 Improving facilities and resources	
<p>€29,494 allocated to 3 staff-led youth projects for essential repairs, upgrade of facilities and the purchase of equipment. €21,072 allocated to 37 volunteer-led youth clubs and groups for the purchase of equipment.</p>	

Goal 3: Foster effective communication, collaboration and partnerships

3.4 Enhance partnerships and alliances with external stakeholders and bodies

The Youth officer represented LWETB on the following groups and committees:
 Westmeath LCDC.
 Children and Young Peoples Services Committee (CYPSC). Comhairle na nÓg Steering groups, Longford and Westmeath.
 Midland Regional Drug and Alcohol Task Force (MRDATF) & Finance Sub Committee.
 RAPID Teams, Mullingar and Athlone. Local project/service interagency groups.

Goal 4: Progress the development of effective organisational structures

4.3 Embed good governance across LWETB

The Youth Work Unit had a total budget of €804,293.
 The Youth Work Unit administered €708,425 in funding to 10 staff-led projects and 40 volunteer-led groups and clubs.
 The Youth Work Unit monitored 9 Service Level Agreements and 4 Funding Contracts including all associated oversight.
 126 individual payments/transactions administered.
 A Risk Assessment was completed by the Youth Work Unit and included in the LWETB Risk Register.

4.4 Participate in national initiatives and fora

The Youth Work Unit worked on a collaborative basis with colleagues across the ETB sector:
 Vice-chair of Irish Youth Officers Association. Member of WTBI Youth Work Committee.
 Member of ETBI delegation to DCYA.

Report 2019 Further Education and Training (FET)

Goal 1: Deliver professional high quality, learner-centred education and training services
1.1 Create a Learner Charter for LWETB
<p>Learner Charter desk research was commenced. A Draft Learner Charter and template for feedback were developed. Learner engagement regarding the charter commenced in 2019 when the LWETB Learner Charter was disseminated to FET Learners as well as staff for their feedback. Feedback has been collated and will influence the finalised charter.</p>
1.2 Develop a LWETB Teaching and Learning Strategy
<p>Progress was made with the creation of a Teaching and Learning Strategy for FET. Initial desk research of Teaching and Learning strategies was completed and a draft document on LWETB Principles for Education and Training Services was developed. LWETB Principles for Education and Training Services was dissemination to FET Leaders and staff who deliver our programmes for feedback. Feedback has been collated and will be incorporated into the final document.</p> <p>LWETB's Director of FET is a member of the SOLAS National Steering Group for CPD and contributes to the national CPD plan for FET of which teaching and learning is identified as one of the seven strategic areas for the sector.</p> <p>A FET Professional Development Framework was started in 2018 and was completed during 2019.</p> <p>LWETB's ICT/procurement team identified ICT projects for 2019 which have enhanced the teaching and Learning Strategy and will further expand and enhance the teaching and learning strategy. Projects included the upgrading of our ICT platforms, the installation of high speed broadband, a move to "Cloud" based computing in a number of FET Centres, the upgrading of computers and associated equipment to enrich the learning experience of participants.</p>
1.3 Planning and coordination of programmes
<p>The Director of FET contributed to LWETB's 2019 Service Plan. Once approved by the board of LWETB, the service plan was continuously reviewed by the Senior Management team during the year. As part of the process of review new FET initiatives were identified and advanced in response to emerging client needs.</p> <p>All Funding Allocations Requests templates (FAR 1, 2, 3 and 4) were completed and submitted to SOLAS during 2019. These encompassed the planning and budgeting of all FET programmes and required three budgetary returns to SOLAS annually.</p> <p>LWETB's progress with the SOLAS Strategic Performance Agreements was formally reviewed by and with SOLAS on the 10th December 2019. A SOLAS report on our progress will issue in 2020, however, initial indications on the six targets which were set and subsequently benchmarked is positive.</p>
1.4 Quality Assurance Provision
<p>The Quality Oversight Group (QOG) established in 2018 is now fully functioning. Development work around corporate governance moved onto phase 2 and contributed to the overall development of the new LWETB QA system.</p> <p>Elements of the implementation plan for the New QQI Standard for FET in LWETB were completed in 2019. The Quality Governance Group (QGG) and Programme Governance Group (PGG) were established. The Quality Improvement Action Plan and a Policies and Procedures Work Plan was expanded. Working groups will be initiated during 2020 in response to goals set by the Quality Governance Group and Programme Governance Group</p> <p>Quality related activities</p> <ul style="list-style-type: none"> • During 2019 a total of 37 QA themed meetings were held. • A half day Quality Assurance information session was designed by the Quality

Oversight Group and held in May. Its purpose was to keep staff informed about the impending changes to the LWETB quality system with QQI. The event was attended by representatives of all FET services within LWETB.

- A 1-day professional development workshop in Governance and Management of Quality took place in September.
- A focus group session was designed by the Quality Governance Group and held in October with the purpose of establishing a new internal verification procedure. The event was attended by representatives of all FET services within LWETB.
- A training day on the design of assessment instruments was held in November. The day was attended by teachers, tutors and instructors.
- The FET Quality SharePoint site was further developed and added to.

1.5 Identify innovative responses to current and future needs

Ongoing work continued with the aim of promoting and developing the relationship between FET and enterprise/employers in Longford and Westmeath. The Enterprise Engagement (EE) team was reviewed and restructured during 2019 to allow for greater collaboration. The EE SharePoint site was established and will be enhanced during 2020 to accommodate the sharing of information with all members.

The EE engagement function is currently being led by FET management with support from a number of FET services and leaders. The recruitment of a specific EE role for LWETB while commenced during 2019 will be progressed in 2020.

The conversion of a number of existing FET programmes into traineeships was completed. Research on new traineeships in partnership with SOLAS was undertaken and two new traineeship programmes were developed and made available to learners in the following areas:

- Logistics and distribution Traineeship QQI level 5
- Diploma in Digital Media Traineeship City and Guilds certified (QQI level 5 equivalent)

The Skills to Advance Programme was launched in September 2019 by LWETB. A national media campaign is currently taking place and this will help to create more public awareness by promoting the opportunity to those who are in employment. LWETB is currently partnering with Longford and Westmeath based employers by increasing training opportunities for their employees.

Goal 2: Enhance the learning experience and outcomes for learners

2.1 Feedback from learners and parents

Mechanisms to establish learner feedback that informs and support delivery of quality education in FET services were explored. Focus groups were identified as the preferred method to be used going forward. Feedback is currently being collected using a paper based system, other methods of collection are currently being reviewed with the Quality Oversight Group (QOG) and FET management.

In November, LWETB along with AONTAS held a regional event of the National Further Education and Training Learner Forum (NFLF). The purpose of the event is to incorporate the learner voice as a key part of the FET Strategy. LWETB held its last NFLF event in October 2018.

On the day AONTAS staff and facilitators attended and met with a cross-section of LWETB learners. Learners were asked to complete a short questionnaire and then formed into groups to have a guided discussion on their experiences within the FET sector. All information is compiled and anonymised and shared with LWETB and SOLAS to help inform government policy and improve FET services.

2.2 ICT-Enhanced Learning

A benchmarking exercise to commence the development of and implement a Technology Enhanced Learning (TEL) Action Plan was completed in 2017 and was advanced during

2018. In 2019 a report on the current activity related to TEL under the following four headings was returned to SOLAS:

1. ICT Infrastructure
2. On-going professional development
3. Learning content and programme design
4. Organisation structure

A FET TEL plan is now in development by the TEL/CPD co-ordinator under the direction of FET management. The plan will be finalised during 2020.

LWETB's representative on the SOLAS TEL Action Group remained in place will continue. A number of new online resources for selected modules were developed by FET in the subject areas of medical and legal secretary. The use of Moodle was extended to additional learners in 2019.

A second digital hub was established by LWETB in the Athlone Training which is building on the facility which was piloted in Mullingar in 2018.

2.3 Tracking and Reporting on outputs

The use of PLSS and FARR to input data and provide tracking and reporting statistics on LWETB FET learners was further developed and used by LWETB, SOLAS, DES and ESF almost exclusively in 2019 across all FET services. This is a key development for the entire FET sector in Ireland and greatly improves the available data on positive outcomes for learners.

Tracking and reporting related activities:

- In October, the national FET systems coordinator did a training session with LWETB staff on the use of PLSS management information systems.
- An event was held in November and two units from SOLAS presented on the following topics:

The Skills and the Labour Market in the Midland's Region - Presented by the Skills & Labour Market Research Unit (SLMRU) SOLAS

This is FET. An Overview of FET Learners from a National and LWETB perspective using PLSS Data - Presented by the Data Analytics Unit, SOLAS

- Instigated a new monitoring system of identifying gaps in learner related data within PLSS.

2.4 Improving facilities and resources

A review of the physical environment in all FET centre was completed and improvement measures were identified as a priority. Projects which require capital investment were identified and prioritised for a funding bid to SOLAS in 2019.

LWETB has continued its engagement with Westmeath County Council in a partnership arrangement for accessing capital support under the Rural Regeneration and Development Fund. Currently waiting on the next stage of the Rural Regeneration and Development project to proceed.

Activities

- Planning permission has been sought for a proposed new FET centre in Mullingar.
- An extension to the construction area in the Athlone Training Centre has been tendered for and will be completed in 2020.
- A new storage facility has been tendered and waiting on result.
- Upgrade of kitchen and canteen facilities
- Reconfiguration and enhancement of office spaces for staff.

2.5 Staff CPD/Mentoring

The development of a FET CPD Plan for LWETB staff was completed in conjunction with SOLAS and ETBI during 2019.

Activities:

- The LWETB TEL/CPD coordinator is compiling detail of all CPD which was

completed during 2019.

- A review of the 2019 CPD plan has been completed and will inform LWETB's 2020 CPD plan which is being developed.

Goal 3: Foster effective communication, collaboration and partnerships

3.1 ICT Strategy including structure re use of systems and programmes

The ICT/procurement team identified a number of ICT projects for 2019 with the purpose of developing communication, information sharing and networking both internally and externally.

In October and November FET management met with ICT support services to review the identified areas of improvement for FET services and centres. And all planned work was completed.

3.3 Create Collaborative Teams

Work on the establishment of subject specific learning communities using ICT within LWETB FET Services took place in 2019.

Activities:

- Initial collaboration has taken between the Youthreach and CTC provisions.
- The PGG has this as an objective for 2020
- The development of subject specific learning communities has been supported by the TEL CPD opportunities undertaken by tutors, teachers and instructors over the last two years.

The new structure of FET manager and leaders' meetings was embedded in 2019.

Activities:

- Two FE leader meetings days which invited all FET services took place during the year with leaders and managers giving inputs on their specific areas of responsibility and interest.
- Scheduled meetings between FE leaders and their AEOs took place each month throughout the year.
- A total of 14 Scheduled FET management meetings were held.
- A FET Manager Planning day towards 2020 took place in October.

Meetings led by IPB and FET management were held for leaders and staff with the purpose of developing and reviewing the risk management plans for centres.

3.4 Enhance partnerships and alliances with external stakeholders and bodies

FET continues to collaborate with external organisations by to participating and representing LWETB on national, regional and local forums.

LWETB engages with stakeholders and agencies to enhance educational and FET services for learners, examples of this include the engagement with research and planning which is being undertaken by SOLAS for the FET Sector in Ireland.

The FET director, FET managers, Leaders and staff have established partnerships and alliances with external stakeholders and bodies as well as responding to and engaged with requests from stakeholders and agencies throughout 2019. It should be noted that the frequency and level of interaction is extremely high in this goal.

Goal 4: Progress the development of effective organisational structures

4.2 Develop an approach that builds capacity for change management

LWETB continues to engage with the SOLAS leadership CPD programme which will help to provide support and professional development for staff with leadership roles across the

organisation.

Activities:

- Leadership training organised by the HR service in LWETB was attended by FET Managers and leaders.
- Other leadership programmes in the areas of planning and change management were organised for FE leaders as part of an ongoing CPD opportunity during 2018/2019.

The SOLAS leadership CPD programme has been rescheduled to early 2020 and will be offered as an opportunity to staff.

4.3 Embed good governance across LWETB

FET management continued to work with the DOSD forum to develop appropriate Health and Safety policies and procedures in 2019.

FET Management, Leaders and staff meetings were held regularly throughout 2019 and corporate governance requirements and responsibilities remain as agenda items for all.

4.4 Participate in national initiatives and fora

FET management, leaders and staff attended FET conferences, SOLAS information days and briefings as related to FET to ensure a LWETB presence at such events. LWETB continued to be an active member of all relevant local and national bodies, agencies and stakeholder and participated in a range of events which LWETB initiated or where LWETB was invited to attend during 2019.

Activities:

The LWETB FET Adult Guidance and Recruitment services have contributed by providing over 250 individual engagements with stakeholder and agencies.

Goal 5: Support a culture of continuous development with staff

5.1 CPD Strategy for LWETB

During 2019 a CPD planning template which was developed and agreed with SOLAS was completed.

LWETB will provide on-going support to managers, leaders and staff through targeted mentoring and CPD.

Mentoring of staff by FET managers is an ongoing activity. In Quarter 3 and 4 FET leaders attended management training organised by LWETB.

Work will continue on developing an annual plan for CPD which identifies specific priority areas of development and which complements the SOLAS Professional Development Strategy 2017-2019.

The LWETB nominated CPD representative to the ETBI CPD Network will continue to participate with the purpose of advancing the CPD agenda for FET.

2019 CPD plan is being reviewed against actual training which took place.

5.2 Develop cross functional teams to promote a culture of innovation

LWETB considered opportunities to develop new cross functional teams which may include external organisations.

Activities:

- The work of the three QA governance groups during 2019 has created several cross functional teams and this will be developed and expanded further in 2020.
- The collaboration between FET Guidance and Recruitment for all FET learners.

Risk management workshops helped to create new opportunities to collaborate on the development of a new streamlined approach and better understanding of the purpose and value of the registers.

Report 2019 Organisational Support and Development (OSD)

Organisational Support and Development focus on the delivery of non-learning services which are essential to assist educators and trainers to focus on the direct services to learners to ensure they have a high quality learning experience. These services are delivered through front line staff in the form of school secretaries, administrative staff within FET centres and from the administrative offices in Athlone, Longford and the Head Office in Mullingar. The administrative staff in these offices are aligned to various functions in Finance, Human Resources, Corporate Governance and Services, ICT Management, Procurement, Payroll, Leave Management and other areas as required.

Each of these areas has a broad remit and is essential to ensure the organisation is compliant with requirements in relation to corporate governance while being in a position to fulfil requirements under the extensive range of legislation that impact on the organisation.

<p>Goal 1: Deliver professional high quality, learner-centred education and training services</p>
<p>1.3 Planning and coordination of programmes</p>
<p>2019 Service Plan approved March 2019</p>
<p>2.4 Improving facilities and resources</p>
<p>The National Property Group reviewed and recommended the upgrade specifications required for the National Property Register to address the identified needs of the Education and Training Board Sector into the future.</p> <p>LWETB has Implemented a significant expansion in tendering of the Multi Supplier Frameworks across the area of Class Materials. Sixteen frameworks have been completed to date and we have developed a further nine in the range for the supply of Services.</p> <p>LWETB has developed a Corporate Procurement Plan for 2020 based on 2018 spend activity in line with the nationally agreed template issued by ETBI.</p> <p>LWETB has an active project for implementing “Smart Meters” on all sites for electricity and organising these to feed directly to the SEAI M&R cloud (Monitoring and Reporting). This information will then be used to populate the upgraded property register on a site by site basis.</p> <p>The SEAI has commissioned and issued to LWETB AMA reports (these are standard reports on the structure and fabric of our buildings that provide guidance on potential energy savings both in the short and long term) for six of our schools and four of our centres. Twelve projects have been prepared for development of our schools and centres based on these reports. LWETB has significant extensions at Design Stage in two schools and are facilitating two national schools with their approved extensions.</p>
<p>Goal 3: Foster effective communication, collaboration and partnerships</p>
<p>3.1 ICT Strategy including structure re use of systems and programmes</p>
<p>The systematic development of our ICT environment and structure has continued over 2019. The Disaster Recovery plan for our critical head office systems are currently being put in place and should be completed by the end of quarter 1 2020. The development of our branding has continued to make progress over 2019 and SharePoint documents for the “All Staff” section are currently in the process of being branded.</p>

3.2 Develop a Communications strategy

LWETB has procured a new VOIP phone system and this has been rolled out to Head Office, the Athlone Training Centre, the Longford Office and five of the schools. SharePoint is structured and documents are being uploaded. As indicated above the new website is in final go live review.

The 2019 Annual report was published.

3.3 Create Collaborative teams

As part of the efficiency and effectiveness review of the Organisation Support and Development pillar and in anticipation of the impact the new Payroll Shared Service a comprehensive cross department group was created called the Section Heads Group. Its initial primary focus is on the impact of the new HR and Payroll shared service system. The structure of the various departments has been adjusted both for the duration of the project and for the change management of roles that will be the outcome of the project. Working groups were created within and across all departments for the standardisation and branding of the procedures and policies which will be used to create an LWETB Operations Manual in accordance with these sections.

A GDPR compliance team has been created within Head Office that supports the needs of the schools and of the Further Education and Training centres. The team uses various methods of communication to encourage and support compliance with GDPR. The GDPR team created an action plan to incrementally support the development of full compliance and have developed FAQs to help staff in local schools and centres.

LWETB has carried out location specific GDPR presentations to staff in all locations on a rolling basis, with seven such presentations given in 2019. The GDPR team has carried out twelve pre announced audits in 2019 with the full cycle of audits due for completion in 2020. LWETB has notified and managed six data breaches with the Data Protection Commissioner since the advent of GDPR and have handled six data requests.

Goal 4: Progress the development of effective organisational structures

4.1 Progress the development of organisational structure

Over 2018 and 2019 the procurement section had two staff certified at a level 8 course offered by ETBI through a third level college. In addition, the review of efficiency and effectiveness of the OSD structure has resulted in the procurement section has been reorganised on a more sustainable basis. The introduction of sixteen multi-supplier frameworks has been used as an approach to increase compliance with procurement legislation and was approved by the Finance Committee in November 2019, as was the Corporate Procurement Plan for 2020.

The enhancement of the stock system is progressing and will be included in the plan for 2020.

The Corporate Services section has received an increase in resourcing as a consequence of the review of efficiency and effectiveness of the OSD functions. This is needed to allow it to deal effectively with the expansion of requirements as a result of the implementation of the GDPR legislation as well as the work on branding and website development.

The Pensions section has been provided with support to improve compliance with the pensions legislation. The Payroll Shared Services project has necessitated the reorganisation of the payroll, leave and HR. All of these changes in Pensions, Leave, Travel and Subsistence and GDPR has resulted in the need for CPD to be provided on an appropriate basis both in terms of developing new skills in middle management on People Management (twenty-five staff trained) or on word process / Typing (ten trained) and the new CoreHR Payroll Shared Service system (eighteen trained).

4.2 Develop an approach that builds capacity for change management

The development of the capacity for change has been reflected in the various projects that have been bedded down in the last twelve months and the reorganisation of staff due to

the Payroll shared services with the majority of administrative staff (sixty percent) taking on new roles over the course of the year.

4.3 Embed good governance across LWETB

LWETB has introduced a new policy on Conflict of Interests in November 2019. Significant progress has been made on the Management of Risk across LWETB over 2019. We have developed the Risk Management Plans at school and FET centre level and at Department level within OSD. There is then one Risk Management Plan for each of the pillars (Schools, FET and OSD). There is then one overall one for LWETB. The migration over to the new risk management tool from IPB is underway and will be complete by the end of January 2020. The IPB tool is structured to provides easier visibility of progress being made in the year.

4.4 Participate in national initiatives and fora

The senior OSD staff all engage with the appropriate forum at ETBI, including the Finance, Corporate Services, Procurement, HR and Director of OSD Forum.

Goal 5 Support a culture of continuous development with staff

5.1 CPD Strategy for LWETB

A formal survey of Skills was carried out by the HR and is being used to develop a CPD plan in 2020.

The provision of both general and focused CPD for Staff has been organised on Note Taking, Word Processing and Typing (ten staff), People Management (twenty-five staff), Pensions (two completed and two more started), Procurement two staff completed in 2019 to a level 8 QQI level.

5.2 Develop cross functional teams to promote a culture of innovation

The largest new cross functional team is the Payroll shared Services team. This team will introduce a Payroll Shared Service, a full HR system and introduce procedures and processes that will be standardised at a national level.

Financial Statements 2019

Please note that the LWETB Operating Statement for the year ended the 31st of December 2019 is subject to audit by the C&AG at the time of publication of the LWETB Annual Report for 2019. LWETB will publish the audited financial statements within one month of them being presented to and approved by the Houses of the Oireachtas.

The LWETB Board accepts that it is responsible for Risk Management for the organisation and exercises this responsibility by relying on the Review carried out by a number of bodies and sub committees. The Board relies on the Internal Audit Unit (IAU) and its reports. It relies on the C&AG annual audit, any external Audit such as an ESF audit and or Revenue Audit. The Board also relies on the work of the Audit and Risk Committee to enquire into the appropriate running of topical areas in the Risk Management Spectrum. In addition, there is a review of Internal Controls performed on an annual basis. The IAU issued a review on LWETBs internal control in February 2019.

The primary Risks identified at the end of 2019 were Business Continuity and Disaster Recovery, the lack of available substitute teachers, GDPR Procurement, Pensions, the scale and number of ongoing projects, the lack of an agreed organisation staffing structure, the current increase in the number and complexity of the Department requirements in terms of reporting with very tight lead in times and finally the maintenance of operations on the current very tight financial resources.

The LWETB Board is responsible for the preparation of this Annual Report and the Financial Statements for 2019. The basis of the financial statements is set out below. The Annual Financial Statements are audited by the C&AG. It is the Boards view that based on the information provided to us that this Annual Report is reflective of the state of affairs of LWETB.

LWETB complies with the Code of Practice for the Governance of Education and Training Board by supplying in the Annual Financial Statements the details relating to a) aggregate details of the compensation of their key management analysed by the appropriate categories.

b) 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.

LWETB confirms that the 2019 Code of Practice for the governance of Education and Training Boards has been adopted and the up to date requirement of the code are being complied with in our governance practices and procedures.

The Chairperson of LWETB confirms compliance with the Public Spending Code, with compliance with tax law and with procurement legislation. The Chairman confirms the implementation of its Corporate Procurement Plan.

The Chairperson confirms that the Statement of Internal Control has been included in the Annual Financial Statements and as an appendix to the Chairpersons Comprehensive Report to the Minister.

The Annual Financial statements are prepared on the following basis.

1. Establishment of the Education and Training Board

Longford and Westmeath Education and Training Board was established on 1 July 2013 and its functions are set out in section 10 of the Education and Training Boards Act

2013.

2. Significant Accounting Policies

(a) Basis of Presentation

The financial statements are presented in the form approved by the Minister for Education and Skills with the consent of the Minister for Finance and the Minister for Public Expenditure and Reform. They consist of a Statement of Accounting Policies, an Operating Statement, a Statement of Current Assets and Current Liabilities and notes to the financial statements.

Where necessary, the comparative figures for the previous year have been restated on the same basis as those for the current year.

(b) Basis of Preparation

The Operating Statement presents Receipts and Payments by Programme Grouping and the resultant Cash Surplus / (Deficit) is adjusted for other debtor and creditor movements to determine the overall result for the period on an accrual basis.

The Statement of Current Assets and Current Liabilities is prepared on the accrual basis by determining state grant and other funder balances at amounts that reflect the related actual expenditure incurred and in accordance with the funding rules.

Third Party Debtors are included in Current Assets. Pay and Expense Liabilities are included in Current Liabilities.

(c) Tangible fixed assets

All assets purchased including land and buildings, fixtures and fittings and training equipment are expensed in the year of purchase. State grants to fund the purchase of tangible fixed assets are recognised in the same year.

(d) Stocks

All consumable stocks are expensed as purchased.

(e) Superannuation

The pension entitlements of LWETB staff, including those who transferred from SOLAS, are conferred under defined benefits schemes.

Superannuation deductions made from employees' pay in respect of the schemes are retained by LWETB as part of agreed Exchequer funding, or paid over to the Department of Public Expenditure and Reform.

LWETB does not make any pension contributions towards the schemes.

These unfunded schemes are operated on a pay as you go basis with the annual pension entitlements being paid directly by the National Shared Services Office on behalf of LWETB. ETBs are responsible for the administration of their pensions. Pension funds are provided by the Department of Education and Skills.

Provision has not been made in the financial statements for the present cost of the future benefits that have accrued to staff members and existing pensioners under these schemes.

(f) Lease Rentals

All lease rentals are expensed as incurred.

Financial Statements 2019

Longford and Westmeath Education and Training Board

Operating Statement for the Year Ended 31st December 2019

	Year ended 31/12/2019 €
RECEIPTS	
Post Primary Schools & Head Office Grants Further	27,321,441
Education and Training Grants	24,909,094
Youth Services Grants	804,294
Agencies & Self-Financing Projects	1,822,408
Capital	1,232,114
	<hr/> 56,089,351 <hr/>
PAYMENTS	
Post Primary Schools & Head Office	27,076,958
Further Education and Training	23,918,193
Youth Services	705,492
Agencies & Self-Financing Projects	1,404,834
Capital	775,175
	<hr/> 53,880,652 <hr/>
Cash Surplus / (Deficit) For Year	2,208,699
Movement in Other Net Current Assets	<hr/> (2,209,775) <hr/>
Accrual Revenue Surplus / (Deficit) For Year	(1,076)
Revenue Surplus / (Deficit) at 1st January 2019	743
Revenue Surplus / (Deficit) at 31st December 2019	<hr/> (333) <hr/>

Longford and Westmeath Education and Training Board**Statement of Current Assets and Current Liabilities as at 31st December 2019**

	Year ended 31/12/2019 €
Current Assets	
Recurrent State Grants	452,244
Capital State Grants	374,140
Other Recurrent Grants	751
Third Party Debtors	290,467
Bank Balance	4,935,649
	<u>6,053,251</u>
Current Liabilities	
Recurrent State Grants	2,449,820
Capital State Grants	1,157,069
Other Recurrent Income	616,566
Pay & Expense Liabilities	1,830,129
	<u>6,053,584</u>
Net Current Asset/(Liabilities)	<u>(333)</u>
Represented by	
Revenue Surplus / (Deficit)	<u><u>(333)</u></u>
Analysis of Revenue Surplus/ (Deficit)	Retained Surplus / (Deficit) 31/12/2019 €
Programme	(1,437)
Schools & Head Office	1,104
Self-Financing	<u><u>(333)</u></u>

Chief Executive's Salary: In accordance with pay scales approved by the Department of Education and Skills, the Chief Executive was paid €122,233 (excluding employers PRSI) in the year ended 31st December 2019. The Chief Executive received domestic travel expenses of €7,419 in 2019 and undertook no foreign travel for LWETB business purposes during 2019.

Appendix 1

LWETB Board Members' Meeting Attendance January - June 2019

Board Member	22 nd January	26 th February	26 th March	No. of Board Meetings Attended Jan – Jun 2019
Cllr. Seamus Butler	Present	Present	Present	3/3
Cllr. Sorca Clarke	Apologies	Present	Present	2/3
Fr. Paul Connell	Present	Apologies	Present	2/3
Cllr. Una D'Arcy	Present	Present	Present	3/3
Cllr. Michael Dollard	Present	Present	Present	3/3
Cllr. Tom Farrell	Present	Present	Present	3/3
Mr. Declan Flanagan	Present	Present	Present	3/3
Cllr. Ken Glynn	Present	Apologies	Present	2/3
Ms Celine Kearney Medforth	Present	Apologies	Present	2/3
Cllr. Frankie Keena	Present	Present	Present	3/3
Cllr. Liam McDaniel	Present	Apologies	Present	2/3
Mr. Mark Murphy	Present	Present	Apologies	2/3
Ms. Tess Murphy	n/a	n/a	Present	1/1
Cllr. Peggy Nolan	Present	Present	Apologies	2/3
Mr. Patrick O' Rourke	Present	Present	Apologies	2/3
Cllr. Pat O' Toole	Present	Present	Present	3/3
Cllr. Mae Sexton	Present	Apologies	Apologies	1/3
Ms. Pauline Smyth	Apologies	Apologies	Present	1/3
Cllr. Emily Wallace	Present	Apologies	Present	2/3
Ms. Denise Watkins	Apologies	Present	Present	2/3

LWETB Board Members Attendance at Meetings July - December 2019

Board Member	30 th July (Post Election Meeting)	30 th July (Second Meeting)	24 th September	15 th October	18 th November	No. of Board Meetings Attended Jul – Dec 2019
Mr. Luke Casserly	n/a	n/a	Present	Present	Apologies	2/3
Mr. Donie Cassidy	n/a	n/a	Present	Present	Present	3/3
Cllr. Aoife Davitt	Present	Present	Present	Present	Present	5/5
Cllr. John Dolan	Present	Present	Present	Present	Present	5/5
Cllr. Michael Dollard	Present	Present	Present	Present	Present	5/5
Ms. Josephine Donohue	n/a	n/a	Present	Apologies	Present	2/3
Ms. Niamh Ginnell	n/a	n/a	Present	Present	Present	3/3
Cllr. Ken Glynn	Present	Present	Present	Present	Present	5/5
Cllr. Gerry Hagan	Present	Present	Present	Present	Present	5/5
Mr. Colm Harte	n/a	n/a	Present	Present	Present	3/3
Cllr. Louise Heavin	Present	Present	Present	Apologies	Present	4/5
Cllr. Frankie Keena	Present	Present	Present	Present	Present	5/5
Cllr. Denis Leonard	Present	Present	Present	Present	Present	5/5
Ms. Kathleen McGahern	n/a	n/a	n/a	Present	Apologies	1/2
Ms. Caroline Murphy	n/a	Present	n/a	n/a	n/a	1/1
Mr. Mark Murphy	n/a	Present	Present	Apologies	Present	3/4
Cllr. Garry Murtagh	Present	Present	Present	Present	Present	5/5
Cllr. Peggy Nolan	Present	Present	Present	Present	Present	5/5
Ms. Mary O' Brien	Present	Present	Present	Present	Present	5/5
Cllr. Pat O' Toole	Present	Present	Present	Present	Present	5/5
Cllr. Emily Wallace	Apologies	Apologies	Apologies	Present	Apologies	1/5
Mr. Colin Whyte	Present	Present	Present	Present	Present	5/5

Appendix 2

Audit Committee Attendance at Meetings Jan – June 2019

Committee Member	10th January	31st January	18th February	20th March
Cllr. Sorca Clarke	Present	Present	Present	Present
Cllr. Tom Farrell	n/a	n/a	Present	Apologies
Mr. Stephen Kerr	Present	Present	Present	Present
Mr. Thomas McDermott	Present	Present	Present	Present
Mr. James O'Keeffe	Apologies	n/a	n/a	n/a
Mr. Pat O'Rourke	Present	Apologies	Present	Present
Mr. Gerard Quirke	Present	Present	Present	Present

Audit & Risk Committee Attendance at Meetings July – December 2019

Committee Member	05th December
Mr. Donie Cassidy	Present
Mr. John Duffy	Present
Cllr. Gerry O'Hagan	Apologies
Mr. Pat O'Rourke	Present
Ms. Kathleen McGahern	Present
Mr. Gerry Quirke	Present

Finance Committee Attendance at Meetings Jan – June 2019

Committee Member	18th February	19th March
Cllr. Michael Dollard	Present	Present
Mr. Hugh Farrell	Present	Present
Ms. Ann Nugent	Present	Present
Cllr. Pat O'Toole	Present	Present

Finance Committee Attendance at Meetings July – December 2019

Committee Member	03rd December
Cllr. Michael Dollard	Present
Cllr. John Dolan	Present
Mr. John Duffy	Present
Mr. Hugh Farrell	Present
Ms. Ann Nugent	Present
Cllr. Pat O'Toole	Present



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

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**An Roinn Leanaí
agus Gnóthaí Óige**
Department of Children
and Youth Affairs

