

EXCELLENCE THROUGH  
EDUCATION AND TRAINING

Bord Oideachais agus Oiliúna  
Laoise agus Uíbh Fhailí  
*Laois and Offaly  
Education and Training Board*

**REPORT FOR  
PERIOD**

JULY 2013 –  
DECEMBER 2014

[www.loetb.ie](http://www.loetb.ie)



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## Foreword

Laois and Offaly Education and Training Board (LOETB) is pleased to present its first Annual Report for the period 1 July 2013 to 31 December 2014. This report provides an opportunity to reflect on the comprehensive range of activities undertaken by schools, centres, and services across Laois and Offaly during the past eighteen months. The report also sets out the related financial, human resources, and corporate governance aspects of the work of the Education and Training Board during this period.

Following the passing of the Education and Training Boards Act 2013, LOETB was established on 1 July 2013. This legislation has given effect to the most significant change in the organisation and management of vocational education in Ireland since 1930. The transformation of the two county Vocational Educational Committees in Laois and Offaly into one Education and Training Board has created a much larger organisation with new opportunities for growth and development. During 2013 and 2014 the focus of the organisation has remained constant as we continue to provide the highest quality lifelong education and training opportunities for all communities across Laois and Offaly. The increasing number of students attending our schools and Further Education and Training Centres is testament to the ongoing success of our work. We must acknowledge that the past number of years has been difficult for students, parents, and staff and at this time of enormous change we pay tribute to the dedication and commitment of all staff whose flexibility has enabled such changes to take place.

We would like to recognise the excellent stewardship of the organisation by Councillor Mary Sweeney and Councillor Eamon Dooley during the establishment phase of the Education and Training Board and to acknowledge the contribution of Board members past and present during this reporting period.

The contribution of all has served to enhance the work of LOETB – míle buíochas go léir.



Denis Magner  
**Chairperson**



Joe Cunningham  
**Chief Executive**



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# SECTION 1

## Laois and Offaly Education and Training Board (LOETB)

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### MISSION STATEMENT

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*To provide, promote and support a comprehensive and vibrant education and training service which will empower the people of Laois and Offaly to reach their full potential and enrich their communities.*

## Board Members

The following served as members of LOETB over the period 1st of July 2013 to 31st December 2014 following the amalgamation of Co. Laois VEC and Co. Offaly VEC.

Cllr. Rotimi Adebari	Ms. Vivienne Keenan
Cllr. William Aird	Cllr. Brendan Killeavy
Ms. Linda Bergin	Cllr. John King
Cllr. Noel Bourke	Cllr. John Leahy
Cllr. Ben Brennan	Mr. Denis Magner
Cllr. Molly Buckley	Mr. Eoin Maher
Monseigneur. John Byrne	Ms. Sheila Maloney
Cllr. Lar Byrne	Ms. Mary McLoughlin
Cllr. John Carroll	Cllr. Tony McLoughlin
Ms. Winifred Champ Fox	Cllr. Paul Mitchell
Mr. Declan Costello	Mr. Declan Moore
Cllr. Lisa Delaney	Cllr. Sinead Moylan Ryan
Cllr. Eamon Dooley	Ms. Irene Murray
Cllr. Sinead Dooley	Cllr. Kathleen O'Brien
Ms. Emma Dunne	Ms. Miriam O'Callaghan
Ms. Bernadette Fanneran	Mr. Gerry Quinn
Mr. Tom Feighery	Cllr. Liam Quinn
Cllr. Eddie Fitzpatrick	Cllr. Caroline Dwane-Stanley
Mr. Matthew Keegan	Cllr. Mary Sweeney



# SECTION 2

## Second Level Schools

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# Schools

**Linda Tynan, Director of Schools**

**LOETB Administrative Offices, Ridge Road, Portlaoise, Co. Laois. Telephone: (057) 8671316**

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The second level schools continue to grow and develop with an increase in school enrolment and ongoing commitment to ensure student support, attainment and progression. Teaching and learning is at the centre of all work undertaken in our schools and continues to be reviewed, evaluated, and advanced. All schools are actively engaged in ongoing School Self Evaluation and have individual plans in place for this process. Schools also engage in extensive subject department planning to support and develop literacy, numeracy, assessment for learning, and student focused methodologies.

School management and teachers have participated in, and are encouraged towards, ongoing continuous professional development. Whole School Evaluation and individual subject inspection reports have complemented the quality of teaching and learning with individual schools following recommendations for maintaining best practice and continuing towards further developments.

Significant attention is given in schools to meeting the individual needs of students and to the process of supporting students to realise their full potential in every way. Immense credit is due to the staff in all schools for their focus on pastoral care, voluntary extracurricular programmes and additional work to support students in their academic and personal development.

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*Linda Tynan*

**Director of Schools**



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## Árd Scoil Chiaráin Naofa

Frederick Street, Clara, Co. Offaly

Principal: Mr. Roger Geagan

Dep. Principal: Ms. Miriam Hickey

Tel: 057 9331231

Fax: 057 9331752

Email: [claravs.ias@eircom.net](mailto:claravs.ias@eircom.net)

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**Number of Staff Members: 30**

**Number of Students: 221 (105 males & 116 females)**

### **Achievements July 2013 – December 2014:**

- Introduced subject sampling for option subjects for first years while retaining all core subjects
- Music added to the curriculum as an option for first years
- P.E. made available to all year groups and Agricultural Science added to options at senior level
- LCVP Inspection - received very positive feedback
- Success continued in a range of sporting and extra-curricular activities including football, golf, pitch and putt, public speaking and debating
- Sky Sports Living for Sports Programme introduced; having a very positive impact on student engagement and motivation
- Upgrading and improvement works completed with the installation of new fire doors, an external pathway, and additional car parking spaces
- Annual tour to Manchester and school panto were a great success.
- Continued work on Green Schools and Health Promoting School Programmes
- School Facebook page created in December 2014

# Banagher College - Coláiste na Sionna

Banagher, Co. Offaly

Principal: Mr. Paddy Scales

Dep. Principal: Mr. Kevin Jordan

Tel: 057 9151323

Fax: 057 9151755

Email: [admin@bccns.ie](mailto:admin@bccns.ie)

Website: [www.bccns.ie](http://www.bccns.ie)

**Number of Staff Members: 43**

**Number of Students: 529 (300 males & 229 females)**

## **Achievements July 2013 – December 2014:**

- New subjects and programmes introduced (including PLC subjects)
- Leaving Certificate – 9 students obtained 500 points or more
- Junior Certificate – overall highest result
- Leaving Certificate Applied – 1 student achieving distinction
- PLC Student of the Year – Erin Prender with a number of students achieving QQI certification
- Student exchange trip to St John's College Darwin, Australia
- Friendship/Anti Bullying Week and Science Week
- Dr Fergus Heffernan Seminar hosted by Parents Association
- Continued success in junior and senior camogie, hurling and football
- Weekly notices to Midland Tribune/ notices to parish bulletins/ school prospectus/ web texting to parents/ newsletters



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## Clonaslee College

Clonaslee, Co. Laois

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Principal: Ms. Noreen Sweeney

Dep. Principal: Mr. John Lee

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Tel: 057 8648044

Fax: 057 8648329

Email: [clonvs.ias@eircom.net](mailto:clonvs.ias@eircom.net)

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**Number of Staff Members:** 22 Teachers, 1 Caretaker, 1 Cleaner, 1 Secretary, 2 SNA's

**Number of Students:** 261 (137 males & 124 females)

### **Achievements July 2013 – December 2014:**

- Excellent Leaving Certificate results with one student achieving 575 points
- 1st place in Ireland for ordinary level engineering project
- Excellent inspection report published for the Metalwork/ Engineering Department
- Colm “Gooch” Cooper visited the school as part of the “Build a Bank” competition
- “Breathe” – mental health awareness course for students, teachers and parents
- Assessment for Learning – presentation for teachers on “Active Learning in the Classroom”
- Biology – Leaving Certificate seashore study trip to Galway
- Annual Open Day for incoming first years and their parents. Prospectus published and delivered to all local primary schools

# Coláiste Naomh Cormac

Kilcormac, Co. Offaly

Principal: Mr. Brian Kehoe

Dep. Principal: Ms. Victoria Guinan

Tel: 057 9135048

Fax: 057 9135041

Email: [mail@cnckilcormac.ie](mailto:mail@cnckilcormac.ie)

Website: [www.cnckilcormac.ie](http://www.cnckilcormac.ie)

**Number of Staff Members:** 21

**Number of Students:** 206 (2013) & 212 (2014)

## **Achievements July 2013 – December 2014:**

- Excellent Leaving and Junior Certificate results in 2013 and 2014 with one student in Junior Cert getting 9A's
- Whole School Evaluation in 2013 – a very positive report which highlighted the high quality of teaching and student care in the school
- Continued strong reputation for excellence in sporting activities with the U16 hurling team making it to the Leinster final and U19 badminton team winning the Offaly Championships
- CNC history students were chosen to take part in an event hosted by the Thomas F. Meagher Foundation in Waterford
- Cookery students visited Cloughjordan House Cookery School
- Mount Lucas Wind Farm – geography trip for 1st, 2nd and 5th year pupils
- Transition Year students produced an excellent school play
- Annual Open Day for incoming first years



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## Oaklands Community College

St Mary's Road, Edenderry, Co. Offaly

Principal: Mr. Gerry Connolly

Dep. Principal: Mr. Richard Murphy

Tel: 046 9731573

Fax: 046 9731539

Email: [principal@oaklandsccl.ie](mailto:principal@oaklandsccl.ie)

Website: [www.oaklandsccl.ie](http://www.oaklandsccl.ie)

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**Number of Staff Members: 42**

**Number of Students: 543 (306 males & 237 females)**

**Number of Students attending PLC: 22**

### **Achievements July 2013 – December 2014:**

- New Autistic Spectrum Disorder (ASD) unit for 6 students opened
- Student enrolment numbers increased by 79
- 4 new portable classrooms erected
- DEIS inspection resulted in a very favourable school report
- Winners of the National Aviva Fitness Challenge for the second year in a row
- Careers Fair – welcomed 3rd to 6th year students and their parents to visit a number of stands on the night from colleges and other organisations
- Stephen Malone took first place in the prestigious TES Poetry Award 2014. The award was presented by the PDST and received huge interest, with over 900 entries in 2014
- Sweetman Trust Award - two LCA student winners for the second year in a row
- NASA Trip – team of students travelled to Orlando, Florida to take part in the Student Astronaut Challenge. They had the unique accolade of being the first Irish and first International team to compete in the competition. The students represented themselves, their families, their school and their country with great pride, finishing as the highest scoring visiting team and in a highly commendable fourth place overall.

# Portlaoise College

Mountrath Road, Portlaoise, Co. Laois

Principal: Mr. Noel Daly

Dep. Principal: Ms. Patricia Cullen

Tel: 057 8621480

Fax: 057 8661865

Email: [info@portlaoisecollege.ie](mailto:info@portlaoisecollege.ie)

Website: [www.portlaoisecollege.ie](http://www.portlaoisecollege.ie)

**Number of Staff Members:** 47 Teachers, 3 Admin, 2 Cleaners/Caretakers, 6 SNA's

**Number of Students:** 2013: 679 (299 males & 380 females)

2014: 707 (317 males & 390 females)

## **Achievements July 2013 – December 2014:**

- New Repeat Leaving Certificate Programme/ Meitheal Youth Leadership Programme
- New PLC hairdressing course introduced
- 60% of all Further Education students achieving full QQI certification. Up from 45% in 2010
- Top school in Portlaoise town for third level entry in 2013
- New PLC building, staff and student car parks, hairdressing room and pedestrian entrance for students
- Fire Safety Week featured on the R.T.E Six One News
- Fourteen students and teachers visited Gambia to work in a local primary school
- Transition Year Film - The Forgotten Famine People of the Queens County (1845-1850) screened in the Dunamaise Theatre
- Senior girls volleyball All Ireland winners & U14 football Leinster final winners
- Transition Year students participated in "Maths Eyes Project" with local primary school
- School promotion through the school website, Facebook, Twitter, newsletters and open evenings



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## St Fergal's College, Rathdowney

Rathdowney, Co. Laois

Principal: Aine O'Neill

Dep. Principal: Sean Conroy

Tel: 0505 46357

Fax: 0505 46379

Email: [stfergalscollege@eircom.net](mailto:stfergalscollege@eircom.net)

Website: [stfergalscollege.com](http://stfergalscollege.com)

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**Number of Staff Members:** 27 Teachers, 1 School Secretary, 2

Cleaners (part time), 1 Caretaker, 2 SNA's (Part time)

**Number of Students:** 2013: 310 (162 males & 148 females)

### **Achievements July 2013 – December 2014:**

- Excellent results at Leaving Certificate level, with one student achieving 550 points.
- An Incidental inspection and subject inspection in maths took place, both resulting in very favourable reports which praised the high standard of teaching and learning observed
- The Parents Council committee purchased a piano for the school from the proceeds of the Christmas raffle
- St Fergal's won the last ever All-Ireland Vocational Schools A Hurling Championship final in a thrilling match. Their medals were presented by Uachtarán CLG, Mr Liam O'Neill at a function held in the school on September 24th 2013
- Student Exchange - Austrian student exchange took place with Borromeaum High School, Salzburg
- Fund Raising- The Easter raffle raised 2778 euro, Goal Jersey Day on Oct 11th raised over 500 euro and three members of staff raised over €675 for charity during "Movember"
- School Trips - Transition Year students travelled to Barcelona and the first years visited Delphi
- Marion Flanagan gave a talk to parents on bullying and cyber-bullying



# Tullamore College

Riverside, Tullamore, Co. Offaly

Principal: Mr. Edward McEvoy

Dep. Principal: Ms. Beatrice Quirke

Tel: 057 9321677

Fax: 057 9321057

Email: [admin@tullamorecollege.ie](mailto:admin@tullamorecollege.ie)

Website: [www.tullamorecollege.ie](http://www.tullamorecollege.ie)

**Number of Staff Members: 47**

**Number of Students: 584**

**Number of Students attending PLC: 12**

## **Achievements July 2013 – December 2014:**

- YSI team won the SAGEGLOBAL Word Cup for young entrepreneurs in Moscow
- SciFest regional winners for “Best School”
- Darragh Fogarty was awarded the Naughton Scholarship and Hristina Ignatova was awarded the All Ireland Scholarship
- Senior girls team won the regional final of the BPW Public Speaking competition
- 3rd Year business studies class came 2nd in National Young Economist of the Year
- Ross O’Connor won gold as part of the Irish soccer team at the Special Olympics Summer Games
- Student exchanges took place with our partner schools in Germany and France
- Eileen de Sousa is selected to represent Ireland at the European Youth Parliament
- Junior rugby team won the Leinster final.
- Construction of the new school has commenced



# SECTION 3

## Further Education Programmes and Services

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# Introduction

**Tony Dalton, Director of Further Education**

**LOETB, Administrative Offices, Ridge Road, Portlaoise, Co. Laois.**

**Telephone: (057) 8621352 / (057) 9349424**

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LOETB has statutory responsibility for the provision of Adult and Further education services in Counties Laois and Offaly. This service ranges from the provision of education to approximately 7,000 learners in four Youthreach centres, four Vocational Training Opportunities Schemes, an Adult Literacy Service, an Adult Educational Guidance Service, a Community Education Service, an Outdoor Education Centre, and Post Leaving Certificate (PLC) and part-time education and training programmes for adults in eight post-primary schools and community-based centres. A wide range of delivery methods are used including; School/Centre-based day provision, one-to-one provision, community-based provision, blended learning, eLearning and on-line provision.

In 2014, LOETB provided education courses and programmes to approximately 7000 learners. This equated to approximately 1500 full time places (Youthreach, VTOS, PLC and Prison Service) and 5500 part time places (Adult Literacy, ESOL, BTEI, Community Education).

The establishment of LOETB and the dissolution of FÁS in the Region present an opportunity to create a single, integrated, cohesive service that presents learners with definite progression outcomes.

The initial development of the service has been informed by the Government's 'Action Plan for Jobs' (2012), the 'Pathways to Work Initiative' (2012) and the 'Strategic Review of Further Education and Training and the Unemployed' (NESC, 2013). These documents stress the importance of greater flexibility in provision and reshaping the service towards a more 'outcomes-based' model that is progression-focused. They outline the need for greater employer involvement in the education and training process. To date, employers have been regularly consulted in relation to local employment opportunities and work placements; going forward, we intend to have greater employer involvement in course planning and delivery.



## **Employer Engagement**

In the Laois/Offaly region, the strategy for more effective employer engagement/involvement is being co-ordinated by LOETB, with the support of the DSP, local authorities, partnership companies and employer representative bodies in the region. Initial meetings with these groups were convened by LOETB; the focus of which was to examine the current structure and to identify where improvements could be made. Future meetings will discuss the content and format of provision, expanded work placements and linking educational progression and ‘on the job’ training.

## **Provision**

### PART-TIME PROVISION

Part-time provision was delivered during days, evenings, nights and at weekends and offered learners courses ranging from Pre-foundation, Levels 1 – 6, and Junior and Leaving Certificate programmes. These courses were provided using the BTEI and ALCES budgets, and through self-financing programmes.

### FULL-TIME PROVISION

Full-time provision was delivered during the day. As with part-time provision, the full range of courses from Pre-foundation, Levels 1 – 6, and Junior and Leaving Certificate programmes was available. These courses were provided through the Youthreach programme, VTOS, PLC, the Prison Service and self-financing.

## **Level 3 & 4**

In 2014, Level 4 Employment Skills course and the supporting Level 3 General Learning Certificate were offered in a number of strategically selected locations quarterly. Learners commenced the courses in January, April, September and November. This offered learners a more flexible level of provision and increased accessibility. The Adult Education Guidance Service (AEGIS) Co-ordinators and staff played a key role in the development, co-ordination and delivery of this course.

## **Level 5**

In 2014, LOETB continued to focus Level 5 delivery on the Science, Technology, Engineering and Maths areas. These courses were delivered part-time and full-time as full FETAC Level 5 Certificates, and are directly linked to Third Level/employment progression options.

In relation to Business Studies provision, LOETB FE Service offered variations of the Level 5 Certificate at different locations. Business Studies was offered with a different specific component certificate in strategically selected locations. These specific components included Business with Marketing, Business with Languages (French and/or German) and Business with IT.

## Course Placement and Guidance

A joint pilot project between the AEGIS and Adult Literacy focusing on learner assessment and course placement began in 2014. By ensuring that learners are placed on the right course at the right level we are reducing attrition and increasing retention rates on all courses and programmes. This pilot was completed in November and we intend to use its findings to roll out this assessment process across the full range of FE courses and programmes. The Guidance service will act as the lead body in the implementation of this assessment process.

## BTEI Enrolment July 2013 – December 2014

1000 Students: **Male 321 Female 679**

Number of Staff: **71**

Tony Dalton	Maura Burke
Alison McEvoy	Jolene Hall
Margaret Keeley	Anne Fitzpatrick
Michelle Shanahan	Lucy Owens

## Exam Success, Awards for BTEI & Adult Education

Leaving Cert Subjects = **38**

QQI Level 3 Component Certificates = **149**

QQI Level 4 Component Certificates = **467**

QQI Level 5 Component Certificates = **1160**

QQI Level 4 Full Award = **14**

QQI Level 5 Full Award = **187**

QQI Level 6 Full Award = **14**

## Adult Education Self Financing Enrolment July 2013 – December 2014

1580 Students: **Male 358 Female 1222**



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## Adult Educational Guidance & Information Service (AEGIS)

Tullamore Further Education Centre, Castle Buildings, Tullamore and  
Portlaoise Further Education Centre, Tower Hill, Portlaoise

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Tel: 057 9349425 (Tullamore) 057 8672963 (Portlaoise)

Email: [cgavigan@offalyaegi.com](mailto:cgavigan@offalyaegi.com) (Tullamore), [info@laoisaegis.ie](mailto:info@laoisaegis.ie) (Portlaoise)

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**Number of Staff Members:** 3 Coordinators (2 full- time & 1 part-time), 1 Information Officer

**Number of Clients:** 2,894

### Activities July 2013 – December 2014:

- Laois (AEGIS) moved into a new premises at Tower Hill, Portlaoise
- Adult Guidance provision was provided to BTEI, Adult Literacy, VTOS, DSP referrals and the general public in-house in the Further Education Centre in Tullamore
- Outreach Service to VTOS, literacy and community groups in Birr, Banagher, Rhode and Edenderry
- Development of a protocol between the DSP/ Employment Services and LOETB led to an increase in the number of referrals to the Adult Guidance Service
- QQI Level 4 Employment Skills – Set up in February 2014 and overseen by AEGIS, with the aim of equipping learners with key skills such as; communications, maths, IT skills, career planning, customers service, work experience, personal effectiveness and workplace safety
- Advertisement and promotion through course brochure's on the LOETB website, Facebook page and presentations in local job clubs
- The service was also promoted at the DSP Fair in the Bridge House Hotel and with the Skills for Work co-ordinator at the Farmers Organisation Fair
- Links were maintained with Athlone IT and Maynooth University – Students were taken to college open days encouraging them to explore the educational options and to engage with key players in education. This empowered the students to see viable progression opportunities

# Adult Literacy Service

Portlaoise Further Education Centre, Tower Hill, Portlaoise, Co. Laois

Portlaoise Tel: 057 8661338 Email: kdunne@portlaoisefec.ie

ENROLMENTS	SEPT-DEC 2013		JAN-DEC 2014	
	MALE	FEMALE	MALE	FEMALE
Literacy (Literacy, ITABE, DEIS, SFW)	237	173	403	331
ESOL	37	35	132	107
BTEI	60	54	130	96

**Number of Staff Members:** 1 full-time Adult Literacy Organiser, 3 full-time Resource Workers, 24 part-time Tutors, 1 full-time Admin

**Programmes:** Literacy and numeracy (group and one-to-one), ITABE (Intensive Tuition for Adult Basic Education), DEIS Family Learning Programmes (Delivering Equality of Opportunity in Schools), BTEI (Back to Education Initiative), Skills for Work, ESOL (English for Speakers for Other Languages)

**Accreditation Options:** Junior Certificate English, QQI Level 1-4 and Leaving Certificate English

**Support Services:** Education and career advice from AEGIS and a counselling service.

## Programmes and Initiatives:

- We have introduced Pre-Level 3 courses for learners who are not ready for certification but are working towards it.
- In 2014 we ran a Budgeting course which proved very popular with learners.
- Creative Writing course is well established now in the centre and in 2014 the creative writing tutor worked with the art tutor to put together a display of writings with art pieces.
- With additional BTEI funding we have run successful courses in Abbeyleix, Camross and Stradbally to people who left school early. These courses are modelled on the old Return to Education Programme which has ceased.
- Through Skills for Work we have run courses for those in employment looking to upskill. We have had a big uptake from farmers who are looking for support with IT as their business now demands.



- In 2013 it was decided to run the one year Family Learning Programme in Portlaoise over two years and this has proven to be very successful. This programme is run in partnership with Community Education, Department of Social Protection, HSE, Laois Partnership and Home School Community Liaison officers from Scoil Bhríde Knockmay and Portlaoise College. The schools have reported better attendance with children in school and also a better relationship between the school and parents.

## Accreditation

- In 2013, 5 modules were put in for certification at level 4, 69 modules at level 3 and 30 at level 2. 11 learners completed Junior Certificate English and 6 completed Leaving Certificate English.
- On the ESOL programme 36 learners completed FETAC Level 3 English as a Second Language.
- In 2014, 21 modules were put in for certification at level 4, 117 modules at level 3 and 54 at level 2. 11 learners completed Junior Certificate English and 3 completed Leaving Certificate English
- On the ESOL programme 43 learners completed FETAC Level 3 English as a Second Language.

We moved premises in 2013 to the old Christian Brothers School. It was refurbished and redesigned and given a new lease of life. Ideally located in the centre of Laois' main town, Portlaoise Further Education Centre is home to many adult education services: Adult Education Guidance Information Service, Adult Literacy Service, Community Education Service, Skills for Work and contracted training. The centre also runs many evening courses ranging from hobby courses to QQI Level 5. Laois Third Level Outreach Centre in association with the Institute of Public Administration offers the Bachelor of Arts (Honours) Public Management NFQ Level 8, accredited by UCD on a part-time basis in the centre. In September 2014 a new Organic Horticulture (LTI) programme started in the centre.



# Adult Literacy Service

Tullamore Further Education Centre, Castle Buildings, Tullamore, Co. Offaly  
 Tullamore Tel: 057 9349400 Email: amcevoy@laoisoffalyetb.ie

ENROLMENTS	(JAN TO DEC 2014)	
	MALE	FEMALE
Literacy (Literacy, ITABE, DEIS, SFW)	483	665
ESOL	116	196

**Number of Staff Members:** 2 full-time Resource Workers, 51 part-time Tutors, 1.6 full-time Admin

## Courses delivered in Tullamore, Birr, Banagher, Clara, Daingean and Edenderry:

### NON ACCREDITED

Basic Literacy  
 Basic Maths  
 Basic IT  
 Spelling and Grammar  
 Dyslexia Workshops  
 Special Needs Literacy  
 English for Speakers of Other Languages  
 Introduction to Internet & Email  
 Introduction to History  
 Sounds Write Phonics  
 Horticulture  
 Driver Theory

### ACCREDITED

L2 Reading  
 L2 Writing  
 L3 Culinary Skills  
 L3 Woodwork  
 L3 Communications  
 L2 Space and Shape  
 L2 Quantity and Number  
 L3 Maths  
 L3 Hairdressing  
 L2 Data Handling  
 L2 Computer Skills  
 L3 Internet and Email, L3 WP  
 L4 Art, Communications & IT Skills



## **Skills for Work Programmes (Literacy and IT upskilling programmes for employed persons)**

- 6 programmes Sep to Dec 2013, comprising 4 in Birr and 2 in Tullamore.
- 8 programmes ran in 2014, comprising of 6 in Birr/Banagher and 2 in Tullamore.
- Work areas included food industry, medical devices and agriculture.

## **Intensive Tuition in Adult Basic Education (ITABE)**

3 Programmes Sep to Dec 2013, two in Tullamore and one in Birr. The Tullamore Projects focused on working towards full level 2 awards, as many of the students had at least 3 minor awards already at level 2. The Birr project did the same with regard to level 3.

4 ITABE Programmes Jan to Dec 2014, two in Tullamore, one in Birr and one in Edenderry. One of the Tullamore groups wrote and printed 3 workbooks called Offaly Easy, which were subsequently used by other classes for literacy tuition. The themes of the books were sport, landscape and farming. Another Tullamore group based their course around pre Junior Certificate material. The Birr group focused on accreditation, and the Edenderry group incorporated local history and geography in to their classes.

In September 2014 the Offaly and Edenderry groups were invited to Portlaoise Further Education Centre by the ITABE students. Students wrote letters and emailed beforehand, and on the day students enjoyed a tour of the centre, tea and sandwiches, fun activities, and a sing song. Genuine friendships were made, gifts exchanged between centres, and the Offaly group invited the Laois group back to Tullamore in the New Year.

## **Family Literacy**

English Language Support for Parents and family music classes continued.

QQI Level 3 Maths was delivered to parents in Clara, and 7 students achieved certification.

## **State Examinations**

We offered JC and LC Maths and English, and LC Art

## ESOL

We provided ESOL classes in Tullamore, Banagher, Birr and Edenderry.

## Adult Literacy Voluntary Tutor Training

We provided Training for 20 tutors over 12 weeks in Tullamore College and all tutors began working with students across the county when training was completed.

We began to see increased referrals from DSP of students who required one to one literacy, so on top of voluntary tutors and development/resource workers providing this tuition, a group tutor was given time to work with DSP referrals. This worked well, students who continued to attend achieving certification at level 2; and students referred who dropped out freeing up spaces for more referrals.

## Adult Refugee Programme

In February 2014 we welcomed 19 Afghan refugees from Syria (via Baleskin Centre in Dublin). We provided intensive English language tuition in three level-appropriate groups, plus one to one and literacy support for two students. Other classes were also provided, such as Colour Me Beautiful, horticulture, driver theory, woodwork, maths, IT and hairdressing. The students attended St Rynaghs in Banagher once a week for the practical subjects. Also, the group participated in a day trip to Clonmacnoise.

Seven refugees received full level 2 awards during 2014. Two students progressed to VTOS in September 2014; 2 students progressed to the BTEI Leaving Certificate programme in September.

This programme was delivered in partnership with Offaly County Council Resettlement Programme staff.

## Other Events/Training

- Level 2 and 3 Resource Sharing and Cross Moderation Day in Tullamore
- Interactive Whiteboard Training, Tullamore
- Visit to students by NALA representative Fergus Dolan
- NALA Tutor Day in Dublin
- Numeracy Conference in DIT (NALA)
- Devising Assessment Briefs at levels 2 and 3 in Portlaoise
- Sounds Write (Phonics) training – 7 tutors travelled to Dublin on 4 full Saturdays (to St Pat's Teacher Training College) to complete a certified course in Sounds Write Phonics teaching
- Tips for Tutors working with students with Dyslexia in Tullamore

## Student Accreditation

- 7 full awards at level 2
- 105 minor awards at level 2, 115 minor awards at level 3, 41 minor awards at level 4
- 10 students achieved Junior Cert in 1 or more subject
- 20 students achieved Leaving Cert in 1 or more subject
- Support Services: Close liaison with Adult Education Guidance Service throughout year/all programmes.



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# Abbeyleix Further Education Centre

Mountrath Road, Abbeyleix, Co. Laois.

Contact: Ms. Helen Kavanagh Tel: 057 8731127 Email: [info@abbeyleixfec.ie](mailto:info@abbeyleixfec.ie)

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**Number of Staff Members:** 26

**Number of Students:** 75 VTOS, 66 PLC

## **Achievements July 2013 – December 2014:**

- FETAC Level 6 Major Award – 23 students
- FETAC Level 6 Component Award – 5 students
- FETAC Level 5 Major Award – 50 students
- FETAC Level 5 Component Award – 13 students
- FETAC Level 3/4 Major Award – 13 students
- FETAC Level 3/4 Component Award – 24 students
- 10 students sat the Leaving Certificate
- Centre promotion through recruitment talks, open days, arts exhibitions, award events and Facebook page
- Centre website used to promote and provide up-to-date information on courses and yearly activities. A large number of applications are now received on-line.
- Recruitment visits to 2nd level schools and adult/further education centres throughout the county
- New Healthcare Support & QQI Level 5 e-Business course introduced

# Birr Outdoor Education Centre

Roscrea Road, Birr, Co. Offaly.

Manager: Mary Clarke Tel: 057 9120029 Fax: 057 9121090 Email: [info@birroec.ie](mailto:info@birroec.ie)

**Number of Staff Members:** 18 (1 Manager, 1 Senior Instructor, 1 Secretary, 1 Caretaker, 1 House Keeper, 1 Ecology Teacher, 12 Instructors)

Birr Outdoor Education Centre offers environmental education courses, adventure sports and team building activities to groups of people from the ages of 8 to 80 years.

Birr OEC provides expert tuition, specialist equipment, accommodation, meals and laundry facilities. Courses are flexible and tailored to meet the needs of primary schools, secondary schools, youth groups and corporate groups. Many programmes/courses can be adapted to suit individual group requirements.

By engaging in activities which are both challenging and enjoyable in an outdoor setting, Birr OEC helps contribute towards each individual's personal, social and physical development.

## Activities offered in 2013-2014:

- Canoeing
- Archery
- Kayaking
- Team Building Games
- Gorge Walking
- Obstacle Course
- Caving
- Raft Building
- Indoor/Outdoor Rock Climbing
- Orienteering
- Project maths
- Shelter Building
- Camping & Camp Craft
- Gaisce Programme
- Low Ropes Course
- Abseiling
- Ecology
- Climbing Tower
- Body Surfing

## Staffing:

Manager	1
Senior Instructor	1
Secretary	1
Caretaker	1
House Keeper	1
Ecology Teacher	1
Instructors	12



## Community Education Service

Portlaoise Further Education Centre,  
Tower Hill, Portlaoise, Co. Laois

Community Education Facilitator: Ms. Teresa McEvoy  
Tel: 057 8661890 Email: tmcevoy@laoiscommed.ie

Tullamore Further Education Centre,  
Castle Buildings, Tara St, Tullamore, Co. Offaly

Community Education Facilitator: Ms. Michelle Shanahan  
Tel: 057 9349441 Email: mshanahan@laoisoffalyetb.ie

**Number of Students: 773:**  
272 males, 501 females

**Number of Staff: 2 Co-ordinators,**  
37 Part-time Tutors

### Achievements July 2013- December 2014:

- Upholstery Classes - worked in partnership with Knockmay Family Resource Centre to provide upholstery classes to unemployed men.
- Continued collaboration with Merchants Quay Ireland and Laois Partnership to provide funding for recovering drug addicts
- FETAC Level 3 Stable Yard Routine – this course was successfully completed by 8 Traveller men in Portarlinton
- Mental Health Week in collaboration with the HSE – LOETB delivered the Boost your Mood with Food course
- Worked in partnership with local agencies (HSE, DSP, Laois and Offaly Partnership and Laois Sports Partnership) to provide a number of courses, including Occupational First Aid, Childcare, Healthcare and Computers
- Worked in collaboration with Offaly Traveller Movement in Tullamore and funded a Pattern Cutting and Design course. This group had completed a Start Your Own Business Programme with Offaly County Enterprise Board and were now at the stage to develop their own business which was to design and make communion and wedding dresses.
- In conjunction with Offaly Community Forum, Community Education funded an 8 week Anxiety Management Programme. The course focused on recognising the causes and triggers of anxiety, problem solving, decision making and time management.
- Worked in Partnership with Rehabcare and Offaly County Council to enhance and develop the facilities in Tullamore Town Park.
- Worked in partnership with Offaly Local Development Company to deliver the Building Health Communities Programme in a number of rural locations in Offaly
- Moved into new the Further Education Centre in Tower Hill, Portlaoise in June 2013 bringing the Community Education Service, the Adult Literacy Service and the Adult Guidance Service together in a single centre.

# Midland Prison Education Centre

Dublin Road, Portlaoise, Co. Laois.

Supervising Teacher: Ms. Deirdre Dowling Tel: 057 8672171 Email: drdowling@ipsedu.ie

**Number of Staff Members:** 1 Supervising Teacher, 40 Teachers (full-time and part-time)

**Number of Students:** (876 in 2012) & (1398 in 2013)

## **Achievements July 2013 – December 2014:**

- QQI Level 1 (30 Modules): 8 students
- QQI Level 2 (9 Modules): 4 students
- QQI Level 3 (142 Modules): 95 students
- QQI Level 4 (45 Modules): 23 students
- QQI Level 5 (42 Modules): 26 students
- New Courses & Programmes Introduced – Computerised and Manual Payroll, Level 5 Social Studies, Level 5 Business and the Red Cross Project
- Summer programmes included Fit for Life Programme, Mindfulness Programme, First Aid and a specialist guitar course
- Short course modules included fast food preparation, specialist fitness class, make a soft toy in crafts or a small item in woodwork/ metal work/ leather classes



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# Mountmellick Further Education Centre

Harbour Street, Mountmellick, Co. Laois

Co-ordinator: Ms. Anne Malone Tel: 057 8624196 Email: [info@mountmellickfec.ie](mailto:info@mountmellickfec.ie)

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**Number of Staff Members:** 15 (Full-time and Part-time)

**Number of Students:** 49: (29 males, 20 females)

## **Achievements July 2013 – December 2014:**

### **YOUTHREACH PROGRAMME**

- QQI Level 4 Major Award in Retail Skills was introduced in September 2014
- QQI Level 6 Major Award – 6 students
- QQI Level 6 Component Award – 7 students
- QQI Level 5 Major Award – 21 students
- QQI Level 5 Component Award – 5 students
- QQI Level 3 Major Award – 5 students
- QQI Level 3 Component Award – 2 students
- Literacy and numeracy initiatives through newsletters, team teaching and WRAT 4 assessments
- Life skills programmes such as the Skills for Life and Skills for Work initiative along with a job seeking workshop were introduced
- On-going centre promotion through citizenships initiatives, newspaper articles, newsletters and fundraising for local charities



# Portarlington Further Education Centre

Bracklone Street, Portarlington, Co. Laois

Co-ordinator: Ms. Margaret Morrin Tel: 057 8623161 Fax: 057 8623024

Email: mmorrin@portarlingtonaec.ie

**Number of Staff Members:** 1 Coordinator, 10 Teachers, 1 Admin (part-time), 1 Caretaker

**Number of Students:** 95 (part-time), 45 (full-time)

## **Achievements July 2013 – December 2014:**

- The centre offers both full-time and part-time provision. The full-time programme, the Vocational Training Opportunity Scheme (VTOS), is a labour market intervention programme for the long-term unemployed and the part-time provision is funded by the Back to education Initiative (BTEI)
- The number of students attending the centre in 2014 increased from the previous year. In September 2014 the number of full time VTOS places increased to 40
- The graduation ceremony, held in the Heritage Golf & Spa Resort, Killenard on 27th November 2014, was a great success and enjoyed by all. The theme of the night was “stepping into the future”. Over one hundred certificates were awarded on the night and this consisted of QQI Component and Major Awards at levels 4, 5 & 6



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## Portlaoise Prison Education Centre

Dublin Road, Portlaoise, Co. Laois

Supervising Teacher: Mr. Mark Kavanagh Tel: 057 8621318 Email: mabracken@ipsedu.ie

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**Number of Staff Members: 47**

**Number of Students: 493**

### **Achievements July 2013 – December 2014:**

- FETAC Level 1 (1 Module): Portfolio 1
- FETAC Level 2 (6 Modules): Portfolio 16
- FETAC Level 3 (21 Modules): Portfolio 193
- FETAC Level 4 (11 Modules): Portfolio 31
- FETAC Level 5 (9 Modules): Portfolio 17
- New FETAC courses introduced in Employability Skills, Career Preparation, ESOL, Web Authoring, Graphic Design Skills and Multi-media Production
- Other programmes available; Parenting (in conjunction with the HSE), Addiction Studies, Anger Awareness, Crime Awareness, RYA Basic Navigation, Budget and Payroll, Independent and Self Directed Mentoring and In Cell Workbook Tuition
- Other activities which took place were the Shrek Christmas Pantomime 2013 and Jack and the Beanstalk Christmas Pantomime in 2014, Rockskool Awards, Comhaltas Ceoltoirí Eireann Awards, Royal Irish Academy Awards, National Prison Art Exhibition and Dyslexia and Spelling workshop

# Youthreach Clara

Railway House, River Street, Clara, Co. Offaly

Co-ordinator: Mr. Finian Robbins Tel: 057 9330794 Email: yrclara@eircom.net

**Number of Staff Members:** 7

**Number of Students:** 17 (9 males, 8 females)

## **Achievements July 2013 – December 2014:**

- Moved to a new premises in River Street in September 2013
- QQI Level 4 Major Award – 1 student
- QQI Level 3 Major Award – 1 student
- 21 Component Certificates at level 4
- 30 Component Certificates at level 3
- 18 students received certifications
- New Initiatives included a targeted work experience project, music, a walled garden project as part of Clara Tidy Towns, chicken run, art project, award winning Sonas Project, Eco-UNESCO project on health and well being
- On-going renovations to the building at River Street
- Art exhibition and awards ceremony at Offaly County Council buildings in Tullamore. The exhibition ran for three week and received plenty of media coverage
- A new Facebook page was created for the centre



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# Youthreach Edenderry

St Mary's Road, Edenderry, Co. Offaly

Co-ordinator: Ms. Margaret Sheridan Tel: 046 9732091 Email: yredenderry@gmail.com

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**Number of Staff Members: 13**

**Number of Students: 36**

## **Achievements July 2013 – December 2014:**

- FETAC assessments took place in July 2013/2014, with learners gaining accreditation in a broad range of modules at levels 3, 4 & 5
- Learners have also participated in a number of non FETAC accredited courses such as Safe Pass, Safe food programme and First Aid
- Other activities included; dental hygienist visit, community guard visits, talk on cancer from the Marie Keating Foundation, Parish Mission meeting, visit from the Road Safety Authority (RSA) and friendly football matches with our neighbours "The Acorn"
- Trips to Causey Farm, Newbridge cinema and theatre, Kingdom of Sport, Mullingar and the National Ploughing Championships
- Learners can avail of support and guidance from Career Guidance Officer Geraldine Grennan and the centres Advocate Willie O'Grady. Sr Anne Grady also meets learners on an individual basis for guidance and counselling
- Staff & learner meetings every 6-8 weeks where the learners have the opportunity to discuss topics and find out about upcoming events.
- Public Relations - An action plan has been put in place to forge better links with the community and promote the good work of the centre

# Youthreach Banagher

St Rynagh's College of Further Education, Banagher, Co. Offaly

Co-ordinator: Celina Casey Tel: 057 9153734 Email: youthreachbirr@eircom.net

**Number of Staff Members:** 5 (2 full-time & 3 part-time)

**Trainee Enrolment 2013-2014:** 20 (14 males, 6 females)

## **Achievements July 2013 – December 2014:**

- Inter-generational project with the Active Age group in Banagher in 2013 & 2014 proved very successful
- A number of charity events were held such as the Pancake Fundraiser for Crumlin Children's Hospital which raised €580 in 2013
- Blue flag received for the HSE Health Promotion Schools event
- Sub Project in Birr delivered their Fred Goes Net programme over a six week timeframe
- Short film on suicide which was funded by the National Office of Suicide Prevention
- Credit Union savings accounts opened for both staff and students
- Mental health training and awareness programmes for both staff and students in collaboration with Jigsaw
- 93 Component Certificates in 2013 & 165 Component Certificates in 2014
- QQI Level 4 Major Award – 20 students
- QQI Level 3 Major Award – 6 students
- An awards ceremony took place in Dooleys Hotel in Birr where we presented students with their awards
- Charity events, awards nights and photographs are posted in the Tullamore Tribune, local free newspaper and the national Youthreach Magazine



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## VTOS Birr

Roscrea Road, Birr, Co. Offaly

Co-ordinator: Mr. Mervyn Griffin Tel: 057 9121571 Email: vtosbirr@eircom.net

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**Number of Staff Members:** 5 (fulltime/ part-time)

**Number of Students:** 12 (September 2013) 9 (September 2014)

### **Achievements July 2013 – December 2014:**

- QQI Level 5 Component Awards – 29
- QQI Level 4 Component Awards – 28
- QQI Level 3 Component Awards - 25

### **VTOS Birr July 2013 – December 2014:**

#### **Recruitment and Centre Promotion**

A number of initiatives were undertaken to increase the number of students recruited. These included the development and production of new information leaflets and promotion material, in co-operation with the other VTOS Centres in Laois and Offaly. An advertising feature was also negotiated with the Midland Tribune and this was supported by local businesses and suppliers. Contacts were maintained and developed with Birr Jobs Club, Department of Social Protection (Birr, Tullamore, Athlone and Roscrea) and Offaly Local Development. Offaly Local Development transferred their Healthcare Support course into the VTOS premises in early 2014.

#### **Student Development**

In addition to the courses offered by VTOS Birr a number of activities were planned and carried out to support students' personal and social development. These included trips to the theatre, notably to a production of 'Sive' in the Abbey theatre. Students were also brought to induction sessions in Birr Library and many became active members as a result. Students were also given the opportunity to take part in team games and archery in the Birr Outdoor Education Centre (OEC). Birr VTOS students assisted Birr OEC in the pilot phase of a new Mathematics activity that they were developing in 2014.

## Student Progression

Students also attended many college open days, notably in Athlone Institute of Technology and in Gurteen Agricultural College. A significant number of our students progressed to courses in these colleges, with the support of our Adult Educational Guidance Information Service (AEGI). AEGI continues to be one of our most valuable services in VTOS, as each student receives comprehensive advice and support to assist their progression from VTOS. Some students need childcare support and they were helped to organise this through the Childcare Employment and Training Support Scheme (CETS).

## Staff Development

Staff continue to avail of training and development opportunities provided by our ETB and Department of Education and Skills. Our Maths teacher completed all sections of training to support the introduction of Project Maths. Our IT skills teacher took an active part in the FETAC / QQI Working Group. All our teachers attended FETAC / QQI information sessions to support quality assurance procedures. Our English teacher attended training to support the introduction of the revised Junior Certificate programme.

## Centre Facilities

The computer network was improved and extended to cater for the additional needs of VTOS and Offaly Local Development.



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## VTOS Tullamore

Castle Buildings, Tara Street, Tullamore, Co. Offaly

Co-ordinator: Ms. Eileen Kenna Quinn Tel: 057 9349431 Email: vtoscentre@eircom.net

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**Number of Staff Members:** 1 Co-ordinator & 5 staff

**Number of Students:** 22 (September 2013) 25 (September 2014)

### **Achievements July 2013 – December 2014:**

- Physics was introduced as a Leaving Certificate subject in September 2013
- In June 2013 11 students sat the Leaving Cert and 10 sat the Junior Cert
- In June 2014 11 students sat the Leaving Cert and 15 sat the Junior Cert
- 39 QQI Level 4 Component Awards in 2013
- 51 QQI Level 4 Component Awards in 2014



## Youth Work Services

MAIN YOUTH AREAS OF WORK	OUTCOMES ACHIEVED IN 2013/14
<p><b>1. National Quality Standards Framework</b></p>	<p>Continued implementation of NQSF with Offaly Traveller Movement, Youth Work Ireland Laois and - in partnership with LWETB Youth Officer, Maria Fox - with Midland Regional Youth Service.                      NQSVYG now developed following consultation with young people, youth organisations and VECs                      Introduced to youth clubs and groups in 2013 and early 2014 - Meetings with Regional staff of all Voluntary Youth Work Organisations operating in either county/ facilitated briefing sessions with voluntary leaders of Foroige, Youth Work Ireland Laois, Scouts in both counties, Mountmellick Development Association/ Midland Regional Youth Service/                      Met leaders of 7 new youth clubs individually to introduce the Quality Standards and assist in completion of documentation</p>
<p><b>2. Supporting the development of Youth Work</b></p>	<p>a) Community Consultations followed by planning meetings and information sessions in 5 communities with structures put in place to provide an appropriate local, community-based response to the needs of local young people.                      b) Regular meetings with Foróige Regional Development Officer (RDO) and Midland Regional Youth Service Rural Youth Worker, Director of Youth Work Ireland Laois - exploring issues and seeking common responses. Direct interventions with individual youth clubs and groups when requested and/or required.                      c) Member of Advisory Boards on a variety of Youth Projects - Acorn - Edenderry, Fusion - Tullamore/Clara, The Block Project - Portlaoise, Port Project - Portarlington</p>
<p><b>3. Promoting the integration and coordination of youth work with other programmes</b></p>	<p>a) Jigsaw Project - member of Offaly Jigsaw Management Team with a focus on Youth Engagement                      b) Offaly and Laois Comhairle Ná nÓg - steering group member and facilitator with a focus on a youth council that is inclusive, representative and developmental.                      c) Transport Steering Group - membership of this group has facilitated the provision of transport to enable young people from throughout the county participate on the Comhairle Ná nÓg Executive Committee.                      d) Community Education - First Aid Courses provided for voluntary youth leaders, aimed particularly at uniform groups, in the county as part of the VEC's Community Education Programme                      e) Building Healthy Communities Initiative - membership of this steering group resulted in the integration of Youth into an extensive Community Planning Processes five communities                      f) Offaly Community and Voluntary Forum - the inclusion of youth as a target group for Offaly's Mental Health Awareness Week organised by the Forum in 2013/14                      g) Offaly and Laois Sports Partnerships - member of both Boards with a focus on integration of sports as integral part of youth development in each county</p>
<p><b>4. Administration of the Local Youth Club Grant Scheme</b></p>	<p>See next page</p>



### LOCAL YOUTH CLUB GRANT SCHEME 2013

1.1	Total number of clubs funded	81
1.2	Total number of young people involved	3092
1.3	Total number of volunteer leaders	786
1.4	Total amount spent on grants	€43,500

### LOCAL YOUTH CLUB GRANT SCHEME 2014

1.1	Total number of clubs funded	75
1.2	Total number of young people involved	2832
1.3	Total number of volunteer leaders	842
1.4	Total amount spent on grants	€40,700



# SECTION 4

## Organisational Structure and Governance

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## Organisational Structure

LOETB is governed by a Board, comprised of representatives of its key stakeholders, as laid out in the Education and Training Board Act 2013. The Board is supported by a number of Committees and by Boards of Management of the Schools and Centres. The Chief Executive, with responsibility for executive management of the ETB, is supported by a comprehensive administrative structure covering the key areas including Finance, Procurement, Human Resources and Corporate Services.

While the Chief Executive has overall responsibility for the performance of the Board services, the Director of Further Education, Director of Schools, School Principals, Youth Officer, Centre Managers are responsible for the day to day management of the Schools and Education Centres.

Programme Co-ordinators in areas such as Adult Literacy, Community Education and Adult Guidance are similarly responsible for the management of their services.

### Corporate Governance

A Code of Practice for the Governance of LOETB was adopted in May 2015. The Code adopted is consistent with the Guidelines set out by the Department of Education and Skills in Circular Letter 18/2015. The purpose of the Code is to ensure that the principles of Good Governance and Management are applied by LOETB.

### Code of Practice for the Governance of Education and Training Boards

The primary legislation is the Education and Training Boards Act 2013, which must be observed at all times. The Code of Practice provides a framework for the application of best practice in corporate governance in ETBs.

Corporate governance comprises the systems and procedures by which entities are directed and controlled. State bodies, including ETBs, must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities.

The Board (i.e. the entity comprising elected and appointed members of the ETB) is responsible and accountable for the proper direction and control of the ETB.

In order to deliver good governance in the ETB, the Board must act in the interest of the ETB at all times, consistently with the requirements of legislation and government policies, avoiding self-interest and the interests of third parties, including bodies which have elected or nominated them.

## **LOETB's Finance Committee**

LOETB established a Finance Committee, in accordance with Section 45 of the Education and Training Boards Act 2013.

The Finance Committee will report to the Board, not less than four times in each year on whether the Chief Executive is implementing the Service Plan, as adopted by the Board, and within the expenditure limits set by the Minister. This is done by considering the monthly accounts and ad hoc reports provided to the Board by the Chief Executive.

## **LOETB's Audit Committee**

LOETB established an Audit Committee in accordance with the provisions of Section 45 of the Education and Training Boards Act 2013.

The Audit Committee will, by examining and considering internal audit reports, statutory audit reports and the confirmations of the Chief Executive, report to the Board in accordance with the Audit Committee Terms of Reference. The Audit Committee shall meet at least four times a year.



# SECTION 5

## Administration

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# Financial Report

## Finance Strategy

The objective of the Finance function is to support the Board in the achievement, within budget, of objectives set out in the allocation letters from the Department of Education and Skills (DES), SOLAS and other sources. Finance support includes decision making support, corporate control of public money, transaction processing and statutory accountability.

## Statutory Accountability

Strict accountability requirements apply to the ETB. These requirements include the preparation of annual accounts in a format prescribed by the DES and the audit of these accounts by the Comptroller and Auditor General (C&AG). Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives. The ETB complies with its obligations under taxation laws and ensures that all tax liabilities are paid on or before the relevant due dates, as set out under Section 19 of the Code of Practice for the Governance of LOETB.

## Financial Information

PROGRAMME	EXPENDITURE (€'000) July 2013 to December 2014		
	PAY	NON-PAY	TOTAL
General & Post Primary	32,554	2,477	35,031
Associated Main Scheme	477	886	1,363
Capital	18	1,430	1,448
Third Level Grants	0	1,137	1,137
Further Education and Training	6,689	4,279	10,968
Youth Services	76	123	199
Agencies/Self Financing/Third Party Funds	737	2,189	2,926
<b>TOTALS</b>	<b>40,551</b>	<b>12,521</b>	<b>53,072</b>
<b>PERCENTAGES %</b>	<b>76.41%</b>	<b>23.59%</b>	<b>100%</b>



## Comments on Performance - Achievements/Developments:

1. Pay costs under General & Post Primary, Associated Main Scheme and Further & Adult Education take into account reduced pay rates and delayed increments.
2. The cost of creditor invoices (including capital projects) was €8,115,888. The cost of late payments amounted to €4,732, or .06%.
3. Capital projects accounted for expenditure of €1,447,739 in July 2013 to December 2014.
4. Third Level Grant costs are continuing to decrease due to the transfer of the administration of third level and PLC grants to SUSI.
5. The costs of Youth Services in the period July 2013 to December 2014 amounted to €198,935. Local Youth Club grants accounted for €83,500 of this amount.
6. Agency/Self-Financing Projects are programmes where money is received from sources other than the Department of Education and Skills/SOLAS. They include Birr Outdoor Education Centre and school/centre bank accounts.
7. LOETB, at the 31 December 2014, had an overall deficit of €43,880. Deficit balances occurred on General and Post Primary Non-Pay, VTOS, Youthreach, Adult Literacy, Community Education, Adult Education Guidance Information Service, the Crèche Facility and Guidance Counselling Psychological Services.
8. Ongoing enhancements to the ETB computer software package were undertaken from July 2013 to December 2014.
9. LOETB will implement the accrual accounting system (income/ expenditure and balance sheet) when and as required.

## Reduction in Payment Periods for Commercial Transactions:

Following on from Government Decision S 29296 of 19th May 2009 to reduce the payment period to 15 days for commercial suppliers, the Government decided to extend the 15 day prompt payment rule, currently applying to central Government Departments, to other Public Sector Bodies including Bodies under the aegis of the Department of Education and Skills.

This reduced payment period came into effect from 1st July 2011. See below quarterly returns for July 2013 to December 2014.



01/07/2013 - 30/09/2013	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1179	€934,788.63	82.91%
	Number of payments made within 16 days to 30 days	232	€100,698.42	16.32%
	Number of payments made in excess of 30 days	11	€2,685.91	0.77%
	Total Payments made in Quarter	1,422	€1,038,172.96	100%
	Disputed Invoices*			

01/10/2013 - 31/12/2013	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1922	€1,109,132.56	84.56%
	Number of payments made within 16 days to 30 days	310	€165,001.30	13.64%
	Number of payments made in excess of 30 days	41	€18,907.47	1.80%
	Total payments made in Quarter	2273	€1,293,041.33	100%
	Disputed Invoices*			

01/01/2014 - 031/03/2014	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1,523	€1,482,209.90	77.90%
	Number of payments made with 16 to 30 days	427	€170,939.48	21.84%
	Number of payments made in excess of 30 days	5	€625.55	0.26%
	Total payments made in Quarter	1,955	€1,653,774.93	100%
	Disputed Invoices*			

01/04/2014 - 30/06/2014	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1,524	€744,120.61	75.39%
	Number of payments made with 16 to 30 days	355	€236,898.37	24.00%
	Number of payments made in excess of 30 days	12	€6,067.10	0.61%
	Total payments made in Quarter	1,891	€987,086.08	100%
	Disputed Invoices*			



01/07/2014 - 30/09/2014	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	836	€634,398.10	76.55%
	Number of payments made within 16 days to 30 days	331	€170,990.01	20.63%
	Number of payments made in excess of 30 days	10	€23,396.78	2.82%
	<b>Total Payments made in Quarter</b>	<b>1177</b>	<b>€828,784.89</b>	<b>100%</b>
	Disputed Invoices*			

1/10/2014 - 31/12/2014	DETAILS	NUMBER	VALUE	% OF TOTAL PAYMENTS MADE
	Number of payments made within 15 days	1690	€1,886,702.94	81.50%
	Number of payments made within 16 days to 30 days	496	€384,076.08	16.60%
	Number of payments made in excess of 30 days	70	€44,248.38	1.90%
	<b>Total payments made in Quarter</b>	<b>2256</b>	<b>€2,315,027.40</b>	<b>100%</b>
	Disputed Invoices*			

\*Invoices received during the quarter and still under dispute at the end of the quarter.

## Publication of Purchase Orders over €20,000

In accordance with a commitment in the Public Service Reform Plan, every purchase order by a Government Department or Agency for €20,000 or over should be published online by the end of 2012. See below quarterly returns for the period July 2013 to December 2014.

01/07/2013 - 30/09/2013	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
		Kane & Carberry	€30,675.00	Rent	4/7/13
		Kane & Carberry	€24,600.00	Rent	5/7/13
		Kane & Carberry	€30,675.00	Rent	5/7/13
		BDP Dublin Ltd	€47,454.52	Professional Fees. – Mechanical & Electrical	22/7/13
		Butler Moffat Architects	€52,294.98	Architect Fees	22/7/13
		Hayes Higgins Consulting Engineer	€25,407.37	Professional Fees – Structural Engineer	22/7/13
		Mulcahy McDonagh & Partners Ltd	€21,672.02	Professional Fees – Quantity Surveyor	22/8/13
	111454	Network Infrastructure Support Ltd	€38,576.38	IT Support	30/8/13

**Total Purchase Orders in Quarter: €271,355.27**

1/10/2013 - 31/12/2013	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
		Kane & Carberry	€24,600.00	Rent	2/10/13
		Kane & Carberry	€30,675.00	Rent	2/10/13
	111479	Roadmaster Caravans Ltd	€24,655.00	Installation of Prefabs	15/10/13
	818	Carroll O'Keeffe & Co Ltd	€21,810.00	Building Contractors	21/10/13
		Carlow College	€21,250.00	Capitation Fees	17/12/13
<b>Total Purchase Orders in Quarter: €122,999.00</b>					

1/1/2014 - 31/3/2014	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
		Kane & Carberry	€24,600.00	Rent	03/1/14
		Cobaltside	€23,648.79	IT Support	24/1/14
		ETBI	€29,800.00	Subscriptions to Associations	24/1/14
		Irish Public Bodies Insurance	€71,479.32	Insurance	07/2/14
		Irish Public Bodies Insurance	€85,072.36	Insurance	07/2/14
		Irish Public Bodies Insurance	€33,684.51	Insurance	07/2/14
		Carlow Institute of Technology	€51,250.00	Capitation Fees	13/2/14
		Carlow Institute of Technology	€30,000.00	Capitation Fees	13/2/14
		Athlone Institute of Technology	€80,000.00	Capitation Fees	13/2/14
		Dublin Institute of Technology	€55,000.00	Capitation Fees	18/3/14
<b>Total Purchase Orders in Quarter: €484,534.98</b>					

1/4/2014 - 30/6/2014	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
		Kane & Carberry	€30,675.00	Rent	03/4/14
		Kane & Carberry	€30,675.00	Rent	03/4/14
		Kane & Carberry	€24,600.00	Rent	03/4/14
		PC Peripherals	€40,013.13	IT Equipment	15/5/14
	Network & Infrastructure Support Ltd.	€22,908.06	IT Support	29/5/14	
<b>Total Purchase Orders in Quarter: €148,871.19</b>					



1/7/2014 - 30/9/2014	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
	1742	Kane & Carberry	€24,600.00	Rent	10/7/14
		Kane & Carberry	€30,675.00	Rent	10/7/14
	2113	Network & Infrastructure Support Ltd	€22,827.12	IT Support	7/8/14
		Laois Partnership Company	€22,200.00	BTEI Funding	7/8/14
		Network & Infrastructure Support Ltd	€26,384.21	IT Maintenance	7/8/14
		Sammon Contracting Ireland Ltd	€63,424.52	Building contractors	19/9/14
<b>Total Purchase Orders in Quarter: €190,110.85</b>					

1/10/14 - 31/12/14	PO	SUPPLIER	TOTAL (€)	DESCRIPTION	PAID
		Kane & Carberry	€30,675.00	Rent	16/10/14
		Sean Walsh	€40,375.00	Repairs to Buildings	16/10/14
		Kane & Carberry	€24,600.00	Rent	16/10/14
		Sammon Contracting Ireland Ltd	€178,965.00	Building Contractor	30/10/14
		DB Office Supplies	€22,755.00	Equipment & Furniture	13/11/14
		Dublin Institute of Technology	€35,750.00	Capitation Fees	18/11/14
		Sammon Contracting Ireland Ltd	€174,115.00	Building Contractor	18/11/14
		Roankabin Manufacturing Ltd	€96,958.04	Repairs to buildings	27/11/14
		Roankabin Manufacturing Ltd	€32,086.86	Repairs to buildings	27/11/14
		Athlone Institute of Technology	€57,750.00	Capitation Fees	11/12/14
		Offaly County Council	€80,000.00	Planning Fees	18/12/14
		Sammon Contracting Ireland Ltd	€278,390.00	Building contractor	18/12/14
	<b>Total Purchase Orders in Quarter: €1,052,419.90</b>				

## Procurement

The requirements for public procurement are adhered to. LOETB is fully conversant with the current value thresholds for the application of EU and national procurement rules.

## Board Members Expenses

Expenses are paid to board members for travel to Board-related meetings. The aggregate expenses paid to each member in the eighteen months to 31 December 2014 were:

BOARD MEMBER	STATUTORY MEETINGS €	INTERVIEW BOARDS €	ATTENDANCE AT CONFERENCES / SEMINARS €	OTHER €	TOTAL €	NUMBER OF BOARD MEETINGS ATTENDED
Rotimi Adebari	125				125	2
Linda Bergin	82				82	2
Ben Brennan	392				392	3
Noel Bourke	1,166	232	1,394		2,792	6
Molly Buckley	579	40	563		1,182	10
Lar Byrne	613				613	4
John Carroll	981	512	484		1,977	7
Declan Costello	1,232	58			1,290	8
Mary Bracken Cotter	293				293	3
Winifred Champ-Cox	546	34	790		1,370	8
Lisa Delaney	319				319	5
Eamon Dooley	3,945	74			4,019	4
Sinead Dooley	464	472			936	2
Caroline Dwane Stanley	376				376	3
Emma Dunne	544	324			868	4
Bernadette Fanneron	117				117	1
Tom Feighery	428		544		972	4
Catherine Fitzgerald	155	221			376	2
Eddie Fitzpatrick	1,106	66	359		1,531	7
Alan Hand	92				92	2
Matthew Keegan	171				171	4
Vivienne Keenan	1,006				1,006	10
Brendan Killeavy	302				302	3
John Leahy	59				59	1
John King	1,395	416	323		2,134	6
Denis Magner	1,987	74			2,061	9
Sheila Maloney	1,189	364			1,553	6
Paul Mitchell	420				420	6
Mary McLoughlin	2,101	155			2,256	11
Paschal McEvoy	229				406	6
Tony McLoughlin	664				664	7
Sinead Moylan Ryan	451				451	3
Declan Moore	380				380	4
Irene Murray	1,360	633			1,993	8
Carol Nolan	215				215	3
Kathleen O'Brien	51				51	1
Miriam O'Callaghan	429				429	8
Liam Quinn	1,973		1,091		3,064	10
Mary Sweeney	609		1,461		2,070	5
<b>TOTAL</b>	<b>28,546</b>	<b>3,852</b>	<b>7,009</b>	<b>0</b>	<b>39,407</b>	



# Annual Energy Efficiency Reporting by Public Sector Bodies

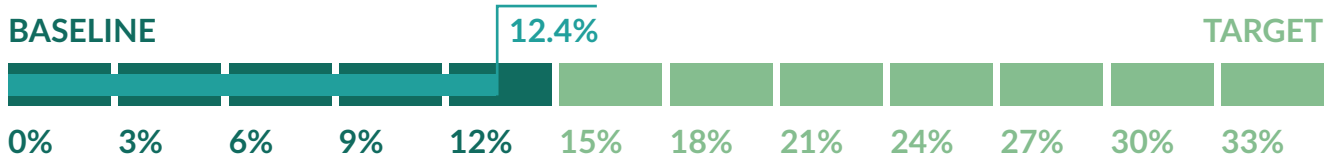
Statutory Instrument 542 of 2009 requires public sector organisations to report annually on their energy usage and actions taken to reduce consumption. LOETB continues to strive for decreases in energy usage. See below progress to 2014.



## SINCE BASELINE

ENERGY SAVINGS: **12.4% lower**

CHANGE IN ENERGY CONSUMPTION: **1.7% lower**

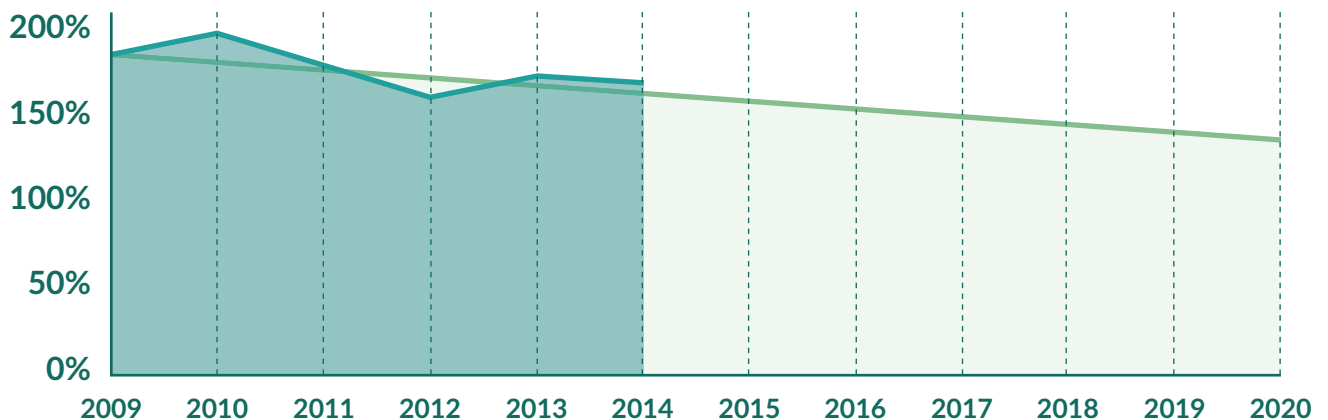


## ENERGY PERFORMANCE INDICATORS - 2014

2014 ENPI = **154**  $\frac{\text{kWh}}{\text{Floor Area m}^2}$

TARGET ENPI = **117**  $\frac{\text{kWh}}{\text{Floor Area m}^2}$

— ACTUAL      — TARGET GLIDEPATH



2014 LEVEL 2  
PERFORMANCE  
INDICATORS



2.1% better than 2013  
12.4% better than baseline  
23.5% improvement required by 2020  
3.1% worse than target 'glidepath'

ELECTRICITY = 82  $\frac{\text{kWh}}{\text{Floor Area m}^2}$

0.0% worse than 2013

THERMAL = 0  $\frac{\text{kWh}}{\text{No Consumption}}$

0.0% worse than 2013

TRANSPORT = 0  $\frac{\text{kWh}}{\text{No Consumption}}$

0.0% worse than 2013



# Human Resources Report

## Introduction

The Human Resources department is responsible for:

- Human Resource Planning
- Personnel Policies and Procedures
- Recruitment, Selection and Appointments of all staff
- Employment Contracts
- Posts of Responsibility
- Employee Assistance Service
- Annual Leave
- Sick Leave
- Special Leave, including Force Majeure, Compassionate Leave
- CPD and Training
- Teacher Allocation and Utilisation
- Superannuation and Pensions, Pension Returns
- IR Issues
- Grievance Procedures and Legal Matters
- Garda Vetting – Staff, PLC students/trainees, Volunteers and staff on Work Experience

In the 18 month period 1st July, 2013 to 31st December, 2014 LOETB's HR Department was responsible for 1635 staff.

A total of 120 appointments were made between 1st July, 2013 and 31st December, 2014 as follows:

- 112 teachers/tutors
- 2 Special Needs Assistants
- 1 Cleaner
- 4 Outdoor Education Instructors
- 1 Clerk of Works

A total of 2,947 Garda Vetting Applications were processed

A total of 19 Retirements took place in this period, 13 teaching staff and 6 non teaching staff.



## CPD and Training

A number of staff attended training during the 18 month period, hereunder is an example of the training courses attended:

- JCSP Supporting Literacy in the Reading Room
- ICBN – Supporting children bereaved by suicide
- Religious Inservice
- LCA Inservice - Art
- Project Maths
- LCA Inservice – Gaeilge
- CSPE Training
- Teaching and Learning in the 21st Century
- SPHE Child Protection
- Minding Our School Initiative

## Leave

LOETB is committed to improving the work life balance of its employees while being mindful of the needs of our students and customers. LOETB operates flexi-working time, career breaks, job-sharing and compassionate leave.





# REPORT FOR PERIOD JULY 2013 - DECEMBER 2014



**loetb**

Bord Oideachais agus Oiliúna  
Laoise agus Uibh Fhailí  
*Laois and Offaly  
Education and Training Board*



Ireland's ESI Structural and  
Investment Funds Programmes  
2014-2020  
Co-Funded by the Irish Government  
and the European Union

Ciste Chosrúcháin agus  
Infheistiúcháin AE na hÉireann  
2014-2020  
Comhábairt le Rialtas na hÉireann  
agus le Aontas Eorpach



**European Union**  
Investing in your future  
European Social Fund



**Aontas Eorpach**  
Ag infheistiú i do dhán  
Ciste Sóisialta na hEorpa



A N. É. I. N. N. Department of  
OIDEACHAIS EDUCATION  
AGUS SCILBÁNNA AND SKILLS

[www.loetb.ie](http://www.loetb.ie)