

Limerick and Clare Education and Training Board Annual Report 2015



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Foreword from Chief Executive

I am pleased to submit the second Annual Report for the Limerick and Clare Education and Training Board covering the 12 month period from the 1st of January 2015 to the 31st of December 2015. Significant time and effort was invested by the Limerick and Clare Education and Training Board during 2015 in consolidating the enormous changes which took place over the previous two years. 2015 was also the first full twelve month period where Limerick and Clare Education and Training Board operated with the full remit of services in both education and training. The process of transferring responsibility for training services for other counties to the appropriate ETBs took place with the successful transfer of training provision to Tipperary Education and Training Board in October 2015.

The on-going work of the Limerick and Clare Education and Training Board Principals Forum and the launch of the LCETB FET Strategic Framework represent a significant investment in the development of a common vision, orienting our provision to meet the needs of a changing environment.

During 2015 the Limerick and Clare Education and Training Board adopted Circular Letter 0018/2015, the Code of Practice for the Governance of Education and Training Boards in which sets out principles of corporate governance for ETBs. New Boards of Management were put in place in LCETB schools in March 2015. In October 2015, the LCETB Youth Committee was established.

The St. Nessian's & Salesians amalgamation process continued during 2015 and significant progress has been made towards a planned official opening of Thomond Community College on the 1st of September 2016. In January 2015, the Minister for Education and Skills Ms. Jan O'Sullivan TD officially launched Thomond Community College, unveiling the school name, mission, crest, and uniform. A number of task groups with representatives of all stakeholders, students, parents and staff have been actively engaged in the development of Thomond Community College, an amalgamation which will add value through the provision of broader curriculum choices with a focus on the sciences.

On-going reforms to our service provision, both academic and administrative, continue to be a feature of the organisation and this has presented us with both challenges and opportunities. The new Hospitality Education & Training Centre (HETC) which was officially opened by Jan O'Sullivan, T.D., Minister for Education & Skills on Monday 15th December 2014 is one such opportunity. The aim of the Centre is to address the shortfall in suitably qualified staff in the Irish Hospitality Industry.

The modernisation and upgrading of systems within the organisation which commenced in 2013 carries on and good progress continues to be made with our programme of planned improvements in spite of the Public Sector moratorium on recruitment. 2015 has been a transformational year for the Limerick and Clare Education and Training Board as we continue to integrate staff, systems and services. It is testament to our staff, student and learners who have embraced these changes with enthusiasm whilst continuing to operate 'business as usual'. It is this drive and determination to succeed that will ensure that the LCETB will deliver positive outcomes for our student and learners for many years to come.

George O'Callaghan, Chief Executive

Limerick and Clare Education and Training Board

Function of the LCETB Board

The General function of the Limerick and Clare Education and Training Board as stated in the Education and Training Board 2013 Act shall be to—

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister under *section 20*—
 - I. establish and maintain recognised schools in its functional area,
 - II. establish and maintain centres for education in its functional area,
 - III. maintain centres for education or recognised schools in its functional area, and
 - IV. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, co-ordinate and review the provision of education and training, including education and training for the purpose of employment, and services ancillary thereto in its functional area in—
 - I. recognised schools or centres for education maintained by it,
 - II. education or training facilities maintained or resourced by it,
 - III. children detention schools,
 - IV. prisons, and
 - V. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers, in accordance with *section 22*,
- e) establish scholarships in accordance with *section 24*,
- f) adopt a strategy statement in accordance with *section 27*,
- g) adopt an annual service plan in accordance with *section 47*,
- h) cooperate with any body nominated to carry out the internal audit functions under *section 52*,
- i) provide education and training at the request of, and on behalf of, any body which funds training out of money provided to that body by the Oireachtas,
- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the manner in which it performs its functions is economical, efficient and effective.

Ethics in Public Office Act and the Standards in Public Office Act.

Each member of the Board of an ETB must comply with the relevant provisions of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. The Ethics in Public Office Act 1995 provides for the disclosure of registerable interests by holders of designated directorships and occupiers of designated positions of employment in public bodies prescribed for the purposes of the Ethics legislation. Board members and designated staff are required to provide annual Disclosures of Interests in respect of issues that could materially influence the performance of functions

Committees of Education and Training Boards

Part 5 44.-(1) Subject to section 45, an education and training board may establish committees to-

- a) perform such one or more of its functions as, in its opinion could be better or more conveniently performed by a committee, or
- b) advise it in relation to the performance by it of any of its functions and may determine the terms of reference and regulate the procedure of any such committee.

A committee established under subsection (1) shall consist of not more than 12 members and may, subject to subsection (9) and (12)(c), consist partly of members who are not members of the education and training board concerned.

Board Meetings

1. Schedule 3 :Paragraph 2 (1) of the Education and Training Board Act 2013 - subject to the provisions of this paragraph and section 31 - every education and training board shall hold such and so many meetings, at such times, and in such places as it thinks proper.
2. Schedule 3 : Paragraph 2 (2) Every education and training board shall hold at least one meeting in every 2 months other than the months of July, August and September.
3. Schedule 3 : Paragraph 2 (3) Every education and training board shall hold at least one meeting during the period commencing on the 1st day of July and ending on the 30th day of September in every year.

Minutes are maintained and adopted in support of LCETB Board meetings. Members record of attendance at LCETB Board meetings and details of their expenses are recorded in this report.

Positive Duty

Section 42 of the Irish Human Rights and Equality Commission Act 2014 sets out the Positive Duty required of Public Bodies, including the Limerick and Clare Education and Training Board. The Limerick and Clare Education and Training Board, in performing our function, has regard to:

1. The elimination of discrimination
2. The promotion of equality of opportunity and treatment of our staff and the people to whom we provide services
3. The protection of the human rights of our members, staff and the people to whom we provide services

Code of Practice for the Governance of Education and Training Boards Circular Letter No. 0018/2015

The primary legislation governing education and training boards is the Education and Training Boards Act 2013, which must be observed at all times. The Code of Practice for the Governance of Education and Training Boards Circular Letter No. 0018/2015, whilst it sets out guidelines in certain situations, should be primarily considered as a set of standards for members and staff of the Board. Members and staff are expected to ensure that their activities in relation to the ETB are governed at all times by these standards, in letter and in spirit. Where a Board chooses not to comply with a provision of the code then a full explanation for this course of action should be provided.

The Code of Practice provides a framework for the application of best practice in corporate governance in education and training boards. Boards are required to confirm to the Minister for Education and Skills that they comply with the up-to-date requirements of the Code in their governance practices and procedures.

Board members and staff of ETBs should be guided by the principles set out in the Code of Practice document in meeting their responsibility to ensure that all of their activities meet the highest standards of corporate governance.



Limerick and Clare Education and Training Board: Membership Details

Board Members from July 2014- Limerick and Clare Education and Training Board

Cllr. Cathal Crowe (Chairperson July 2014 – July 2015),
Ms. Joan Aherne (Chairperson July 2015 to current) (Vice Chairperson July 2014 to July 2015),
Cllr. Maria Byrne,
Cllr. Michael Donegan,
Cllr. Michael Hillery,
Cllr. Mary Howard,
Cllr. Gabriel Keating,
Mr. Sean Kennedy,
Cllr. Ann Norton,
Cllr. Richard O'Donoghue,
Cllr. Kieran O'Hanlon,
Cllr. Elena Secas,
Cllr. Lisa Marie Sheehy,
Mr. Tony Brazil,
Ms. Mary Flanagan,
Mr. Liam Galvin,
Ms. Catherine Harren de Parra,
Mr. Sean McMahon,
Mr. Donal O'hAinifein,
Ms. Mary M Vallence,
Mr. Michael Cregan

LCETB Meeting Dates 2015: 22nd January 2015, 12th February 2015, 19th March 2015, 26th March 2015, 21st May 2015, 17th July 2015, 16th September 2015 and the 18th November 2015.

LCETB Finance Committee has responsibility for reviewing the income/expenditure of the ETB's major contracts and the financial aspects of the education and service plans.

- **LCETB Finance Committee Members:** Mr. Tony Brazil, Chairperson, Mr. Fergus Dunne, Cllr. Liam Galvin, Cllr. Mary Howard, Cllr. Kieran O'Hanlon
- **LCETB Finance Committee Meeting Dates 2015:** 23rd April 2015, 30th June 2015, 8th September 2015 and the 16th December 2015.

LCETB Audit Committee is responsible for monitoring the Executive in the carrying out of its functions and provides assurances to the Committee as to the adequacy and effectiveness of the internal control processes.

- **LCETB Audit Committee Members :** Mrs. Marion Collins, Chairperson, Cllr. Maria Byrne, Mr. Jimmy Browne, Cllr. Gabriel Keating, Mr. Sean McMahon and Mr. Declan Phillips
- **Audit Committee Meeting Dates 2015:** 27th May 2015, 16th June 2015, 30th September 2015, 19th October 2015 and 16th of December 2015.



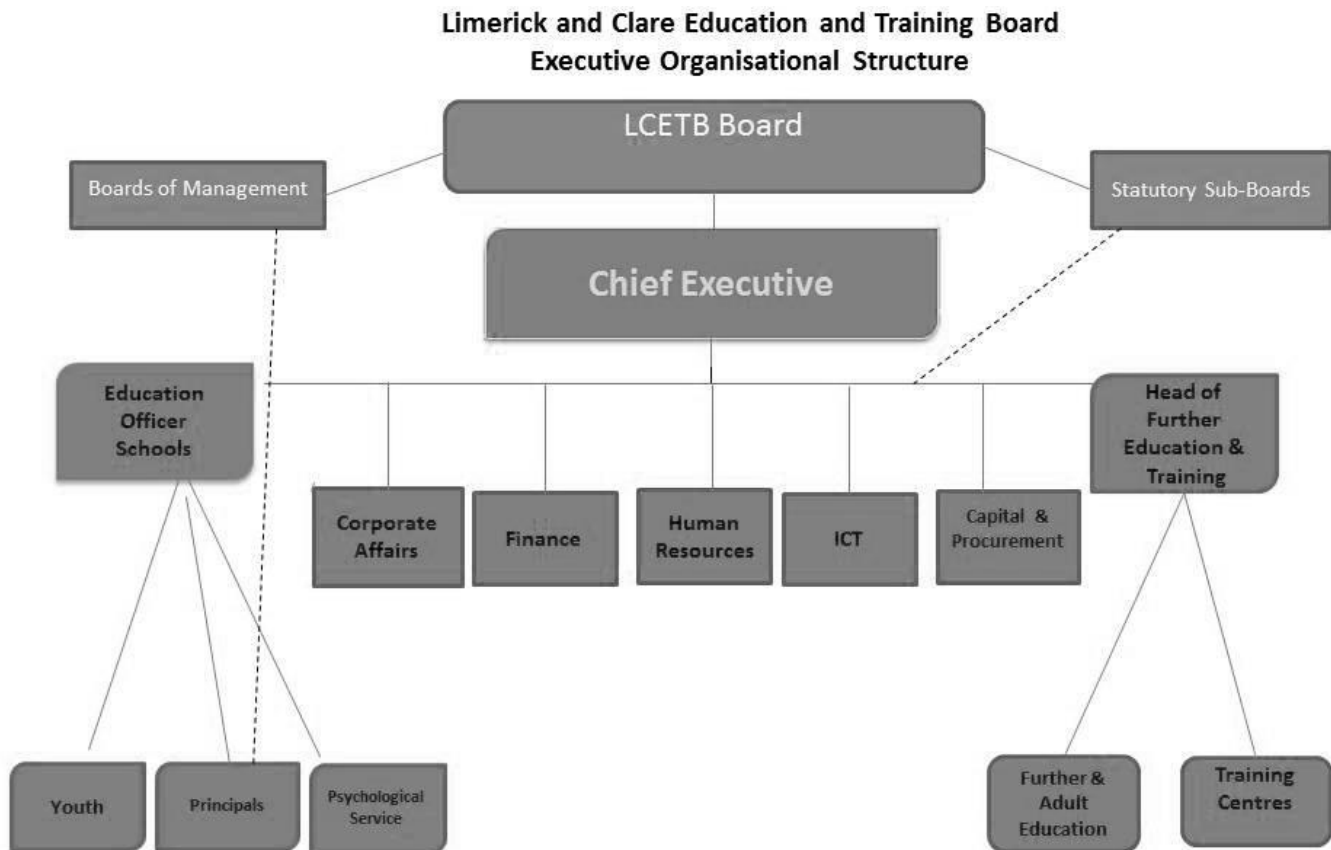
Board Members Expenses and Meetings Attended:

Expenses are paid to Board members for travel to Board-related meetings. The aggregate expenses paid to each member in twelve months to the 31st December 2015 are outlined below:

Board Member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	Finance/Audit Committee	Total	No. Board Meetings Attended
Cllr. Gabriel Keating	€ 1,625.68	€ -	€ 6,869.09	€ 450.25	€ 8,945.02	8
Cllr. Kieran O'Hanlon	€ 319.39	€ 5,929.73	€ 376.64	€ -	€ 6,625.76	7
Cllr. Maria Byrne	€ 202.60	€ 4,344.02	€ -	€ -	€ 4,546.62	7
Cllr. Ann Norton	€ 517.26	€ 3,598.29	€ 275.90	€ -	€ 4,391.45	6
Cllr. Mary Howard	€ 1,045.59	€ 2,369.03	€ -	€ 53.33	€ 3,467.95	7
Ms. Catherine (Kate) Haren De Parra	€ 709.46	€ -	€ 1,321.53	€ -	€ 2,030.99	7
Mr. Tony Brazil	€ -	€ -	€ -	€ 1,782.54	€ 1,782.54	7
Mr. Sean McMahon	€ 601.33	€ -	€ 908.49	€ 239.64	€ 1,749.46	7
Cllr. Liam Galvin	€ 774.25	€ -	€ 381.73	€ 105.33	€ 1,261.31	6
Ms. Joan Aherne**	€ 509.87	€ -	€ 603.57	€ -	€ 1,113.44	6
Mr. Sean Kennedy	€ 636.23	€ -	€ 418.94	€ -	€ 1,055.17	7
Cllr. Michael Donegan	€ 344.61	€ -	€ 415.59	€ -	€ 760.20	8
Cllr. Cathal Crowe*	€ 670.08	€ -	€ -	€ -	€ 670.08	8
Cllr. Richard O'Donoghue	€ 568.89	€ -	€ 67.71	€ -	€ 636.60	6
Ms. Mary Margaret Vallence	€ 513.98	€ -	€ -	€ -	€ 513.98	7
Cllr. Michael Hillery	€ 362.62	€ -	€ -	€ -	€ 362.62	7
Ms. Mary Flanagan	€ -	€ 30.90	€ -	€ -	€ 30.90	5
Mr. Michael Cregan	€ -	€ -	€ -	€ -	€ -	8
Mr. Donal O hAiniféin	€ -	€ -	€ -	€ -	€ -	6
Cllr. Elena Secas	€ -	€ -	€ -	€ -	€ -	5
Cllr. Lisa Marie Sheehy	€ -	€ -	€ -	€ -	€ -	8
Total	€ 9,401.84	€16,271.97	€ 11,639.19	€ 2,631.09	€ 39,944.09	



Organisational Services



Organisational Services within the LCETB provide a range of administrative services and supports to both the Schools and Further Education and Training Divisions. As outlined above, these services are organised into the following five administrative divisions:

Corporate Affairs Division:

The Corporate Affairs Division within the Limerick and Clare Education and Training Board is responsible for ensuring that the organisation demonstrates best practice in compliance with the legislative, regulatory and governance guidelines and structures for Education and Training Boards. Areas of responsibility within corporate affairs include:

- LCETB Board Liaison (elections/ membership / sub committees)
- Internal support service for the achievement of the LCETB strategies, ensuring compliance with a number of governance obligations and improving corporate policies and procedures
- Coordinating role in standardising governance and accountability oversight across LCETB
- Provides an administrative and coordinating service in relation to FOI and Records Management issues. Provides a point of contact for the Data Protection Commissioner
- Risk Register and Health and Safety Data Control
- Planning and Reporting
- Policy and Procedures

Finance Division:

The Finance Division within the Limerick and Clare Education and Training Board is responsible for financial planning, reporting and controls, , cash management, internal risk management, corporate finance, auditing and accounting for an average annual budget of €130million. Two LCETB Sub Committees work with the finance division in providing good governance for the LCETB. The LCETB Finance Committee has responsibility for reviewing the income/expenditure of the ETB’s major contracts and the financial aspects of the education and service plan while the LCETB Audit Committee is responsible for monitoring the Executive in the carrying out of its functions and provides assurances to the Board as to the adequacy and effectiveness of the internal control processes. Areas of responsibility within finance include:

- Creditors
- Payroll
- Treasury
- Auditing
- Budgeting, planning and reporting

Human Resource Division:

The Human Resources Division within the Limerick and Clare Education and Training Board Education provides support to over 2,500 staff providing education and support services to 34,0000 learners and beneficiaries across Limerick and Clare. Areas of work include:

- Recruitment and Selection
- Continuous Professional Development
- Compensation and Benefits
- Workforce Planning
- Staff Relations

ICT Division:

The Information and Communications Technology Division within the Limerick and Clare Education and Training Board is responsible for establishing, monitoring and maintaining information technology systems and services across the LCETB schools, centres and services in Limerick and Clare. Areas of work include:

- The installation and maintenance of the LCETB computer network
- Roll out and maintenance of the LCETB SharePoint and email structure.
- Development and implementation of the LCETB ICT strategy
- Development and monitoring of ICT procurement framework agreements
- Support for Technology Enhanced Learning in LCETB schools and centres.
- To plan, develop, roll out and deliver ICT Services that support all areas of the organisation and the effective delivery of ICT Services into teaching and learning in all Schools/Colleges/Centres and to enhance management and administration across LCETB facilitated through a centralised ICT Department;
- To ensure that ICT is embedded in Teaching and Learning activities to augment and enhance the learner experience in Schools/Colleges/Further Education and Training Centres within LCETB by fostering a culture of digital citizenship in our classrooms and workplaces

Capital and Procurement Division:

A key element of the Public Service Reform agenda is to reduce costs and achieve better value for money through reform of public procurement. The Capital and Procurement Division within the Limerick and Clare Education and

Training Board is responsible for both capital and general procurement across the LCETB schools, centres and services in Limerick and Clare. Areas of work include:

- Capital management – including summer works, emergency works and new builds.
- Procurement management – including tendering and contract management.
- Development and implementation of the LCETB procurement strategy
- Management of tender process and framework agreements
- Contract Management and reporting.

Organisational Services Summary 2015

The modernisation and upgrading of systems within the ETB's Organisation Services commenced in 2013 - 2014. The LCETB aims, through the control of risks and an on-going policy of risk reduction, to ensure that Accident/Incident or near miss occurrences are avoided. By doing this the LCETB are safeguarding the safety, health and welfare of Staff, Students, Contractors or Visitors who have reason to enter any LCETB building and there were no reportable accidents in 2015.

Good progress was made with a programme of improvements in spite of the Public Sector moratorium on recruitment. The modernisation programme includes identifying e-business solutions and reviewing existing processes. During 2015 the new LCETB Website (www.lcetb.ie) and SharePoint Intranet hub went live.

The LCETB remains committed to the continuous improvement of its services in the context of the Government's Transformation of Public Services Programme. Some highlights during 2015 include design, delivery and evaluation of a range of training courses for School and FET management and staff which were provided by Organisational Services (HR, Corporate Affairs, ICT, Finance, Procurement) in relation to:

- Finance training sessions for managers and administrative staff included an overview of the Finance Department including Payroll, Treasury, Budget Management, Reporting, Purchasing Procedures, Emergency Orders, Coding and P2P, as well as the introduction of new systems (e.g. Core system, DCS, etc.)
- Mandatory/regulatory CPD in relation to Health and Safety, Child Protection and Vulnerable Adults, Data Protection and Centre Insurance.
- Induction Training for new staff.

The LCETB approved and formally adopted the following policies during 2015:

- Recruitment & Selection Policy
- Revised Equality Policy
- Risk Management Policy
- Attendance & Participation Policy
- Relationship and Sexuality Education Policy
- SPHE policy incorporating Junior Cycle RES Policy
- Special needs and learning support Policy
- Substance Use Policy
- Assessment Policy
- Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff

Financial Summary

Finance Strategy

The objective of the Finance function is to support the Board in the achievement, within budget, of objectives set out in the service plan. Finance support includes decision making support, corporate control of public money, transaction processing and statutory accountability

Statutory Accountability

Strict accountability requirements apply to the Limerick and Clare Education and Training Board. These requirements include the preparation of annual accounts in a format prescribed by the Department of Education & Science and the audit of these accounts by the Comptroller and Auditor General. Financial control systems are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives.

Sources of Funding:

Limerick and Clare Education and Training Board is funded primarily by the Department of Education and Skills (DES) for the delivery of its second level and SOLAS and DES for further education and training programmes. In 2015, funding for particular projects was also provided by other Government Departments and Agencies including:

- Department of Community, Equality and Gaeltacht Affairs
- Department of Social and Family Affairs
- Office of the Minister for Children and Youth Affairs
- Department of Enterprise, Trade and Innovation
- European Union.
- Funds are also raised through charges for services such as tuition fees, rent of rooms and activities at local level.

The Limerick and Clare Education and Training Board is audited annually by the Comptroller and Auditor General (C&AG) who presents a report on the Board's financial stewardship to the Oireachtas. The LCETB's receipts for the twelve months ending the 31st of December 2015 were €128,027,403, €3,032,983 of which was in respect of the capital projects.

Chief Executive's Salary: In accordance with pay scales approved by the Department of Education and Skills, the Chief Executive was paid €116,361 (excluding ER's PRSI) in the year ended 31st December 2015. Employer's PRSI of €2,500 was also paid. The Chief Executive did not undertake any foreign travel for ETB business purposes during the period. The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.

LCETB Financial Summary for the year ended the 31st December 2015

Limerick and Clare Education and Training Board

Operating Statement for the Year Ended 31st December 2015

	Year Ended 31/12/2015	18 Months Ended 31/12/2014
RECEIPTS	€	€
Schools & Head Office Grants	62,097,165	93,737,598
Further Education and Training Grants	54,531,907	44,158,822
Student Support Services Grants	551,606	2,582,011
Youth Services Grants	1,976,482	3,293,885
Agencies & Self-Financing Projects	5,837,260	10,977,210
Capital Grants	3,032,983	4,236,042
	<u>128,027,403</u>	<u>158,985,568</u>
PAYMENTS	€	€
Schools & Head Office	62,723,126	94,702,762
Further Education and Training	53,441,906	45,143,353
Student Support Services	505,202	2,648,078
Youth Services	2,069,446	2,801,357
Agencies & Self-Financing Projects	6,375,964	10,609,444
Capital	4,477,223	1,835,067
	<u>129,592,867</u>	<u>157,740,061</u>
Cash Surplus / (Deficit) For Period	(1,565,464)	1,245,507
Movement in Other Net Current Assets	<u>1,561,150</u>	<u>(560,654)</u>
Accrual Revenue Surplus/(Deficit) For Period	(4,314)	684,853
Revenue Surplus / (Deficit) at 01/01/2015	(150,179)	(835,032)
Revenue Surplus / (Deficit) at 31/12/2015	<u>(154,493)</u>	<u>(150,179)</u>



Schools

Limerick and Clare Education and Training Board is responsible for the management and operation of eighteen post primary schools in Limerick and Clare. The LCETB schools provide a welcoming and inclusive environment, have a commitment to excellence in teaching and learning, provide strong school leadership, an inviting school culture and are dedicated to ensuring each student reaches their potential. Individual schools are supported by the LCETB to enhance their role in communities by increased collaboration and communication with all stakeholders including students, parents, local sporting, community and voluntary organisations. Programmes on offer in our LCETB Post Primary Schools include:

- Junior Certificate
- Transition Year Programmes
- Leaving Certificate
- Applied Leaving Certificate Programmes

Subjects on offer through the curriculum include science, technology, engineering, maths, languages, humanities and arts at both junior and senior levels. A focus on the holistic development of our students involves encouraging engagement in extra-curricular activities including sport, drama, music, science, entrepreneurship, debating and multimedia projects.

Enrolment:

Limerick and Clare Education and Training Board Enrolments on 30th September 2014

School	JCSP	Junior	Senior	VPTP	LCVP	LCAP	Total
70830N Ennis Community College, Ennis, Co. Clare	168	63	96	126	35	26	514
70840Q Ennistymon Vocational School, Ennistymon, Co. Clare	14	65	24	13	47	0	163
70860W St. Michael's Community College, Kilmihil, Co. Clare	0	92	51	0	41	0	184
70880F St. Joseph's Community College, Kilkee, Co Clare	0	103	25	0	41	0	169
70900I Scarriff Community College, Scarriff, Co. Clare	0	204	62	0	99	10	375
70901K St. Anne's Community College, Killaloe, Co. Clare	0	328	105	0	120	0	553
71700F Colaiste Mhuire, Askeaton, Co. Limerick	0	219	68	0	153	0	440
71790J Desmond College, Newcastle West, Co. Limerick	61	169	83	0	138	37	488
71840V Colaiste Chiarain, Croom, Co. Limerick	29	413	173	80	158	6	859
71850B Hazelwood College, Drumcollogher, Co. Limerick	0	270	123	31	125	27	576
71920T St. Nessan's Community College, Moylish, Limerick	213	0	107	0	0	32	352
71930W Limerick College of Further Education, Limerick	0	0	0	1152	0	0	1152
76061W Colaiste na Trocaire, Rathkeale, Co. Limerick	101	177	56	0	104	7	445
76070A Colaiste Iosef, Kilmallock, Co. Limerick	45	206	67	85	144	15	562
76073G Castletroy College, Castletroy, Co. Limerick	0	642	235	0	321	0	1198
76075K St. John Bosco Community College, Kildysart, Co. Clare	0	120	19	13	40	0	192
76093M Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick	76	274	150	0	121	20	641
76101I Gaelcholaiste Luimnigh Meal Sior Anrai, Luimneach	0	303	241	0	0	0	544
		0					
TOTAL on 30th September 2014	707	3648	1685	1500	1687	180	9407



Limerick and Clare Education and Training Board Enrolments on 30th September 2015

School	JCSP	Junior	Senior	VPTP	LCVP	LCAP	Total	Approved VPTP Enrolment
70830N Ennis Community College, Ennis, Co. Clare	138	104	92	104	37	26	501	126
70840Q Ennistymon Vocational School, Ennistymon, Co. Clare	12	107	2	20	54	0	195	24
70860W St. Michael's Community College, Kilmihil, Co. Clare	0	96	42	0	73	0	211	0
70880F St. Joseph's Community College, Kilkee, Co Clare	0	87	40	0	17	0	144	0
70900I Scarriff Community College, Scarriff, Co. Clare	0	227	63	0	98	9	397	0
70901K St. Anne's Community College, Killaloe, Co. Clare	0	309	128	0	127	0	564	0
71700F Colaiste Mhuire, Askeaton, Co. Limerick	0	231	94	0	110	0	435	0
71790J Desmond College, Newcastle West, Co. Limerick	61	132	80	0	114	31	418	0
71840V Colaiste Chiarain, Croom, Co. Limerick	49	387	202	79	148	12	877	90
71850B Hazelwood College, Drumcollogher, Co. Limerick	0	276	140	30	105	22	573	31
71920T St. Nessan's Community College, Moylish, Limerick	217	0	56	0	63	37	373	0
71930W Limerick College of Further Education, Limerick	0	0	0	1138	0	0	1138	1063
76061W Colaiste na Trocaire, Rathkeale, Co. Limerick	143	129	67	0	90	11	440	0
76070A Colaiste Iosaef, Kilmallock, Co. Limerick	48	171	81	85	132	10	527	84
76073G Castletroy College, Castletroy, Co. Limerick	0	652	241	0	316	0	1209	0
76075K St. John Bosco Community College, Kildysart, Co. Clare	0	108	9	8	65	0	190	19
76093M Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick	74	298	146	0	118	19	655	0
76101I Gaelcholaiste Luimnigh Meal Sior Anraí, Luimneach	0	308	254	0	0	0	562	0
TOTAL on 30th September 2015	742	3622	1737	1464	1667	177	9409	1437

Some of the highlights during 2015 include:

Board of Management Training : Eleven training sessions for Boards of Management were facilitated by the LCETB Education Officer and the team of trainers for board members. Training sessions were well attended and the feedback was very positive. Training was based on the ETBI training and support programme for ETBs in the development and delivery of Board of Management Training. Limerick and Clare ETB has a team of five who have been trained as trainers. Principals' Forum Meetings: The Principals forum meets regularly providing principals with an opportunity to network and engage in a process of integrated educational planning. Areas addressed include educational planning, health and safety, development of an ICT plan and the development of responsive human resource supports.

Official Opening of Colaiste Ide agus Iosaef : Over 850 people gathered in Colaiste Ide agus Iosaef on December 11th to attend a ceremony marking the official opening of the Community College. Minister for Education and Skills Jan O'Sullivan T.D attended the event and addressed the gathering of students, staff and guests from the locality. The Minister also unveiled a piece of art commissioned for the new Community College under the "Per Cent for Art Scheme". The art work entitled "Planting a Seed" involved active participation from the students and wider community. Speaking at the start of the ceremony on Friday, Principal Jim Tierney outlined the sometimes 'daunting' challenge when the amalgamation happened and all were "charged with preserving a distinguished heritage and

continuing a long and proud provision of educational excellence in the locality”. Through the “determination, diligence and dedication” of the school community he believed that this had been achieved. He thanked those who helped make this happen and emphasised this saying that Colaiste Ide agus Iosef was “A community college for all of the community”.

LCETB Schools shine at Sci Fest: Sci Fest is a series of one-day science fairs for second level students hosted locally at schools and at regional level in Institutes of Technology. This years local regional event was held in Limerick Institute of Technology and a number of LCETB schools participated.

Award	Students	School	Project
SFI Discover Best Project Award and 1st Place Intermediate Technology	Eoin Hayes, Adam Burke.	Colaiste Chiarain Croom, Co Limerick	The Handy Guide to Sign Language
Abbott Runner Up Best Project Award and 1st Place Junior Life Sciences	Tara Hough, Ola Wylenczek, Dion Picard.	Colaiste na Trocaire, Rathkeale, Co. Limerick	To investigate the life cycle of a barn owl in Ballingarry, Co Limerick.
EPI stem Maths in Science Award and 1st Place Senior/Intermediate Physical Sciences	Jack O Callaghan.	Gaelcholaiste Luimnigh, , Limerick	An alternative method for the extrapolation of a polynomial graph.
Limerick Chamber Best Business Potential and 3rd palce Senior/Intermediate Life Sciences	Marian Quaid, Orla Daly, David Carroll.	Colaiste Iosaef, Kilmallock, Co Limerick.	Edible Wrap for Bales
Limerick Chamber Best Business Potential	Gareth Power.	Castletroy College, Castletroy, Limerick	Surfware – a safeguarded, customizable, efficient web browser for children.
Junior Physical Life Sciences 2nd Place	Mahir Masud, Finian Brady Halmshlag.	Colaiste Chiaran Croom, Co Limerick	Solar Power Water Desalination Kit
Highly Commended- Junior Life Sciences	Lucca Andreacetti	St John Bosco Community College, Kildysart	Handedness and Laterality
Highly Commended – Junior Life Sciences	Maire Donellan, Rosin Coffey, Claire McNamara.	St John Bosco Community College Kildysart	How important is radio to people in Rural Ireland?

At the National Finals which took place in the Marino Conference Centre on 6th November, the prize for the highest scoring project in the Intermediate or Senior Physical Sciences and Technology categories, excluding the overall winner, went to Eoin Hayes and Adam Burke from Coláiste Chiaráin, Croom, Co. Limerick. Their prize is an all-expenses-paid trip to the Long Night of Science in Berlin next May. They will be accompanied by their teacher/mentor, Edel Farrell, whose expenses will also be paid. Eoin and Adam’s project “The handy guide to sign language” aims to help learning Irish Sign Language (ISL). They built a glove which makes use of an Arduino Nano to allow users to learn ISL at their own pace in the comfort of their own home using a computer.

The St. Nessian's & Salesians amalgamation: The St. Nessian's & Salesians amalgamation process continued during 2015 and significant progress has been made towards a planned official opening of Thomond Community College on the 1st of September 2016. In January 2015, the Minister for Education and Skills Ms. Jan O'Sullivan TD officially launched Thomond Community College, unveiling the school name, mission, crest, and uniform. A number of task

groups with representatives of all stakeholders, students, parents and staff have been actively engaged in the development of Thomond Community College, an amalgamation which will add value through the provision of broader curriculum choices with a focus on the sciences.


Individual Schools Continuous Professional Development: A number of staff sessions have been facilitated in schools by in house personnel and by PDST staff in areas such as child protection, restorative practices, student support teams, Whole School Approach to Numeracy and Whole School Strategy to Manage Behaviour. These individual sessions are linked to the overall teaching and learning plan for the Limerick and Clare Education and Training Board.



Further Education and Training

Summary of Provision 2015:

During 2015 the LCETB Further Education and Training (FET) division delivered 993 courses and services to 25,861 beneficiaries in over 300 locations across Limerick and Clare.



lcetb
Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
Limerick and Clare
Education and Training Board

Further Education and Training Service

LCETB FET Strategic Framework 2015-2020

4 STRATEGIC PRIORITIES

1. Access and Progression
2. Quality Teaching and Learning
3. Stakeholders Engagement
4. Effectiveness & Accountability in Governance and Leadership

Number of Courses by Career Cluster

Learning Cluster	Courses
Agriculture, Horticulture and Mariculture	26
Animal Science	4
Art, Craft and Media	39
Built Environment	23
Business, Admin & Management	66
Financial Services	2
Food and Beverage	19
General Learning	554
Hairdressing, Beauty and Complementary Therapies	19
Health, Family other Social services	101
IT	56
Manufacturing	25
Natural Resources	1
Sales & Marketing	9
Sampling Skills	3
Science and Technology	8
Tourism & Sport	29
Transport, Distribution & Logistics	9
Total	993

LCETB FET SERVICE IN 2015

19,397 PART-TIME PLACES

- Adult Literacy Groups 5269
- ESOL 1361
- ITABE 940
- Voluntary Literacy 323
- BTEI 3607
- SFW 474
- Community Education 4304
- Evening Training 1472
- COOP Hours 1565
- Specialist Training Providers 82


25,861
beneficiaries
joined courses

993 Courses

300
locations
in Limerick
and Clare

6,464 FULL-TIME PLACES

- Apprenticeship 624
- Bridging & Foundation 267
- CTC 106
- LTI 288
- PLC 2560
- Specific Skills Training 1220
- Traineeship 209
- VTOS 522
- Youthreach 668



During October 2015, the FET division launched the LCETB FET Service Strategic Framework 2015-2020, a culmination of over 12 months consultation and research culminating in a service wide framework which articulates the mission, vision and values of the FET division within the Limerick and Clare Education and Training Board. (www.lcfet.ie/Publications). As an umbrella framework, it promotes a shared vision for our service and guides all LCETB FET centres, colleges, programmes and services in the development of integrated implementation plans for their full-time and part-time provision. The strategy sets out four service-wide strategic priorities, which are in line with the LCETB Corporate Plan and the SOLAS Strategy 2014-2019:

1. Access and Progression,
2. Quality Teaching & Learning,
3. Stakeholder Engagement and
4. Effectiveness & Accountability in Governance & Leadership.

Some examples of achievements in 2015 under each of these priority areas are outlined below (a full FET annual report with enhanced details is available from the LCETB).

1. **Access and Progression:** While progression tracking remains both a challenge and a priority for the LCETB FET Service for 2016, during 2015, 78% of beneficiaries completed their courses, and 11.5% partially completed their course. Enhanced Progression opportunities have been made available for learners in 2015:
 - Following the signature of a Memorandum of Understanding between LCETB and Limerick Institute of Technology (LIT) in February 2015, new streamlined progression links between LCFE and LIT have been approved by LIT's Academic Council. This is a significant and unique milestone at national level, which will greatly benefit LCFE learners, by creating smooth and seamless progression pathways.
 - BTEI and Mary Immaculate College (MIC) Pilot Teacher Education Access Programme had its second successful year in 2015. It offers direct access to the B.Ed. for mature students who otherwise would not qualify for entry. Two subjects Gaeilge and English (honours) are delivered by two LCETB tutors and on successful achievement of results, direct entry to the B.Ed is guaranteed.
 - External speakers were also invited by many programmes to speak about progression opportunities both in further education or in employment (e.g. a speaker from SOLAS addressed Youthreach learners about Apprenticeship Programmes). Employers are routinely engaging with programmes to speak about what employers need, visit factories, etc.
2. **Quality Teaching and Learning :** This core strategic priority is about promoting a culture of continuous improvement and organisational learning, celebrating learners and staff achievements and enhancing the relevance of our provision. In 2015, there were many examples of excellence in teaching and learning practice in LCETB FET programmes.
 - LCETB Youthreach Hospital was included in the pilot DROICHEAD National Induction Programme for Teachers, a whole school approach to the Induction of newly qualified teachers (NQT). NQTs are supported by an experienced teacher who acts as a mentor. Innovations in the area of teaching and learning are discussed. This project has enriched the quality of Teaching and Learning in the centre (see www.teacherinduction.ie)
 - In August 2015, Ros Wynne won Gold Medal in Aircraft Maintenance at WorldSkills in Brazil (August 2015). This competition occurs every two years and is the biggest vocational education and skills

excellence event in the world that truly reflects global industry. Ros is the fourth Gold medal winner in a row in Aircraft Maintenance for Ireland following the footsteps of Joe Kelly (2013), Colin Callaghan (2011) and Andy Burke (2009). Prior to the competition, he completed a 10 week intensive training/preparation course under the guidance of Michael Hayes, senior aircraft maintenance Instructor at the Shannon Training Centre.

- Shannon Mc Ghee, a Junior Certificate Learner from Youthreach Hospital received an award from the Engineering Technology Teachers association for receiving the highest grade in Junior Cert Metal work. She was presented with her award at a ceremony in Clonmel.
- CABES (Clare Adult Basic Education Service) published an article in the ETBI Autumn 2015 newsletter: *'Addressing Intergenerational Disadvantage Through Family Learning'* and was used as an example of effective literacy practice. It was published online and in Learning Families Intergenerational Approaches to Literacy Teaching and Learning (UNESCO Institute for Lifelong Learning) <http://unesdoc.unesco.org/images/0023/002342/234252e.pdf>). CFLP work was also presented in Luxembourg at an EU wide Family Learning Sharing Best Practice Conference in October 2015.

3. **Stakeholder Engagement:** The consolidation and establishment of formal linkages with existing and new partners, including employers, statutory and community partners as well as other education providers are key priorities for the LCETB FET Division. Our efforts all point to enhancing the quality and relevance of our work in Limerick and Clare for the ultimate benefit of our learners.

The comprehensive range of FET programmes available in LCETB is an indicator of our constant efforts to deliver flexible, high quality education and training that meets the needs and ambitions of learners, businesses and communities, and responds to national and local industry needs. Some examples in 2015 include:

- Shannon Regional Skills Forum: In conjunction with the National Skills Strategy 2025, and the Regional Action Plans for Jobs, the Department of Education and Skills have created a network of Regional Skills Forum based on the NUTS 3 Geographical Areas. The Shannon Regional Skills Forum was formed in the Mid-West Region to be a cohesive education-led entity to assist employers establish and enhance links with the education and training providers. The role of the Forums will include the support of job creation and enterprise development, analysis of labour market information, analysis of employer needs, greater collaboration on education and training provision, support of career progression for existing staff and enhancing links with local employers.
- LCETB participated in the "Action Plan For Jobs" Fora throughout the Mid –West to continue to address the unemployment issue and to support job seekers to reskill.
- Awareness raising: In 2015, several exploratory meetings took place with employers to raise awareness about the FET provision and respond to their needs. These included meetings with the Vintners Federation (work experience programme), I.A.S.I to explore Accommodation Skill Area, meetings with IDA (bespoke programme for general operatives in Industry), HSE (Care Skills and Care of the Older Person QQI L5 modules for a group of Home Helps in Limerick City under the SKILLETB programme), Penn Engineering and LIT to explore apprenticeship and address a skills shortage in the precision engineering sector.
- LCETB FET Division is a member of the 'Limerick for Engineering Consortium ', and exhibited at the Limerick for Engineering showcase in May 2015. This is a direct link to employers to develop a pipeline of apprentices, technicians and engineers in the region to meet the specific demands of the engineering sector in the region.

4. **Effectiveness and Accountability in Governance and Leadership:** In order to reflect the regional dimension of the newly merged FET Service, new planning mechanisms were devised to help identify and avoid duplication of provision.
- **Regional Programme Approval process:** The LCETB FET Programme Delivery Development & Validation Policy was updated in 2015. It sets out a clear quality management structure and process to govern the service-wide programme approval process, including terms of reference for the LCETB FET Programme Group. The policy expanded to look at programmes from all awarding bodies and not just QQI. A new process for requesting further information and convening a programme subgroup to probe applications in more detail was also added. In 2015, it met 6 times to approve over 45 programmes.
 - As part of the work of the Programme Group, a service-wide process of rationalisation of the Qualification Business System (QBS) was initiated. All former VEC centres who offer QQI awards participated in an exercise to map their approved programme against QQI lists. This exercise ensured 100% accuracy of each centres QBS. In addition, the PC/CPD Officer and QA Unit populated the LCETB FET Service local partition of the National Course Database with locally devised programmes. This enabled programmes to input on the national course calendar.
 - In 2015, LCETB FET Division engaged with ETBI and QQI in the drafting of Quality Assurance guidelines for ETBs. In January 2015, LCETB was one of three ETBs to take part in a feasibility study on the draft QQI QA guidelines for ETBs, carried out by an external advisory panel. In March 2015, a QA Information Seminar was organised for all FET Centre Managers and Programme Coordinators to re-inform managers / coordinators of their roles, responsibilities and expectations, as well as a QA Survey to identify any continuous professional training requirements.

Cooperation with other institutions:

Cooperation with other institutions refers to teaching services provided by LCETB to a range of education, training and social service organisations. Following an application process, a range of organisations and projects are allocated teaching hours by the Department of Education and Skills. One of these programmes is delivered in the Education Centre, Limerick City Prison. It includes the provision of a range of courses, both accredited and non-accredited, which run during specified hours in both day-time and evening. Prisoners attend classes on a voluntary basis.

In 2015, Limerick and Clare Education and Training Board co-operated with a large number of other organisations or institutions through the provision of teaching hours or financial assistance, organisations include:

- Community Training Centres and Workshops
- Limerick Prison
- Cooperation hours through the FET Office
 - Limerick School of Music
 - Catherine McAuley
 - Social Services
 - Ceim Ar Cheim
 - Coisceim
 - Prison Education Unit
 - Limerick Centre Unemployed
 - Youth Projects
 - St. Canice's (Mt. St. Vincent)
 - Learning Hub
 - Cura Social Services Centre
 - Limerick Youth Service
 - Maoin Cheoil
 - Clare Immigrant Service
 - St. Anne's S.E.N.

In 2015, 1564 learners participated in programmes funded under the cooperation with institutions strand.

Partnership:

In addition to formal cooperation through provision of teaching services, one of Limerick and Clare Education and Training Board's strategic priorities is to work in partnership with the major stakeholders in Limerick and Clare. To this end, the LCETB collaborates with a range of public bodies, voluntary and community organisations. The Limerick and Clare Education and Training Board liaise regularly with the Department of Social protection and are a member of the **Local Community Development Committees (LCDCs)** of the Local Authorities in Limerick and Clare. The LCETB also works closely with the local Partnership Companies (Clare Local Development Company, West Limerick Resources, Ballyhoura Development and the Paul Partnership) as well as having representation on the Governing Bodies of the Limerick Institute of Technology, The Tralee institute of Technology and the Galway Mayo Institute of Technology.

The LCETB works closely with the Local Authorities in Limerick and Clare and has entered into partnership arrangements on a number of initiatives such as our **Music Generation projects**.

- Music Generation Limerick City was established in 2013 and is managed by Limerick City Music Education Partnership, led by Limerick Education and Training Board in partnership with Limerick City Council, University of Limerick, Mary Immaculate College, Limerick Institute of Technology, Irish Chamber Orchestra, Limerick College of Further Education, Limerick School of Music, Learning Hub Limerick, Oscailt Network of DEIS Primary Schools, DEIS Post-Primary Schools, RTÉ lyric fm, Youth Services, Peter Dee Academy of Music and Redemptorist Music Centre. The project uses the power of music as a means of inclusion where young people from all parts of the city have come together to share experiences and collaborate creatively.
- Music Generation Clare was launched on the 8th of November 2014 and aims to provide inclusive performance and learning opportunities for the young people of Clare. Music Generation Clare is managed by Clare Music Education Partnership, led by Limerick and Clare Education and Training Board in partnership with Clare County Council, University of Limerick, Clare Education Centre and St. Vincent de Paul.

Learning Limerick: Both the LCETB and the Limerick Local Authority are also members of the Learning Limerick Steering Group which is a partnership forum committed to creating a culture of learning in Limerick. It is made up of statutory, local development, business, and community and voluntary sector partners that have a role in Learning in Limerick. One of the outcomes from the work of the Learning Limerick Steering Group is the Limerick Lifelong Learning Festival. This festival was established to support the range of sectoral networks and groups in their efforts to engage people in positive learning experiences and the Limerick Lifelong Learning Festival is an annual week-long celebration of Lifelong Learning throughout Limerick city and county.

Hospitality Education & Training Centre: The new Hospitality Education & Training Centre (HETC) was officially opened by Jan O'Sullivan, T.D., Minister for Education & Skills on Monday 15th December 2014. The aim of the HETC (which is based in the former Fáilte Ireland Training Centre, Roxboro), is to address the shortfall in suitably qualified staff in the Irish Hospitality Industry. Currently 32 Trainees are attending the centre undertaking training in culinary, restaurant and bar-work. Led by the Limerick and Clare Education and Training Board (LCETB), supported with funding received from Limerick City and County Council, the newly opened Centre is a partnership project involving SOLAS, the Department of Social Protection, Paul Partnership, Limerick Enterprise Development Partnership, LIT, Fáilte Ireland, Limerick College of Further Education and representatives from the Hospitality and Tourism sectors.

Youth Work Functions

The ETB Act 2013, accords the Limerick and Clare Education and Training Board a statutory function to ‘*support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support*’. The ETB Act 2013, which incorporates the Youth Work Act 2001 provides a legal definition of youth work and outlines the key role of the statutory sector in supporting the development of youth work programmes and services and it’s co-ordination with other services for young people.

In fulfilling its statutory functions regarding youth work, the LCETB youth officer team works in partnership with a range of key agencies, both voluntary and statutory, that have a role in the provision of services for young people in the region. Through this process the LCETB promotes and develops youth work, defined in the legislation as a planned programme of education that supports the social and personal development of young people. As a valuable strand of non-formal education the LCETB recognises the strong positive impact that quality youth work programmes and services have on both individuals and communities.

The youth work sector engages with young people in non-formal settings which complement their formal education experience. Both the Youth Work Act 2001 and the National Youth Work Development Plan 2003-2007, which emerged from an extensive consultation process between the voluntary and the statutory sector, have provided youth work with clearer definition and direction. Section 3 of the Youth Work Act 2001 defines youth work as: ‘*a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is complementary to their formal, academic or vocational education and training; and provided primarily by voluntary youth work services*’. This definition highlights four important dimensions of youth work:

- planned;
- educational;
- based on voluntary participation;
- provided primarily by voluntary youth work services.

The continued development and sustainability of youth work as an educational opportunity for all young people, requires that these dimensions be identified, demonstrated and developed. The LCETB Youth Services submit a detailed annual progress report to the Department of Children and Youth Affairs on behalf of the Limerick and Clare Education and Training Board and some highlights from 2015 include:

Establishment of LCETB Youth Committee: In October 2015 and in accordance with Section 44 of the Education and Training Board Act 2013 the LCETB established the LCETB Youth Work Committee which will make recommendations to the Limerick and Clare Education and Training Board on the performance of its functions under the ETB Act – Section 10

- (j) *Support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister in relation to such support*
- (k) *Assess the manner in which it performs its functions is economical, efficient and effective.*

Chaired by Cllr. Kieran O’Hanlon, the following organisations are represented on the Youth Work Committee.

- Limerick & Clare ETB x 3 Reps
- Limerick Youth Service
- Clare Youth Service
- Irish Girl Guides (non-voting member)



- Foroige (Southern Area Manager) (non-voting member)
- Scouting Ireland
- TUSLA Child & Family Agency
- Limerick City & Co Council
- Clare Garda Division
- Comhairle na nÓg Clare x 2 members (1 voting)
- Comhairle na nÓg Limerick x 2 members (1 voting)
- Limerick City-Wide Youth Forum

Other work during 2015 included:

1. Implementation of the NQSF in 2015: LCETB Youth Officers worked on progressing the NQSF continuous improvement plans with the Limerick Youth Service, Foroige, Clare Youth Service, Limerick Youth Theatre, Blue Box Creative Learning Centre, Southill Area Centre, Limerick Sports Partnership, West End Youth Centre and the Limerick City CDP – Drugs Education and Prevention Strategy (DEPS)
2. Support for the Quality Standards for Volunteer-led Youth Groups
3. Youth Employability Scheme
 - Youth Officers facilitated the roll out of the Youth Employability funding scheme in 2015.
4. Vulnerable Projects
 - Youth Officers coordinated details of and secured funding for 3 projects in the LCETB area encountering exceptional financial difficulties in 2015.
5. Capital Funding Scheme 2015 Type 2
 - Youth Officers administered the Capital funding scheme Type 2 in 2015.
6. Local Youth Club Grant Scheme
 - Youth Officers administered the Local Youth Club Grant Scheme funding of €82,626 to 116 clubs/groups in 2015.
7. Staff-led projects
 - Youth Officers administer funding to and support reporting on SPY, Youth Information, YPFSS and drug prevention/intervention projects across the region
8. Strategic Partnerships:
 - Youth Officers Munster Cluster Group
 - IYOA Executive
 - Strengthening Families Steering Committee County Limerick
 - East Limerick Education and Training Network
 - Co. Limerick Hospital Voluntary and Community network
 - Project Steering Committees and Interagency networks
 - Membership on Limerick and Clare Comhairle na nÓg steering groups
 - Limerick Citywide Youth Forum – Youth Officer (chair)
 - Limerick Citywide Children and Youth Forum conference–“Know More Stress Less” – a one day conference to share best practice and support Youth Work across Limerick



- Co-ordination of Summer Camps across the city with key local stakeholders
- Creative Communities to support bid for Limerick 2020
- Social, Health, Education Programme (SHEP) Limerick
- Member of the Jigsaw Project team
- Rep for LCETB Youth Work functions on the Mid West Drug & Alcohol Forum and Education & Prevention sub-group.
- Lead role in development of initiative to address drug and alcohol misuse by students in Mid-West Third Level institutions through Dormant Accounts Fund.

APPENDIX 1

LIMERICK AND CLARE EDUCATION AND TRAINING BOARD PROGRAMMES AND SERVICES:

LCETB: CORPORATE SERVICES

- Limerick and Clare Education and Training Board: Head Office Limerick (Corporate Services, ICT, Human Resources, Finance)
- Limerick and Clare Education and Training Board: Clare Office (Capital and Procurement)

LCETB: POST PRIMARY SCHOOLS:

1. Ennis Community College, Ennis, Co. Clare
2. Ennistymon Vocational School, Ennistymon, Co. Clare
3. St. Michael's Community College, Kilmihil, Co. Clare
4. St. Joseph's Community College, Kilkee, Co. Clare
5. Scarriff Community College, Scarriff, Co. Clare
6. St. Anne's Community College, Killaloe, Co. Clare
7. Colaiste Mhuire, Askeaton, Co. Limerick
8. Desmond College, Newcastle West, Co. Limerick
9. Colaiste Chiarain, Croom, Co. Limerick
10. Hazelwood College, Drumcollogher, Co. Limerick
11. St. Nessan's Community College, Moylish, Limerick
12. Limerick College of Further Education, Limerick
13. Colaiste na Trocaire, Rathkeale, Co. Limerick
14. Colaiste Iosef, Kilmallock, Co. Limerick
15. Castletroy College, Castletroy, Co. Limerick
16. St. John Bosco Community College, Kildysart, Co. Clare
17. Colaiste Ide agus Iosaef, Abbeyfeale, Co. Limerick
18. Gaelcholaiste Luimnigh Meal Sior Anrai, Luimneach

Community Schools where the Limerick and Clare Education and Training Board is represented on the Board of Management as a **Joint Patron and Trustee**:

1. John the Baptist Community School, Hospital, Co. Limerick
2. Kilrush Community School, Kilrush, Co. Clare
3. St. Caimin's Community School, Shannon, Co. Clare
4. St. Enda's Community School, Limerick (from 1st of September 2016 as Patron, Trustee and Owner).

Schools where the Limerick and Clare Education and Training Board is represented on the **Board of Management**:

1. Shannon Comprehensive School, Shannon, Co. Clare. The LCETB are a Co-Trustee and have one nominee on the Board of Management. The Chief Executive of the LCETB is also a Board member and ex officio Secretary to the Board of Management.
2. Scoil na Trionoide Naofa, Doon, Co. Limerick. LCETB have a nominee on the Board of Management by invitation of the Patron.

LCETB: OUTDOOR EDUCATION CENTRES:

1. Burren Outdoor Education Centre, Co. Clare
2. Kilfinane Outdoor Education Centre, Co. Limerick

**LCETB: YOUTH WORK:**

1. Youth Officer, Limerick City
2. Youth Officer, Co. Clare
3. Youth Officer, Co Limerick

LCETB: MUSIC GENERATION:

1. Music Generation, Limerick
2. Music Generation, Clare

LCETB: COOPERATION WITH OTHER INSTITUTIONS

1. Limerick Prison Education Unit
2. Ceim ar Cheim
3. Co-op Hours through FET Office including Limerick School of Music, Catherine McAuley, Limerick Social Services, Coisceim, Limerick Centre Unemployed, Youth Projects, St. Canice's (Mt. St. Vincent), Learning Hub, Cura Social Services Centre, Limerick Youth Service, Maoin Cheoil and Clare Immigrant Service

LCETB: TRAINING CENTRE PROVISION:

1. Limerick Training Centre, Raheen Business Park, Limerick.
2. Shannon Training Centre, Shannon industrial Estate, Shannon, Co Clare

LCETB FET: FULL TIME PROVISION**PLC PROVISION**

1. Limerick College of Further Education (LCFE) (Outreach location in Cappamore College)
2. Ennis Community College
3. Ennistymon Vocational School
4. Organic College, Dromcollogher
5. Colaiste Iosaef, Kilmallock
6. Colaiste Chiarain, Croom
7. St. Joseph's Community College, Kilkee

VTOS

1. VTOS - Limerick City
2. VTOS- Scariff
3. VTOS - Kilrush
4. VTOS – Ennis
5. VTOS - An T-ionad Glás
6. VTOS – Kilmallock
7. VTOS – Shanagolden

YOUTHREACH

1. YR - Limerick City Centre
2. YR - Limerick City Northside
3. YR - Limerick City Southside
4. YR - Miltown Malbay
5. YR – Shannon
6. YR - Tuamgraney
7. YR - Kilrush
8. YR - Ennis
9. YR – Hospital
10. YR – Shanagolden

LCETB: PART TIME PROVISION:**ADULT LITERACY (including ESOL, ITABE, SFW, DEIS)**

1. Literacy - Limerick City
2. Literacy - Co Clare
3. Literacy - Co Limerick West – Newcastle West
4. Literacy - Co Limerick East – Kilmallock

BTEI

1. BTEI - Limerick City
2. BTEI - Co Clare
3. BTEI - Co Limerick West – Newcastle West
4. BTEI - Co Limerick East – Kilmallock

Community Education

1. Community Education - Limerick City
2. Community Education - Co Clare
3. Community Education - Co Limerick West NCW
4. Community Education Co Limerick East – Kilmallock

Adult Education Information & Guidance Service

1. AEIGS Limerick City
2. AEIGS County Limerick
3. AEIGS County Clare



Appendix 2

Limerick and Clare Education and Training Board Capital and Procurement Report 2015

The Department of Education and Skills approved various Summer Works and Devolved Grants (including Emergency Works Scheme) during 2015.

Capital and Procurement 2015	
Coláiste Mhuire, Askeaton	Summer Works : Repairs to Roof completed by RSC Roofing under supervision of Healy Partners Consultants in April 2015.
Castletroy Community College	General Procurement Exterior Painting of School completed by PDM Solutions. Summer Works : Department of Education and Skills approval for the Construction of New Courtyard completed by Labcon Building and Civil Engineering Ltd under the supervision of Patrick J Sheahan & Partners.
Colaiste Chiarain, Croom	Devolved Project: An Bord Pleanála decision to overturn LCC grant of Planning Permission for new school. LCETB working closely with the Local Authority to implement a strategy to address issues raised in An Bord Pleanála decision including rezoning of school site and alternative road access. Planning Application for 850 students ready for submission. Design Process for Croom Distributor Road commenced. Emergency Works : Covered Walkway Completed Nov 2015 by Carey Construction under the Supervision of Healy Partners. Department of Education and Skills Approval for 'Electrical & Mechanical Upgrade' received Sept 2015. Moloney Fox Consultants, Fergal Warren Mechanical Contractor & O'Keefe Electrical appointed following Tender Process. Temporary Accommodation: DES Approval received August 2015 for Home Economics, Science and Parent Rooms. Castlecabin appointed as contractor in November 2015 following a tender process overseen by AECOM Consultants.
Hazelwood College, Dromcollogher	Devolved Project: Project budget increase approved by the Department of Education and Skills in June 15. Temporary Accommodation : Received Department of Education and Skills approval for Temporary Accommodation to facilitate increased enrolments until Extension is complete. Work carried out by Aspire under supervision of Leyden Hassett & Associates, Consultants
Ennis Community College	Devolved Project : Stage 1 is complete. A replacement Design Team was appointed in June 2015 and the new DT working on Stage 2A. Emergency Works: Electrical Upgrade completed by Martin O'Toole Electrical under the Supervision of Fahy O'Riordan Consultants. Department of Education and Skills approved funding for the replacement of Lead Pipes. Work completed by Morcon Contractors under supervision of Moloney Fox Consultants in Sept 2015.
Ennistymon Vocational School	Temporary Accommodation: Replacement Classroom installed by Roadmaster Ireland under Supervision of P. Coleman & Associates.
Further Education & Training Centre, Raheen, Limerick	Refurbishment of Roof & External Fabric of FET Campus, Raheen completed by Monami under the supervision of Noel Kerley & Associates. Funded from Solas Capital Allocation.
Gael Colaiste Luimnigh	Devolved Project: Process of acquiring Clare Street Site ongoing.
Hospital, Youthreach Centre	General Procurement: Exterior Painting and decorating of Centre completed by Hanley Bros Ltd.
Kilfinane Outdoor Education Centre	General Procurement: Refurbishment of Dormitories commenced in December 2015 by Hanley Bros Ltd.
St. Joseph's Community College, Kilkee	Temporary Accommodation: Department of Education and Skills approval received for the Installation of a new Woodwork & Metalwork Classrooms.
St Anne's Community College, Killaloe	Devolved Project: Stage 2a approved by the Department of Education and Skills Summer Works : Roof works completed by Priority Roofing Contractor under the supervision of PJ Newell Consultant.
Colaiste Iosaef, Kilmallock	Devolved Project: Planning Permission granted in April 2015. Disability Access & Fire Certs issued by LCC. Design Team progressing Stage 2b. Land Acquisition Contracts signed for purchase of Decommissioned Water Treatment Plant from LCC. Emergency Works: Repairs to PE Hall completed by Michael Nash Contractors under the Supervision of Punch Consulting Engineers.



St Michael's Community College, Kilmihil	Emergency Works: The Department of Education and Skills approved funding for a Heating Upgrade. Completed by Morcan Mechanical in October 2015 under Supervision of Fahey O'Riordan Consulting Engineers. Summer Works: SWS Electrical Works were completed by H & F electrical in Sept. 2015 under Supervision of Heavey Kenny Consultants.
Mti O'connell Avenue, Limerick.	Emergency Works: O'Brien Dust Systems appointed following Tender Process for Works in Jan. 2015. Works completed in February 2015 under Supervision of Don O'Malley Consultants.
Limerick College Of Further Education	Emergency Works : Sewerage Works Completed 2015 by Labcon under the supervision of EML Consultants. Emergency Roof Works Funding approved by the Department of Education and Skills. Undertaking of the Works Deferred until Summer 2016 from a Health & Safely perspective.
Marshal House, Limerick	General Procurement the Department of Education and Skills Approved Purchase of Marshal House from NAMA completed August 2015.
Desmond College, Newcastlewest	Devolved Project Planning permission sought for ASD Unit October 2015. Additional Funding approved by DES for accommodation added to original brief. Stage 1 Completed Dec 15.
Colaiste Na Trocaire, Rathkeale	Emergency Works: Gym Roof works completed in 2015 by Priority Roofing under the supervision of Leyden Hassett & Associates. Summer Works Funding approved by the Department of Education and Skills for Replacement of Windows and Doors. Completed by Senator Windows following tender process under the Supervision of Quinn Architects.
Scariff Community College	Temporary Accommodation: Approval received from the Department of Education and Skills for 2 pre-fabricated classrooms to accommodate increased long term enrolment. Classrooms installed/completed by Aspire under the Supervision of Quinn Architects. Summer Works: Approval received from the Department of Education and Skills for Replacement of Windows and Doors. Completed by Senator Windows under the Supervision of Quinn Architects.
Skills Unit, Gort Rd	General Procurement Fire Alarm system was upgraded by Martin O'Toole Contractor under the Supervision of David McLoughlin.
St. Patrick's Comprehensive, Shannon	Devolved Project: Planning permission granted. Tender Report sent to DES in November 2015 & approval sought to appoint recommended contractor.

Energy Management Project:

The European Energy Efficiency Fund (eeef) aims to support the goals of the European Union to promote a sustainable energy market and climate protection. As part of the eeef project energy audits of all LCETB buildings were commenced in 2015 by Aramark. The 'Let's Conserve Energy Together Better' project was officially launched in January 2015 by the Minister for Education and Skills, Jan O'Sullivan, T.D.

As part of the eeef project, awareness training for energy teams in centres, schools and offices was scheduled and carried out during 2015. Monthly steering group meetings were held to ensure progression of project and the first drawdown of monies from eeef approved in November 2015. SEAI Monitoring & Reporting 2015 returns for LCETB were compiled and input on Public Service Monitoring and Reporting portal during 2015.

LCETB General Procurement Projects 2015

The LCETB Capital and Procurement Section procure goods and services on behalf of all LCETB sites where currently there are no OGP contracts in place to meet LCETB requirements. In 2015 the extent of general procurement activity increased by over 100% on the previous year. The range of supplies and services requested by LCETB sites varied from the supply of school furniture, PCs, passenger vehicles and projectors to the provision of services such as contracted cleaning, occupational health related training and general refurbishment projects at sites throughout



counties Limerick and Clare. The value of individual contracts for goods and services during 2015 ranged from €4,000 to contracts valued at €50,000. These values are exclusive of the tender projects for contracted cleaning services and contracted training services where stage one of the restricted procedure for both tenders commenced in 2015. The following is a summary of all LCETB general procurement activity for 2015.

Category	Location
Provision of Print Services	LCETB (FET Division)
Provision of a Managed Print Solution	Castletroy College, Limerick
Provision of Occupational Health and Fire Related Training Services (PQQ Stage)	LCETB
Provision of Print Services	Limerick College of Further Education, Limerick
Supply of Standard Personal PCs	Limerick College of Further Education, Limerick
Supply of Standard Personal PCs	St. Anne's Community College, Killaloe, Co. Clare
Supply and Installation of a Telephone System	St. Anne's Community College, Killaloe, Co. Clare
Supply of Previously Owned Passenger Vehicles	LCETB - FET Campus, Raheen, Limerick
Provision of Print Services	LCETB (FET Division)
Exterior Painting	Castletroy College, Limerick
External Painting/Decorating (FET Division)	Youthreach , Hospital, Co. Limerick
Provision of Concessionary Catering Services	Ennistymon Vocational School, Co. Clare
Supply of Furniture for 3 General Classrooms	Gaelcholáiste Luimnigh, Limerick
Provision of Print Services	Limerick College of Further Education, Limerick
Installation of a Telecommunications System	FET Campus, Kilmallock Road, Limerick
Exterior Painting	Ennis Community College, Ennis, Co. Clare
Exterior Painting	LCETB Capital & Procurement Section, Ennis, Clare
Provision of Managed Print Solution	FET Campus, Kilrush, Co. Clare
Provision of Managed Print Solution	LCETB Capital & Procurement Section, Ennis, Clare
Supply and Installation of Short Throw and Interactive Short Throw Projectors	Limerick College of Further Education, Limerick
Supply of General Classroom Furniture	Scariff Community College, Scariff, Co. Clare
Supply of General Classroom Furniture	Hazelwood College, Dromcollogher, Limerick
Supply of Lumbar Support Computer Chairs	FET Campus, Kilmallock Road, Limerick
Supply of Desktop Mini Towers/Standard PCs	Coláiste Chiaráin, Croom, Co. Limerick
Supply of General Classroom Furniture	Ennistymon Vocational School, Ennistymon, Co. Clare
Rebuild and Redesign of College Website	Limerick College of Further Education, Limerick
Supply of Additional Accommodation	Ennistymon Vocational School, Ennistymon, Co. Clare
Dormitory Refurbishments	Kilfinane Outdoor Education Centre, Co. Limerick
Provision of Print Services	Limerick College of Further Education, Limerick
Provision of Contracted Cleaning Services (PQQ Stage)	LCETB
Supply and Delivery of Storage Containers	Hazelwood College, Dromcollogher, Co. Limerick
Security and Fire Detection Systems Upgrade	Youthreach, Hospital, Co. Limerick

ETB Sector Procurement Network

The LCETB Capital and Procurement Section continue to be active participants at the ETB Sector Procurement Network throughout 2015. Key sectoral initiatives and achievements for 2015 include the following:

- Completion of the Student Management Information System tender and award of the contract to School Thing Limited trading as VS. The scope of this framework includes the supply, hosting, configuration, installation and migration based on a common design for the ETBs.
- The Legal Services Strategy Group continues to progress the development of a tender document for the provision of legal services for the ETB sector.
- Building on the work of the previous school books project team which was established in 2013 the ETB procurement network with the support of the Education Procurement Service (Library Category) at the University of Limerick commenced the process of identifying sectoral requirements for school books and a



suitable procurement model. Initial approval for this project was sought and approved by ETB Chief Executives in October 2015.

- Publication of an interactive guide to public procurement thresholds, this guide is an ETB resource based on circulars, guidelines and regulations and informed by current best practice.
- LCETB participation at eTenders Training

Office for Government Procurement

The OGP in collaboration with its sector partners continued their sourcing operations throughout 2015, the following is a list of frameworks using direct drawdown or mini-competition put in place by OGP and activated by LCETB Capital and Procurement Section in 2015. In addition LCETB Capital and Procurement Section continue to monitor and manage all OGP contracts activated by LCETB.

Category	Supplier
Electricity	Energia
Natural Gas	Bord Gais
Cleaning Supplies	Bunzl
Supply and Service of Water Coolers	Glenpatrick/Tipperary Water
Bulk Liquid Fuels	Topaz
Fuel Cards	Topaz
LPG	Flogas
Stationary	Office Depot
Copier Paper	Antalis
ICT Consumables	Datapac
Mobile and Voice and Data	(3 – OGCI0 Framework)
Advertising	Media Vest
Print Services	Print Panel
Notebooks/Tablets/PCs	OGP – Mini Competition
Waste Management Services	Greenstar

In addition the LCETB Capital and Procurement Section were represented on OGP sourcing teams for two OGP led tender projects for public bodies including the portable fire equipment project and the waste management tender project.