



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board



ANNUAL REPORT 2020

Dublin & Dún Laoghaire
Education & Training
Board

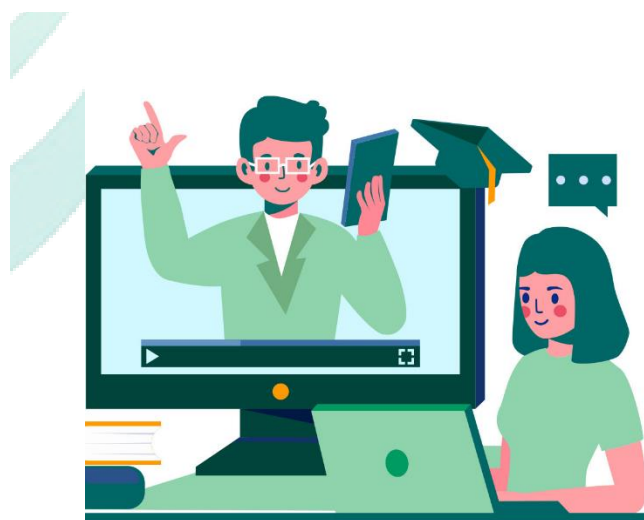


TABLE OF CONTENTS

Welcome by An Cathaoirleach	2
Foreword by the Chief Executive Officer	3
.....	5
Section 1	6
The Board, The Executive, functions, Mission and Values	6
The board.....	6
The Executive	8
Functions of the ETB Board.....	9
Attendance at meetings in 2020	9
Vision	13
Mission statement	13
our Values	14
Section 2	16
Further Education and Training (FET).....	16
Covid Response During 2020	19
Section 3	25
Organisation Support & Development (OSD)	25
Buildings Team	25
public spending code	26
Corporate Services	26
Human resources.....	27
Human rights and equality	28
Finance	28
Information Communications Technology	30
covid-19.....	32
Financial Summary.....	33
Section 4	36
Primary schools.....	36
Post-Primary	40
Section 5	46
Youth and Sports Development Service	46
Psychological Support Service	53
Key relationships.....	57
Appendices	61
Appendix A	61
Appendix B	64
Appendix C	64
Appendix D	65
Appendix E.....	66
Appendix F.....	66

WELCOME BY AN CATHAOIRLEACH

During 2020, I was honoured to be elected to the position of Cathaoirleach of Dublin & Dun Laoghaire ETB and it is with great pride that I present the DDLETB Annual Report 2020. DDLETB is proud of its mission “to provide a wide range of education and training programmes, services and supports to children, young people and adults across the DDLETB region” and this report outlines the comprehensive range of activities undertaken by DDLETB’s schools, centres and services over the past twelve-months.

Since March 2020, when schools and centres of education closed, the effects of COVID-19 in education have been wide-ranging, from major changes to state examinations & large-scale learning online Administration support continued to all schools and centres through remote working.

DDLETB continued to grow with the opening of Broadmeadow CNS and the divestment of Tallaght CNS at primary level and the opening of Coláiste Pobail Fola and Eriu CC at post primary level. The number of learners benefitting from participation on courses in FET centres was sustained and increased in some cases .

This report charts the organisations success and I wish to pay tribute to the staff of DDLETB who demonstrated fortitude and determination in their response to meet the needs of our learners and colleagues during what has been an exceptional year.

Daneve Harris
Cathaoirleach

FOREWORD BY THE CHIEF EXECUTIVE OFFICER

This 2020 Annual Report captures the sincere efforts and achievements of staff across DDLETB during an exceptional year.

The Board has received reports during the year of the activity in schools, centres and services which have detailed the work done to ensure the continuity of teaching and learning throughout the year in all contexts.

DDLETB measures its progress in relation to the first and second goals of the DDLETB Statement of Strategy; **High Quality Education and Training Programmes and High Quality Experience for Learners**. I am very proud of the commitment of all DDLETB staff to maintain the highest standards of delivery to our students during the Covid 19 pandemic.

In schools, student numbers have again grown, with 18,777 students in thirty-one (31) post primary schools, including four Gaelcholáistí. In our community national schools, there are 3,172 students in nine (9) primary schools, two (2) special care unit schools, one (1) special community

national school, and one (1) children's detention centre school. The work is proceeding across the schools' network to ensure support from the ETB and from the networks of principals, deputy principals, special education, DEIS, guidance counsellors, digital learning and other continuing professional development activities.

Youth Services continue to manage, fund and support services to 45,000 young people in the three counties of Fingal, South Dublin and Dun Laoghaire-Rathdown. Our Music Generation application in partnership with stakeholders was approved in 2020.

DDLETB delivered further education and training (FET) to almost 25,000 people in 2020. Some FET programmes sustained learner numbers or saw an increase, for example, Post Leaving Certificate courses, Skills to Advance and Traineeships for the Employed, due to the demand for educational progression or career upskilling and reskilling. This demonstrates the professionalism and responsiveness of FET centres and

colleges to provide remote and blended learning.

Continuous professional development (CPD), especially in the area of digital learning, continued at speed during 2020. Staff training across all sectors of DDLETB under the '*Digital Connect Project*' supported and developed staff engagement with all DDLETB supported platforms relevant to their sector. Centralised learner support through a variety of engaging and interactive learning community sessions, supported the use of DDLETB-sponsored IT platforms and virtual learning environments (VLEs) in our schools, colleges and centres.

It is a privilege to witness the great work of almost 4,000 staff who continue to bring new ideas to their engagement with students, learners and clients.

This report acknowledges the outstanding response of all DDLETB staff to the needs

of learners and their commitment to the ethos and best traditions of public service, teaching and learning in the extraordinarily difficult circumstances of 2020. Our learners also deserve acknowledgement for their positive engagement with our Covid contingency response to their needs.

We are grateful for the support of DDLETB's Board in working to ensure the best possible service for the community of this ETB.

Caitriona Murphy
Chief Executive Officer





The Board

The Executive

Functions of the Board

Vision, Mission and Values



SECTION 1

THE BOARD, THE EXECUTIVE, FUNCTIONS, MISSION AND VALUES

THE BOARD

DDLETB Board as at 31st December 2020

<i>Member</i>	<i>Nomination Body</i>	
Ms Daneve Harris (Cathaoirleach)	National Parents Association	Jan – Dec 2020
Cllr Kazi Ahmed	Dun Laoghaire Rathdown County Council	Jan – Dec 2020
Cllr Grainne McGuire	Fingal County Council	Jan – Feb 2020
Cllr Cathal Boland	Fingal County Council	Sept – Dec 2020
Cllr Michael Clark	Dun Laoghaire Rathdown County Council	Jan – Dec 2020
Cllr Yvonne Collins	South Dublin County Council	Jan – Dec 2020
Cllr Peter Kavanagh	South Dublin County Council	Jan – Dec 2020
Cllr Pamela Kearns	South Dublin County Council	Jan – Dec 2020
Cllr Brigid Manton	Fingal County Council	Jan – Dec 2020
Cllr Joe Newman	Fingal County Council	Jan – Dec 2020
Cllr Ed O'Brien	South Dublin County Council	Jan – Dec 2020
Cllr Una Power	Dun Laoghaire Rathdown County Council	Jan – Dec 2020
Cllr Pamela Conroy	Fingal County Council	Nov – Dec 2020
Cllr Karen Power	Fingal County Council	Jan – Sept 2020
Cllr John Walsh	Fingal County Council	Jan – Dec 2020
Mr Ken Farrell	Irish Congress of Trade Unions	Jan – Dec 2020
Ms Anne Genockey	AONTAS	Jan – Dec 2020
Mr Colm Kilgallon	AONTAS	Jan – Dec 2020
Ms Claire Markey	Staff	Jan – Dec 2020
Mr Gerry McGuire (Leas Cathaoirleach)	Chambers Ireland	Jan – Dec 2020
Mr Paul McNally	National Parents Association	Jan – Dec 2020

Mr Brendan O'Halloran	Staff	Jan – Dec 2020
-----------------------	-------	----------------



THE EXECUTIVE

<i>DDLETB Executive as at 31st December 2020</i>	
Ms Caitriona Murphy	Chief Executive Officer
Mr Trevor Moore	Director of Further Education & Training
Ms Debbie Howlett	Director of Organisation Support & Development
Mr Adrian Flynn	Director of Schools
Ms Nichola Spokes	Director of Schools



FUNCTIONS OF THE ETB BOARD

The functions of the Board are either executive or reserved. Executive functions are carried out by the Chief Executive and reserved functions are carried out by the Board. Reserved functions are set out in Section 12 (2) of the ETB Act 2013 and are summarised as follows:

Functions of the Board
1. A request to the Minister for a name by which the board may describe itself for operational purposes.
2. The appointment of a Chief Executive.
3. The suspension of a Chief Executive.
4. The establishment of a scholarship.
5. The giving of an opinion as to persons with whom the Chief Executive must consult in the preparation of a strategy statement.
6. The adoption of a strategy statement.
7. The adoption of an annual report.
8. The acceptance of gifts or being constituted as a trustee.
9. A decision to authorise the attendance by a member at a conference, seminar, meeting or event.
10. In relation to an ETB Committee: <ul style="list-style-type: none"> (i) the establishment or dissolution of the Committee; (ii) the determination of the terms of reference and the regulation of the procedures of the Committee; (iii) the appointment or removal from office of a member (including the chairperson) of the Committee, and (iv) the confirmation of an act of the Committee.
11. In relation to a Finance Committee and an Audit and Risk Committee: <ul style="list-style-type: none"> (i) the establishment of those Committees; (ii) the appointment and removal of a member (including the chairperson) of those Committees, and (iii) the receipt of a report prepared by each of those Committees and the

determination of what action (if any) should be taken as a result of the findings of any such report.
12. The adoption of an annual service plan.
13. The power to borrow money.
14. The keeping of accounts.
15. The acquisition, holding and disposal of land, or any interest in land 53 Subject to regulations made by the Minister.

ATTENDANCE AT MEETINGS IN 2020

THE BOARD

Members' attendance at meetings in 2020:

Member	Duration	Feb	Mar	May	Jun	Aug	Sep	Oct	Nov
Cllr Kazi Ahmed	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Michael Clark	Jan - Dec	✓	X	✓	✓	✓	✓	X	✓
Cllr Yvonne Collins	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Ken Farrell	Jan - Dec	X	X	✓	✓	✓	✓	X	✓
Anne Genockey	Jan - Dec	X	✓	✓	X	✓	✓	✓	✓
Daneve Harris	Jan - Dec	✓	✓	✓	✓	✓	X	✓	✓
Cllr Peter Kavanagh	Jan - Dec	✓	✓	✓	✓	✓	X	✓	✓

Cllr Pamela Kearns	Jan - Dec	✓	✓	✓	✓	✓	X	✓	✓
Colm Kilgallon	Jan - Dec	✓	✓	✓	✓	X	✓	✓	✓
Cllr Brigid Manton	Jan - Dec	X	✓	✓	✓	✓	✓	✓	✓
Claire Markey	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Gerry McGuire	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Paul McNally	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Joe Newman	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Ed O'Brien	Jan - Dec	X	✓	X	✓	✓	✓	✓	✓
Brendan O'Halloran	Jan - Dec	✓	X	✓	✓	✓	✓	✓	✓
Cllr Una Power	Jan - Dec	✓	✓	✓	✓	✓	✓	X	✓
Cllr Pamela Conroy	Jan - Dec	N/A	N/A	N/A	N/A	N/A	N/A	✓	✓
Cllr Karen Power	Jan - Dec	N/A	N/A	✓	X	✓	N/A	N/A	N/A
Cllr Cathal Boland	Jan - Dec	N/A	N/A	N/A	N/A	✓	✓	✓	✓
Cllr Grainne McGuire	Jan - Dec	X	X	N/A	N/A	N/A	N/A	N/A	N/A
Cllr John Walsh	Jan - Dec	✓	✓	✓	✓	✓	✓	✓	✓



AUDIT & RISK COMMITTEE

Audit and Risk Committee Members' attendance at meetings in 2020:

Member		Duration	09 Mar 2020	20 May 2020	30 Sept 2020	11 Nov 2020
Alan Connolly	External Member	Jan - Dec	✓	✓	✓	✓
Mary Troy	External Member	Jan - Dec	N/A	✓	✓	N/A
Gillian Doherty (Chairperson)	External Member	Jan - Dec	✓	✓	✓	✓
Cllr Kazi Ahmed	Internal Member	Jan - Dec	✓	✓	✓	✓
Cllr Joe Newman	Internal Member	Jan - Dec	✓	✓	✓	✓
Daneve Harris	Internal Member	Jan - Dec	✓	✓	✓	✓

The Board maintains oversight of risk management and confirms that it has carried out an assessment of DDLETB's principal risks, associated mitigation measures, and assurances of the effectiveness of these measures, in 2020.

The Board manages risk for the organisation through a structured risk

management programme. The Board has delegated risk management oversight to the Audit and Risk Committee.

The Audit and Risk Committee assists the Board and gives an independent view in respect of its risk management responsibilities.

FINANCE COMMITTEE


Finance Committee Members' attendance at meetings in 2020:

Member		Duration	21 Feb 2020	25 Mar 2020	05 Nov 2020	09 Dec 2020
Gerry McGuire (Chairperson)	Internal Member	Jan - Dec	✓	✓	✓	✓
Catherine Doran	External Member	Jan - Dec	✓	✓	✓	N/A
Catherine Bruen	External Member	Jan - Dec	✓	✓	✓	✓
Colm Kilgallon	Internal Member	Sep - Dec	✓	✓	✓	✓
Claire Markey	Internal Member	Jan - Dec	✓	✓	✓	✓

VISION

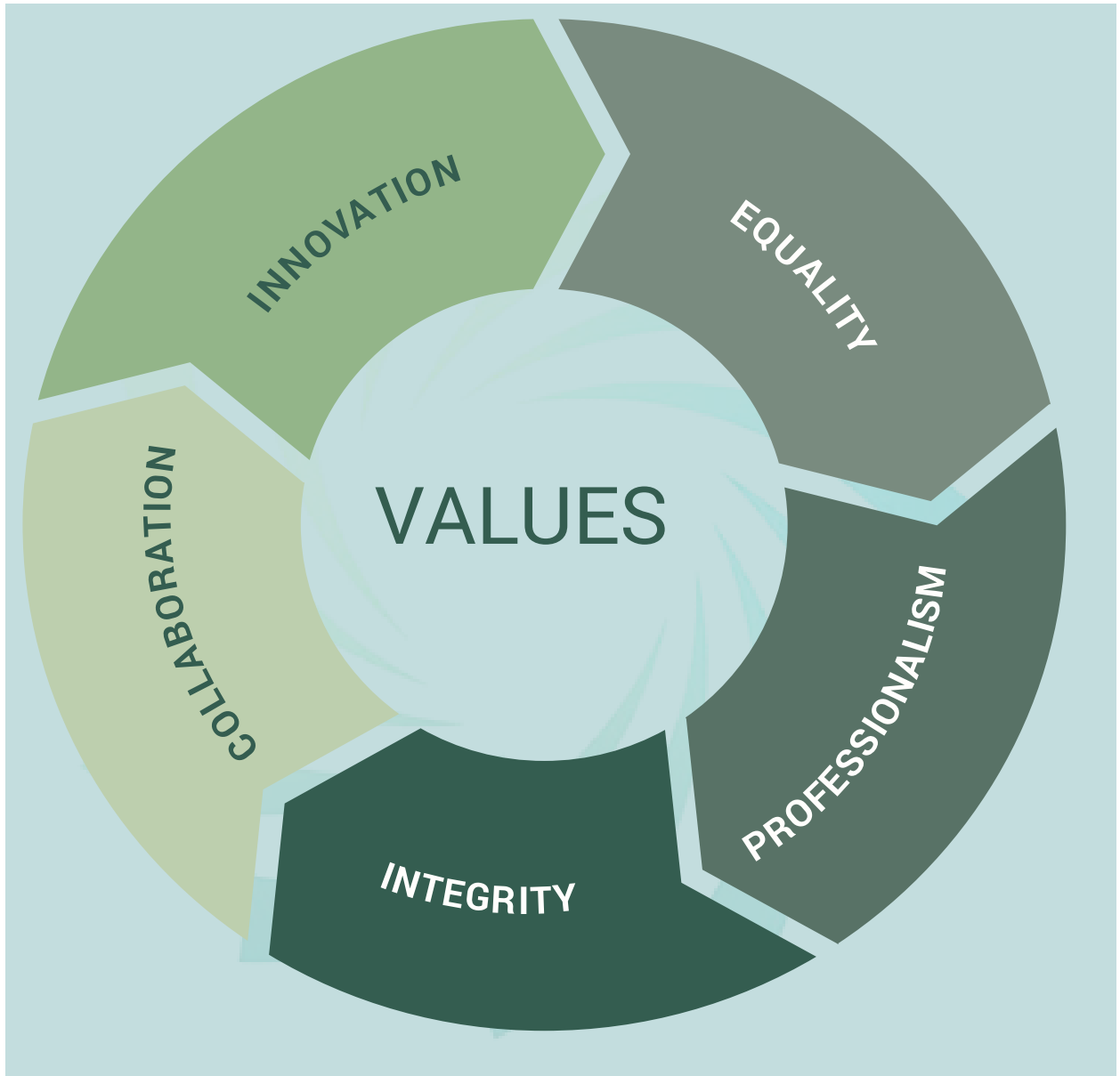
Actively lead the provision of high quality education and training.

MISSION STATEMENT



Provide a wide range of education and training programmes, services and supports to children, young people and adults across the DDLETB region.

OUR VALUES



2

Statement of Service: Further Education & Training



SECTION 2

FURTHER EDUCATION AND TRAINING (FET)

For DDLETB's FET Sector, 2020 started well, with early indicators for another successful year, with learner numbers and other performance measures on track to meet the year's target and actions under the annual service plan.

The core of DDLETB's FET provision is to deliver education, training and supports to meet the needs and interests of individuals, families, communities, employers, the economy and wider society, in a quality-led model of delivery where the needs of learners are paramount.

DDLETB's FET provision includes training centres offering upskilling and reskilling opportunities for jobseekers, apprentices, employees and entrepreneurs to meet the skills needs of employers, enterprise and the wider economy. Through our colleges we offer professional and occupational qualifications that offer learners an entry route to their chosen career, and also an access route to higher education. Of equal importance are the educational

programmes, supports and services targeted towards educationally, economically and socially disadvantaged groups and individuals that are delivered by the adult education services, community training services and Youthreach.

DDLETB also supports the education and training needs for active inclusion of many different partner agencies and services through the provision of financial grants or tuition hours to community-based organisations or in outreach locations. This FET provision is delivered through our community education programme, and also through community training as managed by training centres. The organisations in receipt of grants or tuition hours support some of the most economically, educationally or socially disadvantaged learner cohorts, particularly in areas where there are unemployment blackspots.

During 2020, at the start of lockdown and throughout, the de-facto priority of FET was to ensure the continuation of

learning, assessment, certification and learner progression and to support learners and staff through the impact of the pandemic, lockdown and ongoing restrictions and changes to teaching and learning by the overnight switch to remote learning and working.

A total of **24,406 learners** benefitted from participation on courses in DDLETB's FET centres, colleges and services during 2020. A breakdown of learner numbers in FET provision for 2020 is shown in **Table 1**

Remarkably, some FET programmes sustained learner numbers or saw an increase during 2020, such as PLC, Skills to Advance and Traineeships for the Employed, due to the demand for educational progression or career upskilling and reskilling. This demonstrates the professionalism and responsiveness of FET centres and colleges to innovate and provide mass remote and blended learning.

However, the impact of Covid restrictions had an undeniable impact in 2020 on learner numbers, where an overall decrease in learner numbers is reported. Lockdown restrictions also impacted significantly on learner recruitment for courses that were variously postponed or restricted under public health, governmental and sectoral advice and directives.

FET Planning for 2021 has been supported and enhanced by the insights gained during 2020 in adapting quickly to changing circumstances and new information. Learner numbers will remain unpredictable into 2021 but projections are for growth as DDLETB continues to implement an effective Covid contingency response to deliver FET programmes and services in a changing economic and social landscape.

Table 1

Provision Type		No of FET Learners in 2020
Full-time provision		
	Apprenticeship 2016+	163
	Apprenticeship Training	1,195
	Blended Training	376
	Bridging and Foundation Training	57
	Community Training Centres	199
	Justice Workshop	37
	Local Training Initiatives	232
	PLC	5,038
	PLC Pre Apprenticeship	52
	Specialist Training Providers	295
	Specific Skills Training	1,504
	Traineeship Employed	1,068
	Traineeship Training	416
	VTOS Core	360
	Youthreach	579
	TOTAL FULL-TIME	11,571
Part-time provision		
	Adult Literacy Groups	1,321
	BTEI Groups	2,592
	Community Education	2,597
	e-College	240
	ESOL	2,527
	Evening Training	1,581
	FET Cooperation Hours	41
	ITABE	351
	Recognition of Prior Learning	7
	Skills for Work	190
	Skills to Advance	1,028
	TOTAL PART-TIME	12,475
TOTAL LEARNERS		24,406

COVID RESPONSE DURING 2020

DDLETB addressed the impact of Covid 19 on FET provision through an overarching Covid plan, initiated from the first lockdown as a contingency plan and updated as events unfolded and including planning for further Covid disruptions to, and impact on, our FET provision, taking account of all statutory and public health

requirements, as well as the needs and concerns of learners, staff, communities and the wider FET sector.

There were two distinct phases to our Covid plan, comprising:

First Lockdown Response

- Ensuring the continuity of learning by drafting and implementing contingency guidelines to support the remote delivery, assessment and authentication of learning to meet all QA requirements and to support learners completing courses and progressing.
- Identifying and adapting courses to online learning and expanding the range of virtual, remote and blended learning options, including recruiting new learners during lockdown.
- Staff were trained and supported in the use of a single Virtual Learning Environment (VLE) of Microsoft Teams and blended learning methodologies through DDLETB's TEL Connect Project and other local TEL initiatives to ensure the continuation of learning, support to, and engagement with, learners via online learning.
- Ensuring all learners had access to the supported VLE of Microsoft Teams with each student allocated an email address and access to tutorials and online supports to use the VLE.
- Ensuring staff has access to IT equipment to continue working during lockdown and the operation of FET continued with both the delivery of courses and back office, management and governance functions.

REOPENING AND FURTHER COVID RESTRICTIONS AFTER REOPENING:

- Undertaking surveys of learners, teachers and managers to identify the successes and challenges of the sudden move to remote delivery to inform FET re-opening from September 2020.
- Adapting new courses and programmes to remote or blended learning models.
- Prioritising practical/skills-based FET provision through adapting timetables, learning methodologies and moving theory-based modules, or units of learning, to remote or online learning.
- Adaptions to premises and implementing enhanced health and safety protocols in line with public health and social distancing requirements.
- Guidelines and governance protocols on blended and remote learning, including adapting or changing work experience modules for learners unable to secure work placements.
- Enhanced use of virtual marketing and promotion of FET provision through social media and online educations expos, careers fairs and virtual open days for local FET centres.
- Risk assessments of all community partner sites to enable learning where possible, or moving outreach classes into DDLETB FET centres.
- The creation of digital content and tailored to the needs of learners with few or no digital skills to engage in remote or blended learning.
- Specific learner supports on wellbeing.
- Implementing local and other centralised/SOLAS-funded IT and laptop lending schemes to FET learners.
- New and relevant short modular courses developed in remote working skills and online selling and targeted towards employers and employees impacted by Covid 19.

SUPPORTS FOR FET REMOTE TEACHING, LEARNING AND WORKING

The FET sector supported DDLETB's choice for Microsoft Office 365 as the dedicated, supported platform to meet the needs for remote working and learning, with MS Teams as the VLE and MS One Drive as the means for communication and collaboration.

The FET TEL Hub, in partnership with DDLETB's Connect Project and IT department, provided an exceptional response to the upskilling requirements of all DDLETB's staff and learners precipitated by the Covid pandemic, providing:

- Over **five thousand (5,000)** engagements with FET staff from May to December 2020, where staff could engage with as many thematic sessions as possible, as often as needed, and frequently repeated sessions, to ensure the embedding of new skills. This ensured effective remote working, collaboration and communication for both teaching, instructing and training as well as everyday ETB business practices in the operation, delivery and management of DDLETB's FET sector.
- Over **seven and a half thousand (7,500)** engagements with FET learners from October to December 2020 where individual learners could repeat and engage with the different sessions as often as they needed to, and be fully supported to engage with remote and blended learning.
- Following a survey of staff and FET learners, DDLETB secured additional funding from SOLAS under the Government's "*Bridging The Digital Divide*" initiative to **purchase six hundred and fifty-three (653)** laptops to implement a centralised learner laptop lending scheme. The IT department liaised with FET centres and services to commence the rollout of this lending scheme in the last quarter of 2020 and the scheme will continue to operate into 2021 as learners finish their course and new learners can avail of the lending scheme. **A further four hundred and forty-one (441)** laptops were purchased centrally to support FET staff to work from home with updated or upgraded IT equipment. The staff laptop scheme will continue to operate into 2021 for remote teaching, assessment or

other operational requirements, as determined by the needs of the local FET centre or service.

OTHER FET PROJECTS AND PRIORITIES IN 2020

There has been a significant increase in the development of new and innovative courses, both in response to the pandemic but also the changed and changing needs for business agility and online business processes arising from Brexit.

Technological developments in the green economy and de-carbonisation initiatives have also been a key priority for the development of new courses. A new partnership has been agreed between DDLETB and KWETB to support the de-carbonisation of the hospitality and tourism industry, known as *"Fifty Shades of Green"*.

The range of new FET courses delivered in 2020 included International Trade, Finance and Logistics, Purchasing, Procurement and Warehouse Inventory, Women in Business, Leadership and Management, Online Retailing, Local and Global Development Awareness.

DDLETB QA and other FET staff continued their work as the lead ETB in developing the new Early Learning and Care (ECCE)

awards at levels 5 & 6 for the FET sector, with the delivery of these new awards planned for 2021.

FET practitioners have engaged positively and identified the opportunities for remote and blended learning post-Covid, while accommodating a Covid contingency response, by adaptations to modes of delivery for practical and vocational FET courses. FET, by its very nature, delivers skills-based learning for a real-world or employment context. DDLETB's Working Group on blended learning is finalising a new policy to harness the positive opportunities for technology-enhanced and blended learning in the future.

The announcement of a new government grant, known as the Mitigating Against Educational Disadvantage Fund (MAEDF) which was to be administered by all ETBS, allowed DDLETB the opportunity to support and engage new community education partners, particularly through the disbursement of the grant to support learners in the community to access IT

equipment and supports. The fund was announced in the last quarter of 2020 and became a priority to ensure applications were processed and funds dispersed before the year-end. A total of thirteen (13) grant applications were approved by SOLAS for funding.

DDLETB's FET first Strategic Performance Agreement (SPA) with SOLAS was scheduled to conclude at the end of 2020. While the next SPA dialogue with SOLAS is to commence from 2021, DDLETB's FET sector supported SOLAS's national Covid contingency response during 2020. This included the rollout of new programmes,

such as Skills to Compete, to support those who have lost their jobs as a result of COVID-19 to re-enter the workforce.

During 2020, DDLETB's FET staff were consulted and contributed significantly to a high number of national sectoral submissions including the national review of apprenticeships. The response and generosity of DDLETB's FET staff in contributing their insights, experience and expertise to inform the development of the national FET strategy and policy is noteworthy, particularly given the operational demands imposed by Covid restrictions.

COVID AND FET STAFF AND LEARNERS – AN ACKNOWLEDGEMENT

It is also important to note the outstanding response of all DDLETB FET staff to the needs of learners and colleagues and their commitment to the ethos and best traditions of public service, teaching, training and learning in the extraordinarily

difficult circumstances of 2020. Our FET learners also deserve acknowledgement for the impact of Covid restrictions on their learning and their positive engagement with DDLETB's Covid contingency response to their needs.

3

Statement of Service:
Organisation Support &
Development



SECTION 3

ORGANISATION SUPPORT & DEVELOPMENT (OSD)

The Organisation Support and Development Team (OSD), had another busy year which saw many changes in terms of staff restructuring and additional service delivery requirements. The OSD Team deliver on the non-learning services and are essential to assist educators and trainers to focus on the delivery of direct services to learners to ensure they have a high-quality learning experiences.

The OSD Team are tasked with ensuring the implementation of the code of practice for the governance of ETBs. This is

achieved by ensuring that there are robust and effective governance arrangements in place. The Public Affairs Office, supported by all functional units of OSD, work with schools and centres to review and revise documentation and practices on internal controls which support the standards and spirit of the code. At all times we remain committed to the continuous improvement of services through the revision of existing, and the identification of new, business processes and systems.

BUILDINGS TEAM

The Buildings Team comprises two distinct units, Buildings & Property Unit and Buildings & Capital Projects Unit,

which work collaboratively to provide a range of services to support to our schools and centres.

In 2020 the range of services delivered by the Buildings & Property Unit included:

- Supporting the technical team in delivery of capital projects.
- Support the ongoing maintenance and management of DDLETB owned and leased property, including:
 - new property for the delivery of adult education services in North County Dublin;

- re-negotiation of leases for adult education services in South County Dublin;
- rent review for Head Office.
- Delivery of service level agreements (SLAs) with joint patrons of sports centres.
- Summer works scheme.
- Emergency works scheme.

In 2020 the range of services delivered by the Buildings & Capital Projects Unit included:

- Delivery of temporary accommodation in Ardgillan CC, Skerries CC, Griffeen CC.
- Delivery of accommodation for two new schools, CP Fola and Eriu CC
- Delivery of Lusk CC with the Department of Education.
- Cooperation with non-ETB projects in Benincasa Special School
- Summer works scheme.
- Emergency works scheme.
- ETB self-funded building matters.

PUBLIC SPENDING CODE

DDLETB established a Quality Assurance Group (QA Group) in accordance with DPER Circular 13/13 and updated circular 18/19. The QA Group will support DDLETB in appraisal, implementation and

review of capital projects/programs. The group consists of four members drawn from Treasury Management & Procurement Unit, Payments Unit, the Public Affairs Office and the Director of OSD.

CORPORATE SERVICES

The Corporate Services Unit continued to support the organisation in delivery of its obligations in the following areas:

- Data protection, continued training with online application and implementation on a pilot basis of “Privacy Engine”.
- Freedom of Information, - subject access requests increased in the period.

- Media & branding, addressing queries from schools/centres or the public, addressing Parliamentary Questions (PQ).
- Patronage and divestment process.
- Insurance.
- The Official Languages Act – compliance & translation.
- Corporate governance.
- Policy management.

HUMAN RESOURCES

The change in structure saw the functions formerly carried out by the Payroll section move to the new Employee Services & Relations Unit, as a result of the move to

ESBS Payroll Shared Services. They work collaboratively with the Employee Operations Management Unit.

The Employee Services & Relations Unit support staff of DDLETB in the following areas:

- Payroll administration,
- Pension administration,
- Staff relations,
- Training & staff development.

The Employee Operations Management Unit support the organisation in delivery of its obligations in the following areas:

- Recruitment,
- Garda vetting,
- Absence management,
- Staff allocations and utilisation.

STAFF AND PAYROLL

Year	No of Employees	Payroll Cost
2019	4,036	€143,440,782
2020	3,838	Subject to audit. Will be available on our website for viewing

HUMAN RIGHTS AND EQUALITY

Following training from ETBI, DDLETB has established a working group to implement its public sector equality and human rights duty, and

to develop resources and supports for its ongoing implementation within DDLETB.

This group consists of represents from all sectors of the organisation.

FINANCE

DDLETB, as part of a stabilisation group with five other ETBs using the Sun financial management system, and working with the ESBS Shared Service Finance Team, upgraded the its own financial management system to Sun Financials v6.4. The upgrade will lead to improved processing power and capabilities. This, with the addition of a new reporting module in 2021, will support the organisation in its reporting obligations to DoE and Solas.

The Payments Unit in Finance supported schools and centres in the processing of purchase orders and invoices for the organisation. The payments to learners in Training Centres moved to ESBS Shared Service in March. The registration, attendance and personnel element processing remained with the ETB and led to amended processes in the centres. Preparation for other learner payments commenced in 2020.

CREDITOR PAYMENTS

Description	Value
Number of Transactions	29,161
Total value of non-pay expenditure	Subject to audit. Will be available on our website for viewing

LEARNER PAYMENTS

Training Centre Payments

	No of payments
TAPS DN/DW	11,035
TAPS DS	9,925
Apprentices	4,082
Learners	8,177
TOTAL	33,219

VTOS/Youthreach

	No of Payments
CPCC Traineeship	620
VTOS Allowances	11,493
Youthreach Allowances	11,465
TOTAL	23,578

The Treasury Management & Procurement Unit continued to support schools and centres in the following areas:

- Banking,
- Budgeting,
- Financial reporting,
- Procurement.

Treasury Management also delivered the following:

- Financial reporting,
- Management of ESF claims,
- Co-ordination of EU, C&AG and IAU audits,
- Preparation of annual financial statement.

The procurement section continued supporting schools and centres on the procurement of goods and services for use within DDLETB. The range of services provided by this unit include:

- Procurement of goods and services in line with policies and procedures.
- Contract management.
- Liaison with ETBI, OGP and EPS on national frameworks.
- Training.

DDLETB is continuing to work towards meeting all its responsibilities in respect of procurement regulations and in 2020 improved on the level of non-compliance for the organisation by fifty-four percent (54%).

NON COMPLIANCE ANALYSIS

Year	Value
2018	€3,300,102 (Ex VAT)
2019	€2,405,596 (Ex VAT)
2020	Subject to audit. Will be available on our website for viewing

INFORMATION COMMUNICATIONS TECHNOLOGY

The Information Communications Technology Unit continued to provide support to staff and students in DDLETB.

In 2020 their role grew exponentially due to the Covid-19 pandemic and the need to provide and support remote online learning. The ICT unit worked collaboratively with the Buildings Team on

the fit out of new and temporary accommodation.

The range of services and supports they provide include:

- Infrastructure installation and management.
- Management of user accounts.
- Management of contracts.
- Delivery of software solutions.
- Installation and management of telephony systems.
- Disaster recovery.
- Security.
- Training.



COVID-19

The Coronavirus (Covid-19) pandemic represented a challenge, unprecedented in modern times. The closure of schools and centres of education followed by the closure of Head Office in March 2020 had a significant impact on the operation of DDLETB. Our immediate consideration from a business perspective was the implementation of our Business Continuity Plan.

DDLETB had to adapt to remote working while continuing to maintain systems of internal control and at the same time managing the shifting risk landscape. It was imperative that we engaged with all stakeholders and staff during this time. The importance of ensuring the health and

safety of staff was paramount and to that end DDLETB offered assistance to staff through our employee assistance scheme. Furthermore, our Psychological Support Service maintained contact through Friday magazine catch-ups.

Prior to the safe return to the workplace, DDLETB had put in place safety and public health measures to protect our staff, students and beneficiaries such as social distancing, signage and sanitizing products. DDLETB are at all times guided by government policies and advice.

DDLETB will play a significant role in the overall responses needed for the labour market activation.

FINANCIAL SUMMARY

Dublin and Dún Laoghaire ETB is funded primarily by the Department of Education (DoE) for the delivery in its primary and second level schools.

SOLAS and DoE fund further education and training programmes.

In 2020, funding for particular projects was also provided by other Government departments and agencies including:

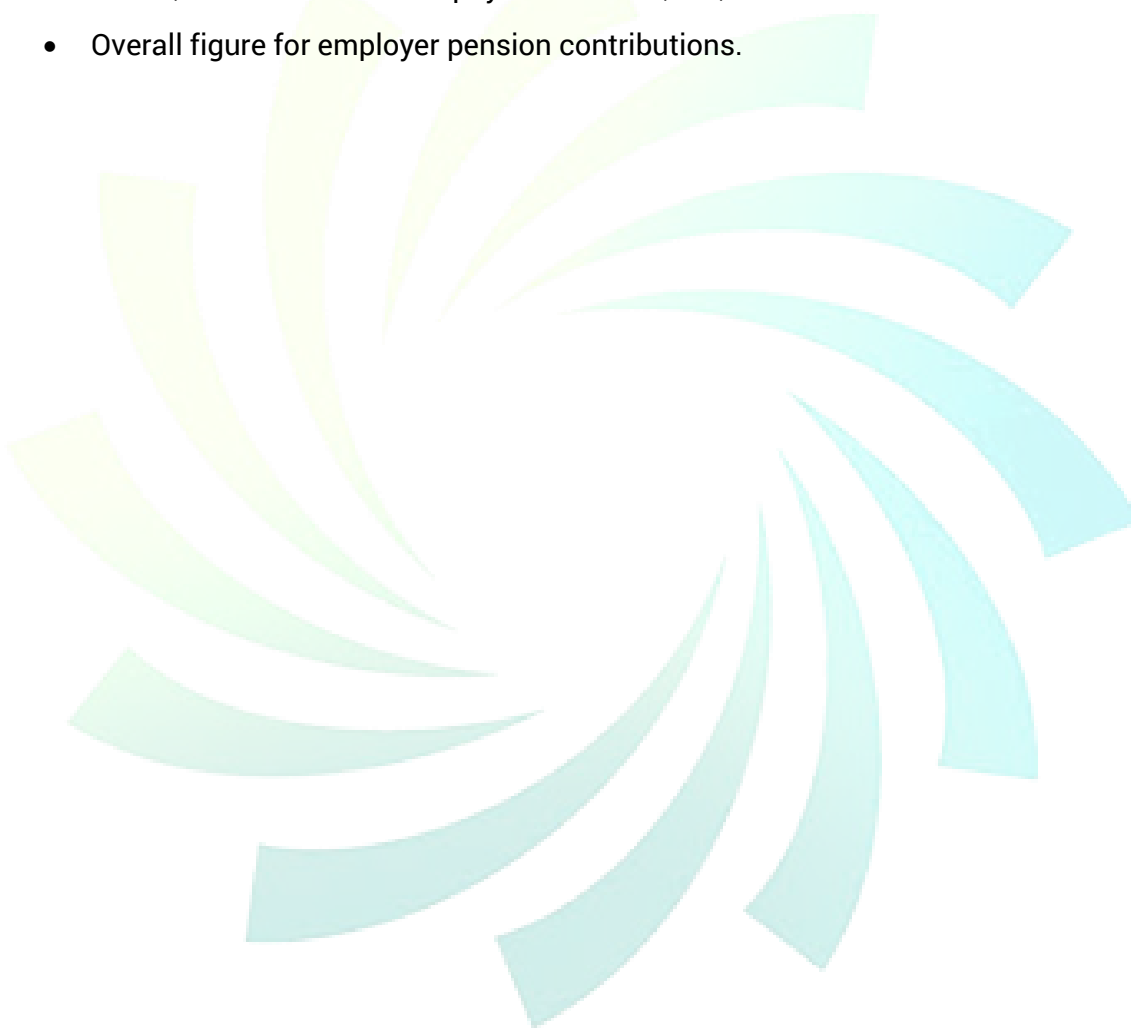
- Department of Children, Equality, Disability, Integration and Youth (DCEDIY).
- Department of Employment Affairs and Social Protection (DEASP).
- Department of Health.
- State Examinations Commission.
- Professional Development Services for Teachers.
- Higher Education Authority.
- South Dublin County Council.
- Fingal County Council.
- Dún Laoghaire Rathdown County Council.
- POBAL.
- Leargas.
- Tusla.

The Annual Financial Statement for the year ended on 31st December 2020 is subject to audit by the Office of the Comptroller and Auditor General (C&AG). At the time of publication of this Annual Report for 2020, the C&AG had not completed their audit. DDLETB will, therefore, publish the audited financial statements within one month of receipt from the C&AG.

Financial data in relation to the following is included in the Annual Financial Statement:

- Non Salary-related fees paid in respect of Committee members;

- Salaries and short-term employee benefits;
- Post-employment benefits;
- Termination benefits;
- Key management compensation if any;
- The number of employees whose total employee benefits were between €0 to €59,999;
- The number of employees whose total employee benefits were between €60,000 to €69,999 and within each pay band of €10,000; and
- Overall figure for employer pension contributions.





4

Statement of Service: Schools



SECTION 4

PRIMARY SCHOOLS

Dublin and Dun Laoghaire ETB is patron to ten (10) community national schools (CNS).

School Name	Location
Scoil Choilm	Porterstown, Dublin 15
Scoil Ghráinne	Phibblestown, Dublin 15
Scoil Chormaic	Balbriggan, Co. Dublin
Citywest & Saggart CNS	Citywest, Dublin 24
Scoil Aoife CNS	Citywest, Dublin 24
Lucan CNS	Lucan, Co. Dublin
Rivervalley CNS	Swords, Co. Dublin
Broadmeadow CNS	Swords, Co. Dublin
Danú Community Special School	Clonee, Dublin 15
Tallaght CNS	Kilclare Avenue, Tallaght

For Dublin & Dún Laoghaire ETB, our involvement in primary education in Ireland is a challenge and opportunity. A particular hallmark of all CNS is their inclusive nature. The quality of education and the possibility of preparing their children for life in a multi-belief and multi-cultural society succeed in drawing children from all backgrounds to the CNS.

Like all primary schools, community national schools follow the national

primary school curriculum, (DES, 1999).

However, a significant aspect of the model is its unique 'ethos' or 'characteristic spirit'. The CNS characteristic spirit is centred around five core values:

Excellence in Education

In terms of 'Excellence in Education', your child is provided with a child-centred education that caters for their intellectual, physical, cultural, moral and spiritual

needs. They have the highest calibre of teacher who challenges them at their level and guides their learning in a manner appropriate to their individual needs.

Children in CNSs experience the curriculum in innovative and stimulating ways, to enhance their love of learning.

Care

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential, regardless of any aspect of their identity or background. In a CNS, children learn in an environment that nurtures their well-being and personal development.

Equality

In community national schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status,

civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Community

Children attending community national schools experience a school environment that encourages parental involvement in all aspects of school life as well as benefitting from the support and expertise of the wider community. Children will also enjoy the resources available in the community to enhance their educational experience. Children attending a CNS also see their parents provided with opportunities for adult education through in school through the ETB.

Respect

Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

These five core values are closely inter-related and are collectively unique to the community national schools.

The schools enrolled 3,157 pupils in 2019/2020.

2019/2020 Enrolment Figures Community National Schools	
School	19/20
Scoil Choilm	875
Scoil Chormaic	554
Scoil Ghrainne	663
Citywest and Saggart	414
Scoil Aoife	215
Lucan CNS	250
Broadmeadow – Swords North	20
Rivervalley – Swords South	30
Danu Special School	36
Tallaght CNS	100
Total	3,157

In addition to community national schools, DDLETB is patron of special care schools.

These special care schools provide education as part of a continuum of State care available to children and young people. Young people referred to these schools are between 11 and 17 years, very vulnerable, sometimes very challenging, with complex psychological and sociological profiles.

The aim of the special care school placement is to provide an individualised programme of support and learning which will enable the child/young person to stabilise and then move to a less secure placement based on the assessed needs of that child/young person.

DDLETB provides for specialised educational programmes for these

students, ensuring that their short term educational progress placement lends itself to further development in line with

the National Quality Framework, when the student leaves this setting.

2019/2020 Enrolment Figures Special Care Schools	
School	19/20
Crannóg Nua	8
Ballydowd	7
Total	15

Our community national schools and special care schools benefit from their incorporation into DDLETB through the support network of principals, organised by Nichola Spokes, Director of Schools. Finance, HR, Corporate Services and ICT all play a role in supporting our community national schools and special care schools which benefit significantly from these supports.

In addition to these supports, schools are assisted with a teacher induction, teacher leadership programmes (TLP), language literacy and numeracy, special education, technology-enhanced teaching and learning, a teacher and leadership programme, inspection and school self-evaluation, Board of Management support, and English as an additional language, in

addition to leadership development and support programmes for principals and deputy principals.

Training and support is also offered in the areas of policy-making and governance through ongoing work and training with the Boards of Management and school management.

Provision of supports for schools for 2019-2020, focused significantly on the training provision for provision of remote teaching and learning for students and teachers.

With over 400 staff, including SNAs, trained across community national schools and special care schools, all students were supported in their learning and engagement with education throughout schools' closures.

In addition to this, communities of practice were developed across the respective sectors, ensuring consistency of lesson structure and curriculum delivery across schools whilst maintaining the development of teacher training capacity as key feature of

these communities. This has provided both community national schools and special sare schools with a supportive learning CPD structure which continues to support all staff and students in the area of remote teaching into 2020-2021 academic year.

POST-PRIMARY

Dublin and Dún Laoghaire Education and Training Board is patron to thirty-one (31) post primary schools and will offer a range of services and supports to these schools, including financial, human resource, building and maintenance, as well as educational supports

DDLETB's community colleges form an essential part of life and living throughout their local communities. They are inclusive and enable young people to meet their full potential in society. They empower students, teachers and parents to achieve educational progress in a positive and encouraging atmosphere.

Programmes being offered in our community colleges include:

- Junior Certificate

- Junior Certificate Schools
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied
- Leaving Certificate Vocational Programme

A full range of subjects including languages, the humanities, arts, technologies and science is offered at both junior and senior cycle. Students are encouraged to take part in all aspects of school life including extra-curricular activities like drama, music, debating, and sport.

In order to ensure the highest quality of teaching and learning and the best possible educational experience for its students, supports will be offered by

DDLETB to all schools in the areas of continuing professional development (CDP), teacher induction, teacher leadership programme (TLP), language literacy and numeracy, special education, technology-enhanced teaching and learning, teacher and leadership programmes, inspection and school self-evaluation, Board of Management support and English as an additional language, as well as leadership development and support programmes for principals, deputy principals and middle management post holders.

In addition to the above, support is also offered in the areas of policy-making and governance through ongoing work and training with Boards of Management and school management.

A key area of work with schools for 2021/22 will be ongoing support through the DDLETB Psychological Support Service (PSS). This service is available to students in post primary schools, Youthreach Centres, sectors of Further Education provision, and to staff working within Dublin & Dún Laoghaire Education and Training Board. The Service offers short term support and provides broad psychological supports to service users,

subject to a school/centre making a request. The Service facilitates onward referral of students to other specialist agencies appropriate to their needs. The role of the Psychological Support Service encompasses specific input in the areas of research, training and ETB initiatives at a systemic level.

DDLETB DIGITAL CONNECT

‘Connecting People to Make Learning Better’

DDLETB supported platforms enable enhanced communication and collaboration across all DDLETB contexts, centres and locations.

Staff training across all sectors of DDLETB under the ‘Digital Connect Project’ has supported and developed staff engagement with all DDLETB supported platforms relevant to their sector. All digital and virtual support aligns with and underpins both DDLETB’s FET TEL Strategy and the *Second Level Digital Strategy 2015-2020*.

Centralised learner support is provided through a variety of engaging and interactive learning community sessions,

and supported use of DDLET-sponsored platforms, namely Seesaw, Microsoft 365 and Moodle.

Connecting DDLETB staff through the Remote Learning Team, a vision of how virtual communities of practice can overcome the practical barriers of location and time. This team has ensured best virtual practice is shared across DDLETB without limitations. The potential of such virtual connections knows no boundaries.

Providing learners and staff with connected Microsoft 365 accounts ensures enhanced connectivity. A single sign in solution for learners for all of their virtual tools will ensure that technology is streamlined and accessible for all

learners regardless of ability, skills or needs. Providing equitable access for all learners is a DDLETB priority.

Connected platforms provide DDLETB with a pathway to lifelong digital learning to enhance the well-established lifelong physical learning pathways already available. The potential of connecting a learners' journey from different contexts is now available across DDLETB.

Microsoft 365 provides lifelong learning opportunities, connectivity across an organisation and an opportunity for all staff and learners to experience a learning platform that enhances their professional lives and experiences.

2020/2021 Enrolment Figures Post-Primary		
Schools:	2nd Level	Actual PLC
Adamstown C.C.	919	
Ardgillan C.C.	1,012	
Balbriggan C.C.	581	
Castleknock C.C.	1,178	
Coláiste Chillian	415	
Coláiste Cois Life	765	
Coláiste de hÍde	297	
Coláiste Pobail Setanta	1,040	
Collinstown Park C.C.	589	39
Coláiste Pobail Fóla	79	
Deansrath C.C.	306	59
Donabate C.C.	764	
Ériu CC	21	
Fingal C.C.	886	
Firhouse C.C.	807	
Gaelcholáiste Reachrann	489	
Grange C.C.	334	58
Greenhills College	147	199
Griffeen C.C.	201	
Kingswood C.C.	702	
Kishoge	877	
Lucan C.C.	921	
Lusk C.C.	730	
Luttrellstown C.C.	919	
Mount Seskin C.C.	340	
Riversdale C.C.	245	
Skerries C.C.	993	
St Finian's C.C.	635	
St Kevin's C.C.	376	
Swords C.C.	366	

St MacDara's C.C.	843	
Total	18,777	355



5

Statement of Service: Other Services



SECTION 5

YOUTH AND SPORTS DEVELOPMENT SERVICE

The overall aim of the service is to provide a wide range of supports that enable the delivery and co-ordination of high quality educational, recreational and developmental programmes, projects and services to disadvantaged young people.

This is done in partnership with local communities, voluntary groups and voluntary youth organisations such as Crosscare, Foróige and YMCA. We also have a strong history of collaboration with local county councils.

Youth work is a planned programme of education to enhance the personal and social development of young people, which is complementary to their formal, academic or vocational education and training. (Youth Work Act 2001)

Operational Values

- **Equality-** fairness respect & inclusion
- **Collaboration** – partnerships with local communities, voluntary groups, Youth Organisations

- **Innovation-** responding to identified needs of young people
- **Professionalism** – Highest standard of service provision
- **Integrity**

The administrative area of DDLETB corresponds to the boundaries of three local authority areas: Fingal, South Dublin and Dun Laoghaire Rathdown County Councils. These individual local authorities are among the largest in the country and range in population size from 290,000 in Fingal, followed by South County Dublin with a population over 280,000 and Dun Laoghaire Rathdown with a population of over 210,000. Thirty-five percent (35%) of the total population in the DDLETB are under the age of 25 years, and of which, forty-five percent (45%) are under the age of 10 years

DDLETB Youth & Sport Development Service Department has representation on a large number of local committees and Boards of Management. This representation is key to the development

of action plans to address key objectives and outcomes for young people as outlined in national government policies, such as the National Drug Strategy 2017-2025; Better Outcomes Brighter Futures 2014-2020 and the National Youth Strategy 2015-2020. Committees include Child and Young People's Services Committee, Comhairle na Nog, local drugs task forces and local sports partnerships.

DDLETB Youth Work Programme

1) Alternative Learning Programme (ALP)

The Alternative Learning Programme (ALP) is an interim educational programme, which was developed by DDLETB in response to the recognition of the limited opportunities available to young people who are currently not engaged in formal education and who are under the age of 16.

ALP is currently run over a three-day week and coincides with the academic year and is based in Balbriggan, Swords, Clondalkin, Tallaght and Dun Laoghaire. ALP uses a combination of local Youth Workers provided by Foroige and Crosscare and ETB tutors to deliver the programme.

During the COVID 19 public health emergency, we have continued to operate remotely to ensure all young people can still benefit from ALP. Our tutors and youth workers have focused on health and wellbeing for the participants; offering online work, outdoor learning opportunities, online meditation classes and providing information on youth service wellbeing provision.

Forty-four (44) young people participated in the programme in 2020:

Site	Total referrals received	Total numbers engaged
Balbriggan	9	8
Swords	8	8
Clondalkin	17	11
Tallaght	9	5
Dun Laoghaire	20	12

2) Mac Uilliam Girls Group

The Mac Girls began in June 2018, and in 2020 the group has 10 female members aged 12-14 years from the Mac Uilliam estate (west Tallaght).

During the 2020 Covid 19 pandemic, the DDLETB's youth workers moved the programme online and engaged the young girls via WhatsApp, arts and craft packages and other supports.

The group was initially set up in response to the lack of services available. Contact with the girls was established by DDLETB youth workers through the provision of an outreach service in the local area. Many issues such as early school leaving, crime, drugs and racial discrimination, lack of facilities surround the Mac Uilliam estate.

This group provides for a safe place where the girls can attend, meeting on a weekly basis and mid-term and summer provisions are also catered for, in the consultation with the young people.

3) Breakaways

DDLETB's youth workers supported Tallaght Youth Service, Foroige, throughout the summer months through this programme. Areas covered include Killinarden, Brookfield, Fettercairn, Kiltalawn, Kiltipper, Mac Uilliam and Old Bawn. Approximately 45 young people aged 10-16 years from these areas attended the breakaways. Programmes operated in line with public health guidelines during 2020.

4) Sportivate Mentoring Programme

DDLETB's youth workers met with Sportivate participants on a weekly basis, giving each participant the space to discuss any areas where they might need support, such as literacy, personal issues or difficulties with other participants. From these meetings plans to support the participant are put in place. Eight (8) young people engaged in this programme.

5) Thursday Boys group/ Outreach

Through a partnership with Foroige, a youth group was set up again in response to the lack of services available to young people in the Mac Uilliam estate. The aim was to develop a social outlet for young males. The group comprised of 3 males aged 12-15 years.

Towards the end of 2020, an outreach programme was developed to promote the local youth services and to engage more young males for the Thursday boys group.

6) Outreach Programme

From Oct to Dec 2020, an outreach programme was developed by the Mac Uilliam/ Ardmore Youth Network Committee lead by DDLETB. This programme ran on Tuesday and Thursday

evening from 6-8pm in partnership between DDLETB and Tallaght Youth Services. On a weekly basis, there were an average of 5-20 engagements with different individuals.

7) Ballydowd Special Care Unit

A six week programme was developed in partnership with DDLETB Ballydowd Special Care Unit to engage young people in the facility by providing targeted youth work programmes to build self-esteem and confidence in a group setting. A total of four (4) young people engaged.

8) Meitheal Programme

DDLETB's youth workers were the lead practitioners in three Meitheal meetings (with three young people attending) and represented a further two young people who were engaged in the Meitheal process.

9) Junior Reach

DDLETB's youth workers supported the Junior Reach pilot programme, providing a total of seven (7) structured programmes to five (5) young people in 2020. Junior reach is run in partnership with St John of Gods and caters for young

people under the age of 16 who are dealing with mental health difficulties and are currently not engaged in formal education

Dual Purpose Sports Centres

The Youth and Sport Development Service manages six (6) dual- purpose sport centres across the South Dublin County Council and Fingal County Council administrative areas. These centres are located in areas of high disadvantage. The programme aims to open these state of the art facilities to both partner second level schools, local national schools and communities alike.

The centres operate from a socially conscious business model that invests all the profit back into the care and maintenance of the facilities in order that they will be available for future generations. The profits are also invested in the training of staff and the development of sustainable jobs, to ensure the provision of an affordable service for the community. There is a robust health and safety management system in place across all centres as well as ongoing staff training and

development to ensure the highest level of service provision.

The sport centres provide a wide range of sporting and coaching based activities i.e. football basketball, volleyball as well as more community based activities such as fitness programmes, disability supports and school holiday fitness programmes for local children. The centres maintain and further develop strong links with local youth services, community groups and school completion programmes.

Whilst schools continue to have priority use of the facilities during the day, other day time programmes and activities take place, including adult education classes, lunchtime soccer, Olympic handball and badminton as well as supports for the local school completion programmes.

Foroige Youth Service operate from Phibblestown centre during the day as well and provide supports and groups to targeted young people. The centres had an annual footfall in 2019 of 360,000 and in 2020 of 250,000.

DDLETB YOUTH SPORTS PROGRAMME

1. Sporting Pathways 2020

The Sporting Pathways programme was carried out in Killinarden with 6th year students from Killinarden College. This was done in partnership with KCCYP. The programme was 12 weeks in duration and was a combination of youth work and sporting activities such as gym sessions and basic qualifications in soccer (PDP1), horse riding and stable management and rock climbing.

The programme commenced at the beginning of February 2020 and was to conclude in May, but was suspended in March due to Covid-19. There were a total of 9 participants – 8 males and 1 female – all of whom showed great enthusiasm prior to the programme's suspension. Unfortunately, this programme could not be completed as lockdowns made it untenable. It is hoped that the programme will run again in future when conditions allow.

2. Active Youth Challenge 2020

The Active Youth Challenge is an annual programme organised and coordinated by DDLETB's Youth and Sports section. It encourages young people to engage in sports and physical activity in groups over a 12-week period. The groups are predominantly from the youth services sector; however voluntary groups are also welcome. A total of forty (40) groups signed up for the programme. The number of participants totalled 375 and were aged 10-20. It is hoped that the programme will run again in future when conditions allow.

3. Sportivate

Sportivate started in September 2019 in Brookfield Youth & Community Centre Tallaght. Six young people started the course, but face to face learning was suspended in March 2020, but we kept engaging online and sending out classroom work. The programme recommenced in September 2020, but it did not continue due to poor engagement.

The UBU Your Place Your Space scheme (formerly the Targeted Youth Funding Scheme) under the auspices of the then Department of Children and Youth Affairs now the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) came into effect on July 1st 2020 with a

clear direction to ensure that *“the policy and governance environment in which Youth Service funding is used is fit for purpose, enabling all stakeholders to do the best job possible for your young people”*.

Youth Services & Projects Operational within DDLETB

	Tallaght	Clondalkin	Blanchardstown	Dun Laoghaire Rathdown	North County Dublin
Crosscare	1	5		2	1
Foroige	3		6		3
Independent	6	6	4	6	1
DLRCOCO				2	
SDCC	4	1			

Local Voluntary Youth Club Grants Scheme

Dun Laoghaire (25)	Rathdown (16)	Tallaght (54)
Clondalkin (21)	Blanchardstown (33)	North County (49)

PSYCHOLOGICAL SUPPORT SERVICE

The Covid-19 pandemic affected Ireland in 2020 and significant adaptations were made in order to provide service to schools and centres during the health restrictions imposed nationally.

The Psychological Support Service (PSS) is available to students in Second Level Schools, Youthreach Centres, and sectors of Further Education within Dublin and

Dun Laoghaire Education Training Board (DDLETB). A broad range of psychological supports is provided in response to requests submitted by schools/centres. The PSS also offers short term support to staff working within DDLETB. At a systemic level, the PSS engages in research, training and ETB initiatives.

Scope

Service is provided by the PSS according to the resources available.

Interventions by the team are directed towards:

- the provision of both direct and indirect support to students.
- the resolution of behavioural, motivational, emotional and cognitive difficulties of individuals, through assessment and therapeutic intervention.
- preventative work with target groups.
- professional support of teaching staff, e.g. consultation.
- in-service training in a range of areas.
- staff support.

Sample Actions

Approximately 1,006 staff engaged with the PSS for a range of purposes including consultation, in-service and support.

Requests to the PSS regarding approximately 260

students were addressed through individual or group interventions. The work of the PSS also included collaboration with external agencies such as NEPS, City of Dublin ETB, University

College Dublin, ETBI, HSE as well as participation in the Connecting for Life initiative.

Sample Achievements

- Adapted the service to remote working conditions and utilised online environments in the delivery of:
 - Consultations;
 - Webinars;
 - Groupwork;
 - Individual work.
- Developed and delivered mental health interventions for students and staff:
 - Changing Minds Programme – Adult & Adolescent;
 - Take 5;
 - Mental Health Notes;
 - Mental Health Workshop;
 - Supporting staff during a crisis.
- Provided basic and advanced training in Standardised Testing for staff.
- Provided specific training in WIAT III-teacher edition and WRAT 5.
- Publication of Study Booklet in English agus as Gaeilge:
 - Help Yourself;
 - Tabhair Cabhair Duit Féin;
- Critical Incident response.
- Supported delivery of Feuerstein's Instrumental Enrichment cognitive enhancement programme.
- Delivered Reflective Practice Initiative.
- Supported Guidance Counsellor, Learning Support, and LLN networks.
- Mental Health inputs for teaching and administrative staff.
- Work with staff including consultation and psychological support.

This is a sample of the work engaged in during a difficult and challenging year. Some of the interventions offered were accessible by all members of the DDLETB organisation. Many of the initiatives outlined above including assessment, study skills, health and wellbeing, represent a significant amount of work in

terms of research, preparation and delivery. In addition, the PSS team have worked assiduously to translate these into a digital format. Psychologists, through a process of CPD, have embraced the opportunity to work online with staff and students in order to continue to deliver a high quality service.



KEY RELATIONSHIPS

DDLETB continued to maintain strong partnerships in 2020 with a range of educational bodies and agencies which support curriculum and professional development. This included linking with the National Council for Curriculum and Assessment (NCCA), the Professional Development Service for Teachers (PDST) and the Junior Cycle Team (JCT). DDLETB has continued working towards its priorities (Strategic Goal 4.2) of strategic networking and partnerships with key stakeholders. These stakeholders comprise statutory and public bodies, local authorities, other providers of education and training including advocacy, community, not-for-profit, voluntary and youth groups. DDLETB also has strategic partnerships with employers and local enterprise networks to support and facilitate upskilling and reskilling programmes for the local/regional labour market, including supports to the employers of apprentices.

Digital learning became a huge part of our lives in 2020. DDLETB engaged and worked with industry experts/expertise to

support teaching and learning under the following projects and/or initiatives:

- a) Digital learning and collaboration through the 'Microsoft Connect Project' and H2 Learning - supporting 5 DEIS schools in DDLETB to design and support an in-house intranet for staff and a virtual learning environment (VLE) to support teaching and learning.
- b) Digital learning and collaboration through DDLETB designation by Apple as Regional Training Centre - supporting regular virtual CPD sessions for teachers and learners across DDLETB.
- c) Digital learning and collaboration with our strategic partner 'Wriggle' - supporting the 1 to 1 Connect Project which centralises all logistics and administrative aspects of 1 to 1 deployment.
- d) Digital learning and collaboration with 'Big Picture' schools in an ERASMUS project investigating alternative learning models world-wide.

DDLETB has also collaborated on language projects with European partners through the **European Centre for Modern**

Languages, Graz Austria. In 2020/21, it collaborated with **Post Primary Languages Ireland** on a project called “*An Intercultural Look at our Schools*” which is a localised adaptation of an ECML project both DDLETB and PPLI were involved in “A roadmap for schools to support the language(s) of schooling” (2017-2019). The ECML is a Council of Europe institution promoting excellence in language education in its member states. The project, once trialled, will be made available to all post primary schools from Sept 2021.

DDLETB is an Authorised **Cambridge Assessment English** exam centre. This relationship brings expertise in the field of English language teaching, learning and assessment. Students from a migrant background attending post primary schools, Youthreach, Special Training Centres and Colleges of Further Education can be assessed as required using the online Cambridge English Placement test portal which DDLETB is authorised to administer.

Stakeholder work undertaken in 2020 included reporting to and collaboration with the Department of Education (DoS),

Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and SOLAS across the range of schools, further education and training and youth programmes and services. The interagency agreement between DDLETB and the Department of Employment Affairs and Social Protection for the provision of education and training opportunities for individuals not active in the labour market continued in 2020.

DDLETB also continued its work as a stakeholder contributing to the economic, cultural and social development of DDLETB’s administrative area, namely Dun Laoghaire-Rathdown, Fingal and South Dublin County Councils. DDLETB are members of the Local Community Development Committees (LCDC) of all three councils and support the work of local area partnerships through local inter-agency working and board membership of the various local development companies including Empower, Southside Partnership and South County Dublin Partnership.

Other stakeholder contributions from DDLETB in 2020 to developments in the education and training sector included

having representation on the governing bodies of the Technological University Dublin, the Institute of Art, Design and Technology in Dun Laoghaire and collaboration with Quality and Qualifications Ireland (QQI), particularly in the development of new awards in the childcare sector.

In 2020, Dublin and Dun Laoghaire ETB co-operated with a large number of other organisations and institutions through the provision of teaching hours or financial assistance, including:

- Benincasa Special School
- National Forensic Mental Health Service (Dundrum & Portrane)
- Dun Laoghaire Community Training Workshop
- Deonach Project, West Tallaght
- Fingal Educational Resource Group
- Fingal Training Workshop
- General Traveller Training
- Ronanstown Community Training Workshop
- St Augustine's Special School
- Tallaght Traveller Project
- Tivoli Project, Dun Laoghaire
- Tower Programme, Co. Dublin
- Youth Horizons
- Crannog Nua Special School
- Ballydowd Special Care Unit
- Oberstown Detention Centre

DDLETB also continued and strengthened its relationship with ESBS Shared Services with the continued development of the payroll system, the migration of learner payments and the upgrade of our finance package.

Appendix:

A - Senior Management Team, Schools, PLC Colleges, Education Centres and Support roles & Services

B – ETB Committees

C- Community Schools where Dublin and Dun Laoghaire ETB is on the Board of Management as Joint Patron

D- Code of Governance adoption and compliance

E- Statement of Board Responsibilities

F- The Board confirmation of the organisation adherence and compliance

Abbreviations

APPENDICES

APPENDIX A

Dublin and Dun Laoghaire ETB Senior Management Team, Schools, PLC Colleges, Education Centres and Support Roles & Services

Senior Management Team

Paddy Lavelle, Chief Executive Officer (January to September 2020)

Caitriona Murphy, Acting Chief Executive Officer (September to December 2020)

Debbie Howlett, Acting Director of Organisation Support and Development

Adrian Flynn, Director of Schools

Nichola Spokes, Director of Schools

Caitriona Murphy, Director of Further Education (January to September 2020)

Trevor Moore, Acting Director of Further Education (September to Dec 2020)

Community National Schools

Scoil Choilm

Scoil Chormaic

Scoil Ghráinne

Lucan CNS

Scoil Aoife

Citywest & Saggart CNS

Broadmeadow CNS

Rivervalley CNS

Tallaght CNS

Designated Community Colleges

Castleknock Community College

Coláiste Cois Life

Collinstown Park Community College (also providing FE)

Deansrath Community College (also providing FE)

Firhouse Community College
Gaelcholáiste Reachrann
Grange Community College (also providing FE)
Griffeen Community College
Kishoge Community College
Mount Seskin Community College (also providing FE)
Riversdale Community College
St. Kevin's Community College (also providing FE)
St. Mac Dara's Community College
Skerries Community College

Non-Designated Community Colleges

Adamstown Community College
Ardgillan Community College
Balbriggan Community College
Coláiste Chillian
Coláiste Pobail Fóla
Coláiste de hÍde
Coláiste Pobail Setanta
Donabate Community College
Eriu Community College
Fingal Community College
Greenhills College (also providing FE)
Kingswood Community College
Lucan Community College
Lusk Community College
Luttrellstown Community College
St. Finian's Community College
Swords Community College

Special Schools

Danu Community Special School

Crannog Nua Special Care Unit School

Ballydowd Special Care Unit School

Further Education PLC Colleges

Blackrock Further Education Institute

Dun Laoghaire Further Education Institute

College of Further Education, Dundrum

Sallynoggin College of Further Education

Stillorgan College of Further Education

Education & Training Centres

Loughlinstown Training Centre

Baldoyle Training Centre

Tallaght Training Centre

Detention Centres

Oberstown Education Centre

Adult Education Services

Dublin North East

Dublin North West

Dublin South East

Dublin South West

Youthreach Centres

Balbriggan Youthreach

Blanchardstown Youthreach

Clondalkin Youthreach

Lucan Youthreach

Priory Youthreach

Rathfarnham Youthreach

Rush Youthreach

Sportsreach

Swords Youthreach

Tallaght Youthreach

Youth Support and Training Unit

Support Roles and Services

Adult Guidance Services

County Youth Development Officer

Development Officer for CPD, BTEI and VTOS

Development Officer for English for Speakers of Other Languages (ESOL)

Development Officer for Quality Assurance (QA)

Development Officer for Research and Literacy Services

Psychological Support Service

Regional Co-ordinator of Youthreach Services and Traveller Training Centres.

Full details of all the above are on the Dublin and Dun Laoghaire ETB website:

www.ddletb.ie

APPENDIX B

ETB Committees:

Finance Committee

Audit and Risk Committee

Youth and Sports Committee

Youthreach Committees

APPENDIX C

Community Schools where Dublin and Dun Laoghaire ETB is on the Board of

Management as Joint Patron:

St. Tiernan's Community School
Ballinteer Community School
Blakestown Community School
St. Aidan's Community School
Cabinteely Community School
Coolmine Community School
The Donahies Community School
Hartstown Community School
Holy Family Community School, Rathcoole
Killinarden Community School
Knocklyon Community School
Malahide Community School
Old Bawn Community School
Palmerstown Community School
Portmarnock Community School
St. Mark's Community School
Tallaght Community School

Comprehensive Schools where the CEO is on the Board:

Newpark Comprehensive School

APPENDIX D

Code of Governance Adoption and Compliance.

The Code of Governance for ETBs is set out in Circular Letter 02/2019, which was issued by the Department of Education and Skills to all ETBs in January 2019. The Code of Governance 02/2019 was adopted by DDLETB at its meeting on 26th March 2019. Prior to the adoption of The Code of Governance 02/2019, DDLETB operated under the Code of Governance 18/2015. The Board confirms that DDLETB has complied with the Code of Governance for ETBs.

The Audit and Risk Committee met four times in 2020. The Finance Committee met four times in 2020.

APPENDIX E

Statement of Board Responsibilities.

Dublin and Dun Laoghaire Education and Training Board was established on 1 July 2013 under the provisions of the Education and Training Boards Act 2013.

Section 51 of that Act requires the ETB to keep in such form and in respect of such accounting periods as may be approved by the Minister for Education and Skills with the consent of the Minister for Finance and Public Expenditure and Reform, all proper and usual accounts of the monies received or expended by it.

In preparing those accounts, the Board is required to:

- (a) apply the standard accounting policies for the preparation of ETB financial statements;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) disclose and explain any material departures from the standard accounting policies.

The Board is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Board and which enables it to ensure that the Financial Statements comply with section 51 of the Education and Training Boards Act 2013. The Board is also responsible for safeguarding its assets and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

APPENDIX F

The Board Confirmation of the Organisation's Adherence and Compliance.

The Board confirms the following on behalf of Dublin & Dun Laoghaire Education & Training Board, for the year ended 31st December 2020:

1. That the Annual Financial Statement properly present the income and expenditure of the Board and the state of affairs of the Board;
2. There has been a review of the effectiveness of the system of internal control and the Statement of Internal Control, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements (AFS) for the year ended the 31st of December 2020, which will be published within one month of receipt from the Office of the Comptroller and Auditor General and as an appendix to the Chairpersons Comprehensive Report that has been submitted to the Minister
3. That DDLETB adhered to the relevant aspects of the Public Spending Code;
4. That DDLETB complied with its obligations under tax law in 2020;
5. That DDLETB adopted and implemented a Corporate Procurement Plan; and
6. That a confidential Chairpersons Comprehensive Report was submitted to the Minister.

ABBREVIATIONS

ALP	Alternative learning Programme
BTEI	Back to Education Initiative
CAMS	Collaborative Assessment & Management of Suicidality
C&AG	Comptroller and Auditor General
CC	Community College
CEO	Chief Executive Officer
Cllr	Counsellor
CNS	Community National School
Co. Co.	County Council
CPD	Continuing Professional Development
CPT	Comhcheangal Príomhoidí agus Príomhoidí Tánaisteacha
CSP	Community Services Programme
DEIS	Delivering Equality of Opportunity in Schools
DES	Department of Education and Skills
DDLETB	Dublin & Dún Laoghaire Education & Training Board

EAL	English as an Additional Language
ESOL	English for Speakers of Other Languages
ETB	Education & Training Board
ETBI	Education & Training Boards Ireland
FE	Further Education
FET	Further Education and Training
HR	Human Resources
ICT	Information Communications Technology
ITABE	Intensive Tuition in Adult Basic Education
LLN	Language Literacy Numeracy
NALA	National Adult Literacy Agency
NEPS	National Educational Psychological Services
OSD	Organisation Support & Development
PLC	Post Leaving Certificate
PSS	Psychological Support Service
QA	Quality Assurance
QQI	Quality & Qualifications Ireland
SDCC	South Dublin County Council
SOLAS	Seirbhísí Oideachais Leanúnaigh agus Scileanna
TEL	Technology Enhanced Learning
YMCA	Young Men's Christian Association



Átha Cliath agus Dún Laoghaire Bord Oideachais agus Oiliúna
Dublin and Dún Laoghaire Education and Training Board