



**cmetb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin

*Cavan and Monaghan  
Education and Training Board*

# **ANNUAL REPORT**

## **2016**

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## 1. CMETB Mission, Vision and Core Values

### MISSION

- Cavan and Monaghan Education and Training Board - providing quality education and training for young people and adults through a professional, inclusive and innovative approach.

### VISION

- Leading and delivering excellence in education and training for all

### CORE VALUES

- |                   |                 |
|-------------------|-----------------|
| • Progressiveness | Professionalism |
| • Learner-centred | Community       |
| • Diversity       | Quality         |

## 2. Strategic Objectives for 2016-2020

The draft CMETB Strategy Statement for 2016-2020 outlines strategic objectives in the following three key areas:

### ➤ Schools

- Teaching and Learning
- Leadership
- Wellbeing
- Capital Projects

- Further Education & Training
  - Raising the Standing of FET
  - Skills for the Economy
  - Integrated Planning and Funding
  - Active Inclusion
  - Quality Provision
  
- Organisation Support & Development
  - Corporate governance and compliance
  - Staffing (numbers, skills and competency)
  - Internal communication and information systems
  - Communication strategy
  - Organisational capacity
  - IT Strategy

### 3. Chairperson's Welcome

I am delighted to join with our Chief Executive John Kearney in offering some words of welcome and introduction to Cavan and Monaghan Education and Training Board's (CMETB's) Annual Report for 2016.

CMETB is one of the biggest employers in Cavan and Monaghan with some 1,200 part time and full time staff providing a service to 12,000 learners.

Through our strategic partnerships with local business, employers and Cavan and Monaghan County Councils and their associated committees, we are also one of the key drivers of economic growth in the region. Our Annual Report for 2016 reflects upon and captures this work.

Amongst many events to occur during 2016 were:

- The departure of Martin O'Brien to become Chief Executive of Louth and Meath ETB – we thank him for his huge service and wish him well
- The appointment of John Kearney as Acting Chief Executive for the next 2 years, pending the arrival of Dr. Pdraig Kirk
- The opening of a long awaited and much campaigned for extension and new Gym at Castleblayney College
- The turning of the sod and commencement of building works at our new Coláiste Dún an Rí in Kingscourt
- The commencement of an extension to the fast growing Breifne College in Cavan Town
- Our first apprenticeship graduation presided over by Minister for Education and Skills Richard Bruton T.D. in September
- Well attended and well organised Graduations at both our Institutes and in the Adult and Community Education sector
- The appointment of 3 new Directors – Schools, Further Education and Training, and Organisation Support and Development to reflect the growth in scale of services offered by CMETB
- Ongoing training and support to our many school and centre Board of Management members

The above are only some highlights of the work undertaken by staff, learners and Board members in 2016.

It was an honour to serve as Deputy Chairperson of the Board during 2016, and to become Chairperson in September 2016, elected unanimously on both occasions. This unanimity speaks to the very genuine efforts of all Board members to leave considerations of Party and County at the door of the meeting, and work towards the promotion of education for the entire life cycle for all our citizens, irrespective of considerations of age, class, prior educational attainment, geography, or any other form of discrimination. This is hallmark of a true Republic in the practical patriotic spirit of those who sought to found and create this state over many generations.

My dearest hope as Chairperson is that the years 2017 and beyond sees the completion of the sanctioned new Further Education and Training Campus in Cavan Town. This new campus will properly reflect the success story that is Cavan Institute, as well as CMETB's emergence as a real leader in advancing new and highly relevant Traineeships and Apprenticeships to meet the skills needs of local and future employers.

With every best wish,

**Seán McKiernan (Jnr.)**

**Chairperson CMETB 2016-2017**

**Deputy Chair 2015-2016**



*Function to mark the departure of Chief Executive Martin G. O'Brien, August 2016*

## 4. Chief Executive's Address

I am very pleased to present this Annual Report, which records and recognises the progress made by Cavan and Monaghan Education and Training Board (CMETB) in 2016. Under its education and training remit, CMETB provides a comprehensive service at its many centres throughout Monaghan and Cavan and this report demonstrates that, along with acknowledging the accomplishments of many learners at the various levels of education and training. The aim of CMETB is to improve and increase activity in the two counties for the benefit of all who strive to develop their educational and training potential.

Cavan and Monaghan Education and Training Board was established on 1st July 2013 and since then has strived to become a very pro-active organisation in both Monaghan and Cavan and, on the national stage. I commend the leadership and vision of the first Chief Executive of CMETB, Martin G. O'Brien in advancing the professional development of the organisation and wish him continued success in his new role as Chief Executive of Louth and Meath Education and Training Board.

2016 was a very productive year for CMETB with the appointment of the three new Director posts for Schools, Further Education and Training, and Organisation Support and Development. The Minister for Regional Development, Rural Affairs, Arts and the Gaeltacht, Heather Humphreys T.D. officially opened a new major extension for Castleblayney College on Monday, August 29th. This was a very important development for Castleblayney College and CMETB can be very proud of delivering this major capital project on time and within budget.

In 2016, CMETB was successful in securing the budget to administer Apprenticeships and Training for both counties. With its already renowned reputation for providing second-level and post-leaving certificate education, the new challenge of providing an innovative programme in the Apprenticeship and Training area was taken on board by CMETB with enthusiasm. This was reflected by the first apprenticeship graduations for CMETB in September 2016 attended by the Minister for Education and Skills, Richard Bruton T.D. Programme development for new apprenticeships was considerably progressed in the accountancy, IT, engineering and hospitality fields and will make a significant contribution to the local, regional and national economies.

Plans are at an advanced stage for providing a new post-primary school in Kingscourt. Classes formally commenced in September 2016 in newly refurbished temporary accommodation, with the building of a new permanent building due to be completed and officially launched in September 2017. This is a very welcome CMETB initiative for the people of Kingscourt.

CMETB has a large staff who are committed, enthusiastic and helpful. As Chief Executive, I am proud to lead an organisation that has dedicated personnel who always have the needs of the community they serve as their priority. It is reassuring for those seeking education and training opportunities to know they are dealing with a very professional staff who have their best interests at heart.

I thank all who contributed in any way to this report and wish all staff and learners continued success in 2017.

**John Kearney**  
**Chief Executive**

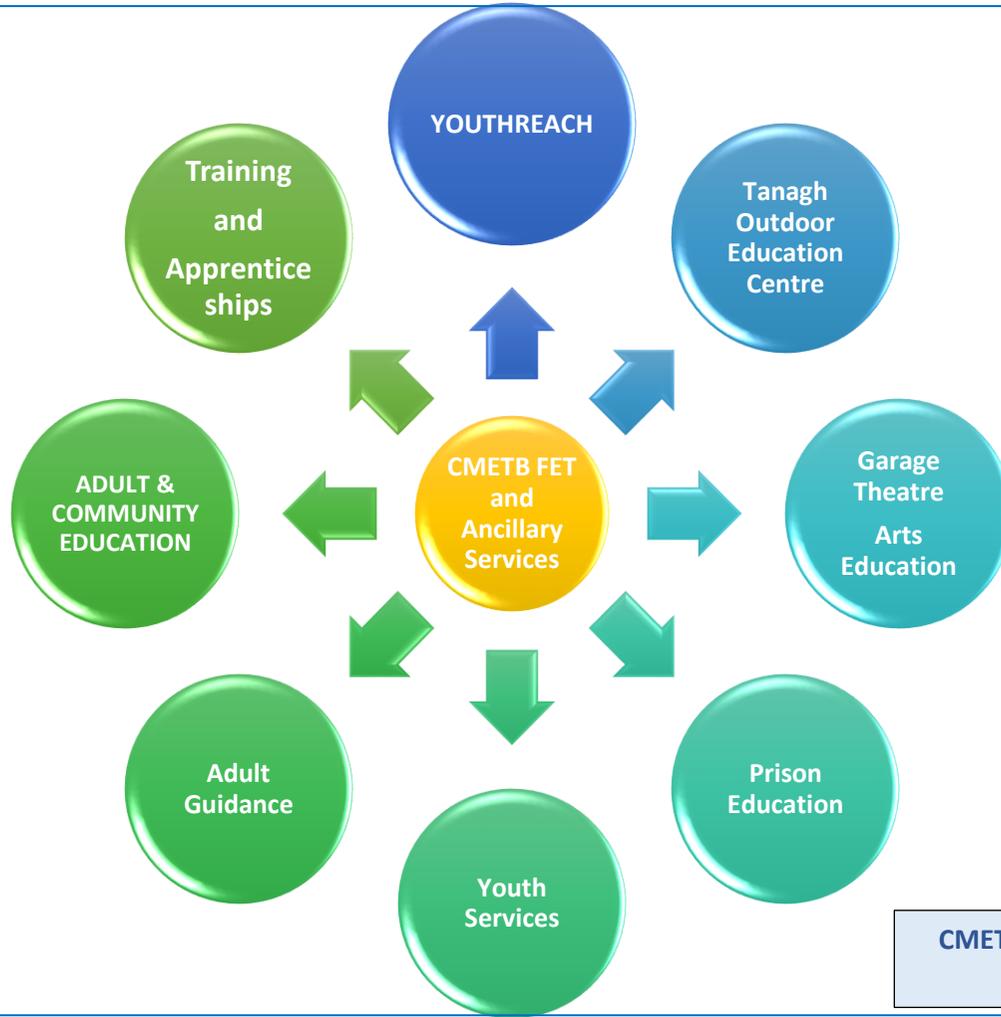


*Chief Executive welcomes three new Directors*

# SECTION 2

## 5. Overview of Services





**CMETB Further Education & Training and Ancillary Services**

## 6. Directors Reports

### A. SCHOOLS

Cavan and Monaghan ETB provided post-primary education to over 3,900 students across 10 schools during 2016 and opened an eleventh school in Kingscourt (Coláiste Dún an Rí) in September 2016.

The schools are as follows:

School	Address	Enrolment 2016	DEIS/Non DEIS
Ballybay Community College	Ballybay, Co. Monaghan	316	Non DEIS
Beech Hill College	Monaghan, Co. Monaghan	521	DEIS
Breifne College	Cavan, Co. Cavan	675	DEIS
Castleblayney College	Castleblayney, Co. Monaghan	288	DEIS
Coláiste Dun an Rí	Kingscourt, Co. Cavan	68	Non DEIS
Coláiste Oiriall	Cnoc an Chonnaidh, Muineachán	290	Non DEIS Gaelcholáiste
Inver College	Carrickmacross, Co. Monaghan	310	DEIS
Largy College	Clones, Co. Monaghan	396	DEIS
St Bricin's College	Belturbet, Co. Cavan	245	Non DEIS
St Mogue's College	Bawnboy, Co. Cavan	233	DEIS
Virginia College	Virginia, Co. Cavan	637	Non DEIS

During the year, the Department of Education and Skills conducted the following inspections in these schools:

School	Nature of Inspection	Date of Inspection
Ballybay College	Subject Inspection in Guidance	18/11/2016
Beech Hill College	DEIS Evaluation	26/09/2016
Inver college	Subject Inspection of History	9/3/2016
Inver College	Subject inspection in Science	5/10/2016
St Bricin's College	Subject Inspection in Mathematics	11/11/2016
Virginia College	Whole School Evaluation – Management, Leadership and Learning	21/1/2016

### New School:

CMETB was delighted to open a new school, Coláiste Dún an Rí in Kingscourt, Co. Cavan. After decades of campaigning, the local community warmly welcomed this new development in their community with 68 students on roll in September 2016 and a further 100 students enrolling for September 2017. Located in temporary accommodation, the Principal, Deputy Principal and staff offer a wide and relevant curriculum, including support for students with special educational needs and Guidance. The construction of the new school building commenced in an adjacent site in June 2016, with the anticipation that students will relocate to the new building in September 2017.



*Minister for Education & Skills Richard Bruton TD meeting students, staff, members of CMETB and local politicians as students arrived for the first ever day at Coláiste Dún an Rí*

## Capital Developments:

Construction commenced on the school building at **Coláiste Dún an Rí** in June 2016. This building features:

- School provision for 450 students
- Special Educational Needs unit for up to 12 students
- Provision for practical rooms in Metalwork, Home Economics, Technology Wood, Art, all science subjects, Technical Graphics and Music, Textiles Room.
- Canteen facilities

Wi-Fi and broadband compatibility throughout

A further significant capital development commenced at **Breifne College**, Cavan in 2016, where student numbers are increasing. This development will include:

- 10 classrooms
- Design and communications graphics room
- 2 modern foreign languages rooms
- 2 science labs and rooms featuring art/craft, a home economics, technology,
- 60-seater lecture room
- PE sports hall
- Special Needs Unit
- Group room, a music and drama area, religion room with meditation area and chaplain's office, together with offices and storage areas
- Staff room and admin facilities



*Minister Heather Humphreys 'Turning the sod' at Breifne College major school extension*

Work was completed in 2016 on the provision of a three storey extension and construction of PE hall at **Castleblayney College**. The redevelopment of existing facilities and the extension resulted in:

- Stand-alone PE Hall and sports facility
- New school canteen
- Practical rooms for home economics, woodwork, construction, metalwork and engineering
- 12 new general classrooms and office suites.



*The extension was officially opened in August 2016 by Minister for Regional Development, Rural Affairs, Arts and the Gaeltacht, Heather Humphreys T.D.*

#### **Board of Management CPD:**

In 2016, CMETB provided professional development to members of the Boards of Managements to support the effectiveness and efficiency of Boards. Two 3-hour workshops were provided to Board of Management Members covering the following topics:

- Child Protection
- Anti-Bullying
- School Self-Evaluation
- Code of Behaviour
- Section 29 Procedures

Feedback from participants reflect their appreciation at being suitably supported in their role as members of Boards of Management and they expressed a desire for further support and development from Cavan and Monaghan ETB.

### **Risk Management:**

CMETB, with support from Irish Public Bodies Insurance, commenced work on a risk register for schools, and provided workshops on health and safety in the classroom to:

- School safety reps
- School caretakers
- Teachers of Science, Home Economics, Art and Technology subjects
- Principals and Deputy Principals

These workshops focused on the nature of specific risks that related to the respective roles, the identification of risks, the classification, monitoring and management of the risks. Participants contributed towards a composite draft risk register for the schools section of CMETB which will then feed into the CMETB risk management process. As a result of these initiatives, staff members are more aware of potential risks, have a wider understanding of the nature of risks and have greater capacity to manage the relevant risks that underpin their work.

### **Junior Cycle:**

Over the course of 2016 all schools in Cavan and Monaghan co-operated with the reform of Junior Cycle. Whole school CPD support days were held in all schools and the first classroom based assessments of students' work in English were conducted in May and again in December 2016. In addition, the first Assessment Tasks were completed in December 2016. Subject-specific CPD was availed of by relevant subject teachers and many schools engaged the services of JCT for optional school-based support visits. Four of our schools (Virginia College, Inver College, Ballybay Community College and St. Bricin's College) have further engaged with JCT and NCCA in an international research project on Student Voice in the classroom. The materials and practices generated on this project will be disseminated to schools in Ireland and across Europe. Plans have been established to extend the provision of Junior Cycle CPD and its implementation to a wider range of subjects in 2017 and schools are scheduled for in-service days in January 2017 for cluster-based support in all relevant Junior Cycle subjects.

### **CMETB Strategy Statement:**

CMETB produced its draft strategy statement in 2017. The consultation process leading to the statement took place over the course of 2016 and included:

- Engagement of employees at all levels in CMETB
- Feedback and analysis on a school by school basis
- Focus-Group workshops facilitated by Dr. Joe O'Connell

- Focus groups with school leaders
- Presentation of draft Strategy statement to the CMETB Board (December 2016)
- Public consultation via local media

In relation to schools, the draft Strategy includes a dedicated focus on four areas of school activity:

- Student learning and teaching
- Student and staff wellbeing
- Leadership at all levels in schools
- Development of use of IT in schools

In support of the objectives outlined in the Draft Strategy Statement, the Director of Schools convened four working groups that meet to advise on the implementation of the Strategy. Each working group is chaired by the Director of Schools and comprises practicing teachers and/or school leaders, an administrative member of CMETB and relevant expertise from a national support agency such as JCT/NCCA/PDST. Each group meets every six weeks. By December 2016 each working group had a plan of action to support school improvement initiatives across all CMETB schools.

Specific initiatives identified in the working groups include:

<b>Initiative</b>	<b>Action</b>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Commencement of e-planning in schools</li> <li>• Emerging plans to migrate data safely to cloud</li> <li>• Additional CPD for teachers</li> <li>• Building of strategic partnerships with technology companies and IT supports for schools</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Responding to school inspections</li> <li>• Building a culture of self-evaluation</li> <li>• Building capacity among new and established teachers</li> <li>• Exploring timetable and curricular options</li> <li>• Implementation of curriculum change at junior and senior cycle</li> </ul>

<p><b>Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Auditing current good practice</li> <li>• Collaborating for enhanced provision</li> <li>• Responding to critical incidents</li> <li>• Supporting teachers wellbeing</li> <li>• Schools have a range of innovative projects including Young Social Innovator, Student Voice Project, and in-school initiatives</li> <li>• Planning CPD for pastoral care</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Identifying leadership support pathways</li> <li>• Leaders participating in national initiatives including NAPD regional coaching programme, CSL mentoring and national programmes</li> <li>• Ongoing CPD for school leaders, including exploring Mental Health initiatives</li> </ul>



*Chef Adrian Martin takes a Home Economics class with the first years of Breifne College as part of their Wellbeing week*

## School Leadership:

During 2016 CMETB appointed a number of Principals and Deputy Principals to schools in the CMETB area as follows:

School	Position	Appointment
Beech Hill College	Principal	Patrick McArdle
Coláiste Dún and Rí	Principal	Fergal Boyle
Inver College	Principal	Thomas Sharkey
St. Bricin's College	Deputy Principal	Niall McVeigh
Beech Hill College	Deputy Principal	Siobhan Sheerin
Coláiste Dún and Ri	Deputy Principal	Tommy McCormick



*CMETB School Principals, Chief Executive and Directors*

*Top L-R: Dr Fiona McGrath, Brendan O'Dufaigh, Karen Fitzpatrick, Ann Marie Lacey, Patrick McArdle, Moya Lynch, Fergal Boyle, Brenda McMullan. Bottom L-R: Sharon Magennis, John Crotty, Dr Linda Pinkster, John Kearney, Berni Power, Paddy Flood, Gerry Hand, Anne Conaghan (missing from photograph Thomas Sharkey and Mary Sheridan)*

School Principals met on a regular basis with the Chief Executive and Director of Schools throughout 2016. The purpose of these meetings is to ensure a consistent approach to quality

and compliance with all relevant policies and circulars, keeping schools informed of developments in education at local and national level, as well as providing an opportunity of sharing best practice across CMETB. These meetings often included a CPD feature to focus on their professional growth as school leaders. CMETB also facilitated and supported school leaders in their attendance at all relevant nationally organised CPD, including the annual NAPD conference.



**Paddy Flood**  
**Director of Schools**

## B. FURTHER EDUCATION & TRAINING SERVICES

CMETB Further Education and Training (FET) Services provide a wide range of full and part time programmes throughout Cavan and Monaghan, offering valuable learning opportunities for those over 16 years of age. The programmes are largely vocational in nature, e.g. childcare, healthcare, ICT, engineering, thus providing clear routes into employment. Likewise, there are a number of progression opportunities from FET programmes into Higher Education (e.g. Universities & Institutes of Technology programmes).

CMETB FET comprises 5 distinct services:

- i. **Two PLC Colleges** – Cavan Institute & Monaghan Institute – delivering full time vocational skills programmes at Levels 5 & 6 and evening classes
- ii. **Adult Education Services** – delivering a range of part time basic and vocational skills and hobby programmes at levels 1- 6
- iii. **Training Services** – this includes the Apprenticeship Service, Contracted Training Programmes, Traineeships, Local Training Initiatives & Specialist Training Providers
- iv. **Youthreach** - 6 Youthreach Centres that provide a broad range of certified programmes for early school leavers
- v. **Prison Education** at Loughan House Open Prison

2016 saw a strong and diverse range of activity in all CMETB FET Services and Centres. Some key facts and figures include:

Service / Centre	Enrolment / Participant Numbers	New Programmes / Initiatives / Highlights
Cavan Institute	1302	<ul style="list-style-type: none"> <li>• A new Design Hub was established in the main campus. The design hub has specialised software and equipment for design related courses in Cavan Institute.</li> <li>• The Professional Cookery and Catering Department opened a new pop-up restaurant “La Bistro Amór” This restaurant was used for a number of functions throughout the year.</li> </ul>

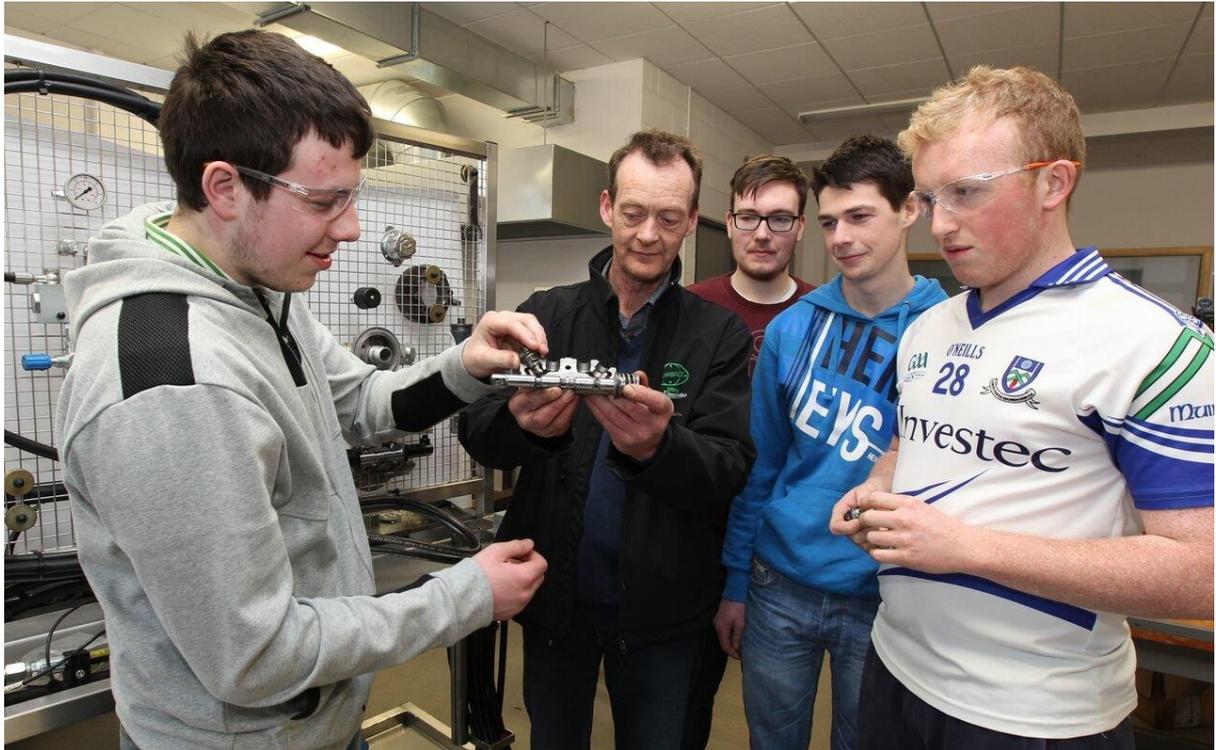
		<ul style="list-style-type: none"> <li>• A new LGBT society was formed and a new running club was also established.</li> <li>• A large number of students took part in Erasmus + projects to a number of EU countries, including Slovenia, France, England and Estonia.</li> <li>• The Sports Scholarships scheme continued with a total of 6 students receiving Scholarships.</li> <li>• A new Nail Bar – “Fancy Fingers and Toes” was opened and run by students from the Nail Technician course.</li> </ul>
Monaghan Institute	445	<ul style="list-style-type: none"> <li>• 2015-2016 First academic year of Combilift OEM Engineering Traineeship.</li> <li>• Worked in co-operation with Fast Track to IT (FIT) in hosting a Computer Networking Apprenticeship</li> <li>• New Accounting Technicians Ireland Practicum began in Monaghan Institute in September 2016. Students attend one day per week in college and 4 days on the job training.</li> <li>• DkIT Business Degree (Hons) Year 1 completed in May 2016 at Monaghan Institute with four staff from Monaghan Institute involved in course delivery along with DkIT tutors. Year 2 of the programme began in September 2016</li> <li>• Monaghan Institute website redesigned and updated</li> </ul>
Adult Education	10,209	<ul style="list-style-type: none"> <li>• Delivery of support programme to apprentices in the areas of literacy and numeracy</li> <li>• Peace IV applications submitted &amp; were successful: Co Monaghan (Lego Mindstorm)</li> </ul>

		<p>and a Co Cavan (Fostering Shared Communities)</p> <ul style="list-style-type: none"> <li>• Rollout of mentoring for 9 new tutors aimed at supporting new tutors through the QQI Accreditation process</li> <li>• 12 newly trained literacy volunteers delivered 360 hours with individual Literacy/Numeracy learners</li> <li>• Successful application to PEIL Department of Justice for a programme for women to be rolled out in Monaghan and Cavan</li> <li>• Update of rooms in Ballyjamesduff Adult Learning Centre including a new IT room, woodwork room and a new polytunnel</li> </ul>
<p>Training Services</p>	<ul style="list-style-type: none"> <li>• 1014 Trainees</li> <li>• 299 live apprentices</li> <li>• 162 Employers</li> <li>• 115 apprentices registered during 2016</li> <li>• 34 apprentices received their Advanced Craft Certificate in August 2016</li> </ul>	<ul style="list-style-type: none"> <li>• CMETB oversaw the development of Block F &amp; Block J at the Further Education &amp; Training Campus, Cavan. Facilities at the campus include; four computer suites, seven classrooms, a welding training facility, offices and kitchen facilities. The majority of Contracted Training Programmes will now take place at the campus.</li> <li>• Training Services delivered a total of 33 Contracted Programmes, 13 Community Programmes and a Workforce Development Programme.</li> <li>• In partnership with FIT (Fast Track to Information Technology LTD), CMETB implemented the GYIT (Get Youth into IT) Programme funded under Erasmus +. The main aim of this programme was to encourage and anchor the interest of students in IT through a range of modules such as robotics, animation, digital marketing, programming fundamentals etc.</li> </ul>

Youthreach	146	<ul style="list-style-type: none"> <li>• New Co-ordinators appointed at Castleblayney and Kingscourt Youthreach Centres</li> <li>• A range of events undertaken by the centres to commemorate 1916</li> <li>• Cavan Youthreach film showcased on RTE2</li> <li>• Centres delivered a diverse engaging summer programme including workshops in music production, movie making, restaurant kitchen skills and sound production</li> </ul>
Loughan House (Prison Education)	160	<ul style="list-style-type: none"> <li>• New Initiatives included basket weaving, first aid, drumming and barbering workshops</li> <li>• 68 learners achieved QQI certification and 5 were successful in Open University programmes</li> </ul>



*Presentation of Apprenticeship Craft Certificates by Minister for Education and Skills Richard Bruton T.D. August 2016*



*CMETB & Combilift OEM Traineeship - Students with Trainer*

### **CMETB FET Strategy**

The latter half of 2016 saw the development of CMETB FET Strategy. This is an integral element in the overall CMETB Strategy Statement. The CMETB FET Strategy comprises a number of objectives and actions, and mirrors the National FET Strategy. As such, it has 5 high-level goals:

- i. Raise the Standing of FET
- ii. Deliver Skills for the Economy
- iii. Integrated Planning and Funding
- iv. Quality Provision
- v. Active Inclusion

The strategic actions are designed to support the realisation of the high-level goals. Four Working Groups have been established to work towards the implementation of the actions.

- i. FET Planning, Integration and Co-ordination
- ii. Workforce Development

- iii. Teaching, Learning and Assessment
- iv. Quality Assurance, Active Inclusion & Reporting

Each working group is comprised of 2 representatives from each service:

- Training
- Monaghan Institute
- Cavan Institute
- Youthreach
- Adult Education

The Working Groups held their first meetings towards the end of 2016 and identified priority actions, including:

- Development of FET CPD Plan
- Delivery of Literacy Awareness training for FET staff
- Development of a Client Relationship Management System for employer engagement
- Standardisation of assessment tools and practices
- Support for Youthreach trainees progressing to PLC

Work has begun to implement all priority actions and will be progressed in 2017 and beyond.



**Dr Linda Pinkster**  
**Director of Further**  
**Education and Training**

## C. ORGANISATION SUPPORT & DEVELOPMENT

### i. Corporate and Governance Compliance

- Audit of Compliance with Code of Practice for Governance of ETBs

The primary legislation governing education and training boards is the Education and Training Boards Act 2013. Department of Education and Skills Circular Letter 0018/2015. “The **Code of Practice for the Governance of Education and Training Boards**”, whilst setting 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 CMETB are governed at all times by these standards, in letter and in spirit.

In June 2016, CMETB carried out an audit of compliance with the Code using an audit tool developed by Irish Public Bodies Insurance (IPB). The audit demonstrated that we had an acceptable level of compliance. We will focus in 2017 on enhancing the level of compliance so that when the next audit is undertaken in the third quarter of 2017, we can demonstrate continual improvement while building a body of assurance for CMETB.

- Review and Development of Risk Registers and Risk Management Policy

Cavan Monaghan Education and Training Board undertook a number of activities in 2016 to support the management of enterprise risk and to demonstrate good governance. The underpinning evidence base for this work was legislation relevant to CMETB and the Code of Practice for the Governance of Education and Training Boards (Department of Education and Skills, Circular Letter 0018/2015). The following outputs were completed during the year:

1. Review and updating of the Corporate Risk Register
2. Facilitation and development of the Further Education and Training Risk Register
3. Facilitation and development of the Schools Risk Register.
4. Development and adoption of the CMETB Risk Management Policy

A series of facilitated workshops was supported by IPB Insurance with the involvement of internal key stakeholders. The focus was on identifying the key risks that could prevent the delivery of the CMETB Statement of Strategy.

- Development of Safety Management System

Cavan and Monaghan ETB has been instrumental in the establishment of an ETB Safety Management System Project Steering Group with the support of IPB Insurance. The objective of the project steering group is to develop a standardised safety management system for all sixteen ETBs. Our Chief Executive is the Project Manager and our Compliance Officer participates in the project steering group while developing and delivering policies and procedures to support the management of employee safety, health and welfare risks. We completed year one of the project and we expect to complete this project in quarter four of

2017. The project outputs will add value across CMETB while also supporting us to reduce the incidence of employee incidents and claims which ultimately affect people, CMETB and insurance premiums.

- Freedom of Information

Cavan and Monaghan Education and Training Board published its Freedom of Information Publication Scheme, in compliance with the Section 8 of the Freedom of Information Act 2014.

The Publication Scheme may be accessed on [www.cmetb.ie](http://www.cmetb.ie) and a hard copy is available on request from Head Office.

The Publication Scheme lists information on CMETB services, having regard to the principles of openness, transparency and accountability as set out in Sections 8(5) and 11(3) of the Act. The scheme will be updated and added to on a regular basis.

During the course of 2016, CMETB received 10 requests for information under the FOI Act. Of these, 5 requests were for non-personal information made by journalists, Oireachtas members and members of the public. The type of information requested was: details of payments made over €20K; salaries over €100K; teacher allocation and travel and subsistence paid to ETB members and the Chief Executive.

- Training and ongoing support for Boards of Management

Throughout 2016, CMETB continued to provide support and training for Boards of Management. In April 2016, training was provided to Board members in their role in supporting their school in the areas of child protection, anti-bullying, school self-evaluation and WSE/MLL (whole-school evaluation and management, leadership and learning). CMETB provided further training in November 2016 focussing on School Codes of Behaviour and Section 29 Appeals. All sessions were well attended by staff and members. The Corporate Services Department continues to support Boards by providing templates and guidance on agenda preparation, minute taking and recording of minutes.

## ii. Staffing

CMETB is a significant employer within the region employing approximately 600 full time staff and 600 part time staff. During 2016 the reassignment of staff on both a temporary and permanent basis to areas of critical need ensured the continued delivery of key services.

CMETB endeavors to recruit and retain the best staff available. The necessary skill sets are identified in order to deliver organisational excellence and to enhance capacity to adequately meet new and evolving challenges , training has been provided in areas including Finance, IT, Capital Management and Governance.

The impact of the public sector moratorium in respect of non- teaching posts continued to be a challenge for the organisation not only in respect of Administration offices, but also within colleges and centres. However, CMETB is continually striving to make the best use of technology to ensure a better quality of service within the resources available.

### **iii. Internal Communications and information systems**

CMETB uses a combination of on premise file servers and Microsoft Office 365 for email and other web based applications. The long-term plan for CMETB is to move away from on premise services and move towards a hosted web-based service, where all products would be available on a web.

CMETB has introduced a staff intranet to all staff across the scheme. This intranet is running on Microsoft SharePoint Services, which is part of the Microsoft Office 365 product suite. The application allows staff to collaborate and share information very easily and access documents including staff policies and procedures which are stored centrally and can be accessed securely from anywhere on multiple devices including desktop, laptop and smart phones.

### **iv. Communication Strategy**

Communications within CMETB was prioritised with the commencement of the development of the CMETB Communications Strategy. Focusing on the delivery of communications through a number of pillars the strategy highlighted the necessity for presenting a consistent image of CMETB through effective Brand Management, Media and Digital Management. Other strands focused on reviewing internal communications in conjunction with ongoing work of the IT department. The importance of effective communications through stakeholder and public affairs engagement was recognised. The communications function continued to support CMETB staff, schools and centres, in particular at times of critical incidents.

A review of the guidelines on the use of Brand Management material in CMETB commenced in late 2016. The CMETB logo was updated with the addition of unique brand identifying initials. This was completed in line with existing ETBI policy. A review of the use of other funding logos was undertaken and work commenced on the roll out of guidelines for their use.

CMETB has an extensive network of employers that it engages with in the delivery of services to businesses and the development of new apprenticeship and training programmes. A business case study for the development of a Customer Relations Management (CRM) System for liaising between Training Services and employers was prepared and work commenced on the delivery of the CRM system. A focused plan of employer engagement was developed for CMETB that supports the development of new training initiatives. A number of presentations were made to industry groups with the communications function representing CMETB on a range of local authority committees.

The presentation of the work of CMETB in the media focused on the provision of content from all sections of CMETB for use across a variety of traditional and online platforms. A proactive media engagement approach was adopted with local and national media outlets. CMETB was featured in local and national media. Schools and centres were assisted in the development

of appropriate public relations material. Support was provided in managing major events including the turning of the sod at Coláiste Dún an Ri and Breifne College and the official opening of the extension at Castleblayney College. The resulting media coverage presented a positive image of a progressive ETB. A scheme wide approach was adopted in the promotion of Open Nights, showcasing the educational provision across Cavan and Monaghan. CMETB schools were supported in preparing video content sourced for use at ETBI conferences. A number of articles and features were prepared and submitted to ETBI for publication in the ETBI magazine.

Alternative forms and methods of promotion of the work of CMETB were developed with a focus on the increased use of Digital and Social Media. An audit of the social media presence of all the schools and centres took place and work commenced on the development of a suite of short social media training courses. The management of the social media presence in CMETB was reviewed with content curation tools and centralised management systems utilised in the management of social media accounts.

The transfer of the training function to CMETB and the development of new apprenticeship and traineeship programmes presented an ongoing communications challenge for CMETB. Active marketing and public relations campaigns with editorial and advertorial content were rolled-out across all media platforms. The presentation of the craft certificates to apprentices by the Minister for Education and Skills Mr Richard Bruton TD took place in August 2016 and presented an opportunity to highlight the role of CMETB in the delivery of apprenticeships. Additional support was provided to the Youth Officer in order to highlight the work underway in the delivery of Youth Services. A promotional and marketing campaign was developed for the Garage Theatre commencing with the launch of the Autumn 2016 programme.

At a national level, CMETB was represented on ETB Communications group. Liaison with those responsible for Communications and Media Relations in the Department of Education, SOLAS, QQI, Leargas and other agencies was established.

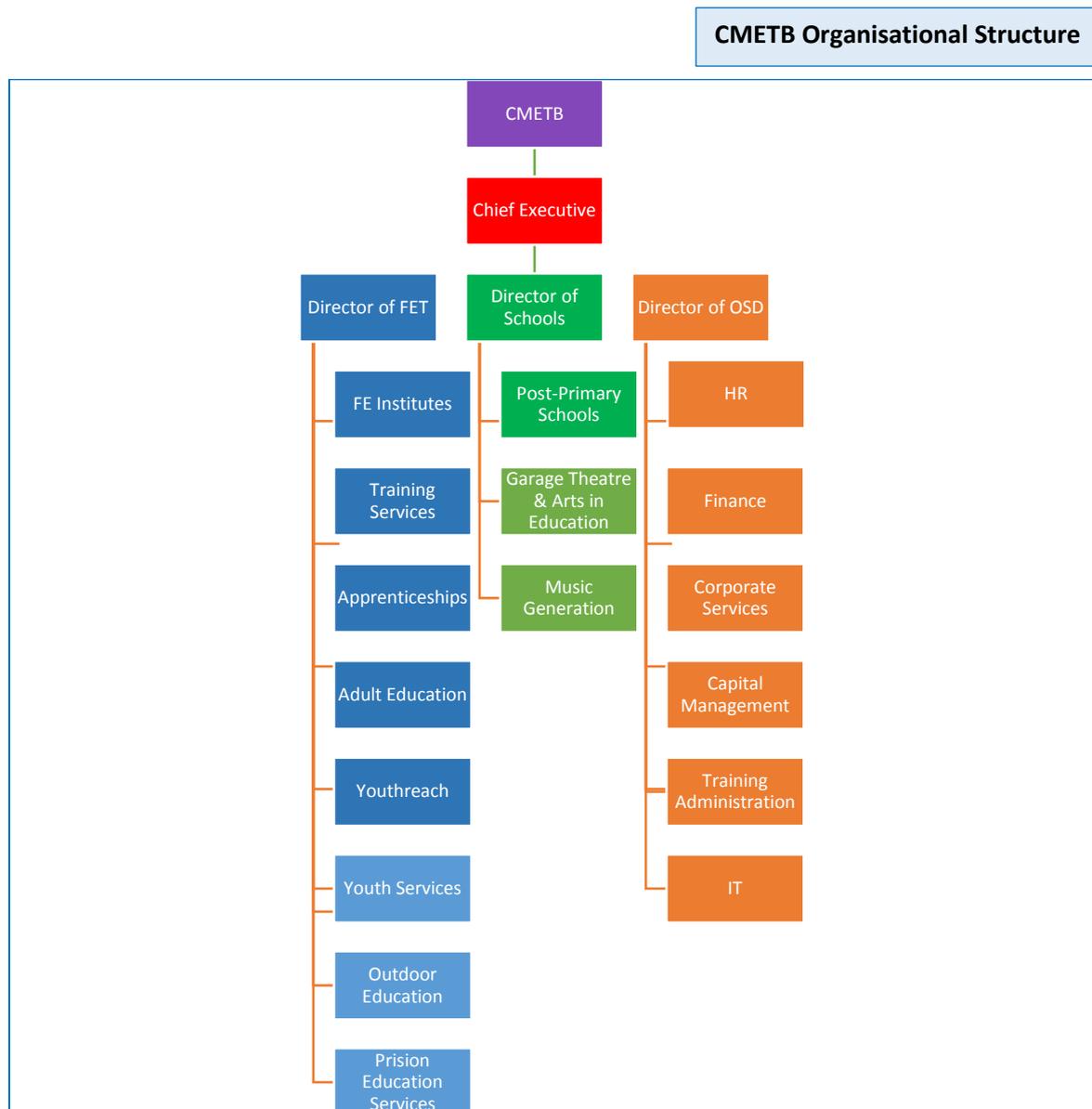
The Communications Strategy in 2017 will focus on the further development of the CMETB Brand, profiling the work of CMETB locally and nationally and developing internal and external communications channels.

#### **v. Organisational Capacity**

Central to CMETB operations are the Administration Centres/Offices. CMETB has its Head Office in Monaghan and a Sub-Office in Cavan. These centres act as the hub for all CMETB services and centres. The Administrative functions are delivered through a pillar structure, comprising Human Resources, Finance, Capital Management, Corporate Services, IT and Training Administration.

Following the appointment of three Directors to CMETB, Director of Schools, Director of Further Education and Training and Director of Organisational Support and Development, the organisation structure was reviewed.

The services of CMETB are now delivered through a well functional streamlined structure as outlined below:



The Chief Executive is responsible for executive management of CMETB and has overall responsibility for the performance of schools, programmes and training centres. The Directors, Principals, Co-ordinators and Managers of these centres are responsible for their day-to-day management.

**Vi. IT Strategy**

CMETB is one of the leaders in terms of ICT within the ETB sector nationally. CMETB IT currently supports 1,200 staff and 12,000 students on a daily basis across schools and education centres in the Cavan and Monaghan region. CMETB IT also provides support to the various applications and systems that users require to carry out their work.

The use of ICT within the Education sector has increased dramatically over the last 5 years with more and more staff and students accessing IT services on a daily basis. This trend will continue to grow into the future. In the recent publication of the Department of Education's Action Plan for Education 2017, objective 1.5 states *"Increase the use of ICT in teaching, learning and assessment so that learners are equipped with the necessary skills to meet the challenges of a rapidly changing learning environment"*. CMETB is committed to this objective and will continue to support schools and centres in reaching their goals.

Digital Strategy for Schools 2015-2020 Enhancing Teaching Learning and Assessment was launched in October 2015. The Minister for Education and Skills announced an investment of €30m in ICT infrastructure grants for primary and post-primary schools in the 2015/16 school year. This investment marks the start of the implementation of the government's €210 Million Digital Strategy for Schools. The funding will support the development and implementation of an eLearning Plan for each school to embed ICT in teaching and learning. During 2016, CMETB IT department worked very closely with school management to assist them with the development of this plan and to advise and support them in terms of any technical procurement required to implement the strategy.

CMETB IT Department also works very closely with Microsoft along with their education partners to put in place a standardised education platform to enhance the teaching and learning environment. This system will integrate into the school management systems and give users a platform which is customised to each school and subject. Teachers will be able to manage all of their classes, organise multiple class sections, create and grade assignments, collaborate with other teachers and provide feedback to students. As part of this project CMETB will be putting in place a central resource to provide CPD to Staff technical leaders in each school. These technical leaders will then return to their respective schools and deliver CPD to all staff on the ground. The aim of this project is to increase the use of ICT within the classroom and to ensure that all CMETB staff and students are well equipped to embrace new technologies within education.

The ETB Internal Audit Unit has engaged the expertise of KOIS Corporation Limited to conduct a full ICT audit of the sector. CMETB very much welcome and is fully engaged with this Internal Audit programme and will work to ensure that all recommendations that emerge are implemented fully and in a timely fashion.

CMETB rolled out our new helpdesk facility to all schools and centres. This proved to be a great success with over 1000 tickets created since it was introduced. Going forward this facility will help to streamline the support process, provide effective monitoring of support requests, ensuring a better quality service to all our staff and students.



**Berni Power**

**Director of Organisation Support and Development**

# SECTION 3

## 7. Corporate Governance and Finance

### 7.1 CORPORATE GOVERNANCE

Cavan and Monaghan Education and Training Board complies with the Code of Practice for Governance of Education and Training Boards, Department of Education and Skills Circular 0018/2015. The purpose of the code is to ensure that the principles of good governance and management are applied by CMETB.

#### **Cavan and Monaghan Education and Training Board**

Cavan and Monaghan Education and Training Board has 21 members and has a formal schedule of functions reserved to itself. The reserved functions are supported by legislation and include policy, planning, monitoring and the adoption of the annual accounts/report. The ETB is supported by an Executive which is responsible for implementation of plans, day to day management and functions not reserved for the ETB. An organisational structure with clearly defined authority levels and reporting structures is in place.

ETB members and designated staff are required to provide annual Disclosures of Interests in respect of issues that could materially influence the performance of functions. In addition, the CMETB has adopted a Code of Conduct and this has been provided to all members and staff.

The ETB meets every two months, with a register of attendance being maintained. Members receive agenda and papers in advance of meetings. Any further information applicable to the role of the ETB is readily available. Minutes are maintained and adopted in support of ETB meetings.

A training manual is provided to members outlining their functions and responsibilities. Members have direct access to the Chief Executive. Procedures are also in place for members, in furtherance of their duties, to take professional advice.

#### ***Sub Committees***

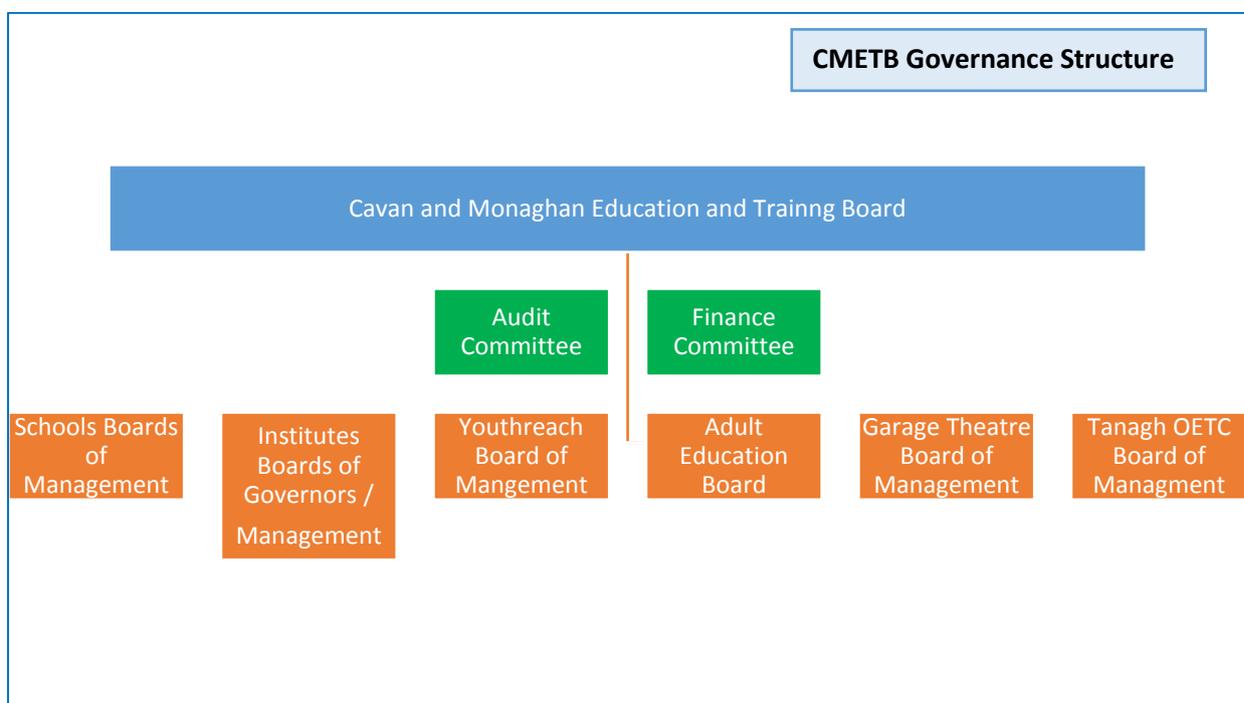
CMETB has established Sub-Committees, comprising ETB members, and other relevant stakeholders. The ETB nominates the chairperson of these Sub-Committees and detailed terms of reference are provided.

The **Audit Committee** is responsible for monitoring the executive in the carrying out of its functions and provides assurances to the ETB as to the adequacy and effectiveness of the internal control processes. The Audit Committee receives reports from management and the external and internal audit. The ETB receives minutes of meetings from the Audit Committee

and has regard to its report in adopting a statement of internal control and approving the annual accounts.

The **Finance Committee** has responsibility for reviewing the income/expenditure of CMETB, major contracts and the financial aspects of the Education and Service Plans. Minutes of the Finance committee are received by the ETB for consideration and to assist in providing assurance that the Education and Service Plans are being achieved.

Other committees established by the ETB are the **School Boards of Management, Youthreach Board of Management, the Youth Work Committee, the Adult Education Board, Tanagh OETC Board** and the **Board of the Garage Theatre**.



## 7.2 HEAD OFFICE/ADMINISTRATION CENTRE

The Administration function is central to CMETB operations. The Head Office is located in Market Street, Monaghan and the Sub-Office is in Church View Square, Cavan. The Administrative functions are delivered through a five-pillar structure, comprising Human Resources, Finance, IT, Capital Management and Corporate Services. A Head of Section who reports to the Director of OSD oversees each pillar.



The Chief Executive (CE) is responsible for the executive management of CMETB and has overall responsibility for the performance of schools and centres. The Principals, Directors, Managers and Co-ordinators of these schools and centres are responsible for their day-to-day management.

## 8. Chairperson's Statement

### **Cavan and Monaghan ETB Chairperson's Statement under Paragraph 19.1 of the Code of Practice for the Governance of Education and Training Boards**

#### **19.1 (i) Financially Significant Developments January - December 2016:**

- **Castleblayney College**

The new School Extension and Standalone Sports Hall at Castleblayney College was completed and the school moved into this accommodation August 2016.

Loose Furniture and Equipment budget approved to fit out the new extension and sports hall.

- **St Mogue's**

The refurbishment of the Science Lab & Store was completed.

- **Dún an Rí College**

Construction commenced in June 2016 on the new €15 million Post Primary school in Kingscourt.

- **Breifne College**

Construction commenced in Summer 2016 on the €9 million extension to Breifne College, Cavan.

- **Kingscourt Youthreach**

Works were carried out on the refurbishment of Kingscourt Youthreach Centre.

- **St Bricin's Belturbet**

Temporary Rental Accommodation installed to facilitate the immediate need of the school in terms of rooms for Special Need Students.

Loose Furniture and Equipment budget approved to fit out the temporary rental accommodation.

- **Inver College**

- Emergency works completed at Inver College for Replacement of Boiler.

- **Training Centre**

Programme set-up costs required for the roll out of new courses being developed at Cavan Army Barracks.

## **Youth Building Castleblayney & Clones**

- Department of Children and Youth Affairs approved 2 projects under the Youth Capital Funding Scheme 2016- 2017:
  - (1) Development of External Stage Area and landscaping and ancillary works
  - (2) Development of external play area and building works

### **19.1 (ii) Appropriate Procedures**

All appropriate procedures for financial reporting, internal audit, travel, procurement and assets disposals are being carried out;

### **19.1 (iii) Systems of Internal Control**

A statement on the system of internal control in the format set out in Appendix XI of the code is attached;

### **19.1 (iv) Code of Ethics**

The Codes of Ethics for Staff and Members of the Board have been put in place and adhered to, to the best knowledge of the Board;

### **19.1 (v) Policy on Pay**

The Government's policy on pay is being complied with;

### **19.1 (vi) Significant Post Balance Sheet Events**

There are no significant post balance sheet events;

### **19.1 (vii) Capital**

Written approval was received before capital expenditure was incurred. The Guidelines for the Appraisal and Management of Capital expenditure proposals and the Capital Works Management Framework are being adhered to, where appropriate;

### **19.1 (viii) Disposal of Land/Property**

The Board did not dispose of any land/property;

### **19.1 (ix) Disposal of Assets or grant of access to property or infrastructure for commercial arrangements with third parties.**

The Board did not dispose of any assets or grant access to property or infrastructure for commercial arrangements with third parties;

**19.1 (x) Leases**

Written approval is received before any new leases are entered into;

**19.1 (xi) Obligations under Tax Law**

CMETB complied with its obligations under tax law;

**19.1 (xii) Corporate Procurement Plan**

Access to data / reporting and standardised coding is a pre-requisite in order to produce a Corporate Procurement Plan. At National Level ETBI are liaising with DoES, PMO FSS to explore links and CMETB will implement the outcomes of this review when received.

**19.1 (xii) Travel Policy**

The Government travel policy requirements are being complied with in all respects.

**19.1 (xiii) Code of Practice for the Governance of Education and Training Boards**

The Board has adopted the Code of Practice and are complying therewith.

**This Statement was adopted by Cavan and Monaghan Education and Training Board at its meeting held on 10 May 2017.**

Signed: Seán McKiernan Jr.  
Chairperson

Date: 10th May 2017

### 7.3 Details of Chief Executive's Salary

In accordance with pay scales approved by the Department of Education and Skills the Chief Executives were paid in the year ended 31st December 2016 as follows:

Period	Salary excluding employers PRSI	Employers PSRI
01 January to 31 August 2016	€79,864	€1,727
01 September to 31 December 2016	€30,672	€672

The CE undertook foreign travel for ETB business purposes during the period. Cost amounted to €810.

The Chief Executives are members of an unfunded defined benefit public sector scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.

#### 7.4 Details of Members Expenses

Expenses are paid to Board members for travel to Board-related meetings.

The aggregate expenses paid to each member in the year ended 31 December 2016 were:

<b>Board member</b>	<b>Statutory Meetings</b>	<b>Interview Boards</b>	<b>Attendance at Conferences / Seminars</b>	<b>Other</b>	<b>Total</b>	<b>No. Board Meetings Attended</b>
	€	€	€	€	€	
MADELEINE ARGUE	465	161	618	508	1751	9
CATHY BENNETT	667	319	508	718	2212	9
CARMEL BRADY	521	0	648	170	1339	6
COLM CARTHY	843	49	506	204	1602	7
SEAMUS COYLE	414	29	898	208	1549	7
SEAN FEGAN	810	1975	0	466	3250	8
MICHELLE FLYNN	766	0	739	225	1730	7
EUGENE GREENAN	180	0	0	277	456	5
CLIFFORD KELLY	1127	846	1300	3474	6747	9
DEIRDRE KELLY	149	0	0	0	149	2
JACQUI LEWIS	228	241	2068	0	2537	5
MICHEAL MARTIN	274	0	1285	1309	2868	5
JOE MCGRATH	978	546	1371	355	3251	7
KATHLEEN MCGUIRK	82	0	0	0	82	3
SEAN MCKIERNAN	476	925	651	237	2289	9
CIARA MCPHILLIPS	0	0	0	0	0	5
P.J. O'HANLON	365	49	515	20	949	7
PADDY O'REILLY	427	0	0	0	427	8
SARAH O'REILLY	104	0	0	0	104	2
SHANE P. O'REILLY	627	390	710	574	2301	8
NIAMH SMYTH	87	0	599	0	686	1
<b>Total €</b>	<b>9590</b>	<b>5530</b>	<b>12416</b>	<b>8745</b>	<b>36279</b>	

## 7.5 Statement of System of Internal Control

### **Cavan and Monaghan Education and Training Board**

#### **Statement of System of Internal Control**

##### **Responsibility for the System of Internal Control**

As provided for under the Education and Training Boards Act 2013, Cavan and Monaghan ETB is responsible for reviewing and ensuring the effectiveness of the ETB's system of internal control. Cavan and Monaghan ETB formally adopted the Code of Practice for the Governance of Education and Training Boards on 23 March 2015. The Audit and Finance Committees were established in March 2015.

As Chairperson of Cavan and Monaghan ETB, I acknowledge the responsibility of the Board for ensuring that an efficient and effective system of internal control is maintained and operated. The purpose of such a system is to ensure that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

##### **Key Control Procedures**

The Board has taken steps to ensure an appropriate control environment by:

- Clearly defining management and staff responsibilities.
- Establishing procedures for reporting significant control failures and ensuring appropriate corrective action.
- Establishing procedures for identifying and evaluating all risks which could prevent the ETB from achieving its objectives.

The system of internal control operated in Cavan and Monaghan ETB is based on:

- Detailed administrative procedures
- Segregation of duties
- Specific authorisations
- Internal check
- Monthly management review of reports outlining the actual and budgeted results of programmes operated by the ETB.

The Board's monitoring and review of the effectiveness of the system of internal control is informed by the:

- Work of the Audit Committee, which considers internal audit reports and reports of the Comptroller and Auditor General (C & AG), and reports to the board whether the Chief Executive is, in the internal auditor's opinion, operating adequate and appropriate systems of internal control.
- Chief Executive, who has responsibility for the financial control framework.
- Recommendations made by the C & AG in management letters or other reports.

An Internal Audit function is provided by the Internal Audit Unit – Education and Training Boards (IAU-ETB). The most recent internal audit review was conducted in 2016 and covered Teacher Allocation and Co-Operation hours.

##### **Annual Review of Controls**

Cavan and Monaghan ETB is committed to operating an efficient, effective and economic internal control system. I confirm that in the year ended 31 December 2016 the ETB conducted a review of the effectiveness of the system of internal control and found them to be satisfactory.

Signed: Sean McKiernan Jr.  
Sean McKiernan Chairperson,  
Cavan and Monaghan ETB

Date: 10th May 2017

## 9. Financial Report – unaudited accounts for 2016

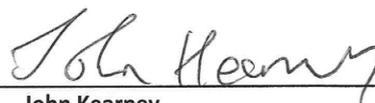
### Cavan and Monaghan Education and Training Board

#### Operating Account For The Year Ended 31st December 2016

	Note	Year ended 31/12/2016 €	Year ended 31/12/2015 €
<b>RECEIPTS</b>			
Schools & Head Office Grants	1	35,865,378	35,173,532
Further Education and Training Grants	2	14,826,197	8,432,932
Student Support Services Grants	3	31,993	306,520
Youth Services Grants	4	262,757	97,024
Agencies & Self-Financing Projects	5	4,705,125	5,418,061
Capital Grants	6	10,238,420	4,992,740
		<u>65,929,870</u>	<u>54,420,809</u>
<b>PAYMENTS</b>			
Schools & Head Office	7	35,363,261	35,659,067
Further Education and Training	8	14,937,356	8,421,375
Student Support Services	9	49,907	325,574
Youth Services	10	132,216	98,746
Agencies & Self-Financing Projects	5	4,435,232	5,488,669
Capital	6	9,933,613	5,517,804
		<u>64,851,585</u>	<u>55,511,235</u>
<b>Cash Surplus / ( Deficit) For Period</b>		1,078,285	(1,090,426)
<b>Movement in Other Net Current Assets</b>	21	<u>(635,781)</u>	601,126
<b>Accrual Revenue Surplus/(Deficit) For Period</b>		442,504	(489,300)
<b>Revenue Surplus / (Deficit) at 01/ 01 /2016</b>		(2,032,834)	(1,543,534)
<b>Revenue Surplus / (Deficit) at 31/12/2016</b>		<u>(1,590,330)</u>	<u>(2,032,834)</u>

Signed 

Sean McKiernan  
Chairperson



John Kearney  
Chief Executive

Date:

10th May 2017

10/5/17

The notes on pages 10 to 23 form part of these financial statements



## **Cavan and Monaghan Education and Training Board**

### ***Protected Disclosures Act 2014***

The Protected Disclosures Act 2014 came into effect on 15 July 2014.

This Act provides a framework within which workers can raise concerns regarding potential wrongdoing that has come to their attention in the workplace in the knowledge that they can avail of significant and other protections if they are penalised by their employer or suffer any detriment for doing so.

Cavan and Monaghan ETB (CMETB) has put in place a policy, which in tandem with the legislation, will encourage workers to report potential wrongdoing in the knowledge that their concerns will be taken seriously and investigated, where appropriate, and that their confidentiality will be respected.

The policy highlights that it is always appropriate to raise concerns when they are based on a reasonable belief, irrespective of whether any wrongdoing is in fact subsequently identified. The policy also provides workers with guidance on how to raise concerns

This policy applies to all CMETB workers including contractors, consultants, agency staff, former employees and interns/trainees.

In accordance with the provisions of the Protected Disclosures Act 2014, CMETB has appointed Fiona Nugent to receive protected disclosures. The designated officer can be contacted by telephone at 047 30888, by email at [fionanugent@cmetb.ie](mailto:fionanugent@cmetb.ie) or by post at Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan, H18 W449.

### **Protected Disclosures Annual Report 2016**

Annual report of CMETB as required by section 22 of the Protected Disclosures Act 2014.

CMETB confirms that no protected disclosures were received to the end of 2016. Consequently no action was required to be taken by CMETB in relation to Protected Disclosures.

30 June 2017

## APPENDIX 1

### Contact Details

#### CAVAN SCHOOLS

<b>Name of school</b>	<b>St Mogue's College</b>
<b>Address</b>	Bawnboy Co Cavan
<b>Phone</b>	049 9523112 / 049 9523156
<b>Fax</b>	049 9523563
<b>Email</b>	<a href="mailto:info@stmoguescollege.ie">info@stmoguescollege.ie</a>
<b>Principal</b>	Anne Conaghan
<b>Deputy Principal</b>	Cormac Flynn
<b>Name of school</b>	<b>St Bricin's College</b>
<b>Address</b>	Belturbet Co Cavan
<b>Phone</b>	049 9522170
<b>Fax</b>	049 9522788
<b>Email</b>	<a href="mailto:info@stbricinscollege.ie">info@stbricinscollege.ie</a>
<b>Principal</b>	Mary Sheridan
<b>Deputy Principal</b>	Niall McVeigh
<b>Name of school</b>	<b>Breifne College</b>
<b>Address</b>	Cullies Road Co Cavan
<b>Phone</b>	049 4331735 / 049 4331790
<b>Fax</b>	049 4362597
<b>Email</b>	<a href="mailto:info@breifnecollege.ie">info@breifnecollege.ie</a>
<b>Principal</b>	John Crotty
<b>Deputy Principal</b>	Tara Mullan
<b>Name of school</b>	<b>Coláiste Dún an Rí</b>
<b>Address</b>	Kingscourt Co Cavan
<b>Phone</b>	042 9698294
<b>Email</b>	<a href="mailto:info@dunanricollege.ie">info@dunanricollege.ie</a>
<b>Principal</b>	Fergal Boyle
<b>Deputy Principal</b>	Thomas McCormick
<b>Name of school</b>	<b>Virginia College</b>
<b>Address</b>	Virginia Co Cavan
<b>Phone</b>	049 8547050
<b>Fax</b>	049 8547050
<b>Email</b>	<a href="mailto:info@virginiacollege.ie">info@virginiacollege.ie</a>
<b>Principal</b>	Karen Fitzpatrick
<b>Deputy Principal</b>	Seamus Greene

**MONAGHAN SCHOOLS**

<b>Name of school</b>	<b>Ballybay Community College</b>
<b>Address</b>	Ballybay Co Monaghan
<b>Phone</b>	042 974 1093
<b>Fax</b>	042 974 1765
<b>Email</b>	<a href="mailto:info@ballybaycc.ie">info@ballybaycc.ie</a>
<b>Principal</b>	Moya Lynch
<b>Deputy Principal</b>	Conal Ó Grianna
<b>Name of school</b>	<b>Beech Hill College</b>
<b>Address</b>	Beech Hill Monaghan Co Monaghan
<b>Phone</b>	047 81200
<b>Fax</b>	047 84926
<b>Email</b>	<a href="mailto:info@bhc.ie">info@bhc.ie</a>
<b>Principal</b>	Patrick McArdle
<b>Deputy Principal</b>	Siobhán Sheerin
<b>Name of school</b>	<b>Castleblayney College</b>
<b>Address</b>	Dublin Road Castleblayney Co Monaghan
<b>Phone</b>	042 974 0066
<b>Fax</b>	042 974 6712
<b>Email</b>	<a href="mailto:info@cblayneycollege.com">info@cblayneycollege.com</a>
<b>Principal</b>	Gerry Hand
<b>Deputy Principal</b>	Frances Mitchell
<b>Name of school</b>	<b>Coláiste Oiriall</b>
<b>Address</b>	Cnoc an Chonnaidh Bóthar Ard Mhacha Muineachán
<b>Phone</b>	047 72344
<b>Fax</b>	047 72466
<b>Email</b>	<a href="mailto:eolas@oiriall.ie">eolas@oiriall.ie</a>
<b>Principal</b>	Brendán O'Dufaigh
<b>Deputy Principal</b>	Annette Ní Thuathail
<b>Name of school</b>	<b>Inver College</b>
<b>Address</b>	Carrickmacross Co Monaghan
<b>Phone</b>	042 966 1282
<b>Fax</b>	042 966 3410
<b>Email</b>	<a href="mailto:info@invercollege.ie">info@invercollege.ie</a>
<b>Principal</b>	Thomas Sharkey
<b>Deputy Principal</b>	Corona Farrell

<b>Name of school</b>	<b>Largy College (in co-operation with the Diocese of Clogher)</b>
<b>Address</b>	Annalore Road Clones Co Monaghan
<b>Phone</b>	047 51132
<b>Fax</b>	047 51375
<b>Email</b>	<a href="mailto:info@largy.ie">info@largy.ie</a>
<b>Principal</b>	Sharon Magennis
<b>Deputy Principal</b>	Michael Killen

#### **FURTHER EDUCATION AND TRAINING**

<b>Name</b>	<b>Cavan Institute</b>
<b>Address</b>	Cathedral Road Cavan
<b>Phone</b>	049 433 2633
<b>Email</b>	<a href="mailto:info@cavaninstitute.ie">info@cavaninstitute.ie</a>
<b>Director</b>	Ann Marie Lacey
<b>Deputy Director</b>	Adrian Delaney Gerry McKenny
<b>Name</b>	<b>Monaghan Institute</b>
<b>Address</b>	Monaghan Education Campus Knockaconny Co Monaghan
<b>Phone</b>	047 84900
<b>Email</b>	<a href="mailto:info@monaghaninstitute.ie">info@monaghaninstitute.ie</a>
<b>Director</b>	Dr Fiona McGrath
<b>Deputy Director</b>	Rynagh McNally

#### **YOUTHREACH Centres**

<b>Name of Centre</b>	<b>Carrickmacross Youthreach</b>
<b>Address</b>	Holy Family Hall Carrickmacross Co Monaghan
<b>Phone</b>	042 9673906
<b>Fax</b>	042 967 3906
<b>Email</b>	<a href="mailto:info@carrickmacrossyouthreach.ie">info@carrickmacrossyouthreach.ie</a>
<b>Co-ordinator</b>	Bernadette Duffy (Chris Kirk - Acting)
<b>Name of Centre</b>	<b>Castleblayney Youthreach</b>
<b>Address</b>	Lakeview Business Park Castleblayney Co Monaghan
<b>Phone</b>	042 974 9516

<b>Fax</b>	042 974 9517
<b>Email</b>	<a href="mailto:davidmccadam@cmetb.ie">davidmccadam@cmetb.ie</a>
<b>Co-ordinator</b>	David McAdam
<b>Name of Centre</b>	<b>Cavan Youthreach</b>
<b>Address</b>	Moynehall Cavan Co.Cavan
<b>Phone</b>	049 4361573
<b>Email</b>	<a href="mailto:cavanyouthreach@cmetb.ie">cavanyouthreach@cmetb.ie</a>
<b>Co-ordinator</b>	Sabrina McEntee
<b>Name of Centre</b>	<b>Cootehill Youthreach</b>
<b>Address</b>	Cootehill Co.Cavan
<b>Phone</b>	049 5552561
<b>Email</b>	<a href="mailto:juneneylon@cmetb.ie">juneneylon@cmetb.ie</a>
<b>Co-ordinator</b>	June Neylon
<b>Name of Centre</b>	<b>Kingscourt Youthreach</b>
<b>Address</b>	Lower Main St. Kingscourt Co.Cavan
<b>Phone</b>	042 9668248
<b>Email</b>	<a href="mailto:michaelmurphy@cmetb.ie">michaelmurphy@cmetb.ie</a>
<b>Co-ordinator</b>	Michael Murphy
<b>Name of Centre</b>	<b>Monaghan Youthreach</b>
<b>Address</b>	Knockaconny Co Monaghan
<b>Phone</b>	047 83554
<b>Email</b>	<a href="mailto:info@monaghanyouthreach.ie">info@monaghanyouthreach.ie</a>
<b>Co-ordinator</b>	Niall McCann

#### Other Centres

<b>Name of Centre</b>	<b>Tanagh Outdoor Education and Training Centre</b>
<b>Address</b>	Dartrey via Cootehill Co Monaghan
<b>Phone</b>	049 555 2988
<b>Email</b>	<a href="mailto:info@tanaghoutdooreducation.com">info@tanaghoutdooreducation.com</a>
<b>Manager</b>	Michelle Forester
<b>Name of Centre</b>	<b>Garage Theatre</b>
<b>Address</b>	Monaghan Education Campus Armagh Road, Monaghan. Co Monaghan
<b>Phone</b>	047 81597
<b>Email</b>	<a href="mailto:info@garagetheatre.com">info@garagetheatre.com</a>
<b>Operations Manager</b>	Cathy Bennett
<b>Artistic Director</b>	Eileen Costello

### **Administration Centres**

	<b>Monaghan Office (Head Office)</b>	<b>Cavan Office</b>
<b>Address:</b>	CMETB Administration Centre Market Street Monaghan H18 W449	CMETB Administration Centre Church View Square Cavan H12 A252
<b>Phone:</b>	047 30888	049 433 1044
<b>Email:</b>	<a href="mailto:info@cmetb.ie">info@cmetb.ie</a>	<a href="mailto:info@cmetb.ie">info@cmetb.ie</a>
Website: <a href="http://www.cmetb.ie">www.cmetb.ie</a>		