

Annual Report 2019



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
Training Board*



DONEGAL ETB ANNUAL REPORT 2019

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Our Vision

Excellence in the delivery of a quality, learner-centred education and training service.

Our Mission Statement

To promote, provide and support accessible and inclusive education and training in a safe and caring environment which enables young people and adults to empower themselves to reach their full potential.

FOREWORD

by Cllr Martin Harley, Chairperson, and Ms Anne McHugh, Chief Executive

It was a great privilege to be elected to the office of Chairperson of Donegal ETB for 2019. It was an honour to have been selected and supported by the other members.

Donegal ETB is the largest education and training provider in Donegal. It manages 15 of the county's 27 post-primary schools and is a Trustee Partner for the eight Community and Comprehensive schools in the county. It is the largest provider of Further Education and Training (FET) in the county, manages Gartan Outdoor Education and Training Centre and the Donegal Music Education Partnership. It has legal responsibilities for Youth Work. In 2019, over 29,000 students and learners availed of education and training through the schools, centres, programmes and services of the Board.

It is our pleasure to present the Annual Report for 2019 and to showcase and reflect upon the work achieved during 2019. Our targets are included in our Strategy Statement, 'Lean ar Aghaidh', and in our Service Plan for 2019.

Our schools are at the vanguard of new and progressive thinking in relation to curriculum as we seek to provide the best and most appropriate education for the young people of our county. Our schools are participating in the new Leaving Certificate subjects of Computer Science and Physical Education as well as in the Gaeltacht School Recognition Scheme. One of the biggest challenges during the year, and during the term of office of this Board, was to work towards acquiring a site for the Three School Campus for Crana College, Coláiste Chineál Eoghain and Gaelscoil Bhun Cranncha. This work has continued during 2019 with the ultimate aim of securing the very best site option for our schools in Buncrana.

We have attended many presentations of certificates for our FET learners, including a joint presentation for apprenticeships with Mayo, Sligo and Leitrim ETB in Bundoran in November. It is a great honour to be there to see people from all parts of our county and region achieving their goals in education and training at the various levels. This is what drives and inspires Donegal ETB. We also applaud our mainstream school students who have achieved results through PLC provision and the Junior and Senior Cycle programmes.

As Chairperson and Chief Executive, we have been delighted to attend a range of events and functions which celebrates our commitment to County Donegal. These included committee meetings, the Donegal ETB Annual Awards, Enterprise Day, our lunch for retiring staff, and music events held by our Music Education Partnership at locations all over the county. In April, Donegal ETB was delighted to be a sponsor of the annual conference of the Institute of Guidance Counsellors held at LYIT. A number of staff presented at the event which helped to highlight the excellent work of our service for all students. On 12 March, we celebrated the musical talents of our second-level students and staff at our Our Voice Choir concert at An Grianán Theatre in Letterkenny. It was a wonderful evening of entertainment and a testament to the sterling efforts of our music teachers.

We are delighted to see that our communication and branding have been much enhanced and our reach on social and other media channels is improving all the time. This is vitally important as we must continually seek to connect with the citizens of County Donegal.

It has been a most rewarding year in the role of Chairperson. The interaction and work with our wide range of partner organisations, Deputy Chairperson Cllr Niamh Kennedy, Board Members, the Chief Executive and her dedicated team has made for a very productive year. The great work being done with our partners was evidenced by the inclusion of the CE and Area Training Manager in the annual Donegal County Council/ Derry and Strabane District Council cross-border trade delegation to the US in November. The trip allowed Donegal ETB to showcase what it can offer in terms of education and training to industry located or considering locating here in Donegal.

We wish to thank all the staff, students and school communities for their contribution and engagement in our services during 2019 as we endeavour to continually improve our provision in education and training for all the communities of County Donegal in the coming year.

The new Board was established following the local elections, which were held in May 2019. The first and second post-election meetings took place in early August 2019 and the first full meeting of the new Board in September 2019. We would like to wish the new Board well in its term of office until 2024.

Now we move on to some formal statements.

We confirm that Donegal ETB are progressing the implementation of the up to date requirements of the Code of Practice for the Governance of ETBs in their governance practices and procedures across the organisation.

We acknowledge the responsibility of Donegal ETB to prepare this Annual Report and the Annual Financial Statements. Based on the information available to the Board and Executive, we consider that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board. We confirm that Donegal ETB has complied with its obligations under tax law.

I affirm our adherence to the Donegal ETB Procurement Policy and Procedures and I confirm that a three year Corporate Procurement Plan has been developed and implemented. As Chairperson of the Board, I confirm that the appropriate requirements of the Department of Public Expenditure and Reform (DPER) Public Spending Code are being adhered to. Finally, we confirm that a Confidential Chairperson's Report has been submitted to the Minister / Department of Education and Skills.



Cllr Martin Harley
Chairperson



Ms Anne McHugh
Chief Executive



Above left - Minister for Education and Skills, Joe McHugh TD, pictured with, from left, the Director of Further Education and Training, Donegal ETB, Cróna Gallagher; the ETB Chairperson Cllr Martin Harley; and Chief Executive Anne McHugh. Above right - students from Gairmscoil Chú Uladh get in the frame.



Orsi Szabo-Yélamo and Victor Yélamo, who were part of the Concerto Malaga (Spain) chamber orchestra nominated for a Latin Grammy in 2019. Orsi is a full-time tutor with the Donegal Music Education Partnership, part of Donegal ETB. Victor is a DMEP cello tutor and conductor.



Coded pipe welding students (FET) pictured with the life-size Newton's Cradle they made for the 2019 ETB Annual Awards.



'Let Your Shield Shine Brighter' - Deele College students and stand at the ETB Annual Awards day in the Radisson Hotel, Letterkenny

Donegal ETB - Board members January to August 2019

Cllr Martin Harley (chairperson)	Mr Philip McGlynn (deputy chairperson)
Cllr Liam Blaney	Cllr John Sheamais Ó Fearraigh
Cllr John Campbell/Cllr Seamus Maguire	Mr Geoffrey Browne
Cllr Albert Doherty	Ms Catherine Elaine Coyle
Cllr Gary Doherty	Ms Brnadette Ni Dhuibhir
Cllr Rena Donaghey	Ms Regina Grant
Cllr Martin Farren	Ms Joanne Irwin
Cllr Jimmy Kavanagh	Mr Patsy McVicar
Cllr Niamh Kennedy	Mr Gabriel O'Donnell
Cllr Michael McBride	Mr Noel Rodden
Cllr Martin McDermott	

Donegal ETB - Board members September to December 2019

Mr Geoffrey Browne (chairperson)	Cllr Rena Donaghey (deputy chairperson)
Cllr Noel Andrew Jordan	Cllr Martin Farren
Cllr Albert Doherty	Ms Lorraine Doherty
Cllr Ian McGarvey	Ms Joanne Donaghy
Cllr Martin Harley	Mr Noel Rodden
Cllr Noreen McGarvey	Ms Lorraine Thompson
Cllr Gary Doherty	Mr Patsy McVicar
Cllr Donal Coyle	Ms Regina Grant
Cllr John Sheamais Ó Fearraigh	Mr Gerard Grant
Cllr Barry Sweeny	Mr Brian McDermott
Cllr Michael McBride	

Composition of Board - please go to Appendix A for regulations on the membership of the board, how often it meets and other arrangements,

Attendance Records for ETB Board Members 2019

The following are the names of the Members of the Board together with the record of the number of Board meetings held and details of the attendance records at each meeting. It should be noted that the Board and its Committees were re-constituted following the Local Authority Elections in May 2019, which resulted in changes in the number of members and the composition of each as appropriate.

*Denotes new Members

Board Member	8 February 2019	4 March 2019	8 April 2019	13 May 2019	2 August 2019 (1st post election meeting)	2 August 2019 (2nd Post election meeting)	9 September 2019	21 October 2019	9 December 2019	Total Meetings Attended
Geoffrey Browne Chairperson	x	x	x			x	x	x	x	7/8
Albert Doherty	x	x	x	x	x	x	x	x	x	9/9
Gary Doherty			x		x	x	x		x	5/9
Rena Donaghey Deputy Chairperson	x	x	x	x	x	x	x	x		8/9
Martin Farren	x				x	x			x	4/9
Martin Harley	x	x	x	x	x	x	x	x	x	9/9
Joanne Irwin		x	x	x						3/4
Jimmy Kavanagh	x		x	x						3/4
Niamh Kennedy		x	x	x						3/4
Michael McBride	x			x	x	x	x	x	x	7/9
Catherine Elaine Coyle	x	x		x						3/4
Liam Blaney		x	x							2/4
Philip McGlynn										0/4
Patrick McVicar	x	x	x	x			x	x	x	7/7
Bernadette Ni Dhuibhir	x		x	x						3/4
Gabriel O'Donnell		x	x							2/4
Noel Rodden	x	x	x	x	x	x	x	x	x	9/9
Regina Grant	x	x	x	x			x	x		6/7

Board Members - Meetings Attendance 2019 (contd.)

*Denotes new Members

Board Member	8 February 2019	4 March 2019	8 April 2019	13 May 2019	2 August 2019 (1st post election meeting)	2 August 2019 (2nd Post election meeting)	9 September 2019	21 October 2019	9 December 2019	Total Meetings Attended
Seamus Maguire	x									1/4
John Seamais O'Fearraigh		x	x		x	x	x	x	x	7/9
Martin McDermott		x								1/4
*Noel Andrew Jordan							x		x	2/5
*Noreen McGarvey					x	x	x	x	x	5/5
*Ian McGarvey					x	x	x	x		4/5
*Donal Coyle					x	x	x	x	x	5/5
*Barry Sweeny					x	x	x	x	x	5/5
*Lorraine Doherty						x	x			2/4
*Joanne Donaghy					x	x	x	x	x	5/5
*Lorraine Thompson							x	x	x	3/3
*Brian McDermott									x	1/3
*Gerard Grant							x	x	x	3/3
Total Attendance	13	14	15	12	13	15	19	16	17	

How the Board operates

Donegal ETB was established on 1 July 2013 under the provisions of the Education and Training Boards Act 2013 and operates in accordance with the following:

- Education and Training Boards Act 2013
- Further Education and Training Act 2013
- The Code of Practice for the Governance of Education and Training Boards (CL 0002/2019)
- Donegal ETB Standing Orders (October 2013)
- Department of Education Circular Letters and Guidance
- Other Government Department and SOLAS Directives and Guidance

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.

The Board met nine times during the calendar year, including two post-election meetings, and adheres to its Reserved Functions as prescribed in Section 12 in the conduct of its business. These functions include, inter alia, the adoption of an annual Service Plan and Annual Report, the approval of the Annual Accounts, the appointment of a Finance Committee and an Audit and Risk Committee together with the approval of a five year Strategy Statement in accordance with Section 27 of the Act. Schedule 3 of the ETB Act sets out further details on the functions of the Board and how it conducts its business. The Board has not delegated any of its decision-making to the Chief Executive and ETB Executive.

Every function of the ETB that is not a Reserved Function is deemed an Executive Function under Section 13 of the Act.

Section 51 of the ETB 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 enable 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. The Board considers that the Annual Financial Statements properly present the income and expenditure of the Board and the state of affairs of the Board.

Risk Management and Internal Control

The Board's oversight of Risk Management and Internal Control is undertaken in accordance with the provisions of Section 7 of the Code of Practice for the Governance of ETBs and the Board is supported and assisted in this area of responsibility by the ETB Executive, led by the Chief Executive, the Audit and Risk Committee and the Finance Committee respectively.

The Board also relies on the Internal Audit Unit (IAU) and its reports, on the C&AG annual audit and any external Audit such as an ESF Audit and / or Revenue Audit. In addition, there is a review of Internal Controls performed on an annual basis.

The Board carried out an assessment of its risks and, in this regard, received and considered reports from the Audit and Risk Committee and the ETB Executive. This consideration included the independent review by the Audit and Risk Committee of the various Risk Registers presented and the associated mitigation measures currently in place together with reports from the ETB Executive, the draft Statement on Internal Control (SIC), the draft Letter of Representation (LoR) and the draft Chairperson's Comprehensive Report to the Minister. The Board accepted the formal advice of the Audit and Risk Committee (ARC) that the system of internal control was adequate and the Board approved of the draft SIC, LoR and Chairperson's Comprehensive Statement to the Minister for the 2019 year.

A confidential comprehensive Chairperson's Report has been submitted to the Minister for Education in accordance with the provisions of Sections 6.8 and 6.9 of the Code of Practice for the Governance of ETBs.

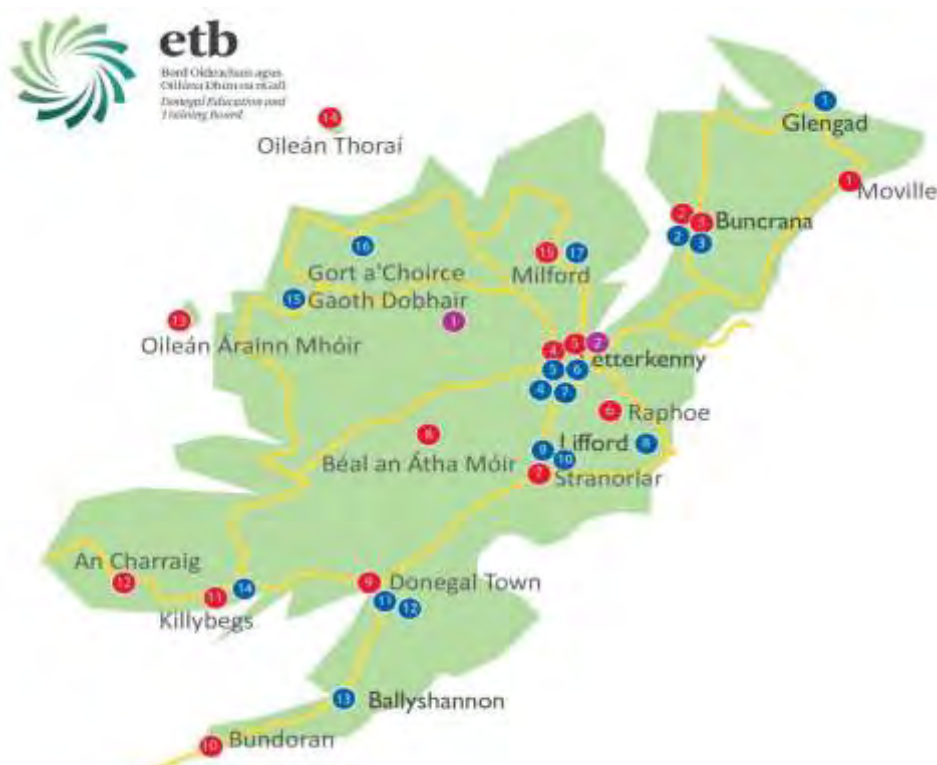
The Statement on Internal Control, which is subject to change until the external audit is completed, has been included in the Annual Financial Statements (AFS) for the year ended 31 December 2019 which will be published following receipt of the formal advice of the Department of Education that the audited AFS have been laid before both Houses of the Oireachtas and have been cleared for publication.

What we do



- Donegal ETB runs fifteen schools and colleges, including five Gaelcholáistí and two island schools, on Arranmore and Tory.
- The Further Education and Training (FET) service has 17 dedicated centres located in Gort a' Choirce, Gaoth Dobhair, Buncrana, Glengad, Donegal Town (Ardscoil and Drumcliff), Letterkenny (Ballyraine, Kilmacrennan Road and Ard O'Donnell), Ballyshannon, Milford, Lifford Youthreach, Buncrana Youthreach and Finn Valley. Post Leaving Certificate courses are delivered in three ETB schools: Errigal College; St Catherine's Vocational School, Killybegs; and Finn Valley College. The FET service also works collaboratively with 140+ community, voluntary, statutory and private bodies to deliver its programmes across the county.
- Childcare support facilities were located in the crèche in Letterkenny.
- The Adult Guidance and Information Service offers impartial and confidential information and advice to adults on the education and training options available from Donegal ETB and elsewhere.
- The Gartan Outdoor Education and Training Centre has a wonderful setting for its work - an 87-acre estate with extensive facilities and accommodation on the shores of Lough Gartan, 15 kms from Letterkenny.
- The Donegal Music Education Partnership provides music tuition for a wide range of instruments and voice to primary and post-primary students throughout the county, and some adults. The DMEP has ten performing groups, including the Donegal Youth Orchestra.
- A range of courses on Drugs and Alcohol Studies is provided across Donegal, Leitrim and Sligo by a co-ordinator based at the Donegal ETB's administration offices in Letterkenny.
- Donegal ETB also provides School Completion Programmes under the aegis of TUSLA, National Education Welfare Board and the Home School Liaison Programme.

- Donegal ETB provides a youth work services programme throughout the county under the direction of a Youth Officer.
- Donegal ETB works with partners such as the Donegal Sports Partnership, the Donegal Children and Young People's Services Committee and the Donegal Local Community Development Committee to help produce strategies for the county.



School Map – Clockwise from Moville

1.	Moville Community College	Moville
2.	Crana College	Buncrana
3.	Coláiste Chineál Eoghain	Buncrana
4.	Coláiste Ailigh	Letterkenny
5.	Errigal College	Letterkenny
6.	Deele College	Raphoe
7.	Finn Valley College	Stranorlar
8.	Gairmscoil Chú Uladh	Béal an Átha Móir
9.	Abbey Vocational School	Donegal Town
10.	Magh Éne College	Bundoran
11.	St. Catherine's Vocational School	Killybegs
12.	Coláiste na Carrige	An Charraig
13.	Gairmscoil Mhic Diarmada	Oileán Árann Mhóir
14.	Coláiste Phobail Cholmcille	Oileán Thorai
15.	Mulroy College	Milford

Outdoor/Music Education

1.	Gartan Outdoor Education and Training Centre
2.	Donegal Music Education Partnership

FET Centres - Clockwise from Glengad

1.	Youthreach Centre	Glengad
2.	FET Centre Buncrana	Buncrana
3.	Youthreach Centre	Buncrana
4.	FET Centre Letterkenny	Letterkenny
5.	Errigal College (PLCs)	Letterkenny
6.	Training Centre Letterkenny	Letterkenny
7.	Youthreach Centre	Letterkenny
8.	Youthreach Centre	Lifford
9.	FET Centre Finn Valley	Stranorlar
10.	Finn Valley College (PLCs)	Stranorlar
11.	FET Centre Donegal Town	Donegal Town
12.	FET Centre (Ard Scoil na gCeithre Máistir)	Donegal Town
13.	FET Centre Ballyshannon	Ballyshannon
14.	St Catherine's Vocational School (PLCs)	Killybegs
15.	Training Centre Gaoth Dobhair	Gaoth Dobhair
16.	FET Centre Gort a'Choirce	Gort a'Choirce
17.	FET Centre Milford	Milford

'Lean ar Aghaidh' - moving forward in 2019

Donegal ETB has been guided throughout 2019 by the key themes of its five year plan covering 2017-2022 and called 'Lean ar Aghaidh', or 'Keep Moving Forward'. The plan has three key themes.

Key Themes:

1. Teaching and Learning
2. A Progressive, Accountable Organisation
3. Working with Partners

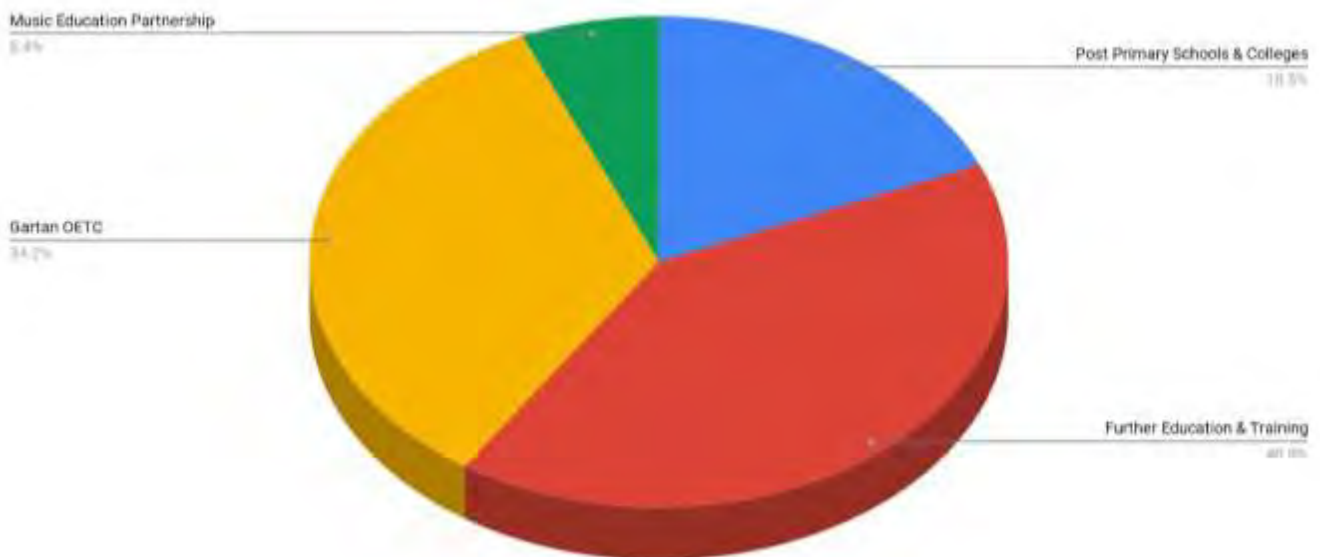


School group pictured with instructors at Gartan Outdoor Education and Training Centre.

Making an impact - the numbers

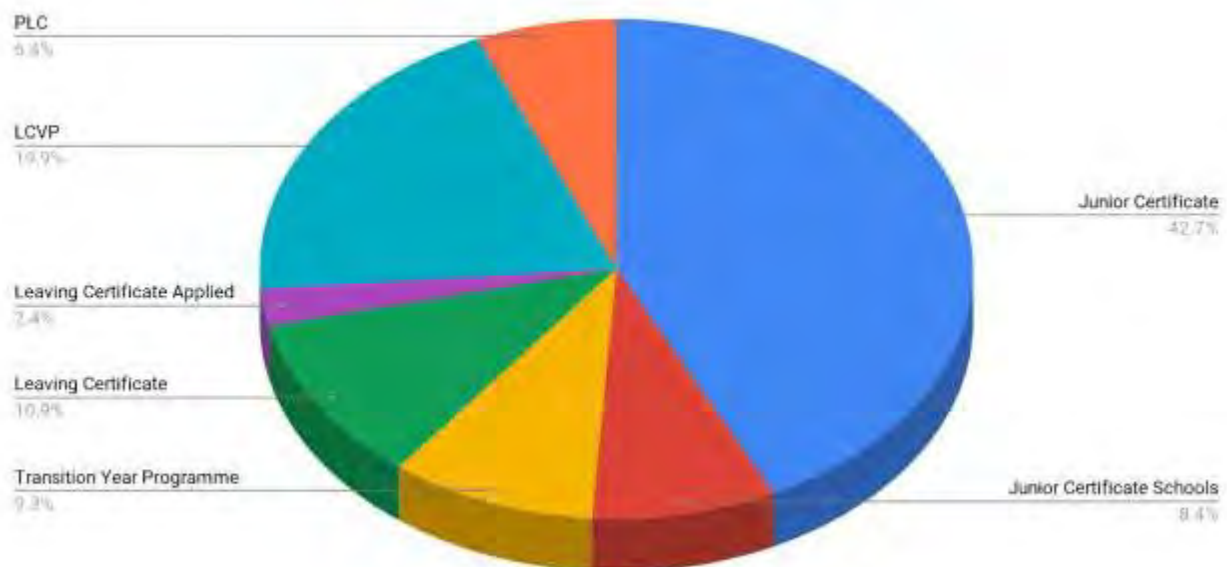
Total number of learners in 2019 by sector

Post Primary Schools & Colleges	5,432
Further Education & Training	11,986
Gartan OETC	10,043
Music Education Partnership	1,880
TOTAL	29,341



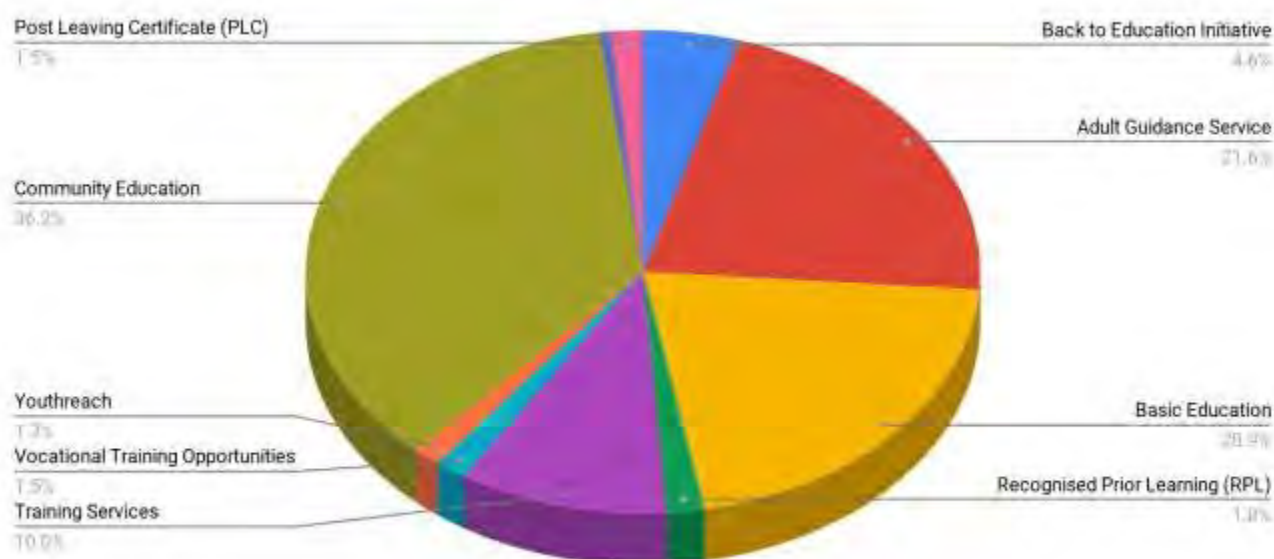
Student enrolment in post-primary schools and colleges 2019

Junior Certificate	2,321
Junior Certificate Schools Programme	455
Transition Year Programme	506
Leaving Certificate	592
Leaving Certificate Applied Programme	130
Leaving Certificate Vocational Programme	1,081
Post Leaving Certificate	347
TOTAL	5,432



Further Education and Training enrolment 2019

Back to Education Initiative	552
Adult Guidance Service	2,587
Basic Education	2,504
Recognition of Prior Learning	214
Training Services (Traineeships, Specific Skills, Apprenticeships)	1,204
Vocational Training Opportunities Scheme	180
Youthreach	160
Community Education	4,335
Night Class programmes	67
Post Leaving Certificate	183
TOTAL	11,986









KEY THEME I

TEACHING AND LEARNING

PRIORITY I

Offer educational and training programmes with support services within quality teaching and learning environments and ensure that these programmes meet the rapidly changing needs of individuals, society and the economy.

OUTCOME

Responsive education programmes are provided in all schools, colleges and centres within quality teaching and learning environments.

- During 2019, students in the 15 Donegal ETB schools were able to take part in a range of educational programmes:
 - Junior Cycle
 - Junior Certificate Schools Programme
 - Transition Year Programme
 - Leaving Certificate Applied Programme
 - Leaving Certificate Vocational Programme
 - Leaving Certificate (traditional)
 - Post Leaving Certificate Programmes
- Schools issued the composite Junior Cycle Profile of Achievement following final examination. This complemented the reporting on progress to parents/guardians during parent-teacher meetings and through normal student feedback sessions, including feedback after the completion of each CBA (classroom-based assessment). Formal reporting on the progress and achievements of students also took place for first year and second year.
- Teachers continued to take part in the comprehensive programme of Continuous Professional Development through the National Junior Cycle Training (JCT).
- Students at the Abbey Vocational School in Donegal Town continued into their second year studying Computer Science as a Leaving Certificate subject following its introduction in September 2018. Computer Science focuses on how programming and computational thinking can help solve problems, and also on the increasing impact of computing technology across society.
- Students at three schools continued into their second year studying Leaving Certificate Physical Education (LCPE). This programme also began in September 2018 and involved a first phase of schools across the country, including the Abbey Vocational School, Donegal Town; Deelee College, Raphoe; and Moville Community College. The Abbey VS and Moville CC are also providing the new Senior Cycle Physical Education Framework, which is not examined.

- In 2019, 4,291 awards were issued by QQI to FET learners in 17 centres. 655 learners received Major awards, 3,582 received Minor awards and 54 received Special Purpose awards. Top awards were in computer skills. Significant numbers of learners also received industry and vendor-certified awards.
- The LATCH-ON programme was piloted in 2019 and will continue in 2020. This programme helps adults with Down Syndrome to gain life and transversal skills (these are skills that can be used in a wide variety of situations and work settings). Staff received special training on delivering the course, which is a collaboration between the ETB and Down Syndrome Ireland.
- Another collaboration, this time with Údarás na Gaeltachta and Pramerica, delivered a Traineeship in Automated Software Testing at GTeic centre @Gaoth Dobhair. This traineeship gives people skills needed for work at the recently-opened Pramerica outreach centre in Gaoth Dobhair. It means they have the chance to train and work locally. The programme is continuing and it is hoped it will help in the regeneration of the Gaeltacht area.
- More than 1,600 people attended three FET Fairs in 2019, organised by the FET Adult Guidance and Information Service and FET Recruitment. Adult learners and potential learners from across the county attended the large Fair in Letterkenny in January. There were two fairs in November, one aimed at upcoming school leavers and those in employment and the second aimed at the general public.
- During 2019, new part-time courses were developed and delivered to meet needs of learners who wished to progress from previous courses. Level 5 Health Service Skills for Employability was delivered in Buncrana, Letterkenny, Dungloe and Portnoo, with 61 people taking part. Groups in Letterkenny and Dungloe have progressed and will complete full awards in 2020. In Buncrana, a progression group successfully completed a part-time Level 5 Garden Design course. Childcare at Level 5 was delivered in Letterkenny, Stranorlar and Buncrana. A course in ECDL, bookkeeping and accounts was developed and delivered two days a week in Gort a'Choirce after consultation with local organisations. Pathways to FET courses were delivered in Milford, Finn Valley and Ballyshannon, with ECDL accreditation in Communications and Transversal Skills (skills with wide application).
- An intensive summer course, 'Touch Type and Spell', was offered in Donegal Town and Letterkenny. This course was designed to help dyslexic learners improve their spelling and reading.
- The Refugee Resettlement Programme delivered six courses in Stranorlar, Letterkenny and Carndonagh to help Syrian refugee families acquire language and literacy and learn about Irish culture. 46 learners received accreditation. At the end of 2019, three new families were settled in Donegal Town. Donegal ETB will provide them with tuition in 2020.

PRIORITY 2

Integrate the new initiatives relating to Instructional Leadership, Restorative Practices, Teacher Collaboration, Technology Enhanced Learning (TEL), Induction and Mentoring into key programmes.

OUTCOME

Technology Enhanced Learning A TEL coordinator was appointed to help implement the TEL strategy for FET. A TEL mentor has been identified in each FET centre to give advice and guidance to other staff.

SELFIE is short for 'Self-reflection on effective learning by fostering the use of innovative educational technologies'. Under this banner digital assessments were carried out in thirteen centres which identified issues with connectivity in rural areas.

Information and Communications Technology There was upgrading of infrastructure across centres. Government network lines were installed in the Letterkenny and Gaoth Dobhair training centres. There was upgrading of computer suites in three PLC centres. Chromebooks were bought for Youthreach centres.

Continuous Personal Development Courses for staff under this heading included:

- 21st Century Learning & Design
- QQI Level 6 Certificate in Learning & Technology
- QQI Level 7 and Level 8 Certificate in Technology Enhanced Learning
- Google Drive and Classroom
- Universal Design for Learning
- Digital Citizenship

Sixty staff attended a TEL seminar in May 2019.

FET service staff and schools' staff collaborated on content creation for programmes using a common Virtual Learning Environment.

Restorative Practices

Donegal ETB continued its work on a major programme on 'restorative practices', which focuses on new ways of managing relationships and dealing with conflicts in schools and centres. The programme is funded by Peace IV and runs from 2019-2020. There are 19 schools involved, including nine ETB schools; all six ETB Youthreach centres; and a youth work organisation. The project involves training for students and staff. 28 staff from the schools began a Postgraduate Certificate course in Restorative Practices with Ulster University. (*further details in Appendix B*)

Curriculum Planning, Content Creation and Resource Sharing

A number of teachers in Donegal ETB schools have been working on an innovative teaching and learning initiative titled 'Teacher Collaboration – Junior Cycle Curriculum Planning, Content Creation and Resource Sharing'. The initiative has developed over the past five years and a short

video has been developed which illustrates the work to date:

<https://www.youtube.com/watch?v=iYHbURcYinI>

The project is supported by the Department of Education and Skills (DES) Digital School Excellence Fund, which aims to highlight the opportunities created when teachers collaborate.

As part of the project, teachers from ten ETB post-primary schools have come together in working groups to develop teaching content which is creative and student-centred. The project is now expanding to include teaching and instruction staff from the ETB's Further Education and Training (FET) Service.

The initiative has been widely welcomed and is building expertise within the organisation. It has benefitted from the support and advanced ICT infrastructure in use within Donegal ETB, such as G Suite for Education, which uses Google Classroom, Sites, Docs and Drive.

PRIORITY 3

Embrace the new concepts within the new Junior Cycle Programme in our schools, colleges and centres.

OUTCOME

The new Junior Cycle Framework contains 24 statements of learning, underpinned by eight principles. These provided the basis for the ETB's 15 schools to plan for, design and evaluate their junior cycle programmes. Planning focused on how to combine the curriculum components (subjects, Priority Learning Units and short courses) and other learning experiences. Schools made sure that, as each subject was introduced to students, all the statements of learning were in place, alongside the key skills.

Here are the eight principles which are part of the Framework:

- Learning to learn
- Choice and flexibility
- Quality
- Creativity and innovation
- Engagement and participation
- Continuity and development
- Inclusive education
- Wellbeing

Classroom-Based Assessments (CBAs) are a vital part of the new curriculum and have allowed students to demonstrate their understanding and skills in ways that may not be possible in an externally-assessed examination. CBAs are used in the assessment of learning in subjects and in short courses. They are assessed by the teachers and reported to students and parents/guardians during Junior Cycle and in each student's Junior Cycle Profile of Achievement.

PRIORITY 4

Integrate generic skill development (literacy, numeracy, interpersonal skills, digital skills etc.) within all education and training programmes.

OUTCOME

An introductory digital skills programme (EXPLORE) was delivered to 25 employees aged 35+ in six companies. This was done in conjunction with the Regional Skills Forum. Those who completed EXPLORE could progress to other programmes.

Provision for Traveller and Roma communities included courses in Mathematics, Driver Theory, Literacy and 'Healthy Eating on a Budget'. Donegal Travellers Project is represented on the Community Education Forum.

QQI Levels 1-3: There was a continued focus in 2019 on developing people's essential skills as part of 'themed learning' (e.g. computers, communications, family learning) to give them a better chance to move on to Level 4. A 'Touch, Type, Read, Spell' summer course was offered in two locations. This intensive course helped people to improve their spelling and reading. Themed learning at Level 3 included 'Communications and History', which was delivered in two locations.

Adults with disabilities are supported so that they can be included in mainstream provision. Specialist equipment and technologies are available to them. Donegal ETB has engaged with the 'Deaf-Hear' Association, Irish Wheelchair Association and Donegal Down Syndrome Association. The Specialist Training Provision also caters for people with disabilities.

A vital component of FET courses is the engagement with the Donegal ETB's Adult Guidance and Information Service which advises, guides and counsels learners. This service helps people to recognise the skills and talents they have. Then they can make informed choices about what job to go for, or perhaps to take a course with FET or in higher education. This helps to break the cycle of long-term unemployment. In 2019, Donegal ETB's Guidance Service produced an updated version of their resource 'Tick that Box', which helps learners engage with courses and gives them a reference tool they can keep.

Since September 2017 all students have been learning about 'Wellbeing' during the three years of Junior Cycle. This builds on substantial work already taking place in this area in schools, which is having an increasing and positive impact on students.

PRIORITY 5

Maintain and enhance quality standards across all our education programmes.

OUTCOME

Quality Assurance (QA) frameworks are in place for all programmes offered by Donegal ETB.

- The Strategic Performance Agreement (2018-2020) between SOLAS and Donegal ETB continued to set the direction for the planning and implementation of FET programmes and services in 2019.
- A new government and management structure was established for quality assurance in FET. A Quality Council was set up, along with sub-committees for programme, quality and certification approval. All met regularly. Three external experts were appointed to the Quality Council to provide independent oversight - Miriam O'Donohue, Paddy Hannigan and Siobhan Magee.
- Initial meetings were held to plan for the statutory review of FET QA policies, procedures and processes by the Quality and Qualifications Ireland agency (QQI). The review will take place in 2020-2021.
- A QA section for staff was developed and is available on the ETB website.
- Youthreach centres across the county carried out evaluations of their operations, and planned improvements. A key part of the evaluations was feedback from learners, employers and parents.
- An 'Annual Dialogue' meeting between the ETB and the QQI took place on 9 May to discuss progress on the Quality Improvement Plan.

Here are details of Department of Education and Skills inspections in 2019:

School / Youthreach Centre	Inspection Dates
Errigal College, Letterkenny	Whole School Evaluation
Gairmscoil Chú Uladh, Béal an Átha Móir	Whole School Evaluation
St Catherine's Vocational School, Killybegs	Subject Inspection - History
Coláiste Na Carraige, Carrick	Subject Inspection - Home Economics

PRIORITY 6

Participation in the Gaeltacht School Recognition Scheme (four schools) by contributing to the use and maintenance of Irish in the school and local Gaeltacht community.

OUTCOME

There has been a very positive response from teachers, students and parents to plans to develop the use of Irish in the four schools - Coláiste Phobail Cholmcille, Oileán Thoraí, Gairmscoil Mhic Diarmada, Oileán Arainn Mhóir, Gairmscoil Chu Uladh, Béal an Atha Móir agus Coláiste na Carraige. There were some initial fears in the schools that they would not have the full support of parents and students. However, the schools, despite some challenges, were very satisfied with the positive reactions to more use of Irish in classrooms and in communication generally.



Education Minister Joe McHugh TD with staff and students at Crana College at a presentation of Junior Certificate Profile of Achievement certificates.



KEY THEME 2

A PROGRESSIVE, ACCOUNTABLE ORGANISATION

PRIORITY 7

Implement the new organisational structures to enable Donegal ETB to carry out new and enhanced functions.

OUTCOME

An organisation which is able to provide a service relating to new and enhanced functions for ETBs relating to education, training and administration.

- Unfortunately, little progress was made on our business case presented to the Department of Education Skills (DES), seeking additional staff and resources to allow Donegal ETB to carry out its work. The ETB gave an overview of its operations and the challenges it is facing, as well as proposed solutions. The business case also set out the risks of continuing to operate without adequate staff and resources. A number of formal meetings were held with the DES during 2019 and were attended by the Education and Training Boards Ireland, which represents ETBs, and trade unions representing the staff. The issue was referred to the Workplace Relations Commission. However, no progress was made. This situation needs to be addressed by DES under phase two of the new Organisational Design Structures for ETBs.
- The three Directors Forums - Organisation Support and Development (OSD); Schools; and Further Education and Training (FET), which report to the Chief Executive's Forum - continued to meet regularly throughout the year. They agreed strategies, policies and reporting structures to deliver best practice throughout the organisation. This work included the establishment of the Corporate Services and Buildings Services Networks.
- There were regular meetings, too, for the other in-house committees, such as the Chief Executive and Directors Group; the Executive Forum; the group for principals and deputy principals, under Director of Schools Dr Martin Gormley; and the FET senior managers and coordinators teams, under FET director Ms Cróna Gallagher.
- An in-house committee was set up to oversee how the ETB's payroll and finance payments are handed over to a central body, Education Shared Business Services, set up by the DES. Staff members were chosen to lead the transition for both payroll and finance. A programme of work was agreed and is being implemented.

- Coiste na Gaeilge, our committee promoting the use of Irish, introduced several initiatives, including Irish language classes for staff. The committee also took part in a review of the ETB's Acht na dTeanga Scéim.
- The FET Funding and Planning Group, comprised of senior management from OSD and FET, continued to meet regularly. Its work includes dealing with organisations such as SOLAS, the European Social Fund and others in relation to funding. Another FET working group oversaw the management of data.

PRIORITY 8

Continuous review of the legislative/governance requirements of Donegal ETB operations and ensure implementation of outcomes.

OUTCOME

Full compliance with all legislative and governance requirements relating to Donegal ETB.

Donegal ETB continued to be mindful of its obligations in terms of legislation and governance in 2019. The Department of Education and Skills issued a new Code of Practice for the Governance of ETBs (CL 0002/2019) which was considered by the Board and the ETB executive. All the required actions were implemented at Board meetings and at meetings of its Audit and Risk committee, Finance committee, School Boards of Management, and Youth Work committee. The ETB also ensured that it complied with the Education and Training Boards Act, 2013, and other legislation, as well as with the requirements of the Revenue Commissioners.

Re-constitution of Donegal ETB

The Donegal Education and Training Board was re-constituted after the local authority elections in June 2019. The first full meeting of the new Board was in September 2019.

Audit and Risk Committee

The new Code of Practice, mentioned above, resulted in a change for the ETB's audit committee. What had been a committee of three ETB Board members and three external members was replaced by a new Audit and Risk Committee (ARC) with three ETB Board members and five external members. The new committee received induction training from the Institute of Public Administration. This covered legislation governing ETBs, and also the new Code of Practice. Training was also provided to the full ETB Board in December 2019.

ARC is responsible for monitoring the Executive in how it carries out its functions. During the year, ARC provided reassurances to the ETB Board about the effectiveness of the internal control processes. ARC had access to reports from management; an external audit by the Comptroller and Auditor General; and an internal audit by the Internal Audit Unit – ETBs. In turn, the ETB Board received reports of the meetings of ARC. The Board took ARC's findings and recommendations into account when approving the annual financial statements and adopting a Statement of Internal Control.

The various policies and procedures in relation to the new Code of Governance were presented to the Board of Donegal ETB, uploaded to the Donegal ETB website and circulated to ETB management and staff.

Finance Committee

The new Code of Practice also brought about a change in the composition of the ETB's Finance Committee. Before the change, the committee was made up of four members of Donegal ETB board and one external member. The new Finance Committee had three Board members and four external members. The committee continued to have responsibility for reviewing the income and expenditure of the Board, and the financial aspects of both the Education plan and the Training Service plan. The ETB Board received the minutes of the Finance Committee meetings for consideration and to help assure Board members that these plans were being implemented.

Risk Management

Work continued throughout 2019 on the review and update of the Corporate, Schools and FET Risk Registers, which are considered by the Audit and Risk Committee. IPB Insurances developed an assessment tool to help ETBs measure how well they were complying with the new Code of Practice. IPB also provided on-site workshops for the ETB executive and follow-up workshops on the existing Risk Registers. This resulted in the development of individual Risk Registers for ETB areas including Finance, Procurement, ICT, HR, Corporate Services, Building Services and Estates Management and Health and Safety. This work continued to heighten awareness around the whole area of risk management.

Internal Control

The Board has overall responsibility for ensuring that the ETB is well run. In 2019 Board members reviewed how the ETB's programmes performed in relation to targets and budgets. They also looked at how well the systems, procedures and job roles are adapted to deal successfully with the challenging workload. The Board carried out its annual review of internal controls and considered a report from the Audit Committee.

The following audits were dealt with during 2019:

- The Comptroller & Auditor General (C & AG): audit of accounts for the year ended 31st December 2019
- Internal Audit Unit – ETBs (IAU): review of the effectiveness of the ICT systems and network controls (ongoing)
- IAU: review of specialist training providers in Training Services.
- IAU: Contracted Training
- IAU: Health & Safety (commenced in mid-December 2019)

Child Protection

The Department of Education and Skills (DES) has an important oversight role to play in ensuring that all our children receive the highest quality of care and protection in our schools. In January 2019, the DES Inspectorate published details on how they were going to implement Child Protection and Safeguarding Inspections (CPSIs). These inspections focus in an in-depth way on how schools are complying with key aspects of the Child Protection Procedures for Primary and Post Primary Schools 2017. Senior ETB managers, including Designated Liaison Persons and some Deputy Designated Liaison Persons, attended training.

Financial Statements 2019

Please note that the Donegal ETB Annual Financial Statements for the year ended the 31st of December 2019 is subject to audit by the C&AG at the time of publication of the Donegal ETB Annual Report for 2019. Donegal ETB will publish the audited financial statements following receipt of the formal advice of the Department of Education and Skills that the audited Financial Statements have been laid before both Houses of the Oireachtas and have been cleared for publication.

PRIORITY 9

Arising from the on-going integration of education and training services and the implementation of the Shared Services Project to redefine organisational priorities and corresponding job roles.

OUTCOME

Clear evidence of effective systems, working relationships and job roles within Donegal ETB.

The Human Resources (HR) department of Donegal ETB provides support in a number of areas, including:

- HR staffing resources/allocation
- Recruitment and selection
- HR operations incorporating CoreHR and part-time teachers online claim system
- Pensions/Superannuation
- Employee health and wellbeing
- Contract management
- Training and development
- Industrial Relations

Issues with an impact on the work of HR in 2019 have included the integration of education and training services, and the move of payroll and finance services to a centralised operation under the DES Shares Services Project.

The department conducted a review of HR systems and looked at working relationships and job descriptions in the main HR areas:

HR Staffing Resources/Allocation

Teaching staff allocation:

Donegal ETB's final Teacher Allocation for 2019 (for academic year 2019/2020) was 484.16 whole time equivalents in accordance with circulars from the Department of Education and Skills (DES).

Administrative staff allocation:

Administrative staff are allocated by the DES on the basis of:

- agreed formulae in relation to school-based administrators
- agreements between the DES and Department of Public Expenditure and Reform
- FET programmes

Maintenance staff allocation

The DES decides on maintenance staff numbers on the basis of student enrolment. The DES reviews the allocation and advises HR of any changes.

Staff for FET programmes

Again the DES advises on the number of maintenance staff based on the student enrolment, and advises HR of changes. In terms of non-teaching staff generally, the ETB has approved staffing levels.

HR sends returns to the DES every quarter.

Recruitment and Selection

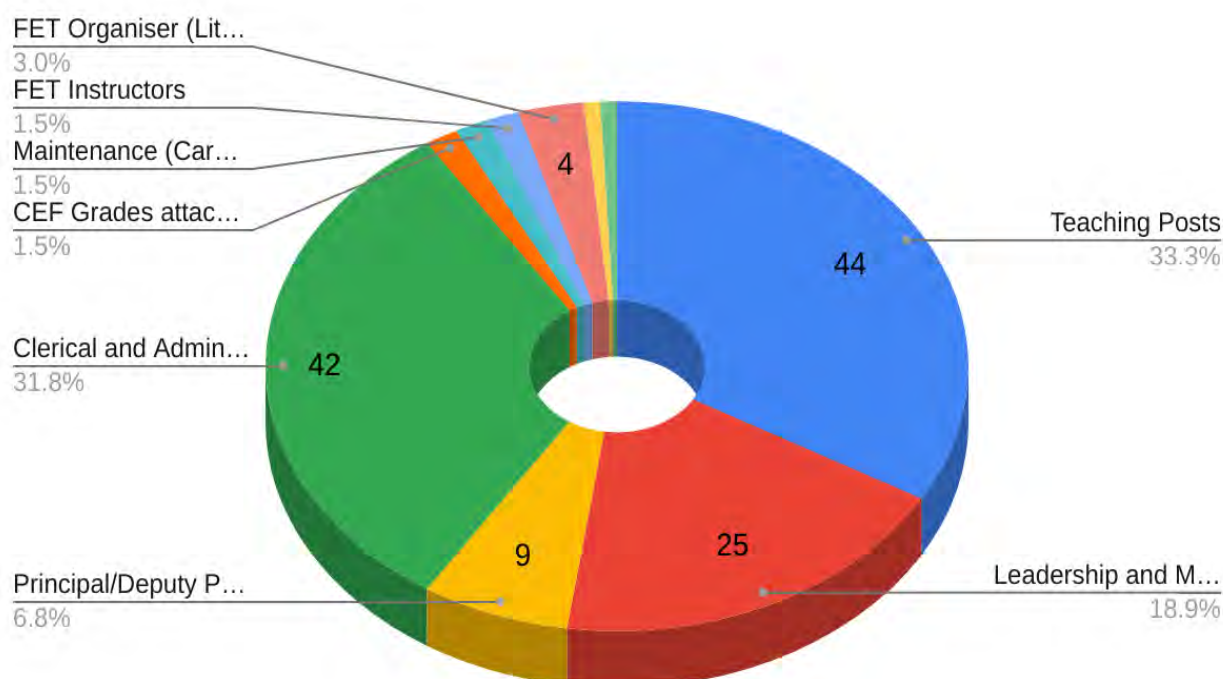
- An increase in recruitment resulted in a review of Recruitment and Selection (R&S). One member of the team was given the job of dealing with all approved vacancies in Further Education and Training (FET).
- HR looked at job descriptions in the department in relation to the workload. A team of three R&S personnel was set up, with each managing one of the ETB 'pillars' - FET; Schools; and Organisation, Support and Development.
- Two staff members were re-assigned to deal with the increased workload involved in the summer recruitment campaign, which mainly involves filling teacher vacancies before the start of the school year. One staff member came from the pensions section and other from core operations. This caused temporary inconvenience in both these areas but also delivered benefits in terms of giving staff experience across different HR areas. It was a successful initiative and will be rolled out for future summer recruitment campaigns.



Group photograph at the induction day for new teachers with Donegal ETB in August 2019. Front row includes, centre from left, Dr Martin Gormley, Director of Schools; Anne McHugh, Chief Executive; and Eileen Doherty, Head of Human Resources.

Here are the vacancies filled by the HR department through formal recruitment and selection processes in 2019 (includes various types - permanent, fixed term, specified purpose and acting):

Teaching posts	44	Maintenance (caretaker/cleaner)	2
Leadership and management in schools (includes posts of responsibility, home school community liaison, and programme coordinator)	25	FET instructors	2
Principal/deputy principal	9	FET organiser (Literacy)	4
Clerical and administrative (Grade 3 to Grade 7) including three PEACE IV posts	42	Youthreach co-ordinator	1
Community Education Facilitator grades attached to FET	2	Assistant manager (FET)	1



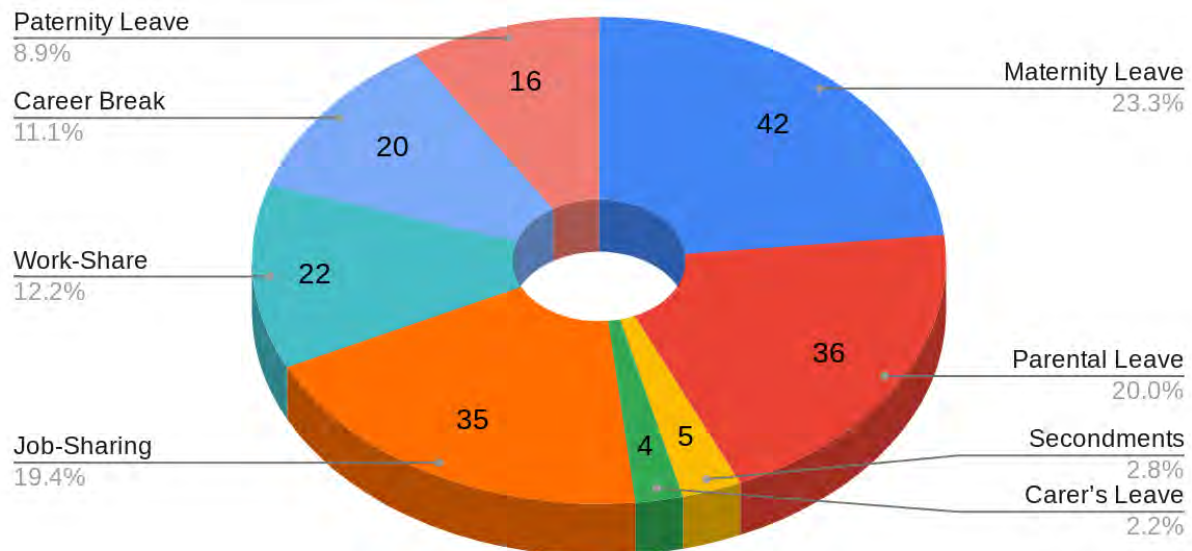
HR Operations incorporating the part-time teachers (PTT) online claim system

- The Shared Services Project has resulted in the realignment of duties in the area of CORE HR Operations. A member of the HR team was assigned to roll out an online system for handling payments for part-time teachers at all FET centres and then to manage this PTT system for all schools and centres. This project has resulted in a move from paper-based claims to online claims.

Work/life balance and leave applications

Donegal ETB recognises the personal needs and obligations of staff and tries to accommodate applications for various types of leave. Here are the applications processed for staff during 2019:

Maternity Leave	42	Job Sharing	35
Parental Leave	36	Work-Share	22
Secondment	5	Career Break	20
Carer's Leave	4	Paternity Leave	16



Pensions/Superannuation

The Pensions section was given some extra support during the year to help process an increased level of enquiries from FET staff. The section also began preparing for changes because of the DES Shared Services Project, mentioned earlier.

Superannuation and retirement benefits

Here are some details in relation to the ETB Pensions section in 2019, starting with the names of the various schemes:

The Education and Training Boards Teacher Superannuation Scheme, 2015
The Education Sector Superannuation Scheme, 2015
The Single Public Sector Pension Scheme, 2012
The FÁS Closed Scheme
The FÁS Open Scheme

Number of retirees during 2019	15
Updated number of retirees at the end of 2019	273

Employee Health and Wellbeing

- Donegal ETB has a duty of care to the health and wellbeing of its 1,500+ staff. A Strategic Workplace Wellbeing Group was established in 2019 with representatives from across the organisation. The group met five times in 2019.
- A wellbeing survey was conducted among all staff in the spring of 2019. The results from each work location were collected and summarised. The survey identified wellbeing activities that currently exist, and staff came up with suggestions for others.
- Each work location nominated someone to promote wellbeing there. Each of these promoters were provided with the survey results for their location.
- The inaugural meeting of the Wellbeing Promoters Group took place in Gartan Outdoor Education and Training Centre in September 2019, supported by the chief executive and directors. A Google shared drive and email group was established to share resources and ideas on rolling out wellbeing activities.

Contract management

Contract management for ETB employees is handled by the Recruitment and Selection team in line with employment laws. The Employment (Miscellaneous Provisions) Act 2018 was implemented in March 2019. The department consulted with line managers and put new recruitment systems in place to comply with the Act.

Training and development

In 2019 the following new areas of training and development were introduced:

- Customer service training for all clerical and administrative staff
- Senior/middle management accredited training - 'Managing People' programme
- Diploma in Employment Law for HR personnel and senior/middle management
- ICT training in Google Drive and Google Hangouts

PRIORITY 10

Provide a range of staff learning opportunities and supports to build organisational capacity and enhance the quality of educational and training provision.

OUTCOME

A dynamic organisation that responds quickly and effectively to change.

There was a training session for Board of Management members in December 2019. The focus of the training was:

- Role of the BOM member
- Child safeguarding and risk assessment training
- Section 29 Refusals to Enrol/ suspensions/ expulsions
- Whole school inspections

The Institute of Education at Dublin City University, with the support of Donegal ETB and Mayo Leitrim and Sligo ETB, offered the Graduate Diploma in Guidance Counselling as an outreach programme in Sligo. This 18-month part-time programme is recognised by the DES and the Institute of Guidance Counsellors for professional practice as a guidance counsellor.

FET staff took up a total of 613 places on professional development programmes in 2019. An important strand of this Continuous Personal Development (CPD) was training to help them support students with learning difficulties and mental health issues. Examples of areas covered Applied Suicide Intervention Skills Training. Other aspects of CPD in 2019:

- A seminar on 'Working with Learners with Mental Health Issues' was delivered to 24 FET staff, adding to the 75 staff covered in 2018.
- There was training to update the skills of staff implementing the Wide Range Achievement Test.
- Guidance staff received training to support clients experiencing domestic violence or coercive control.
- Six staff from FET Adult Guidance and Information Service undertook two modules (QQI Level 6 Team Working and QQI Level 6 Event Management) using the Recognition of Prior Learning process.
- Donegal ETB's Communications Officer Dr Sandra Buchanan delivered three information sessions for staff on using social media. There were sessions for administrative staff in July and October, and one in August for special needs assistants.

PRIORITY 11

Use new and emerging technologies to enhance organisational support and development.

OUTCOME

Increased usage of relevant Information and Communication Technologies and associated software:

- Donegal ETB developed an online system to record and approve Board of Management minutes in our schools. This was piloted by a number of schools before being rolled out in both Irish and English.
- Schools continued to develop content under the Content Creation project. Teacher used the experience they gained in this project when they provided training on Google Classroom and to FET tutors.
- File Stream, rolled out to all staff under the Windows 10 upgrade project, provides online backup and storage to all staff. The use of Shared Folders, now widespread in the organisation, promotes collaboration and improves the data flow.
- Google Meet has been promoted as the default method of video conferencing in the organisation. This has been used for both meetings and interviews and provides a stable infrastructure for the future online classroom.

PRIORITY 12

Develop a clear and effective communications strategy for Donegal ETB.

OUTCOME

There is an increased trust and a deeper understanding of Donegal ETB and its role, responsibilities and services among all the stakeholders.

In 2019 Donegal ETB continued to develop the communication of its work to the public in a wide variety of ways, some of which are now highlighted.

- **Strategic** Donegal ETB's Communications Advisory Group met four times in 2019. It gives strategic direction to communications in seven key areas:
 - Strategic
 - Media/Press
 - Digital Communications
 - Corporate Communications
 - Internal Communications
 - Crisis Communications
 - Marketing

- **Media/Press**

During the year 29 press releases were issued to local print, radio and online media outlets. Examples include a release on the Donegal ETB's Annual Awards on 21 March and another on Enterprise Day for Schools and Youthreach Centres on 16 October. Both were widely covered.

Many of Donegal ETB's schools received extensive coverage of their activities and achievements in the local papers, on radio and online.

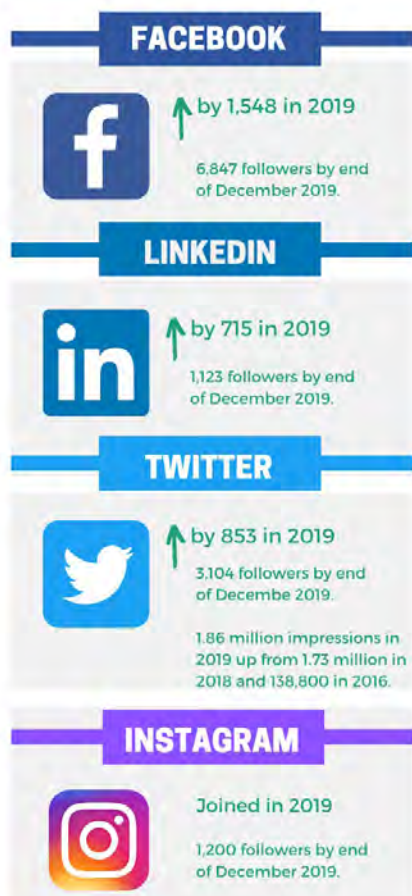
A total of 53 news stories were posted to Donegal ETB's website and shared out across our various social media platforms. These covered all aspects of the organisation – corporate (14), schools (17) and Further Education and Training services (22).

Manual media monitoring was carried out throughout the year.

- **Digital Communications**

Donegal ETB increased its digital communications outputs in 2019 through the use of its website and social media platforms to raise awareness of its brand, communicate its work and engage with its many audiences and communities across the county and its islands.

In the first half of 2019 Donegal ETB carried out a complete redesign of the website. The new-look donegaletb.ie launched on the website's sixth birthday on 01 July 2019. The launch was given huge coverage across local media websites, radio and social media.



Donegal ETB has a significant presence on social media through its corporate efforts, its schools, the FET Service, Gartan Outdoor Education and Training Centre and the Donegal Music Education Partnership. Platforms include Facebook, Twitter, YouTube and LinkedIn. In April 2019 Donegal ETB opened a corporate Instagram account and gained just over 1,200 followers by the end of the year.

In terms of other vanity metrics, Donegal ETB continued to grow its followers on all platforms in 2019.

Followers on Facebook, the ETB's largest social media platform, grew by 1,548 during the year, from 5,299 to 6,847. The increase in 2018 was 1,388.

Followers on the LinkedIn company account, opened in May 2017, grew from 418 to 1,123.

Donegal ETB's Twitter account had 3,104 followers at the end of 2019, up from 2,251 at the end of 2018. The account had 1.86 million impressions in 2019, up from 1.73 million in 2018 and a huge increase on its 138,800 impressions in 2016 when the role of Communications Officer was created (on a part-time basis at that time, becoming full-time in 2019).

In June 2019, Donegal ETB updated its logo to the Pride colours across its social media platforms in solidarity with its LGBTI+ students and staff. It was the first ETB in the country to do so.

There was increased use of two of Donegal ETB's personalised hashtags, #WeAreDonegalETB and #GoFurtherWithDonegalETB across the organisation, notably by schools and FET.

New videos were added to the YouTube account in 2019. Three animated 'explainer videos' were created for the ETB's new website covering important aspects of the ETB's work:

- Donegal ETB (general): <https://www.youtube.com/watch?v=cRVtAaQnOMk>
- schools/outdoor and music education/youth services: <https://www.youtube.com/watch?v=6h6j0AFsA-4>
- FET service: <https://www.youtube.com/watch?v=jqcGWJf8tEM>

Donegal ETB's 2019 annual awards ceremony on 21 March was livestreamed through the YouTube account and a video was created:

https://www.youtube.com/watch?v=nLeDrNIES2k&list=PLIHRYIEecPt387dBGDwvpqCDhF_OFICZw&index=1

Donegal ETB continued to support its schools and centres on the use of social media. Some schools using many channels were advised on how to focus their strategy. In contrast, others were helped to establish a presence. Gairmscoil Mhic Diarmada on Arranmore Island, for example, did not use social media at all but by the end of 2019 had opened up Twitter, Facebook and Instagram accounts.

Communications Officer Dr Sandra Buchanan presented Donegal ETB's digital communications case study, 'Integrating social media across our organisation', at the second Public Sector Digital Marketing Summit in Dublin in June 2019. The conference was attended by more than 200 public sector marketers from across the public service.

- **Corporate Communications**

A core team comprising Donegal ETB's three Directors, Head of Corporate Services, Communications Officer, Music Service Manager and Corporate Services administration, put together Donegal ETB's 2018 annual report.

A contribution was made to Donegal County Council's press pack for its joint trade mission with Derry and Strabane District Council to the United States in November 2019. Donegal ETB's Chief Executive and Area Training Manager were part of the mission.

In early 2019 Donegal ETB was approached by a film and TV production company, EZ Films, to get involved in a series for TG4 called 'Creative Company'. Six staff members, three of them Irish speakers, represented the ETB in the series. They were Jim McGlynn, Director of Organisation Support and Development; Derval Newman, Oifigeach Tacaíochta Gaeilge; Cróna Kerr, an Art and Design teacher with FET in Stranorlar; Marie Crossan, Art teacher, Errigal College, Letterkenny; Blaine Ó'Maolagáin, Múinteoir Teicneolaíocht Ábhar Adhmad, Coláiste Ailigh, Leitir Ceanainn; and Colm Richardson, assistant training manager, Letterkenny and Gaoth Dobhair Training Centres, FET Service. Filming took place in the administrative offices in Letterkenny, at Gartan Outdoor Education and Training Centre and at Coláiste Ailigh. The series was scheduled for early 2020.

- **Internal Communications**

Alongside the re-design of the website, a new staff intranet was developed to promote improved internal communications.

As mentioned earlier, under priority 10, the Communications Officer provided three information sessions for staff on the ETB's use of social media.

- **Marketing**

A wide range of communications to support marketing activities was employed in 2019. As well as marketing already mentioned, additional activities included a detailed brochure for the FET service and a 2019 FET prospectus, prepared by the Communications Officer with staff from adult guidance and FET recruitment.

Donegal ETB continued to work strategically with online media outlet *Donegal Daily* to promote the FET service and the ETB generally. Nine advertorials were published in 2019 (*listed in Appendix C*).

In 2019 the annual FET Fair was moved from January to November to coincide with European Vocational Skills Week. It was held over two days rather than one to cater for school leavers and businesses. A considerable amount of work was carried out on a promotional campaign to promote the Fair through print and digital advertising.



Donegal ETB's visual communications also made progress in 2019:

- Work began on promotional videos for the post-Leaving Certificate (PLC) courses offered by the FET service at Errigal College in Letterkenny, Finn Valley College in Stranorlar and St Catherine's Vocational School in Killybegs.
- A bank of professional photographs was put together for the FET sector, including PLCs and FET centres in Donegal Town and Milford and a FET course at Gartan outdoor centre.
- Branded pop-up banners were provided to schools and centres for use at events such as opening evenings or presentations of awards.
- Guidelines were also developed for FET staff on print advertising.

Work was carried out on a number of local and national newsletters. Four newsletters were produced for the Youthreach programme. An article was contributed to the 2019 newsletter of the European Society Fund highlighting the value of the ESF co-funded programmes under the FET service.

Six contributions were made to ETBI's Further Education and Training News ezine in June, August and December 2019. There was lots of variety:

June 2019:

1. Donegal ETB presents QQI certificates to 188 'Foyle Donegal' staff
2. Donegal ETB launches new Automated Software Testing Traineeship in gteic @Gaoth Dobhair
3. Donegal ETB apprentice features in "Totally Dublin"



August 2019:

4. Donegal ETB staff member appointed World Skills Ireland Expert: first ever ETB welding instructor selected nationally

December 2019:

5. Donegal ETB apprentices graduate
6. Climate scientist Professor Emeritus John Sweeney addresses Donegal community education providers

Donegal ETB's FET service also contributed stories and information for a new national FET website, www.thisisfet.ie (see links in Appendix D)

The FET service got a lot of exposure in the media after welding instructor Cathal McGee became the first person from the ETB sector to be appointed an Ireland WorldSkills Expert. This included providing three months' training in Training Centre to Christopher Kehoe from Wexford before Christopher represented Ireland in welding at the WorldSkills championships in Russia in August. Christopher received a Medallion for Excellence. Posts about Cathal and Christopher on Donegal ETB's social platforms had a reach of over 79,000. Donegal ETB's followers on LinkedIn rose by 217% in August with the help of the coverage.



KEY THEME 3

WORKING WITH PARTNERS

PRIORITY 13

Build on relationships already established with local community groups and relevant voluntary, statutory, cross border and employers to work towards shared goals.

OUTCOME

Strengthened partnerships providing more focused approaches to learning and employment opportunities.

Training frontline workers to help people with drugs' issues - Donegal ETB with support from the North West Regional Drug & Alcohol Task Force gave training and educational opportunities to over two hundred professionals. These included social workers, medical and psychiatric nurses, gardaí, counsellors, teachers, youth workers, community workers, social care workers, customs officers and probation workers.

Partnership working continued in 2019 with the Alcohol Forum and LYIT on the design and delivery of a Master of Science in Therapeutic Interventions for Alcohol and other Drugs.

Donegal ETB is represented on a number of bodies working in this area. These include the Task Force mentioned and its sub-groups, dealing with prevention and education and also treatment and rehabilitation. Others include the HSE National Addiction Training Programme, the Schools Advisory Group for teacher training in alcohol & other drugs NW region, and the advisory group for addressing substance use in sports clubs.

Links through music both nationally and locally - In 2019 the Donegal Music Education Partnership (DMEP) continued to develop its links with a host of organisations in Donegal and beyond. These included:

- the Regional Cultural Centre, where the DMEP is based and which was a centre for DMEP tuition, workshops and concerts;
- An Grianán Theatre, which hosted two DMEP Christmas concerts and two Donegal Youth Orchestra concerts in 2019;
- Donegal County Council, in relation to a Peace IV digital music project and other initiatives, such as Culture Night and Choir of Ages;
- Donegal Summer School of Music, which had eight students on DMEP bursaries in July 2019;
- Donegal Chamber Music Society, especially in relation to the 6th annual Donegal Chamber Music Festival in October 2019;
- Gaelscoil Naomh Adhamhnáin in Letterkenny and other schools who have received DMEP instrument loans.
- The DMEP has tuition centres in ETB schools, with a busy schedule at Errigal College in particular

At national level the DMEP's music development manager Martin McGinley joined the board of the Irish Association of Youth Orchestras. He attended regular meetings of the Leadership Network of Music Generation (MG) in Coolbawn Quay in Tipperary. The DMEP once again held music workshops in conjunction with the national Music Network.

The DMEP also organised the annual examination sessions in May for the Royal Irish Academy of Music in Dublin and Trinity College London.

Further Education and Training (FET)

A pilot project in Recognition of Prior Learning (RPL) with Defence Forces personnel which was delivered in 2017 and 2018 resulted in expansion of RPL to industry in 2019. FET worked with a food production company, Foyle Donegal, and an activity centre, Castle Adventure Open Farm. The project took into account 'transversal skills' (skills that have wide application), work experience, work practice, event production and entrepreneurial skills. This resulted in nationally recognised accreditation for 187 employees. To deepen their understanding of the RPL process, six staff members from the FET Adult Guidance and Information Service also had existing skills validated in event production and team working.

Collaboration and partnership with the community and voluntary sector continue to play an important role in the ETB's work. Over 4,200 learners in community and voluntary groups across the county were supported through the delivery of accredited and non-accredited courses in 2019. The annual Community Education seminar was held on 5th December and had climate change as its theme. The keynote speaker was Dr John Sweeney and the seminar was attended by 100+ providers from the community sector.

In terms of engaging with business, FET took a strategic approach in targeting employers in certain sectors. Their input was used in deciding on courses in areas such as digital sales; marketing training; special needs and intellectual disability studies; accounting and hospitality. Meetings were held with stakeholders. Staff also organised visits to employers. Speakers from industry were invited to address course groups.

A three-day event was organised in relation to Digital Sales and Marketing, involving experts in the area. One of the activities was a visit 'behind the scenes' at McElhinneys department store in Ballybofey to look at how the online sales operation is organised.

Work began in earnest on promoting the 'Skills to Advance' initiative with employers and employees. An employment coordinator was appointed. 159 employees accessed 'Skills to Advance' across a wide range of evening classes as well as through courses. These included the Institute of Leadership and Management (ILM) course in 'Leadership and Management', aimed at employees of a large organisation. A diploma in 'Business and Professional Administration' was delivered to 17 employees of an IDA client. 'Improving Your Presentation Skills' was delivered to employees from the Letterkenny premises of SITA, the world's leading specialist in air transport communications and IT solutions.

A training needs analysis was conducted across the following sectors - weaving/craft, retail, the care sector and IT. It is hoped to develop training packages to support weaving, a valuable part of the craft heritage in Donegal which could create more jobs in Gaeltacht and other areas. Development work got underway with the engineering sector to help with the reskilling and upskilling of staff in preparation for possible growth opportunities. A package of supports was planned for 2020.

Finally, FET engaged and collaborated extensively with bodies and organisations such as Donegal County Council, and its Local Enterprise Office; Letterkenny Chamber of Commerce; the Donegal Business Network; and the Donegal Women in Business Network. The involvement of senior

management in the cross-border trade mission to Boston was important in boosting the ETB's profile at local level as well as internationally. These collaborations have fostered a spirit of togetherness in our efforts to support training and growth in local businesses while raising the profile of Donegal ETB in the area of enterprise engagement.

PEACE IV Funded Community Leadership Project

This is an inter-agency project led by the FET service with Inishowen Development Partnership and Donegal Local Development Company. The initial stage of the project was rolled out in 2019. Ten community hubs in the border area of Donegal were offered a programme which brings together people from different backgrounds to explore diversity and cultural identities in their own communities. The hubs were in Letterkenny (2), Finn Valley (3), south Donegal (2) and Inishowen (3). Sixty-five people will gain national awards at QQI Level 5 in 'Working with Groups and Social Analysis'.

In 2020 there will be workshops on peace and reconciliation for another 80 people.

PRIORITY 14

Support the provision, coordination, administration and assessment of youth work activities across the county.

OUTCOME

Further development of quality youth work in Donegal.

Launch of UBU Your Place Your Space

Donegal ETB's coordination group for youth work dealt with the new national funding scheme, UBU Your Place Your Space, launched in December 2019 by the Minister for Children and Youth Affairs Dr Katherine Zappone. The coordination group is chaired by Dr Martin Gormley, Director of Schools, and members include:

Jim Mc Glynn, Director of Organisational Support and Development
Ciaran Cunningham, Head of Information Technology
Sharon McDaid, Head of Finance
Paddy Muldoon, Youth Officer
Jacquie Knox, Youth Work Administrator

UBU Your Place Your Space (<https://ubu.gov.ie/home>) replaces existing funding schemes. It has been designed in collaboration with young people, the youth sector, and Education and Training Boards, including Donegal ETB. The scheme supports young people to develop the personal and social skills required to improve their life chances. These include services covering health, education, employment and social connectedness. It is aimed at supporting young people who are marginalised, disadvantaged, or vulnerable. The Department of Children and Youth Affairs has developed a tool for profiling areas around the country which helps to set priorities for services.

National Quality Standards Framework

The NQSF provides a structure for assessing youth work in Donegal and what needs to be done. It is a way that the youth sector can show how effective it is, and improve practice. ETB Youth Services continue to be engaged in the process, as well as Foróige, Donegal Youth Service and Involve.

Youth clubs and groups are also taking part in the Quality Standards for Volunteer-led Groups, which is integrated with the Local Youth Club Grant Scheme.

Donegal Children and Young People's Services Committee (CYPSC)

The purpose of the CYPSC is to secure better outcomes for children and young people through more effective integration of existing services and interventions at local level. It is an inter-agency approach, involving youth organisations, schools, Youthreach, Comhairle na nÓg and others. Donegal ETB's Youth Officer Paddy Muldoon took part in the 'Safe and Secure' sub-group.

Youth Officer Information and Consultation Forum

Youth Officer Paddy Muldoon attended information and consultation events involving the Department of Children and Youth Affairs (DCYA) and the national umbrella body for ETBs, the Education and Training Boards Ireland (ETBI). One development in 2019 was the inauguration of the ETBI Youth Network, which first met in December 2019. This is expected to improve communication, information sharing and collaboration generally on youth work among ETBs.

Youth Capital Working Group

The Donegal ETB Youth Officer is a member of the Youth Capital Working Group in the DCYA. It gives money and supports to youth projects, youth clubs and youth groups around the country. The DCYA gave funding to 'staff-led' projects for IT equipment, sporting equipment, arts and drama equipment and more. There was also funding for youth clubs and groups in Donegal led by volunteers.

Governance and Accountability

Youth work in the ETB is guided by the national framework for children and young people, 2014 – 2020, called Better Outcomes, Brighter Futures. Donegal ETB has a mid-level governance role in terms of projects helped by the new funding scheme, UBU Your Place Your Space. Also in 2019 there was work on implementing the recommendations of the Value for Money and Policy Review report.

Administration of funding

There were small grants through the Local Youth Club Grant Scheme to 77 volunteer-led clubs and groups across the county, involving young people and youth leaders. These grants went towards a diverse range of non-formal educational programmes and activities.

Here are local programmes which the DCYA funded under various schemes:

- Daybreak Programme (Donegal Youth Service)
- Letterkenny Youth Information Centre (Donegal Youth Service)

- Donegal Youth Outreach Project (Donegal Youth Service)
- D.E.C.K. Development Education Youth Project (Foróige)
- Regional Youth Development Scheme (Foróige)
- Donegal Youth Drug and Alcohol Education/Prevention Training Programme (Foróige)
- Donegal Drugs Education and Training Programme (Donegal ETB)
- Involve Youth Project (Involve CLG)

The projects sent progress reports to the ETB's Youth Officer, who reviewed them and sent them on to DCYA.

Peace IV

Donegal ETB launched a Citizenship through Youth Work programme, aimed at encouraging young people to feel connected to their community and to continue to make a valuable contribution to it. The programme includes training to encourage young people to think about issues such as equality, interculturalism, racism and sectarianism. The initiative is funded by the Special EU Programmes Body through Donegal County Council.

Irish Language Developments

The Official Languages Act of 2003 is in place to promote the Irish language for official purposes in the state, in communicating with and providing services to the public. As part of its obligations under the Act, Donegal ETB has an Irish language scheme, 2017-2020. The purpose of the language scheme is to increase the volume and standard of services available in Irish. Donegal ETB is very proud of the progress made this year. The developments were as follows:

- Coláiste na Carraige, one of four ETB schools in the Gaeltacht School Recognition Scheme, began teaching Mathematics through Irish.
- There were bilingual judges at the ETB Awards to facilitate our six post-primary schools who teach through the medium of Irish and or any other school who wished to present their projects in Irish.
- Six staff members were on the Donegal ETB team in the high-profile TG4 series 'Creative Company', which aimed to find Ireland's most creative company.
- Some staff members from the administrative offices took part in Irish language courses, with some taking accredited courses which are still ongoing.
- 'Seachtain na Gaeilge' was celebrated in March throughout the organisation.
- Gairmscoil Mhic Diarmada on Arranmore Island began a pilot scheme in which Physics was taught online through Irish.
- Donegal ETB launched bilingual hashtags #CéimChunTosaighleETBDhúnnanGall (#GoFurtherWithDonegalETB) #IsMuidETBDhúnnanGall (#WeAreDonegalETB)

Gartan Outdoor Education and Training Centre

Gartan Outdoor Education and Training Centre (OETC) enjoyed a busy year in 2019. In all, 384 different groups took part in outdoor education and training courses throughout the year. They came from various settings - primary, post primary/secondary, youth, community, training, FET/higher education and adults.



2019 Highlights

- 45 post-primary/secondary schools attended the centre in 2019. A total of 2,126 students and 172 teachers took part in outdoor education and training courses.
- 29 primary schools attended the centre in 2019, involving 1,092 pupils and 96 teachers.
- 2,670 young people and 356 leaders attended from the youth/community sector.
- 1,344 adults took part in outdoor education and training courses at the centre.
- 16 FET student instructors completed a full-time traineeship, qualifying as instructors in kayaking, windsurfing and sailing. They attained qualifications in mountaineering, powerboating and first aid. Nine new student instructors started on the outdoor activity instructor traineeship in September 2019. It will finish in August 2020.
- In 2019, Gartan OETC reinstated its sailing and windsurfing school on Trá Beg in Downings for July and August. It was received very well, both locally and by the annual holidaymakers. 247 people received tuition at the school over four weeks.
- Outdoor education adventure camps were at full capacity for July and August with 517 young people involved in the week-long courses.



Donegal Music Education Partnership

2019 Highlights

Two women who have done exceptional work for music in Donegal over many years, mostly behind the scenes, found themselves centre stage in 2019.

Sister Concepta Murphy, Ballyshannon, who played a pivotal role in establishing the Donegal Music Education Partnership (DMEP), stepped down from its advisory committee. There were presentations to her at concerts in Letterkenny and Ballyshannon. Sister Concepta made a significant donation of musical instruments and scores to the DMEP during the year.

In February Mary Armitage, Creeslough, stepped onto the stage of the National Concert Hall to receive the prestigious Agnes O’Kane Award, presented by the Irish Association of Youth Orchestras for her work with Donegal Youth Orchestra.

It was another busy year for the DMEP, and it finished off in style with two Christmas concerts. The traditional DMEP Christmas concert was another sell-out at An Grianán Theatre in Letterkenny on Sunday 15 December. It featured the Donegal Youth Orchestra and several of the DMEP’s choirs, including the Donegal Youth Choir. Special guests were singing trio Evergreen, who later featured on The Voice UK on ITV.

A new development this year was a second Christmas concert, the ‘DMEP Christmas Festival’, which brought another big crowd to An Grianán on Tuesday 17th December. Those on stage included DMEP groups the Donegal Chamber Orchestra and Donegal Junior Strings. Guests included singer Amy Meehan, a DMEP student, who had just supported Paul Carrack on a major Irish tour.

These were two of more than 50 events which the DMEP was involved in organising in 2019. Another highlight was the Donegal Youth Orchestra end-of-year concert in May at An Grianán, featuring some stunning solo performances by departing orchestra members. The Donegal Chamber Orchestra had sold-out concerts in historic venues on successive nights in June – Donegal Castle in Donegal Town and on a cliff edge at Mussenden Temple, Downhill, Co. Derry.

Donegal Youth Choir and conductor Sara Laughlin celebrated their 10th anniversary with a concert at the Regional Cultural Centre, Letterkenny. Donegal Junior Strings and conductor Victor Yélamo celebrated their decade with a concert at the Glebe Gallery, Churchill.

There were also student concerts, music workshops and even a school tour. The Donegal Junior Strings orchestra went on a one-day tour playing to primary students in Buncrana, Drumohill, Raphoe, St Johnston and Letterkenny.

The DMEP helped to organise and promote the 2019 Donegal Chamber Music Festival, with five concerts in ten days in October.

Administrator Aisling Grier moved to the ETB’s head office after seven years at the heart of the DMEP’s work. A new administrator was appointed, John McIvor.

The core work of the DMEP, tuition for music students across Donegal, continued throughout 2019. More than 400 students received tuition in a range of instruments and singing. Another 200 were involved with the DMEP's ten performing groups.

The DMEP also commenced a pilot project bringing weekly music classes to around 500 children in primary school settings in north Donegal. This was delivered by Áine Doolan and proved a big success, generating a waiting list of schools.



Tributes were paid to Sister Concepta Murphy at the Donegal Youth Orchestra end-of-year concert in An Grianán Theatre, Letterkenny. Sister Concepta stepped down from the DMEP advisory committee after decades of work for music in Donegal. Pictured from left are Vincent Kennedy, conductor of the Donegal Youth Orchestra; Donegal ETB chief executive Anne McHugh; Audrey McDaid, a former leader of the DYO; Mary Armitage; Sister Concepta Murphy; and former Donegal ETB chief executive Seán Ó Longáin.

Donegal ETB annual awards 2019

Donegal ETB hosted its sixth annual awards ceremony in the Radisson Hotel, Letterkenny on Thursday 21 March. The 34 entries showcased the creativity and innovation taking place in ETB schools, centres and Further Education and Training (FET) Service programmes across the county.

Arts, Culture, Heritage and the Irish Language

1. Crana College: Cultural Heritage Storybook Project
2. Finn Valley College: To the Fallen: Songs and Poems of WWI
3. Gairmscoil Mhic Diarmada: Letterkenny & Burtonport Railway Extension Booklet

Further Education and Training

1. Letterkenny Training Centre: Facebook Video Promo Campaign
2. FET Centre, Donegal Town: Recognition of Prior Learning (RPL)
3. Learning for Living, Inishowen: Make Yourself at Home

Healthy Living and Wellbeing

1. Deelee College : 'Deelee'ing With Your Wellbeing
2. FET Centre Donegal Town : A Healthier You
3. Crana College : Green Week

Innovation Creativity and Entrepreneurship

1. Gairmscoil Mhic Diarmada: Wild Atlantic Water Safety for Kids
2. Magh Ene College: Wild Atlantic Dressing
3. Gairmscoil Chú Uladh : Tóin The Theolaí

Science Technology, Engineering and Mathematics (STEM)

1. Magh Ene College : Mi-Wi-Fi : An Investigation into the high frequency EM interference between microwave ovens and wi-fi
2. Abbey Vocational School : Rubik's Cube solver
3. Coláiste Ailigh : Staidéar ar cén glúin in Éirinn atá is gníomhach agus is eolach faoi athrú aeráide



ETB Enterprise Day 2019

Two hundred and forty students from 20 post-primary schools and a Youthreach centre took part in the Enterprise Day 2019 at Letterkenny Institute of Technology in October. It involved each team developing a product and then being judged in a Dragon's Den-type set-up. Teams were given a business mentor and an LYIT business studies student to guide them.

In the morning Seamus McDaid, of the renowned soft drinks firm McDaid's of Ramelton, spoke to the students about his journey as an entrepreneur, which included time spent in Australia and the US.

1st	Coláiste Ailigh
2nd	Abbey Vocational School
3rd	Mulroy College

Winners Coláiste Ailigh came up with an innovative product called 'Sea Wear', a biodegradable, foldable Tupperware piece created from seaweed which could fold out as a plate. It was aimed at the restaurant/takeaway market. The team was supported by mentor Amy Harkin from Lottie Dolls.



Capital Development Programme | Estates Management

Location	Works
Deele College	Design team appointed. Project will mean more accommodation for the school – three mainstream classrooms, two metalwork/engineering rooms and four classrooms (Special Education Needs base)
Errigal College	Design team appointed for major extension
Abbey Vocational School	Two additional prefab classrooms
Abbey Vocational School	Design team appointed: ASA* - GP/Dining and MOD GLD Room
Abbey Vocational School	EWG* - Access for All works/ toilet
Moville Community College	EWG - prefab refurbishment
Moville Community College	EWG - Access for All works/ toilet
St. Catherine's Vocational School	EWG - Electrical and lighting upgrade in gym
St. Catherine's Vocational school	SWS* 2019 - Replacement PE hall floor
Coláiste na Carriage	SWS 2019 - Replacement windows and front lobby
Coláiste na Carraige	Phase 2 - Outdoor sports facilities
3 FET Centres: <ul style="list-style-type: none"> Youthreach Centre, Letterkenny Buncrana Gort a'Choirce 	Roof replacement
FET Centre, Milford	Design team appointed: car parking spaces
FET Centre Gort a'Choirce (Crèche Building)	Mechanical upgrade works
FET Centre - Ardscoil na Ceithre Máistir	Electrical upgrade works
Youthreach Centre Glengad	Electrical upgrade works
FET Centre, Finn Valley	Refurbishment of toilets
Pobalscoil Ghaoth Dobhair	Design team appointed: additional accommodation
Rosses Community School	Design team appointed: additional accommodation

*ASA - Additional School Accommodation

SWS- Summer Works Scheme

EWG - Emergency Works Grant

CORPORATE

Procurement Section

A centralised Procurement Section was established in Donegal ETB in 2013. An updated procurement policy was implemented across the organisation in 2018. The job of the Procurement Section is to make sure everyone complies with the policy, including the advice on using small- and medium-sized businesses. It is also about delivering value for money for the ETB when it buys goods, services and works.

Protected Disclosures

Donegal ETB has published a report confirming that no protected disclosures were received in 2019. This information is required under Section 22 of the Protected Disclosures Act 2014,

Freedom of Information

The Freedom of Information Act 2014 came into effect for Donegal ETB on 14 April 2015. The act gives anyone the right:

- To request access to official records held by us
- To have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading
- To be given reasons for decisions taken by us that affect them

During 2019, Donegal ETB received 12 requests under the Freedom of Information Act. Overall details are below. Annual FOI Disclosures Records can be found in the Publications and Resources section of our website www.donegaletb.ie

Freedom of Information Requests 2019

Requests	Category	Status
3	Journalist	Granted
3	Journalist	Refused
3	Business/Interest Group	Granted
1	Business/Interest Group	Refused
1	Other	Partially Refused
1	Other	Refused

General Data Protection Regulations (GDPR)

Donegal ETB is committed to meeting its obligations under GDPR. The organisation has a Data Protection Officer who gives support and guidance to schools and FET centres. Online GDPR training was rolled out for all employees. GDPR Compliance Self-Assessment Checks were out in schools and centres. Work on Data Sharing Agreements continues.

Health and Safety

Donegal ETB continues to work to ensure that a safe and healthy workplace is provided for all Donegal ETB staff. In 2019, this work included a review of the Health and Safety Handbook prepared for schools and centres.

The ETB's Health and Safety Working Group continued to meet in 2019. Here's a summary of training delivered in this area:

Courses	Number of courses	Staff Trained during 2019	Certificate Validity
First Aid Training	9 x courses	59	2 years
Safe Pass Training	1 x course	20	4 years
Manual Handling	2 x courses	40	3 years
Working at Heights	1 x courses	23	-
Fire Marshal	2 x courses	59	3 years
Pesticide Training	1 x course	14	-
Lawnmower/Strimmer	1 x course	15	-
Risk Assessment	3 x courses	100	-
Hoist Training Patient Manual Handling	1 x course	11	2 years

Audit and Risk Committee

Members of Donegal ETB Audit and Risk Committee (ARC) | January - June 2019

1. Mr Kevin Huston, Chairperson (external member)
2. Mr David Alcorn
3. Cllr Martin Farren
4. Mr Eunan Cunningham (external member)
5. Cllr Michael McBride
6. Mr Philip McGlynn (external member)

ARC Membership from September - December 2019

1. Mr Kevin Huston, Chairperson (external member)
2. Mr David Alcorn (external member)
3. Mr Gabriel O'Donnell (external member)
4. Mr Andrew McGovern (external member)
5. Ms Kathleen Bonner (external Member)
6. Ms Lorraine Thompson
7. Cllr Michael McBride
8. Mr Gerard Grant

Audit and Risk Committee - Meeting Attendance 2019 (Feb-March-May)

Member	18 February 2019	28 March 2019	15 May 2019
Mr David Alcorn (Chairperson)	x	x	x
Mr Eunan Cunningham	x		x
Cllr Martin Farren	x		
Mr Kevin Huston	x	x	x
Cllr Michael McBride		x	
Mr Philip McGlynn	x	x	x

Audit and Risk Committee - Meeting Attendance 2019 (November - December)

	19 November 2019	9 December 2019
Mr Kevin Huston (Chairperson)	x	x
Mr David Alcorn	x	x
Ms Kathleen Bonner	x	x
Mr Gerard Grant	x	
Cllr Michael McBride	x	
Mr Andrew McGovern	x	x
Mr Gabriel O'Donnell	x	x
Ms Lorraine Thompson	x	x

Finance Committee

Members of Donegal ETB Finance Committee | January - June 2019

1. Mr Geoffrey Browne, Chairperson
2. Cllr Gary Doherty
3. Cllr Martin Harley
4. Bernadette Ní Dhuibhir
5. Mr Seamus Bradley (external member)

Membership from September - December 2019

1. Mr Patsy McVicar, Chairperson
2. Mr Conall Dunne (external member)
3. Ms Mary Doogan (external member)
4. Mr Seamus Bradley (external member)
5. Ms Regina Grant
6. Cllr Gary Doherty
7. Cllr Martin Harley

Finance Committee - Meeting Attendance 2019 (March - June)

	28 March 2019	20 June 2019
Mr Geoffrey Browne (Chairperson)	x	x
Mr Seamus Bradley		x
Cllr Martin Harley	x	x
Ms Bernadette ni Dhuibhir		
Cllr Gary Doherty		

Finance Committee - Meeting Attendance 2019 (November - December)

	25 November 2019	9 December 2019
Mr Patsy McVicar (Chairperson)	X	X
Mr Conall Dunne	X	X
Ms Mary Doogan	X	X
Mr Seamus Bradley		X
Cllr Martin Harley		X
Cllr Gary Doherty		X
Ms Regina Grant	X	

Abbreviations

Parent – refers to parent or guardian

Student – refers to student/learner

ASD	Autism Spectrum Disorders
AFS	Annual Financial Statements
ARC	Audit and Risk Committee
ASIST	Applied Suicide Intervention Skills Training
APT	Area Profiling Tool
BTEI	Back to Education Initiative
BOM	Board of Management
C&AG	Comptroller and Auditor General
CAT	Compliance Assessment Tool
CE	Chief Executive
CL	Circular Letter
CPD	Continuous Professional Development
CPSIs	Child Protection and Safeguarding Inspections
CSL	Centre for School Leadership
CYPSC	Children and Young People's Services Committee
DBN	Donegal Business Network
DDLDP	Deputy Designated Liaison Person
DEASP	Department of Employment Affairs and Social Protection
DEIS	Delivering Equality of Opportunity In Schools
DES	Department of Education and Skills
DLDC	Donegal Local Development Company
DLP	Designated Liaison Person
DMEP	Donegal Music Education Partnership
EFS	European Social Fund
ETB	Education and Training Board
ETBI	Education and Training Boards Ireland
FET	Further Education and Training
GDPR	General Data Protection Regulation
HR	Human Resources
HSE	Health Service Executive
IAU	Internal Audit Unit
ICT	Information and Communication Technology
IDA	Industrial Development Authority
IDP	Inishowen Development Partnership
IGC	Institute of Guidance Counsellors
ILM	Institute of Leadership and Management
IPB	Irish Public Bodies [insurance]
JCSP	Junior Certificate Schools Programme
JCT	Junior Certificate Training
LCA	Leaving Certificate Applied
LCVP	Leaving Certificate Vocational Programme
LDS	Leadership Development for Schools
LEO	Local Enterprise Office
LGBT	Lesbian, Gay, Bisexual and Transgender
LYIT	Letterkenny Institute of Technology

NALA	National Adult Literacy Agency
NAPD	National Association of Principals and Deputy Principals
NCSE	National Council for Special Education
NEPS	National Education Psychological Service
NEWB	National Education Welfare Board
NFQ	National Framework of Qualifications
NGB	National Governing Body
NQSF	National Quality Standards Framework
PEIL	Programme for Employment, Inclusion and Learning
PLC	Post Leaving Certificate
PLSS	Programme Learning Support System
PLUs	Priority Learning Units
PTT	Part-time teacher
QQI	Quality and Qualifications Ireland
SEN	Special Education Needs
SESS	Special Education Support Service
SLSS	Second Level Support Service
SNA	Special Needs Assistant
SOLAS	An tSeirbhís Oideachais Leanúnaigh agus Scileann (Further Education and Training Authority)
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TEL	Technology Enhanced Learning
TUI	Teachers Union of Ireland
TUSLA	The Child and Family Agency
TYFS	Targeted Youth Funding Scheme
UDL	Universal Design for Learning
VTOS	Vocational Training Opportunities Scheme
WISE	Web-based Information Science Education
WRAT	Wide Range Achievement Test
WSE	Whole School Evaluation

Appendix one - Donegal ETB Board - Composition

The Board is comprised of **21 members** elected under the provisions of Section 30 of the Education and Training Boards Act 2013, ie:

- (a) 12 members nominated by Donegal County Council under **Section 30 (1) (a)** following the local authority elections;
- (b) Two members who are on the ETB staff. **Section 30 (1) (b)** (two staff nominees have been elected);
- (c) Two members who are parent representatives. **Section 30 (1) (c)** (two parents representatives have been elected);
- (d) Five members appointed in accordance with **Section 30 (1) (d) Sub-Section (II)**.

Nominating bodies as specified by the Minister for Education and Skills under this section emanate from specialist interests/areas including:

- Bodies representative of business, industry and employers (one member)
- Bodies representative of learners (one)
- Bodies representative of people engaged in the management of, or leadership in, recognised schools (two)
- Bodies which are not in the above three categories (two)

Donegal ETB appointed five members from nominations received from the following: ISME; NALA; JMB/NAPD/ACCS; Disability Federation of Ireland; and Foras na Gaeilge.

Representation/Meetings

- The term of office of Donegal ETB is five years (2019-2024).
- The Board meets regularly - around once every six weeks. In 2019, the Board met nine times.
- The chairperson and deputy chairperson are usually elected annually.
- Donegal ETB appoints 4 of its board members or representatives to each board of management of Donegal ETB schools and colleges for the term of office of the board.
- Members or representatives are also appointed to the boards of management of the ETB's eight trustee community and comprehensive schools and colleges.
- 4 board members are appointed to the LYIT governing body.
- Members also sit on various committees of the Board, mainly the Youth, Audit and Risk, and Finance Committees.

Appendix B - List of schools involved in the Restorative Practices project (see Priority 2)

The nine ETB schools involved in the Restorative Practices project are Abbey Vocational School, Crana College, Deelee College, Errigal College, Finn Valley College, Gairmscoil Chú Uladh, Moville Community College, Mulroy College and St Catherine's Vocational School. All six of the ETB's Youthreach Centres are also taking part - Ballyshannon, Buncrana, Glengad, Gortahork, Letterkenny and Lifford. The ETB staff who are doing the Postgraduate Certificate in Restorative Practices include five staff from Crana College, three staff from Moville Community College, two from Errigal College, one from Finn Valley College, one from Gairmscoil Chú Uladh) and three from Ballyshannon and Gortahork Youthreach centres.

Appendix C - List of 2019 Donegal Daily advertorials for the FET service (see Priority 12)

1. <http://www.donegaldaily.com/2019/01/14/jason-tastes-success-in-the-kitchen-after-returning-to-education-with-donegal-etb/>
2. <http://www.donegaldaily.com/2019/01/23/crowds-discover-exciting-learning-paths-at-donegal-etbs-fet-fair-picture-special/>
3. <http://www.donegaldaily.com/2019/02/04/from-quitting-school-at-16-to-software-development-piars-reaches-his-goals-with-etb/>
4. <https://www.donegaldaily.com/2019/03/08/inspirational-woman-carves-out-a-non-traditional-career-with-the-help-of-donegal-etb/>
5. <https://www.donegaldaily.com/2019/04/01/seamus-mcdonagh-cultivates-a-new-career-with-donegal-etb/>
6. <https://www.donegaldaily.com/2019/05/07/myles-mulgrew-moves-towards-great-goals-with-donegal-etb/>
7. <https://www.donegaldaily.com/2019/06/11/how-adeles-leaving-cert-achievement-paved-the-way-for-her-dream-job/>
8. <https://www.donegaldaily.com/2019/08/14/leaving-cert-leads-to-bigger-and-better-things-for-donna-and-colin/>
9. <https://www.donegaldaily.com/2019/10/28/reaching-for-great-goals-after-youthreach/>

Appendix D - Donegal ETB articles for FET publications (see Priority 12)

1. <https://www.thisisfet.ie/stories/DigitalSalesandMarketing/>
2. <https://www.thisisfet.ie/stories/EventManagementtoWelding/>
3. <https://www.thisisfet.ie/stories/the-recession-was-a-blessing-in-disguise/>



etb

Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
Training Board*



#GoFurtherWithDonegalETB



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Adult literacy, the Back to Education Initiative (BTEI), specific skills training and traineeships are co-funded by the Government of Ireland and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

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