



**wwetb**

Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*

# **Waterford and Wexford Education and Training Board**

## **Annual Report 2017**

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## 1. Message from the Chairperson of Waterford and Wexford Education and Training Board



As Chairperson of Waterford and Wexford ETB I am proud of the excellent services that WWETB provides for its learners and the wider community. The dedication and expertise that our staff bring to their roles is critical in empowering our learners to both play an active part in and benefit from, the myriad of opportunities for employment and personal development in modern Ireland. Our services have been central to the recovery from the economic crises of the recent past and will continue to be of vital importance if the gains of recent years are to be sustained.

I look forward to our organisation continuing the process of implementing our Strategy Statement and it is our shared ambition to provide innovative and high quality education and training services to our community and region.

I wish to express my deeply-felt gratitude to the members of the Waterford and Wexford Education and Training Board, to our staff and the multitude of stakeholders who have contributed to our organisation over the past 12 months.

Le gach dea ghúí,

Cllr. Jim Moore  
Cathaoirleach, WWETB

## 2. Message from the Chief Executive of Waterford and Wexford Education and Training Board



2017 was a year of both significant consolidation and growth for WWETB. It was the first year of our new executive structure of three directors in the areas of Schools; Further Education and Training; and Organisation Support and Development. It was the first full year for which I have been in situ as Chief Executive. The establishment of these structures followed on from the considerable challenges presented by the amalgamations of the preceding years and brought increased stability and cohesion to our organisation.

Our staff continue to excel in the provision of top class education and training services to our community across post primary schools, further education and training centres, youth services and administrative offices. The 2017 Annual Report outlines the extensive and diverse range of education and training service provision we have delivered.

I would like to express my heartfelt appreciation to all of our staff and board members for their continuing contributions to lifelong learning across the region. I thank our learners and their parents/guardians for the trust they have put in our services. Furthermore, I acknowledge with gratitude the support and partnerships across statutory bodies, voluntary and community groups, which substantially enhance our ability to provide the best possible education and training services for our community. I am certain that the work we do is of invaluable service both to our 21,520 individual learners and to the wider community.

Kevin Lewis  
Chief Executive

### 3. Background and Governance

#### Our Vision

WWETB aims to lead learning through the delivery of high quality, inclusive, responsive and innovative education and training services in our community.

#### Our Mission

WWETB's mission is to provide a wide range of education and training programmes, services and supports for children, young people and adults across the Waterford-Wexford region.

#### Our Core Values

- Respect
- Accountability
- Learner Focus
- Quality

#### Strategy Statement

During 2017, a comprehensive consultation process with regard to the development of a 5-year Strategy Statement that will inform and guide the main areas for future planning within WWETB for the period 2018-2022 was carried out. These consultations involved the Board of WWETB, boards of management, staff, students, parents/guardians, adult learners, business and economic interests, employers, local authorities, third level institutes and other interested parties. The final Strategy Statement will be considered and adopted by the Board in 2018.

#### Governance Structures of WWETB

As set out in the Education and Training Boards Act 2013, Waterford and Wexford Education and Training Board is a local statutory, education and training authority. WWETB is governed by a board comprising twenty-one members. This includes twelve representatives from the local City and County Councils of Waterford and Wexford; two members elected from staff; two parent/guardian representatives; and five members with a special knowledge of education and training including a learner representative and a business representative. The work of the organisation is further supported by boards of management in each of WWETB's thirteen colleges.

In accordance with the reserved functions set out under Section 12(i) of the Act, WWETB has established a number of Committees to support its work. These are:

- Audit Committee
- Finance Committee
- Youth Work Committee
- Four Area committees

2017 saw the implementation and consolidation of significant structural reorganisation within the executive branch of the ETB's governance structures. Three Directorships (Schools, FET and OSD) are now in place and the membership of the Senior Management Team, along with the membership of the Board and sub-committees, is set out below.

### 3.1 MEMBERS OF WATERFORD AND WEXFORD EDUCATION AND TRAINING BOARD

#### WWETB MEMBERS

##### Elected by Waterford City and County Council

Cllr Mary Roche	Cllr Lola O’Sullivan
Cllr Pat Nugent	Cllr Michael J O’Ryan (Vice-Chairperson)
Cllr Tom Cronin	

##### Elected by Wexford County Council

Cllr Barbara Anne Murphy	Cllr Malcolm Byrne
Cllr Kathleen Codd-Nolan	Cllr Jim Moore (Chairperson)
Cllr Mary Farrell	Cllr Ger Carthy
Cllr Fiontán Ó’Súilleabháin	

##### Staff Members

Ms Nessa Murphy	Mr Geoffrey Collins
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##### Parent Members

Ms Veronica Kenny*	Mr David Doyle
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##### Nominated from Bodies Specified

Mr Mark Fitzgerald	IBEC
Mr John Evoy	AONTAS
Ms Mary Ryan	JMB/ACCS/NAPD
Mr John Wall	AHEAD
Ms Áine Uí Fhoghlú	FORAS NA GAEILGE

*\*Ms Veronica Kenny was appointed to the Board on 3<sup>rd</sup> January 2017 & resigned on 5<sup>th</sup> September 2017*

### 3.2 MEMBERSHIP OF WWETB COMMITTEES

#### Finance Committee

(Chairperson) Mr Michael Veale	External
Ms Anne Murray	External
Mr Pdraig Hall	External
Mr David Doyle	ETB Member
Cllr Pat Nugent	ETB Member

#### Audit Committee

(Chairperson) Mr Eddie Breen	External
Ms Elaine Sheridan	External
Mr John Cuddihy	External
Cllr Kathleen Codd-Nolan	ETB Member
Cllr Ger Carthy	ETB Member
Cllr Michael J O’Ryan	ETB Member

#### Youth Work Committee

(Chairperson) Cllr Mary Roche	Mr Alan Byrne
Mr Geoffrey Collins	Ms Alison Parle
Mr David Doyle	Ms Róisín Hurney
Ms Mary Halligan	Ms Sophie O’Connor
Ms Gail O’Sullivan	Mr Sean Cooke
Ms Julie Somers	Mr Kieran Donohoe

#### WWETB Area Committees

<i>WWETB’s 4 Area Committees are supported by staff who attend in an advisory capacity:</i>	Senior Management Team Representative
	Principals of Post Primary Schools
	Further Education & Training Representatives
	Youth Service Representative

#### West & Mid-Waterford Area Committee

(Chairperson) Cllr Michael J O’Ryan	Cllr Tom Cronin
Ms Anne Murray	Cllr Pat Nugent
Mr Geoffrey Collins	Ms Áine Uí Foghlú

#### Waterford City & Tramore Area Committee

(Chairperson) Cllr Lola O’Sullivan	Ms Mary Ryan
Mr John Wall	Cllr Mary Roche
	Mr Mark Fitzgerald

#### South Wexford Area Committee

(Chairperson) Cllr Ger Carthy	Cllr Jim Moore
Ms Nessa Murphy	Mr David Doyle
Mr John Evoy	

#### North Wexford Area Committee

(Chairperson) Cllr Barbara Anne Murphy	Cllr Mary Farrell
Cllr Fionntán Ó’Súilleabháin	Cllr Kathleen Codd-Nolan
Cllr Malcolm Byrne	

### 3.3 BOARD MEMBERS' ATTENDANCE AND EXPENSES

*In accordance with the requirements of the Department of Education and Skills - Circular Letter 0018/2015, the following table outlines ETB Members' expenses and attendance at meetings*

WWETB Board Members' Expenses & Attendance at Meeting						
Name	Statutory Meetings	Interview Boards – T&M & Fees	Attendance at Conferences/Seminars	Other	Total	*Number of Board Meetings Attended
Byrne, Malcolm	€279			€2	€282	2
Carthy, Ger	€598			€58	€656	2
Codd-Nolan, Kathleen	€813	€1,657		€1,097	€3,567	5
Collins, Geoffrey	€454		€217	€246	€917	6
Cronin, Tom	€362				€362	4
Doyle, David	€886	€362	€379	€2,589	€4,216	6
Evoy, John	€179			€62	€241	3
Farrell, Mary	€391	€21		€161	€572	3
Fitzgerald, Mark	€134				€134	2
**Veronica Kenny	€84			€125	€208	1
Moore, Jim	€773	€666	€147	€1,565	€3,151	6
Murphy, Barbara Anne	€478			€74	€552	5
Murphy, Nessa	€426			€163	€589	6
Nugent, Pat	€46			€6	€52	6
O’Ryan, Michael J	€1,593			€247	€1,840	6
Ó Súilleabháin, Fionntán	€459				€459	5
O’Sullivan, Lola	€465	€70		€234	€770	6
Roche, Mary		€119		€173	€292	3
Ryan, Mary	€218	€247		€53	€519	6
Uí Fhoghlú, Áine	€201				€201	3
Wall, John	€112			€71	€183	4
<b>Total</b>	<b>€8,951</b>	<b>€3,142</b>	<b>€743</b>	<b>€6,927</b>	<b>€19,763</b>	

\* The Board of WWETB met on six occasions in 2017

\*\* Ms. Veronica Kenny: Appointed 3<sup>rd</sup> January 2017, Resigned 5<sup>th</sup> September 2017.



### 3.4 CHIEF EXECUTIVE'S REMUNERATION

In accordance with pay scales approved by the Department of Education and Skills, Chief Executive salary was €104,759.22 (excluding employer's PRSI) during the year ended 31 December, 2017. Employer PRSI of €2,277.93 was also paid. The Chief Executive did not undertake any foreign travel for ETB business purposes during the period. The Chief Executive is a member of an unfunded defined benefit public sector pension scheme and the pension entitlements do not extend beyond the standard entitlements available under the scheme.

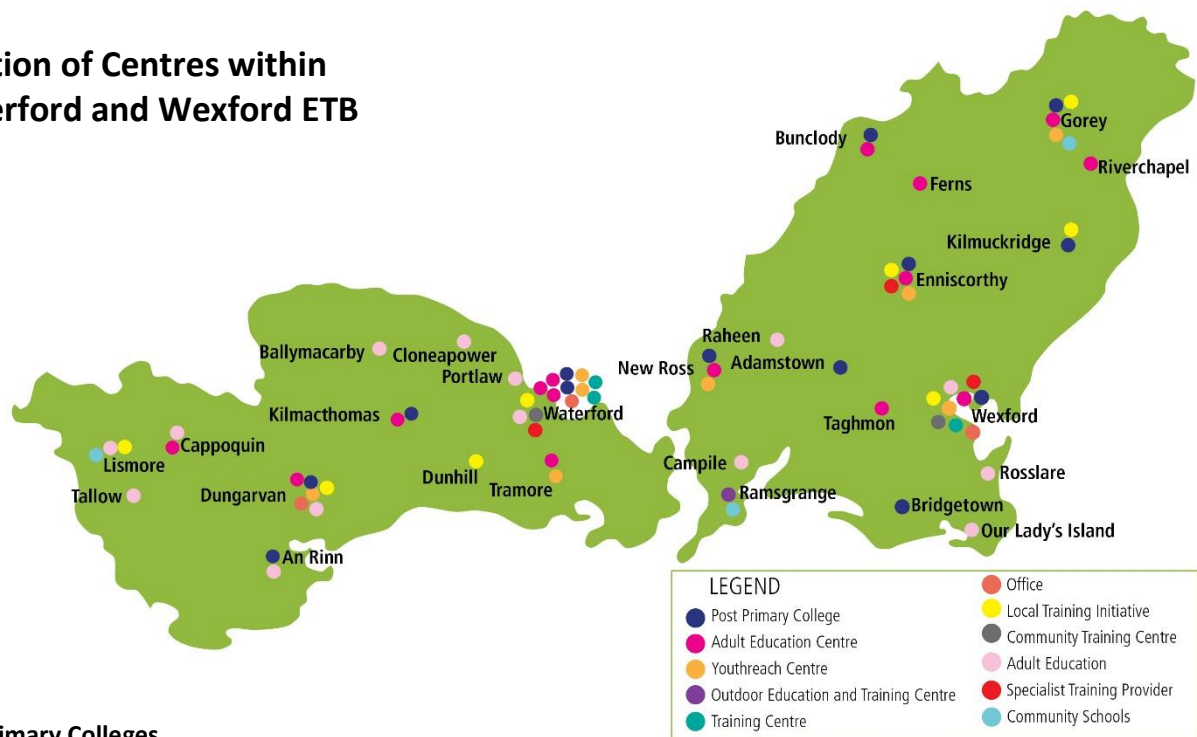
### 3.5 WWETB SENIOR MANAGEMENT TEAM

Chief Executive	Kevin Lewis
Director of Organisation Support and Development	Karina Daly
Director of Schools	Eilís Leddy
Director of Further Education and Training	Ken Whyte
Innovation and Development Manager	Michael O'Brien
Human Resources Manager	Anne-Marie Jones
Corporate Services Manager	Fintan O'Reilly
Finance Manager	Jim Maher (retired 31.01.17)
	Owen O'Mahony (commenced 15.05.17)

## 4. Overview of Services



## Location of Centres within Waterford and Wexford ETB



### Post Primary Colleges

- Bridgetown College
- Bunclody Vocational College
- Coláiste Abbáin
- Coláiste an Átha
- Coláiste Chathail Naofa
- Creagh College
- Enniscorthy Vocational College
- Kennedy College
- Meánscoil San Nioclás
- Selskar College
- St Declan's Community College
- St Paul's Community College

### PLC College

- Waterford College of Further Education

### Community Schools where WWETB are joint patrons

- Blackwater Community School
- Gorey Community School
- Ramsgrange Community School

### Administration Centres

- Head Office, Ardavan, Wexford
- Dungarvan Sub-Office
- Waterford Training Centre

### Outdoor Education & Training

- Outdoor Education & Training Centre, Sheilbaggan

### Youthreach Centres

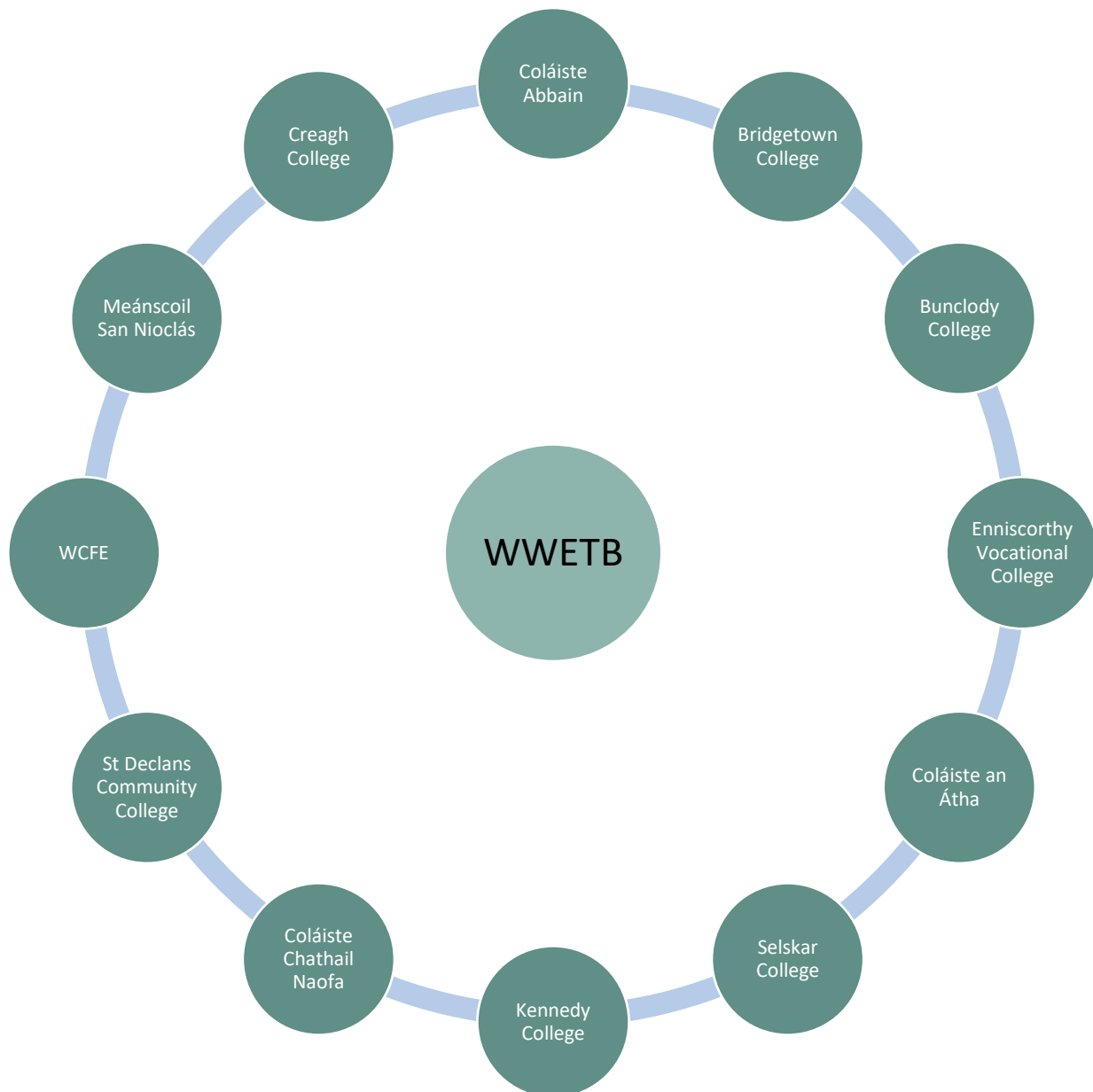
- Dungarvan
- Enniscorthy
- Gorey
- New Ross
- Subla Centre Waterford
- Tramore
- Waterford
- Wexford

### Further Education & Training Centres

- Bunclody Adult Education Centre
- Cappoquin Adult Education Centre
- Dungarvan Adult Education Centre
- Enniscorthy Further Education & Training Centre
- Gorey Adult Education Centre
- Kilmacthomas Adult Education Centre
- New Ross Adult Education Centre
- Ozanam Street Adult Education Centre, Waterford
- Tramore Further Education & Training Centre
- Wexford Adult Education Centre, Westgate, Wexford
- Wexford Further Education & Training Centre
- Dungarvan Adult Literacy Centre
- Railway Square Adult Education Centre, Waterford
- Waterford VTOS, Durands Court, Waterford
- WCFE VTOS, Burchall House, Waterford
- Waterford Training Centre
- Wexford Training Centre

## 5. Second Level Education

There are twelve second level colleges and one College of Further Education operating under the auspices of WWETB. They offer the full gamut of mainstream post primary and PLC provision, incorporating: Junior and Leaving Cert courses across a wide range of subjects; the Leaving Cert Vocational Programme; the Leaving Cert Applied Programme; the Junior Cert School Programme; Transition Year; and a range of PLC courses. Throughout 2017 all of our second level colleges fully engaged with ongoing reforms of the Junior Cycle curriculum and our teaching staff participated in the related CPD. All of our colleges are multid denominational, co-educational and learner-centered.



## 2017 College Enrolments

School Name	Enrolments as at 30/09/2017	
	Second Level	PLC
Bridgetown College	558	13
Bunclody Vocational College	205	31
Coláiste Abbain	232	7
Coláiste an Átha	281	48
Coláiste Chathail Naofa	156	263
Creagh College	668	0
Enniscorthy Vocational College	475	218
Kennedy College	148	72
Meánscoil San Nioclás	143	0
Selskar College	388	122
St. Declan's Community College	663	0
St. Paul's Community College	475	39
Waterford College of Further Education	0	722
<b>Total College Enrolments</b>	<b>4,392</b>	<b>1,535</b>

## 2017 Night Class Students

Total No. of Night Class Students	<b>872</b>
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## 6. Further Education and Training



<b>Further Education &amp; Training Programme Provision 2017 Outturn</b>	
<b>Programme</b>	<b>Beneficiaries</b>
Apprenticeship Training	824
Blended Training	37
Bridging and Foundation Training	35
Community Training Centres	239
Local Training Initiatives	545
PLC (2017/18 beneficiaries)	1,535
PLC (2016/17 beneficiaries)	1,442
Specialist Training Programmes	153
Specific Skills Training	982
Traineeships Training	190
VTOS	882
Youthreach	477
<b>Total - Full-time Programmes</b>	<b>7,341</b>
Adult Literacy	3,114
BTEI Groups	2,089
ESOL	946
Evening Training	1,621
FET Co-operation Hours	120
ITABE	158
Refugee Resettlement	331
Skills for Work	211
Community Education	1,767
<b>Total - Part-time Programmes</b>	<b>10,357</b>
<b>TOTAL – ALL PROGRAMMES</b>	<b>17,698</b>

## 7. Organisation Support and Development

With effect from March 2017 WWETB's administrative functions were restructured. The Finance Department is based in the Waterford Administrative Offices with some staff operating from the Dungarvan Office. The Human Resources Department is based in WWETB Head Office in Ardavan, Wexford. The Corporate Services Department operates from all three Administrative Offices. A breakdown of the functions within each department is outlined below.

**Finance:**

1. Payroll/Pensions
2. Treasury/General Ledger
3. Creditors/Travel & Subsistence

**Human Resources:**

1. Payroll
2. Contracts/Leaves/Absences
3. Recruitment
4. Staff Training & Development
5. Employee Relations
6. HR Reporting/Compliance

**Corporate Services:**

1. Governance & Compliance
2. Risk Management
3. Directorate Support
4. Procurement
5. Buildings & Services
6. IT Services
7. Communications

### Music Generation

In 2017, WWETB applied for and secured significant funding for both County Waterford and County Wexford under the national Music Generation programme. This represents an opportunity to further develop and enhance educational provision for children from pre-school to upper secondary school age in both counties within a broad range of educational and youth service settings.



## 7.1 ORGANISATION SUPPORT AND DEVELOPMENT - FINANCE

The objective of the finance function is to support the Board in the achievement of the objectives set out in the Annual Service Plan within budget specifications. This support includes decision making support, corporate control of public money, transaction processing and statutory accountability.

WWETB is funded primarily by the Department of Education and Skills and SOLAS. The Department of Education and Skills funds the post primary element of WWETB including capital (building) projects. SOLAS funds Further Education and Training provision supplied by WWETB. Combined, both bodies supply approximately 94% of WWETB funds.

Other sources of funding include:

- Department of Children and Youth Affairs for the provision of youth services
- Agencies, primarily consisting of other public bodies
- Self-Financing activities, mainly funds collected by schools and centres.

Minor sources of funding are:

- Tuition Fees
- Bank Interest
- Rental Income

In 2017, WWETB employed over 1,600 staff in various capacities in the provision and support of education and training across counties Wexford and Waterford.

Receipts and payments are circa €98 million for the year ended 31st December 2017. Capital project expenditure of approximately €1.5 million was also managed by WWETB in 2017.

Strict accountability requirements are in operation at WWETB and these include:

- Preparation of financial statements in a format prescribed by the Department of Education and Skills (DES);
- Annual Audit of the financial statements by the Comptroller and Auditor General (C&AG);
- Compilation of the Annual Service Plan. Regular reviews of actual results in comparison to the Service Plan are performed by the WWETB Finance Committee;
- Compliance with all obligations under taxation laws to ensure that all tax liabilities are paid on or before the relevant due dates;
- Internal audits performed by the Internal Audit Unit (IAU– ETB) which are reviewed by the WWETB Audit Committee.

Financial control systems are in place to ensure compliance with these requirements.

The system of internal control operated in WWETB is based on:

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

Audited accounts are published annually on the WWETB website.

## 7.2 ORGANISATION SUPPORT AND DEVELOPMENT – CORPORATE SERVICES

### Official Language Scheme

WWETB is committed to implementing the commitments entered into in the Boards language scheme 2017-2020 (approved 15<sup>th</sup> May 2017).

### Risk Management

During 2017 WWETB established risk registers for Schools, FET and an overarching Corporate Risk Register. This process involved workshops and training within each sector and was facilitated with input from IPB. A Risk Management Policy was adopted by the board in May 2017.

<b>2017 Risk Items Recorded on the WWETB Risk Registers</b>				
	<b>Red Risks</b>	<b>Yellow Risks</b>	<b>Green Risks</b>	<b>Total Risks</b>
Corporate Risk Register	3	11	14	28
Schools Risk Register	4	13	6	23
FET Risk Register	1	12	3	16

<b>Freedom of Information Requests</b>	
Requests Granted	4
Requests Partially Granted	1
Requests Refused	1

<b>Health and Safety</b>	
Incidents Reported to the HSA in 2017	1

<b>Insurance Claims</b>	
New Claims	15
Active Claims	18
Settled Claims	18

<b>Leases/Short Term Rental Agreements</b>	
Leases Active in 2017	32

<b>Garda Vetting</b>	
Applications Processed in 2017	1,912

<b>2017 Procurement Statistics</b>	
Number of Framework Competitions	12
Number of Tenders Advertised on OJEU	0
Number of Tenders Advertised on e-Tenders	2
Number of Contracts Extended	3

<b>2017 Capital Projects</b>		
<b>Project Type</b>	<b>Number</b>	<b>Projects</b>
Smaller Projects: SNU's, Prefabs, etc.	2	Bunclody VC: Relocation of Prefabs from Creagh College
		Coláiste an Átha: Additional Accommodation
Summer Works Projects	1	Coláiste an Átha: Roof Works
Emergency Works Projects	3	Bunclody VC: Roof Works
		Bridgetown College: Heating Works
		Bridgetown College: ASD Unit Acoustics
Other	5	St. Paul's Community College: Disability Access Works
		VTOS Dungarvan: Replacement of Fascia & Soffit on Prefabs
		Selskar College: Remedial Works
		Wexford AEC: Remedial Works (Electrical)
		Gorey AEC: Reconfiguration Works

<b>2017 IT Projects</b>		
<b>Project Type</b>	<b>No./%</b>	<b>Projects</b>
Major Projects	8	Merger of HR/Finance files in support of restructuring of Administration departments
		Office 365 project rollout to include integration with VS ware
		Setup & migration of users to new domains for mail (Training Centre)
		Disaster recovery planning and testing
		Establishment of IT register/inventory (including licences)
		Procurement and rollout of WiFi solution to schools & centres
		ICT equipment installed & commissioned for additional/ leased & temporary accommodation across the scheme
		Ongoing support for Digital Learning & TEL strategies
System Uptime	99%	There has been no significant downtime in the period. This metric represents scheduled maintenance & upgrades which are performed 'out of hours' to minimise their impact on users
Helpdesk Queries Managed	3,943	This reflects the recorded queries for 2017. Due to the nature of queries, it is estimated that 20% of queries are resolved without ever being recorded. Efforts are being made to reduce the instances of these occurrences

<b>Policies Approved in 2017</b>	
Fraud Policy	
Staff Travel and Subsistence Policy	
Procurement Policy and Procedures	
Policy for the Making of Protected Disclosures by WWETB Workers	
WWETB Risk Management Policy	
Further Education and Training Division: Policy on Continuing Professional Development	
WWETB Record Management Policy	

### 7.3 ORGANISATION SUPPORT AND DEVELOPMENT – HUMAN RESOURCES

<b>Payroll Administration - 2017</b>	
Starters	266
Leavers	191
Salary Adjustments	1,817
Part-time Pay Adjustments	562
Statements of Service	45

<b>Leave Management - 2017</b>	
Maternity Leave Applications	39
Parental Leave Applications	24
Career Break Applications Approved	16
Job-share Applications Approved	28

<b>Pensions - 2017</b>	
Pension Awards	38