

ANNUAL REPORT 2019



aspects of the Programme within the following subject areas: Science, Materials Technology (Wood), Metalwork, Home Economics, Physical Education, Technology, Construction Studies, Engineering and Careers Education.

Since the publication of Irish versions of the *Choose Safety* materials in September 2014, there has been continuing growth of interest and involvement among Gaelcholáistí, with 67% of these schools involved this year.

Since September 2014, all schools have been invited to award digital badges to record and reward students' completion of each Unit of the Programme on an incremental basis. Students are awarded digital badges directly to their email address. The system provides motivation for students to complete Units and it provides statistics on Units of the Programme completed by students. Digital badges can be displayed on social media, online CVs and other online networks. Once a badge is clicked on, it opens to list details of the skills learned.

In the 2018—19 school year, 44 schools registered for digital badges with <https://www.hsa.ie/eng/> and 1,194 digital badges were awarded.

Sincere thanks to all who assist in the delivery of this Programme.

Jim O' Leary,
Choose Safety Programme Co-Ordinator Liaison



THE HEALTH AND SAFETY AUTHORITY **CHOOSE SAFETY PROGRAMME: AGM REPORT FOR 2018—19**

This Report is written on the basis that it represents the progress of the *Choose Safety* Programme during the school year September 2018 to August 2019.

The *Choose Safety* Programme, in conjunction with The Health and Safety Authority, is co-ordinated nationally by Kilkenny Education Centre and supported by *Choose Safety* local Co-Ordinators from all of the 21 Full-Time Education Centres.

This year, *Choose Safety* was promoted at a number of events attended by TY Co-Ordinators and teachers, LCVP Co-Ordinators and teachers and Senior Cycle subject teachers. The Programme was also promoted at the National Ploughing Championships in September 2017 and 2018.

A number of key personnel support the Programme in Kilkenny Education Centre. Mr. Jim O' Leary acts as a link between the local Co-Ordinators, Kilkenny Education Centre and the HSA. His role is focused on ensuring quality of service to schools among local Co-Ordinators and on report writing. Mary Clarke, Education Officer, HSA Projects, diligently and effectively supports the management of all aspects of the Programme. Great credit is due to Mary and to Honorah Rochford, the Administrator, who supports the *Choose Safety* Programme, for their dedication and commitment to the success of the Programme.

The *Choose Safety* local Co-Ordinator for our Centre is Mr. Frank McKenna. Frank has great success with his promotion of the Programme in our catchment schools, with over 83% using the Programme in Senior Cycle in 2018.

60% of second-level schools were using the *Choose Safety* Programme during the 2018-19 school year. The total number of institutions (schools and non-traditional centres) involved in the *Choose Safety* Programme over the last six school years is as follows:

2013—14:	551
2014—15:	573
2015—16:	560
2016—17:	600
2017—18:	647
2018—19:	608

Continuing success has been achieved this year in increasing the engagement with the Programme in non-traditional Post Primary education institutions. This year, 175 such institutions used the Programme, including Centres of Further Education (FE Colleges), Post Leaving Certificate Colleges (PLC's), Youthreach Centres and a number of education centres in prisons and other settings.

Co-Ordinators continue to report a growing variety in the ways in which teachers make use of the *Choose Safety* Programme materials. While initially most schools attempted to timetable a specific weekly slot in the Transition Year schedule to be used exclusively on the *Choose Safety* Programme, now it appears that teachers are more likely to 'dip-in' to the book and online resources as part of their own subject. The range of subject areas adopting this approach has grown considerably. Local Co-Ordinators have reported the use of

VISION

The Management Committee and Staff of Kilkenny Education Centre envisage an open and innovative Centre, which inspires and supports teaching and learning in the educational community.

MISSION

Kilkenny Education Centre seeks to realise its vision by facilitating the sharing of ideas and the communication of knowledge with the learning community through the on-going provision and development of services and resources.

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proving to be very successful with schools reporting improvements in Literacy as a whole.

In June, all Kilkenny data was collated and the Centre achieved a success rate of **82.2%**. This is in line with national norms. 40 children were referred for further assessment.

Outcome	All Programmes		Completed Programmes	
Number	Percent	Number	Percent	
Accelerated Progress (Discontinued)	185	53.9	185	82.2
Progress (Referred)	40	11.7	40	17.8
Ongoing	107	31.2	N/A	N/A
Incomplete	6	1.7	N/A	N/A
Left	5	1.5	N/A	N/A
Total	343	100	225	100

Children selected for Reading Recovery are the lowest achieving in their class in literacy. The programme is discontinued when children are judged to have an efficient reading and writing process in place and to be operating within the average band for their class and age. Children who do not achieve the accelerated progress required for the programme to be discontinued are referred back to the school for longer term support.

*Ellen Quaid,
Reading Recovery Teacher Leader*

*Rosie Hogan,
PDST Associate*



READING RECOVERY REPORT 2018—19

Reading Recovery is now in its twelfth year working out of Kilkenny Education Centre. Reading Recovery is a short-term intervention for children who have the lowest achievement in literacy learning in their first years at school. Children are taught individually by a specially trained teacher for 30 minutes each day for an average of 12–20 weeks. The goal is for children to develop effective reading and writing strategies in order to work within an average range of classroom performance.

At present, there are 58 teachers involved in Reading Recovery in Kilkenny Education Centre. 10 of these are teachers in training and the others were trained in the last eleven years. There are 43 schools involved in the programme. These schools are situated in Kilkenny, Waterford, Wexford, Offaly, Tipperary, Kildare, Laois and Carlow.

Most teachers being trained in Reading Recovery are either holding Learning Support or Resource Teaching positions and no substitution is given by DES for the course.

Each IPD Reading Recovery teacher has four children at any one time on the programme. The Teacher Leader is also providing the programme to two children. In total, Kilkenny has **approximately 343** children receiving Reading Recovery at present. The proportion of EAL (English as an Additional Language) children on the programme is **17.3%**. The percentage of children who are in special groups, such as children in care, travellers or asylum seekers/refugees is **5.8%**. **185** children have been successfully discontinued since September i.e. they have been brought up to age appropriate levels (going from a reading age of **5 years 4 months** to **6 years 4 months** in **12 to 20 weeks**).

In the last year, Kilkenny Education Centre has facilitated:

- 18** In-service Training sessions
- 4** Assessment training sessions
- 24** Continuing Professional Development days
- 1** Information Meeting for Principals
- 1** Link Teacher Training Day
- 1** Graduation Day

Each IPD teacher has taught behind the two way screen at least twice. CPD teachers have taught behind the screen on one occasion. In total, there have been **74** live lessons. Most children are brought to the Centre for their lessons by their parents.

In addition to training the Reading Recovery Teachers, each school had a Link Teacher trained. This is to ensure that when children complete the programme they are re-tested by an impartial professional. This ensures validity of results obtained.

Next year, it is hoped that another 12 teachers will be trained, along with monitoring closely the other Reading Recovery teachers that have completed training.

The success of a programme can also be determined by the effect it has on a school as a whole. Many of the schools trained in the last twelve years have taken on Guided Reading. This is a spin off from Reading Recovery which helps schools put the strategies of Reading Recovery in place in a class setting. This is

SECTION 1

AGENDA 2019 AGM

Welcome

1. Minutes 2018 AGM
2. Chairperson's Report
3. Director's Report (January — August 2019)
Director's Report (September — December 2019)
4. Management Committee's Report and Consolidated Financial Statements
for the Financial Year Ended 31.12.19
5. Election of Management Committee 2020-21
6. AOB



REPORTS

CENTRE OPENING DAYS

The Centre was open for the following number of days from 1st January to 31st December 2019:

MONTH	DAYS OPEN
January	22
February	24
March	23
April	20
May	23
June	23
July	15
August	15
September	22
October	21
November	26
December	17

CENTRE OPENING HOURS

Monday — Thursday	8.30a.m. — 5.30p.m.
Friday	8.30a.m. — 5.00p.m.
Late opening Monday — Thursday (when evening courses are running)	5.30p.m. — 10.00p.m.
Open on weekends by arrangement.	

Present: Margaret Maxwell, Carmel Smith, Gemma Ní Bhróin, Ann Marie Bergin, Liselott Olofsson, Tony Knox, Margaret Walsh, Martha Woodcock, Madailín Mhic Lochlainn, Deborah Hogan, Denis Doheny, Tom Percy and Eithne McKenna.

Apologies: Paul Behan.

Minutes: 2018 minutes were read — no matters arose. Minutes adopted, proposed by Ann Marie Bergin and seconded by Gemma Ní Bhróin.

Chairperson’s Address: Eithne McKenna welcomed everyone. She highlighted a number of projects which reflect the notion of collaboration and which contributed to another successful year in KEC. She thanked Margaret for her strong leadership and the staff for their continued hard work in the Centre. Finally she thanked all members of the Management Committee for their support over the past year.

Full address is presented in AGM Report 2018.

Director’s Report: In her report, Margaret outlined the statistics around the year’s work. Overall there has been an increase in footfall with a wide engagement in a variety of programmes, projects, and courses. Margaret also set out plans for the future and thanked the Management Committee and staff for their commitment during the year.

Full report is presented in AGM Report 2018.

Financial Report and Statement: Tom Percy presented the *Consolidated Financial Statement for the Year Ending 31.12.18*. He noted we have a healthy balance. He outlined some future changes that are upcoming and plans for the coming year — these include improvement in parking, soundproofing some rooms, improvements to main entrance and tree pruning. Tom thanked Liz Hurley for her work on the Accounts.

Full Finance report is presented in AGM Report 2018.

Report proposed by Liselott Olofsson and seconded by Madailín Mhic Lochlainn.

Motions:

1. That this AGM adopt the following changes to the rules governing motions to change the Constitution or the rules at the AGM:

9.3(a)c. To be amended to read: ‘No change shall be made in the Constitution or rules of the Centre unless written notice of the proposed changes, together with the names of the proposer and seconder, are notified to the Director’.

9.7 To be amended to read: ‘Notice of motions to the AGM must be made in writing to the Director of the Centre 21 days in advance of the AGM’.

Proposed: Tom Percy, Treasurer
Seconded: Carmel Smith, Vice Chairperson
Adopted unanimously

2. That this AGM adopt the following change to the Constitution and rules governing the quorum of the Management Committee and at the AGM:

A quorum for the meeting shall be not less than seven to be amended in Section 7 of the Constitution and in Sections 5.7, 5.19 and 9.9 to read: ‘A quorum for the meeting shall be the equivalent of **half + 1** of the current

membership of the Management Committee’.

Proposed: Eithne McKenna, Chairperson
 Seconded: Carmel Smith, Vice Chairperson
 Adopted unanimously

Elections/Nominations:

The following were elected to the 2019-20 Management Committee:

	Nominee	Proposed By	Seconded By
	Eithne McKenna	<i>Automatically returned as out-going Chairperson</i>	
	Paul Behan	Martha Woodcock	Carmel Smith
	Tom Percy	Carmel Smith	Martha Woodcock
	Carmel Smith	Liselott Olofsson	Anne Marie Bergin
	Gemma Ní Bhróin	Madailín Mhic Lochlainn	Liselott Olofsson
	Ann Marie Bergin	Deborah Hogan	Carmel Smith
Further	Madailín Mhic Lochlainn	Ann Marie Bergin	Gemma Ní Bhróin
	Liselott Olofsson	Carmel Smith	Madailín Mhic Lochlainn
	Tony Knox	Tom Percy	Martha Woodcock
	Deborah Hogan	Ann Marie Bergin	Gemma Ní Bhróin

nominees may be co-opted at a future date as voting or non-voting members.

The AGM concluded at 8.50p.m.

KILKENNY EDUCATION CENTRE PERSONNEL

MANAGEMENT COMMITTEE MEMBERS 2019

Primary Tom Percy Carmel Smith Margaret Walsh Martha Woodcock	Treasurer <i>Vice Chairperson</i>	Post Primary Paul Behan Ann Marie Bergin Deborah Hogan Tony Knox Eithne McKenna Madailín Mhic Lochlainn Gemma Ní Bhróin Liselott Olofsson	<i>Chairperson</i>
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ADVISORY GROUPS/SUB-COMMITTEES 2019

Health and Safety:	Director, Mary Clarke and Brendan Kelly
Finance:	Director, Liz Hurley, Eithne McKenna, Tom Percy and Tony Knox
Courses:	Director, Liselott Olofsson, Carmel Smith and Tony Knox
PDSTTE:	Director and Monica Skehan

LIST OF CENTRE’S POLICIES

1. Centre Constitution and Charter including Role of Management Committee
2. Internal Financial Controls
 - Credit Card Policy
 - Procurement Policy and Procedures
 - Travel and Subsistence Policy and Procedures
 - Reserves Policy
3. Child Protection Policy and Risk Assessment
 - Vetting Policy
4. Health and Safety Statement and Employee Safety Handbook
5. Data Protection Policy and Privacy Notice (GDPR)
6. Conflict of Interest Policy and Procedures
7. Customer Service Charter
 - Complaints Policy and Procedures
8. Protected Disclosures Policy

KILKENNY EDUCATION CENTRE STAFF 2019

Margaret Maxwell	Director (January—August)
John O’ Sullivan	Director (September—December)
Patricia Maher	Office Manager/NIPT/PDST/Local Courses Administrator
Monica Skehan	Receptionist/PDSTTE/Reading Recovery/PDST/Projects
Brendan Kelly	Caretaker/Housekeeper
Honorah Rochford	Projects/HSA/PDST Administrator
Liz Hurley	Accountant
Mary Clarke	Education Officer, Health and Safety Authority
Kay Gibbons	Housekeeper
Noel Prendergast	Caretaker
Brendan Dowling	Caretaker (Saturdays)

CHAIRPERSON'S REPORT

I am happy to welcome you all to our AGM today as we come to the conclusion of a rather strange year. We have all been challenged to look at our ways of communicating, doing our job with an increased use of technology and becoming more familiar with connecting with one another remotely, rather than face-to-face. I want to thank the staff for taking on these new challenges in order to keep the Centre open virtually.

Sincere thanks to the Management Committee also for their engagement and support online. It is so important to keep meeting, talking and making decisions with the almost daily changing environment within the education community.

Our biggest challenge going forward will be how we offer Local Courses and how these are delivered. This is such a vital part of our work and income which could easily get side-lined in these challenging times. We have some wonderful tutors who are now delivering online and we will be working hard to maintain this important local dimension of our Centre.

A warm welcome to our new Director, John O' Sullivan, who has endured a baptism of fire in his new post – he will never forget his first year in KEC but we are pleased that he has seamlessly taken over the baton of Directorship. I want to send our best wishes to our past Director, Margaret, as she relocates to Kerry, and thank her for her work in Kilkenny Education Centre.

At the heart of the success of Kilkenny Education Centre is the commitment and hard work of all who work here. I would like to acknowledge the dedication and vision of our Director, John, assisted by Patricia Maher, Honorah Rochford, Monica Skehan, Liz Hurley and Mary Clarke. Thanks to Brendan Kelly, Kay Gibbons, Noel Prendergast and Brendan Dowling for the high standards of cleanliness, organisation and caretaking we all enjoy within the building. Finally, I wish to thank our committed Management Committee for their continued support throughout the year. I especially want to thank Liselott Olofsson and Carmel Smith, who are stepping down after spending a number of years on our Committee. You will be missed here in Kilkenny Education Centre and I wish you both the very best in the future.

*With every good wish,
Eithne McKenna
Chairperson
Kilkenny Education Centre*

SECTION 2



Nubecula means little cloud. The Cloud is what we upload ourselves to as data, details translated to electric impulses. If this information could translate to pure colour, shape, opacity, and dimension, how would it read, would it say something new? The Centre commissioned artist Lucy McKenna to translate its information into a visual representation to celebrate 20 years of its important work. This artwork invites the viewer to sense the breadth and depth of the Centre's influence in our educational communities, telling its vibrant story without using words or numbers.



**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

22. Charitable status and registration details

The Centre is not a registered charity under the Charities Act 2009 and has not been granted charitable tax exemption status by the Revenue Commissioners

23. IAASA Ethical Standard – Provisions Available for Audits of Small Entities

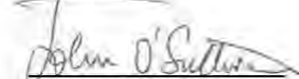
In common with many other entities of our size and nature we use our auditors to assist us with the preparation of the financial statements.

24. Approval of the Financial Statements

The financial statements were approved and authorised for issue by the Management Committee:


Eithne McKenna
Management Committee
Date: 3 September 2020


Tom Percy
Management Committee
Date: 3 September 2020


John O' Sullivan
Director
Date: 3 September 2020

Having served as Director of Kilkenny Education Centre from February 2017 to 31st August 2019, I handed over the reins of the Centre to John O' Sullivan, incoming Director, in the sure and certain knowledge that the Centre would continue to proactively respond to the professional development needs of teachers and the educational community in our catchment area.

The quality and commitment of our excellent Centre staff and the members of the voluntary Management Committee offered the assurance of same. It was a pleasure and a privilege to work with the Centre staff, who have always been motivated by a desire to see Kilkenny Education Centre continue to grow and thrive. Their customer service is second to none and I commend and thank them for the quality of their teamwork and collaboration. The voluntary Management Committee, led by Chairperson Eithne McKenna, are equally committed. I will always be grateful for the advice, practical support and leadership demonstrated by all the members of the Committee I worked with.

I thoroughly enjoyed my time as Director. One of the greatest rewards in my work was the engagement and support of all the principals and teachers I worked with and met along the way, so I would personally like to thank you all for your support and engagement with our varied programme of activities. I would also like to express our gratitude to all the project co-ordinators, the many tutors and facilitators from NIPT, PDST and JCT, and the local tutors who deliver courses and share practice with us, and without whom we could not offer the excellent professional learning opportunities we give to our users every day.

We are indebted also to the many organisations we work with, and national, who enhance the supports we offer to our teachers in different and creative ways. To them, and the staff of the Teacher Education Section of DES, who fund and support our activities, we are extremely appreciative. I wish my successor, John O 'Sullivan, and know that the leadership of Kilkenny Education Centre is in very safe hands now and in the future.

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We are in strange times as I write this and schools and all educational institutions have been required to quickly adapt to the demands of an unprecedented situation. I am inspired by how all have risen to the challenge. I wish everyone safe passage through the current COVID-19 crisis.

LOCAL COURSES AND PROJECTS

2019 was yet another extremely busy year in Kilkenny Education Centre as is very evident from the report on our activities in the following pages.

Our programme of Local Courses in Spring, Summer and Autumn were well attended and well received by attendees. In addition to our Local Courses, Kilkenny Education Centre provided many opportunities for our teachers and pupils to become involved in innovative projects. Some of our new projects in 2019 involved collaboration with local and national organisations and businesses. For example, *The Breadwinner* Project, involved seven Primary and three Post Primary schools working on cross-curricular projects inspired by the justice and equality issues in the book by Deborah Ellis and the Oscar nominated animation produced by Kilkenny based Cartoon Saloon.

We were supported by Cartoon Saloon, in particular by Director Nora Twomey, the Butler Gallery and Jane O' Hanlon from Poetry Ireland, who provided facilitator Kevin McDermott to work with teachers and students (funded in its entirety by Irish Aid), to offer this innovative project to schools. An excellent example of organisations working together with us to bring clear benefits and learning opportunities for our teachers and students.

One of our goals for 2019 was to strengthen the growth of communities of practice and teacher support networks in the Centre. Working with our local NEPS psychologists and an NCSE facilitator, we established SEN teacher support groups at Primary level, facilitated by Maria Kelly, piloted a cross-sectoral support



group of teachers of students with ASD diagnosis and supported the growth of an established network of Post Primary SETs.

Other examples of communities of practice which operated from the Centre in 2019 were the schools working in Creative Clusters, in Leadership Clusters, our TL21 Project and our cross-sectoral ‘The Engaged Learner’ Teachmeet, facilitated by Paul Behan from our Management Committee. Our Teachmeet focused on teachers sharing teaching and learning strategies which promote active and collaborative learning and are adaptable to any subject, and any class level.

ART INSTALLATION

2019 was the year we installed and launched our new art installation in the lobby of the Centre. Commissioned on the occasion of our 20th Anniversary celebration, artist Lucy McKenna created *Nubecula* to reflect the history, vision, mission and work of our Centre. This commission reflects the value we put on our connections with local arts organisations and on the potential of the arts to enrich creativity and teaching and learning in our schools. We are delighted with the finished art work which was developed collaboratively with our staff and which tells our story in a colourful and engaging way, that speaks to children, and to teachers, tutors and facilitators, to staff and to all the Centre users, at different levels and in different ways.



Tipperary Education Centre, to co-host the ESCI (Education Support Centres Ireland) AGM. It was a historic occasion as it was the first time a part-time Centre had hosted the event. We are grateful to Michelle Percy, Director, and her Centre Management Committee, for the work in planning the event, and to Dr. Finn O’ Murchú and the staff of Mary Immaculate College (MIC), St. Patrick’s College, Thurles, for allowing us to use the wonderful facilities there for the occasion. The network of Education Centres and my colleague Directors were an essential support in my work. A key strategic goal is for Education Centres to work smarter together in the coming years. My appreciation to Celia Walsh, ESCI Chairperson and Director of Waterford Teachers’ Centre, and to my Director colleagues around the country. I wish them very well in their important and complex work.

CAR PARK EXTENSION

As indicated in last year’s report, a key task of our Management Committee was to prepare and submit a Business Case Plan to TES, seeking approval to direct any surplus income to the design and delivery of 30 new car park spaces and a traffic management plan, in consultation with our campus colleagues. This was prepared and submitted along with our budget for 2020 and we are delighted that the plan has been approved

KILKENNY EDUCATION CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

18. Related Party Transactions and Controlling Party

Controlling Party

The Centre’s ultimate controlling party is the Department of Education & Skills.

Key Management Personnel Compensation and Other Transactions

The Centre’s key management personnel consists of the Director and the members of the Management Committee. Details of transactions with the Director and members of the Management Committee are set out in note 8 to the financial statements.

Other Related Party Transactions

The Centre has availed of the exemption in FRS 102: Related Party Disclosures (section 33) from the requirement to disclose details of transactions with other education centres wholly under the control of the Department of Education & Skills.

There were no other transactions with related parties during the financial year ended 31 December 2019 that are required to be disclosed in the financial statements.

19. Contingencies

The Centre had no contingent liabilities at 31 December 2019 (31 December 2018: Nil).

20. Capital Commitments

The Centre had no capital commitments at 31 December 2019 (31 December 2018: Nil).

21. Post Balance Sheet Events

Subsequent to the financial year end, the Covid-19 virus spread worldwide. In common with many other countries, the Irish government issued guidance and restrictions on the movement of people designed to slow the spread of this virus. In early March 2020, many businesses closed voluntarily and throughout the month more restrictions were placed on people and businesses. On 28 March, all “non-essential” businesses were ordered to close temporarily. As a result the Centre has closed, Centre employees are working remotely where possible, all PDST Spring Courses have been cancelled, other courses have been cancelled or postponed and the level of income (if any) the Centre will be able to generate from external groups in the coming months is unknown.

At the time of approving the financial statements, there is uncertainty regarding how the Centre may be impacted financially by these events since the financial year end. Consequently, the Management Committee is unable to estimate the financial effects Covid-19 may have on the Centre.

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

16. Reserves

	2019 €	2018 €
Opening reserves	955,991	917,041
(Deficit) / Surplus for year	(8,257)	38,950
Closing reserves	947,734	955,991

17. Financial Instruments

	2019 €	2018 €
Financial assets measured at amortised cost		
Trade debtors	41,489	56,307
Other debtors	-	3,955
Cash at bank and in hand	286,500	214,567
Financial liabilities measured at amortised cost		
Trade creditors	29,488	27,340
Other creditors	135,309	128,118

by the TES and the Committee can proceed to drawing up plans and seeking planning permission for the project.

CENTRE GOVERNANCE

In 2019, we continued to improve our governance practices by incrementally reviewing our policies and procedures. The following policies were reviewed and ratified by the Management Committee to June 2019:

- GDPR Policies and Procedures
- Systems of Internal Controls
- Reserves Policy
- Procurement Policies and Procedures
- Staff Training Policy and Procedures
- Role of the Management Committee and Role of the Treasurer
- Contracts for Services in place with all necessary 3rd parties
- Gifts and Donations Policy and Procedures
- Travel and Subsistence Policy and Procedures
- Fixed Assets Policy and Procedures

Our Management Committee will continue to review and update our policies and procedures in the areas of financial governance, risk management, health and safety, human resource management and Centre Operations.

*Margaret Maxwell
Director
Kilkenny Education Centre*

DIRECTOR'S REPORT (SEPTEMBER — DECEMBER 2019)

I assumed the role of Director of Kilkenny Education Centre on 23rd September 2019. I am very grateful to the Interview Panel and the Management Committee for having the trust in me to take on the role. I would also

like to thank Kilkenny and Carlow ETB for allowing me to take up the secondment.

I was very lucky to have got such a thorough and thoughtful handover from Margaret Maxwell and to have received a very warm reception from the Staff; I immediately felt comfortable as a staff member of the Centre.

My first event attended as Director was the Irish Learning Support Association Conference on 27th September 2019. Other events attended in September were a PDST Leadership Team Information Sharing event in Athlone and a Cosán meeting on professional learning experiences for teachers.

Monthly Staff Meetings were agreed for the future. Work continued on the Business Plan started by Margaret regarding car parking facilities. A meeting was held with Kilkenny County Council, Kilkenny County Childcare Committee and the OPW. I assured all present that I would ensure that the strong partnership would be maintained.

At the Kilkenny Education Centre, Waterford Teachers' Centre and Co. Wexford Education Centre sponsored Research Conference, held in Waterford Teachers' Centre on 12th October 2019, Michelle Bolger, Knockbeg College, received the Louise Madigan Research Bursary.

I have worked to support teachers of Gaeilge, especially at second level, in a bid to support them with the rollout of curriculum and assessment changes in the sector.

In partnership with the Kilkenny Education Centre Chairperson, and Navan, Monaghan and Galway Education Centre Directors, a course evaluation process has been entered into.

The Centre has been involved in the setting up and running of the Carlow/Kilkenny ASD Education Support Group — a collaboration between NEPS, NCSE and Kilkenny Education Centre. A very successful event was organised and the group is based here in the Centre.

I expect that Kilkenny Education Centre will go from strength to strength considering the partnership approach between Staff, Management and the Education Community in the Kilkenny, Carlow and Tipperary region which we serve.

John O' Sullivan
Director
Kilkenny Education Centre

REPORT ON CENTRE ACTIVITIES 2019

NATIONAL PROGRAMMES

The principal activity of Kilkenny Education Centre is to organise the local delivery of national programmes of teacher professional development on behalf of the Department of Education and Skills. In 2019, we collaborated with PDST, JCT and NIPT to deliver both mandatory and elective continuous professional development opportunities to teachers in our catchment area.

KILKENNY EDUCATION CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

15. Creditors: Amounts Falling Due Within One Year

	2019 €	2018 €
Grants payable	135,271	128,118
Trade creditors	29,488	27,340
Taxation and social insurance	929	8,711
Other creditors	38	-
	165,726	164,169

The repayment terms of trade creditors vary between on demand and ninety days and do not attract interest.

The terms of accruals are based on the underlying contracts.

Taxes are subject to the terms of the relevant legislation. Interest accrues on late payment. No interest was due at the financial year end.

Other amounts included within creditors not covered by specific note disclosures are unsecured, interest free and repayable on demand.

	2019 €	2018 €
Other taxation and social insurance		
PAYE/PRSI/USC	28	5,590
VAT	-	2,316
RCT	901	805
	929	8,711

	2019 €	2018 €
Grants Payable		
Teachers Professional Networks	1,062	1,062
Teachers Professional Communities	12,029	12,029
Creative Clusters	-	2,500
Teacher/ Artist Partnership	7,000	8,000
HSA Post Primary guidelines	-	13,633
HSA Choose Safety Programme	115,180	90,894
	135,271	128,118

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

12. Stocks

	2019 €	2018 €
Learning cubes	13,691	13,961

13. Debtors: Amounts Falling Due Within One Year

	2019 €	2018 €
Trade debtors	41,489	56,307
Other debtors	-	3,955
Prepayments	-	19,878
	<u>41,489</u>	<u>80,140</u>

All debtors are due within one year. Trade debtors are shown net of impairment in respect of doubtful debts.

14. Cash and Bank

	2019 €	2018 €
Ulster Bank Current Account	64,884	43,787
Ulster Bank Projects Account	176,650	128,696
Petty cash	240	304
Ulster Bank Information Communications Account	44,726	41,780
	<u>286,500</u>	<u>214,567</u>

In September 2019, PDST continued the rollout of the Primary Language Curriculum/Curaclam Teanga na Bunscoile (Stages 1— 4), the three-year phased professional learning support programme, which includes sustained school support. Seminars focused on the implementation of the full PLC/CTB from Junior Infants to Sixth Class and explored effective methodologies in the teaching and learning of language. In the Kilkenny Education Centre catchment area, 135 Primary schools, and approximately 1,236 teachers, attended seminars.

The organisation of JCT Clusters for Post Primary schools was a great success again this year with five school Clusters organised by Kilkenny Education Centre. Our Post Primary schools were very supportive in providing their schools as host venues for the Clusters. Host schools are required to provide a classroom for each subject hosted, catering and car parking. In our catchment area, 42 Post Primary schools and 1,327 teachers were invited to attend JCT Clusters.

We also facilitated a number of other national and regional organisations to deliver CPD, including the NCCA, IPPN and NEPS. Our collaboration with all organisations leads to beneficial opportunities for our teachers.

Kilkenny Education Centre is proud to host Reading Recovery for the South East Region. Reading Recovery Teacher Leader, Ellen Quaid, who is a wonderful asset to the participating teachers and to the Centre, presents her Report separately.

LOCAL PROGRAMMES

Kilkenny Education Centre organises a varied local programme of activities for teachers, school management and parents, in response to demand. The tables below set out the Local Courses delivered to address the National Priorities provided for in our Service Plan 2019.

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
SEN	Series of Local Courses			
P	NEPS Friends for Life (Primary) - Day 1 of 2	Q1	31	7
P	NEPS Friends for Life (Primary) - Day 2 of 2	Q1	31	7
PP	NEPS Friends for Life (Post Primary) - Day 1 of 2	Q1	15	7
PP	NEPS Friends for Life (Post Primary) - Day 2 of 2	Q1	16	7
P	New Drumcondra Test Drop-In Clinic	Q1	9	3
P	IPPN 'The Deputy Principal and SEN'	Q1	34	2
P	NEPS Friends for Life - Day 1 of 2	Q1	38	6
P	NEPS Friends for Life - Day 2 of 2	Q1	36	6

Theme of Local	Summary of Course	Delivery Date (Q1,	Number of Teachers	Number of Hours
SEN (cont.)	Series of Local Courses			
P and PP	ASD Support	Q2	10	2
P	NEPS Primary (Carlow)	Q3	45	2
P	NEPS Primary (Kilkenny)	Q3	20	2
PP	NEPS Post Primary Group Planning	Q3	24	2
P	The Continuum of Support for Beginning to End	Q3	15	2
P	An Introduction to Assessment and Diagnostic Testing for the Special	Q3	25	2
P	Primary SEN Support Group	Q3	13	2
P and PP	SEN Support Network	Q4	11	1.5
P	Signs and Symptoms of Different Special Educational Needs	Q4	21	2
PP	NEPS Post Primary School Refuser	Q4	23	2
P	Planning in Support Teaching	Q4	11	2
P and PP	Nurture Group Theory and Practice - Supporting All Students to	Q4	15	3
PP	Middletown Centre for Autism - Autism, Relationships and Sexuality	Q4	40	2
PP	Middletown Centre for Autism - Autism Behaviour and Sensory Pro-	Q4	40	2
PP	Middletown Centre for Autism - Autism and Anxiety Management	Q4	43	1.5
PP	NEPS Praise Project	Q4	12	2
P and PP	Nurture Group Theory and Practice - Supporting All Students to	Q4	15	3
P	NEPS Primary School Critical Incident	Q4	19	1.5
P and PP	Nurture Group Theory and Practice - Supporting All Students to	Q4	14	3
PP	Enabling Transitions Assistive Technologies Programme - Assistive Technology for Post Primary Teachers, SNAs and Parents	Q4	6	3
P and PP	Nurture Group Theory and Practice - Supporting All Students to	Q4	14	3
P	NEPS Group Consultation	Q4	31	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Literacy	Series of Literacy Workshops			
P and PP	Reading Group	Q1	8	1.5
P	NEPS Effective Interventions for Struggling Readers	Q1	22	2
P	Accelerated Reader Programme CPD	Q1	9	5.5
P and PP	Reading Group	Q1	16	1.5
P and PP	Reading Group	Q2	10	1.5
P and PP	Reading Group	Q2	8	1.5
P and PP	Reading Group	Q3	6	1.5
P	Accelerated Reader Programme CPD	Q3	17	6
P and PP	Reading Group	Q4	7	1.5
P and PP	Teacher as Writer - Workshop 1 of 3	Q4	15	2
P and PP	Teacher as Writer - Workshop 2 of 3	Q4	10	2
P and PP	Reading Group	Q4	4	1.5
P and PP	Reading Group	Q4	7	1.5
P and PP	Teacher as Writer - Workshop 3 of 3	Q4	7	2

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

11. Tangible Fixed Assets

	Buildings & Improvements	Fixtures and Fittings €	Office Equipment €	Computer Equipment €	Total €
Cost or valuation					
At 1 January 2019	809,388	108,484	32,145	82,562	1,032,579
Additions	-	1,583	-	1,733	3,316
Disposals	-	(1,250)	-	(2,161)	(3,411)
Other movements	-	(11,833)	(2,394)	(4,327)	(18,554)
At 31 December 2019	809,388	96,984	29,751	77,807	1,013,930
Depreciation					
At 1 January 2019	82,733	62,962	25,243	50,149	221,087
Charge for the year on owned assets	20,235	10,341	2,000	9,249	41,825
Depreciation on disposals	-	(1,036)	-	(903)	(1,939)
Other movements	-	(11,833)	(2,393)	(4,327)	(18,553)
At 31 December 2019	102,968	60,434	24,850	54,168	242,420
Net book value					
At 31 December 2019	706,420	36,550	4,901	23,639	771,510
At 31 December 2018	726,655	45,522	6,902	32,413	811,492

The Education Centre provides educational services and activities from the following properties:

Name	Location	Status	Annual Rent	Lease expiry
Head office	Seville Lodge, Callan Road, Kilkenny	Vested	€0	N/A

Title and ownership of the centre

The Minister has vested the ownership and management of the Centre and associated property to the Management Committee. In the event of the Education Centre ceasing to operate as an approved Centre all property will become the property of the Minister. The Management Committee estimate the current rebuild value of the property (as adjusted in line with the appropriate cost index) to be €2,503,927. This valuation has not been verified by a third party expert.

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

9. Consultancy Costs

Consultancy costs include the cost of external advice to management.

	2019 €	2018 €
Legal advice	-	989
Human Resources	3,690	3,690
	<u>3,690</u>	<u>4,679</u>

No legal costs were occurred in the year (2018: €Nil).

10. Hospitality Costs

	2019 €	2018 €
Staff entertainment	1,827	464
Vouchers (gifts for staff members)	-	900
Vouchers (gifts for tutors/speaker/lecturers)	-	800
	<u>1,827</u>	<u>2,164</u>

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Early Childhood and	Series of Workshops			
P	Infant Teachers Resource Group	Q1	6	1.5
EC and P	<i>The Kevin and Kate Food Adventures Book Series - Teaching and</i>	Q1	11	1.5
EC and P	<i>The Kevin and Kate Food Adventures Book Series - Teaching and</i>	Q1	12	1.5
P	NEPS A Balanced Approach to Literacy Development in the Early	Q1	27	5.5
P	Infant Teachers Resource Group	Q1	7	1
EC and P	Wildlife Detective Training - Workshop 1 of 2	Q1	15	2
EC and P	Wildlife Detective Training - Workshop 2 of 2	Q2	13	2
EC and P	Wildlife Detective - Workshop 1 of 2	Q4	18	2
EC and P	Wildlife Detective - Workshop 2 of 2	Q4	18	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Numeracy	Series of Workshops			
P	School Excellence Award 2018-19: 'Hands on Maths' - Session 3	Q1	19	2
P	Qubizm <i>Izak9 Cluster Group</i>	Q1	5	1
P	School Excellence Award 2018-19: 'Hands on Maths' - Session 4	Q1	25	2
P	School Excellence Award 2018-19: 'Hands on Maths' - Session 5	Q1	27	2
P	Qubizm <i>Izak9 Cubes Demonstration</i>	Q1	23	1
P and PP	Maths Presentation for Primary and Post Primary Teachers: What is <i>Izak9?</i>	Q1	4	2
P	Qubizm <i>Izak9 Cubes Demonstration</i>	Q1	12	1
P	School Excellence Award 2018-19: 'Hands on Maths' - Session 6	Q1	20	2
P	Qubizm <i>Izak9 Cluster Group</i>	Q4	3	1

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Assessment	Series of Workshops			
PP	Cracking the Oral English CBA	Q1	10	2
PP	JCT Subject Learning and Assessment Review (SLAR) Facilitator	Q1	29	2
PP	JCT Subject Learning and Assessment Review (SLAR)	Q4	35	2
PP	JCT Subject Learning and Assessment Review (SLAR)	Q4	16	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
	TeachMeet and Research Conference			
P and PP	TeachMeet Kilkenny	Q1	23	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Wellbeing	Series of Workshops			
PP	Revised HSA Guidelines for Managing Safety, Health and Welfare in Post Primary School Briefing Seminar	Q1	21	2
P	The Psychology of Bouncibility	Q1	181	2
PP	Mental Health Awareness Initiative (MHAI) for Post Primary Schools	Q1	19	2
P	Active School Flag - Nearly There Workshop	Q1	16	2
P	Health Promoting Schools - Whole School Approach to Building Re-	Q1	17	6
P	Health Promoting Schools - Physical Activity: A Whole School Ap-	Q1	24	6
PP	Irish Heart Foundation CPR 4 Post Primary Schools	Q2	23	2
PP	Wellbeing Sharing of Practice for Post Primary Schools	Q2	11	2
PP	HSA Choose Safety Programme Co-Ordinator Training Day	Q3	22	2
P and PP	The Importance of a Positive School Environment for Effectiveness	Q3	20	2
P and PP	Teacher Wellbeing - Workshop 1 of 2	Q3	7	2
P and PP	Epilepsy Awareness Information Session for Teachers and SNAs	Q4	18	1.5
P	Active School Flag - Find Out More	Q4	12	2
P and PP	Teacher Wellbeing - Workshop 2 of 2	Q4	4	2
P	Active School Flag - Getting Started	Q4	19	2
P	HSE Wellbeing through Healthy Eating	Q4	17	6.5
P	Introducing Mindfulness to School Aged Children - Session 1 of 2	Q4	15	2
P	Introducing Mindfulness to School Aged Children - Session 2 of 2	Q4	11	2
PP	Irish Heart Foundation CPR 4 Post Primary Schools	Q4	11	2.5
PP	Using Positive Psychology in Post Primary Schools	Q4	9	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
SSE and SIP	Series of Workshops			
PP	TL21 - Session 4	Q1	22	2
PP	TL21 - Session 5	Q1	23	2
PP	TL21 - Session 6	Q2	33	2
PP	TL21 Programme 2019-2021 Information Session	Q2	11	1
P	First Aid for Primary Schools - Day 1	Q2	7	6
P	First Aid for Primary Schools - Day 2	Q2	6	6
P	First Aid for Primary Schools - Day 3	Q2	7	6
PP	TL21 - Session 1	Q3	39	2
PP	TL21 - Session 2	Q4	25	2
PP	TL21 - Session 3	Q4	27	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Gaeilge	Series of Workshops			
P and PP	GaelSpraoi Cois Feoire - Session 1	Q1	31	2.5
P and PP	GaelSpraoi Cois Feoire - Session 2	Q1	26	2.5
P and PP	GaelSpraoi Cois Feoire - Session 3	Q1	35	2.5
P and PP	GaelSpraoi Cois Feoire - Session 4	Q1	25	2.5

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
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8. Transactions with the Director and Members of the Management Committee

The Director of Kilkenny Education Centre was seconded by the Department of Education and Skills and is not paid by Kilkenny Education Centre.

Members of the Management Committee provide their services, in respect of Management Committee responsibilities and duties, voluntarily and therefore are not paid any salary.

The following is the detail of the expenses received by the Management Committee:

	2019 €	2018 €
Management Committee member expenses	2,634	1,472
Director expenses	5,195	5,067
Total expenses	7,829	6,539

The following additional transactions occurred between the Centre and the Management Committee or Directors during the financial year ended 31 December 2019: Two members of the Management Committee provided tutor services to the Centre during the financial year. They were paid €1,556 (inclusive of related travel, subsistence and related costs). No amounts are outstanding at 31 December 2019.

**KILKENNY EDUCATION CENTRE
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7. Staff Costs

The average number of persons employed by the Centre (excluding the Director, members of the Management Committee and Tutors) during the financial year was as follows:

	2019 Number	2018 Number
Administration	4	4
Housekeeper	4	4
Manager	1	1
	9	9

The aggregate payroll costs incurred during the financial year were:

	2019 €	2018 €
Wages and salaries	235,564	220,100
Social insurance costs	24,431	22,117
	259,995	242,217

The company operates a defined contribution scheme for its employees. The scheme is externally financed in that the assets of the scheme are held separately from those of the company in an independently administered fund.

Pay Range	No. of employees	2019 €	2018 €
0 - 59,999	9	235,564	220,100
60,000 - 69,999	-	-	-
70,000 - 79,999	-	-	-
80,000 - 89,999	-	-	-
90,000 - 99,999	-	-	-
100,000 - 110,000	-	-	-
Total		235,564	220,100

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Leadership Series of Workshops				
PP	CEIST Deputy Principal Network Meeting	Q1	19	2
PP	The Middle Leader - A Key Member of the School Community (Post	Q1	22	2.5
PP	Deputy Principal Support Workshop - Workshop 2	Q1	9	2
PP	Middle Management - Session 1 of 4	Q1	41	3
PP	Middle Management - Session 2 of 4	Q1	41	6.5
PP	The Middle Leader - A Key Member of the School Community (Post	Q1	22	2.5
PP	The Middle Leader - A Key Member of the School Community (Post	Q1	19	2.5
PP	Middle Management - Session 3 of 4	Q1	30	3
PP	Middle Management - Session 4 of 4	Q1	36	6.5
P	Kilkenny IPPN County Network	Q1	9	2
PP	Deputy Principal Support Workshop - Workshop 3	Q2	6	2
P	Principal Meeting	Q2	14	2
PP	Deputy Principal Support Workshop - Workshop 1	Q4	9	2
P	Kilkenny IPPN County Network	Q4	14	2
PP	The Middle Leader - A Key Member of the School Community - Ses-	Q4	25	2.5
P	Kilkenny IPPN County Network	Q4	9	2
PP	The Middle Leader - A Key Member of the School Community - Ses-	Q4	17	2.5
In addition to this programme of Local Courses, Kilkenny Education Centre also supported the following projects which offer a sustained model of support to participating schools and teachers.			12	2.5
P	Kilkenny IPPN County Network	Q4	10	2
ICT Series of Workshops				
PP	research programme. This commenced in September 2019. Participating schools work collaboratively and put in place school structures to progress and evaluate the impact of their school's action research projects, supported by our local co-ordinator Martin Quirke. Partially funded by the TES section of the DES, the project was externally evaluated with a final report issued in June 2019. The recommendations of same inform the direction of the current phase of TL21	Q1	11	2
P	CESI-CS A Community of Practice for Educators Interested in Teach- iPad and Tablet Course for Primary Schools	Q1	20	2
PP	Introduction to the Short Course in Junior Cycle Coding - Workshop	Q2	9	2
PP	The Health and Safety Authority Choose Safety Programme - Workshop	Q2	6	2
A separate Report elsewhere in this Annual Report details the national rollout of Choose Safety across 21 Education Centres. In Kilkenny, our effective Choose Safety Co-ordinator, Frank McKenna, supports local Post Primary schools to implement the Programme in TY, LCA, LCVP and through the practical subjects of the Leaving Certificate Established Programme. Currently, 83% of Post Primary schools in our catchment area use the Programme in at least one of their classes.	websites for Primary Schools	Q2	10	2
P	Google Suite Productivity Apps (Google Drive and Docs)	Q4	12	2.5
P and PP	Creative Thinking in the Classroom: What's the Quack?	Q4	2	2
P and PP	iPads	Q4	11	2
P	iPad and Tablet Course for Primary Schools	Q4	3	2
The Health and Safety Authority Revised HSA Guidelines for Managing Safety, Health and Welfare in Coding, What is it?				
PP	Creative Thinking and Metacognition in the Classroom: Using LEGO® The HSA, Serious Play Materials and Methodology	Q4	16	2

Theme of Local Course	Summary of Course	Delivery Date (Q1, Q2 etc.)	Number of Teachers	Number of Hours
Summer	A Variety of Summer Courses	Q3		
P	Healthy Eating/Healthy Lifestyle Choices	Q3	15	20
P	<i>Aistear - Play, Literacy and Numeracy (Infants)</i>	Q3	17	20
P	Turning Over a New Leaf - Improving Personal and Professional	Q3	25	20
P	Exploring Kilkenny's Nature With Your Class	Q3	19	20
P	Creative Teachers and Classrooms - Unlocking the Potential of Inno-	Q3	13	20
P	Exploring Creative Craft Skills to Enhance the Delivery of Visual Arts	Q3	14	20
P	Evidence Based Approaches to Special Educational Needs: Inclusion	Q3	18	20
P	Fun with Samba Drumming and Other Percussion Instruments	Q3	10	20
P	Enhancing the Delivery of PE and Integration with Other Curriculum	Q3	22	20
P	Teaching Children to Move Well and Move Often	Q3	15	20
P	PDST School Leadership	Q3	5	20
P	Teacher and Artist Partnership as a CPD Model	Q3	17	20
P	Professional Support Team Training	Q3	24	20
P	<i>Aistear - Play, Literacy and Numeracy (Infants)</i>	Q3	12	20
P	Creating and Using Digital Technologies Resources for Literacy and	Q3	17	20
P	Computational Thinking - Coding in Primary School	Q3	7	20
P	Creating and Using Digital Technologies Resources for Literacy and	Q3	11	20
P	Creating and Using Digital Technologies Resources for Literacy and	Q3	23	20
P	Using Tablets and Online Tools for Literacy and Numeracy	Q3	17	20
P	Creating and Using Digital Technologies Resources for Literacy and	Q3	7	20
P	Creating and Using Digital Technologies Resources for Literacy and	Q3	12	20
P	FÍS: Animation Process to Promote Literacy	Q3	7	20

Theme of Local	Summary of Course	Delivery Date (Q1,	Number of Teachers	Number of Hours
Interview Prepara-				
P and PP	Impress and Achieve Interview Success for Primary and Post Primary	Q4	20	2

revised *Guidelines* to assist Post Primary schools to update their health and safety policies and meet their legal obligations and responsibilities in this area. The *Guidelines* provide a step-by-step account of putting together a safety statement for schools. Kilkenny Education Centre managed the rollout of regional briefing sessions for Principals, Deputy Principals, Board of Management members and teachers with responsibility for health and safety in January 2019.

**KILKENNY EDUCATION CENTRE
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5 Other Programme Income

	2019 €	2018 €
Reading Recovery	19,926	19,314
NIPT	13,544	14,968
Programme administration fees	12,662	13,375
Catering costs reimbursed	36,611	32,371
	82,743	80,028

6. Other Income

	2019 €	2018 €
Room rental	112,345	113,575
Administration fee	21,329	25,000
Fees for services	6,725	8,132
Sundry	1,164	177
	141,563	146,884

**KILKENNY EDUCATION CENTRE
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4. Department of Education and Skills Grants (continued)

	2019 €	2019 €	2018 €	2018 €
<u>4d. Minor Works Grant</u>				
Income				
Minor works grant	7,615		15,229	
Total Income	<u>7,615</u>		<u>15,229</u>	
Less: Expenditure:				
Maintenance	7,615		15,229	
	<u>7,615</u>		<u>15,229</u>	
Net Surplus / (Deficit)		-		-

Name of Grantor – Department of Education & Skills, Teacher Education Section

Name of Grant – Minor Works Grant

Purpose of Grant and Restriction of Use – Funding of minor works to include repairs or improvements to Centre buildings and grounds and to purchase fixtures and fittings, IT and office equipment

Accounting for Grant – Term is 12 months from January to December

Deferred Income as at 31 December 2019: Nil

CROSS SECTORAL

Creative Clusters

	TOTAL SCHOOLS	TOTAL TEACHERS
	7	40

The Creative Clusters initiative offers clusters of schools the opportunity to work together to develop creative projects and collaborate on new ideas based on their local experience and unique perspective. In the first phase of Creative Clusters in Kilkenny, St. John's Senior School, St. John's Junior School and Loreto Secondary School, supported by facilitator Shane Egan, worked together using coding to develop innovative projects and support the transition from Primary to Post Primary school. This project involved students learning a variety of different coding methods and working on coding projects to develop their problem-solving and logical-thinking skills. The Cluster entered year two of their project in September 2019. Applications were invited to participate in a second phase of Creative Clusters commencing in September 2019. Scoil Bhríde, Paulstown, Scoil Bhríde, Goresbridge, Scoil Mhuirí, Carrigrohane, St. Patrick's N.S., Bagenalstown and Queen of the Universe N.S., Bagenalstown plan to co-

	TOTAL SCHOOLS	TOTAL STUDENTS
	25	1,118

operate school external environments and sensory play areas to provide for those children who find the bustle of the school yard challenging. They are supported by facilitator Sheila Jordan.

The Breadwinner Cross-Curricular Project

In June 2018, *The Breadwinner* film, produced and directed by Cartoon Saloon, the internationally acclaimed Animation Studio was launched in Kilkenny with an associated exhibition and educational programme hosted in the Education Centre.

	EDUCATION CENTRE	TOTAL SCHOOLS	TOTAL TEACHERS
Irish Animation Studio	Sligo Education Centre	12	16
based on the Oscar-nominated film	Limerick Education Centre	21	32
on 5 th Avenue, New York	Cork Education Support Centre	23	31
with the support of partners	Drumcondra Education Centre	15	17
the project	Dublin West Education Centre	23	29
	Athlone Education Centre	15	15
	Kilkenny Education Centre	11	21

Kilkenny Wildlife Detective

Another local collaboration led to support our early years teachers in exploring the biodiversity of our rich local heritage was the Kilkenny Wildlife Detective initiative. Working in collaboration with the Heritage Officer of Kilkenny County Council and Kilkenny County Childcare Committee, we supported the publication of the *Kilkenny Wildlife Detective* pack for Early Childhood Practitioners, Primary School Teachers, Heritage

in Schools Experts and Parents/Guardians. The pack is a support to encourage children to explore and record Kilkenny's rich biodiversity. Kilkenny Education Centre invited infant teachers to attend a series of workshops and a Summer Course, facilitated by Caitriona McCabe, Biodiversity in Schools, to introduce them to the pack and suggest how it might be used in schools, and to encourage activities at home, in their gardens or on visits to biodiversity sites in Kilkenny. We are grateful to Deborah Ledwith, Heritage Officer for pro... ts from Heritag... tioners and inf... ork and engage... together, a valuable outcome of our close work with the manager and staff of Kilkenny County Childcare Committee.

YEAR	TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
First Phase	3	4	50
Second Phase (SE)	3	4	50
Second Phase (SJ)	5	8	160

Schools Excellence Fund: Leadership Clusters Initiative

Through the Schools Excellence Fund: Leadership Clusters initiative, funded by the Department of Education and Skills, Kilkenny Education Centre supports a cluster of five Post Primary schools, led by co-ordinator Deborah Hogan, and her school Grennan College, Thomastown. Scoil Aireagail, Ballyhale, Coláiste Pobail Osraí, Borris Vocational School and Duiske College, Graiguenamanagh are working together to progress leadership in their schools by progressing the use of a digital platform (Office 365) to enable schools to share practice and resources across a range of areas and subjects. They plan also to support students to use digital technology in their learning and will enable them to create e-portfolios and submit assignments and projects digitally. Local Primary school, St. Mary's N.S., Thomastown, will also engage with the Post Primary schools and organise a peer support project, where Post Primary students will teach Primary students how to use the platform to enhance learning.



attended by over 500 parents, teachers and students.

School Excellence Award: Hands On Maths

This is a regional project, one where we are privileged to partner with the School of Education in Waterford Institute of Technology (WIT) and our colleague Education Centres in Waterford and Wexford to bring a project which encourages a School Self Evaluation approach to look at and evaluate current practice and put in place planned improvements, to our schools. This year, participating schools worked on active learning approaches to teaching Maths. On the 10th anniversary of the project, students attended a special Award

**KILKENNY EDUCATION CENTRE
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4. Department of Education and Skills Grants (continued)

	2019 €	2019 €	2018 €	2018 €
4c. ICT Grant				
Income				
ICT grant	8,000		16,000	
Total Income		8,000		16,000
Less: Expenditure:				
Website and IT costs	8,000		-	
Lecture fees	-		15,529	
Travel and subsistence	-		471	
		8,000		16,000
Net Surplus / (Deficit)				

Name of Grantor – Department of Education & Skills, Teacher Education Section
 Name of Grant – ICT Grant
 Purpose of Grant and Restriction of Use – To fund ICT administrator and related course costs
 Accounting for Grant – Term is 12 months from January to December
 Deferred Income as at 31 December 2019: Nil

**KILKENNY EDUCATION CENTRE
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4. Department of Education and Skills Grants (continued)

	2019 €	2019 €	2018 €	2018 €
4b. Local Course Grant				
Income				
Local course grant	42,448		43,056	
Total Income	<u>42,448</u>		<u>43,056</u>	
Less: Expenditure:				
Lecture fees	14,825		31,383	
Travel and subsistence	2,906		10,320	
Room hire	1,346		603	
Course resources	18,280		750	
Catering supplies and canteen	5,091		-	
		<u>42,448</u>		<u>43,056</u>
Net Surplus / (Deficit)				

Name of Grantor – Department of Education & Skills, Teacher Education Section
 Name of Grant – Local Course Grant
 Purpose of Grant and Restriction of Use – Funding of local course costs
 Accounting for Grant – Term is 12 months from January to December
 Deferred Income as at 31 December 2019: Nil

Ceremony where they enjoyed a STEM workshop with Calmast and saw their teachers receive a Certificate of Excellence from WIT for their work planning and implementing the project in their respective schools.

Concern Primary School Debating Competition

With support from *Concern*, both in the provision of seminars for teachers and adjudicators, access to support and training materials on their website and financial support, we offered our Primary School Debating Competition in 2019. Co-Ordinators Kathleen Maher and Eilis Costelloe manage the rollout of this Competition locally for us. The Competition develops oral language, communication and research skills, as well as developing awareness of development education and justice issues in our world among students in senior Primary classes. All participating schools express great satisfaction with the Competition outcomes for their students. The high standards make the adjudicators role a challenging one. Congratulations to St. Brendan's N.S., Muckalee who won the Competition Final on Monday 8th April 2019.

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
16	25	497



participating schools in rigorously implementing Accelerated Reader and support schools with considerable set-up investment. Findings from the NEPS Kilkenny *Effective Interventions for Struggling Readers* Project show evidence of positive impact on the ground with the schools that are using it, particularly in the area of reading comprehension.

Teacher-Artist Partnership

In Summer 2019, tutors Jill Mulligan and Niamh Conroy ran a Summer Course for teacher and artist participants to prepare both to work in partnership to deliver quality arts experiences to students in Primary schools. Artists are funded to work with some of the participating teachers in their classrooms in the school year following the Summer Course. Teachers in Carlow, Tipperary and Kilkenny worked with musicians, visual artists and writers. This project is jointly funded by the DES and Department of Arts, Heritage and the Gaeltacht, and is supported by the Kilkenny Arts Officer, Mary Butler.

TOTAL SCHOOLS	TOTAL TEACHERS
11	38

CRAFTed: Learning Skills for Life Programme

In collaboration with the Design and Crafts Council Ireland (DCCI), the *CRAFTed* programme, which supports the delivery of the visual arts curriculum, was offered to five schools in 2019. *CRAFTed* works with teachers, craftspeople and students. We had more applications than we could accommodate on this popular and well organised project. Kilkenny Education Centre ESCI (formerly ATECI) on the National Steering Committee for this project and acts as the link Centre to enable the rollout of

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
28	33	198



Something Fishy

Something Fishy is an educational programme aimed at Primary schools students aged between 10–13 years. It informs and educates them on fish, water, angling and the environment. The Centre’s Something Fishy Co-ordinator, Pdraig O’ Neill, supported schools to complete cross-curricular projects, including class and site visits with an Inland Fisheries Ireland representative. Schools are encouraged to create a project and submit it to Blackrock Education Centre for their annual Competition.

2, 3, 4, 5 and 6 Teacher Primary Schools Science Project

This project is run in partnership with the Irish American Partnership (IAP) and the Irish American Electronics and coding project using Crumble Technology, which will support the participating schools to integrate computational thinking and problem solving into their work in science and to explore the possibilities of using physical tools, like Crumble, to promote children’s understanding of both coding skills and science concepts and skills. Sincere gratitude to facilitator Michelle Maher, for her innovative planning for the work of this project.

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
17	61	1,373

Izak9 Community of Practice Cluster Group

Tom Percy facilitates meetings of the *Izak9* Community of Practice Cluster Group, who come together three times a year to share practice on using *Izak9* to promote discussion, the development of skills and problem-solving in a hands-on, collaborative and fun way among students in senior Primary classes.

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
6	8	202

The Health and Safety Authority Keep Safe Programme

Mary Clarke in Kilkenny Education Centre oversees the promotion and organisation of *Keep Safe* events nationally as part of her project work with the HSA. This event involves 100 students from local schools (5th and 6th Class), who, accompanied by their teachers, engage with 10 interactive safety related scenarios conducted by participating agencies.

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

4. Department of Education and Skills Grants

	2019 €	2019 €	2018 €	2018 €
4a. Core Grant				
Income				
Core grant	152,292		152,292	
Total Income		152,292		152,292
Less: Expenditure:				
Wages	108,954		152,292	
Staff training and recruitment	2,793		-	
Committee members’ expenses	1,921		-	
Directors’ expenses	3,194		-	
Travelling and subsistence	296		-	
Telephone and internet costs	2,349		-	
Stationery, printing and postage	7,117		-	
Memberships and subscriptions	1,750		-	
Consultancy costs	1,508		-	
Light, heat and water	7,601		-	
Insurance	2,844		-	
Security	2,019		-	
Cleaning, caretaking and equipment maintenance	4,846		-	
Venue costs	314		-	
Bank charges	454		-	
Website and IT costs	4,332		-	
		152,292		152,292
Net Surplus / (Deficit)				

Name of Grantor – Department of Education & Skills, Teacher Education Section
 Name of Grant – Core Grant
 Purpose of Grant and Restriction of Use – Normal day to day running costs of the Centre
 Accounting for Grant – Term is 12 months from January to December
 Deferred Income as at 31 December 2019: Nil

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

3. Judgements in Applying Accounting Policies and Key Sources of Estimation Uncertainty

The Management Committee considers the accounting estimates and assumptions below to be its critical accounting estimates and judgements:

Impairment of Debtors

The Centre trades with some customers on credit terms. Some debts due will not be paid through the default of a small number of customers. The Management Committee uses estimates based on historical experience and current information in determining the level of debts for which an impairment charge is required. The level of impairment required is reviewed on an ongoing basis. The total amount of trade debtors at the financial year end is €41,489 (2018: €56,307).

Useful Lives of Tangible Fixed Assets

Long-lived assets comprising primarily of building and improvements, fixtures and fittings, office equipment and computer equipment represent a significant portion of total assets. The annual depreciation charge depends primarily on the estimated lives of each type of asset and, in certain circumstances, estimates of residual values. The Management Committee regularly reviews these useful lives and changes them if necessary, to reflect current conditions. In determining these useful lives, the Management Committee considers technological change, patterns of consumption, physical condition and expected economic utilisation of the assets. Changes in the useful lives can have a significant impact on the depreciation charge for the financial year. The net book value of tangible fixed assets subject to depreciation at the financial year end date was €771,510 (2018: €811,492).

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
5	5	126

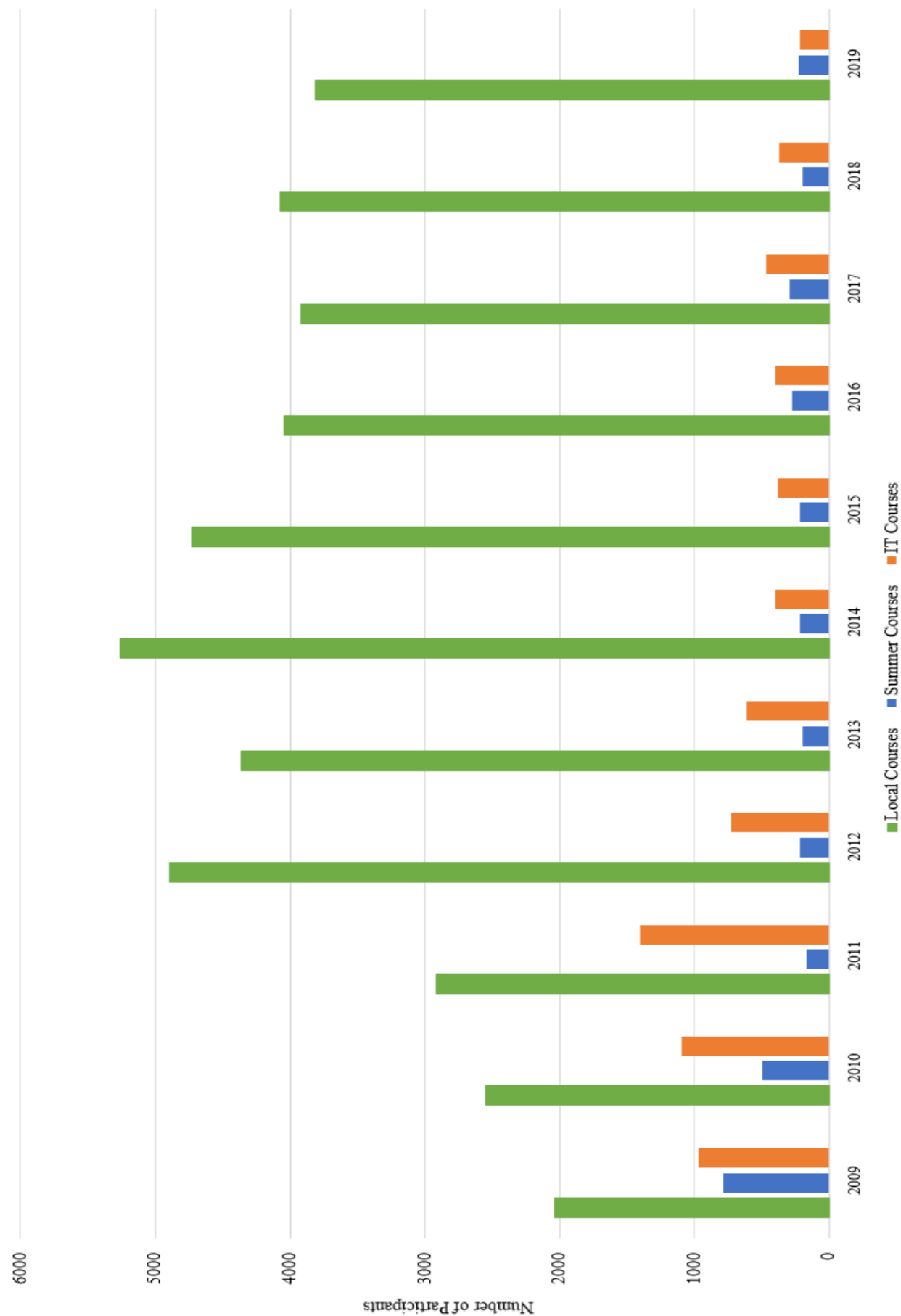
TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
6	11	162

TOTAL SCHOOLS	TOTAL TEACHERS
7	7

TOTAL SCHOOLS	TOTAL TEACHERS	TOTAL STUDENTS
24	55	600



OVERVIEW OF KILKENNY EDUCATION CENTRE ACTIVITIES 2019



KILKENNY EDUCATION CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

2.11 Foreign Currency Translation (continued)

Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the Statement of Income and Expenditure.

2.12 Interest Income

Interest income is recognised in the Statement of Income and Expenditure using the effective interest method.

2.13 Contingencies

Contingent liabilities, arising as a result of past events, are not recognised as a liability because it is not probable that the Centre will be required to transfer economic benefits in settlement of the obligation or the amount cannot be reliably measured at the end of the financial year end. Possible but uncertain obligations are not recognised as liabilities but are contingent liabilities.

Contingent liabilities are disclosed in the financial statements unless the probability of an outflow of resources is remote. Contingent assets are not recognised. Contingent assets are disclosed in the financial statements when an inflow of economic benefits is probable.

2.14 Borrowing Costs

All borrowing costs are recognised in the Statement of Income and Expenditure in the year in which they are incurred.

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

2. Accounting policies (continued)

2.9 Financial Instruments

The Centre only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to or from related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of Income and Expenditure.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the Centre would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the Statement of Financial Position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

2.10 Creditors

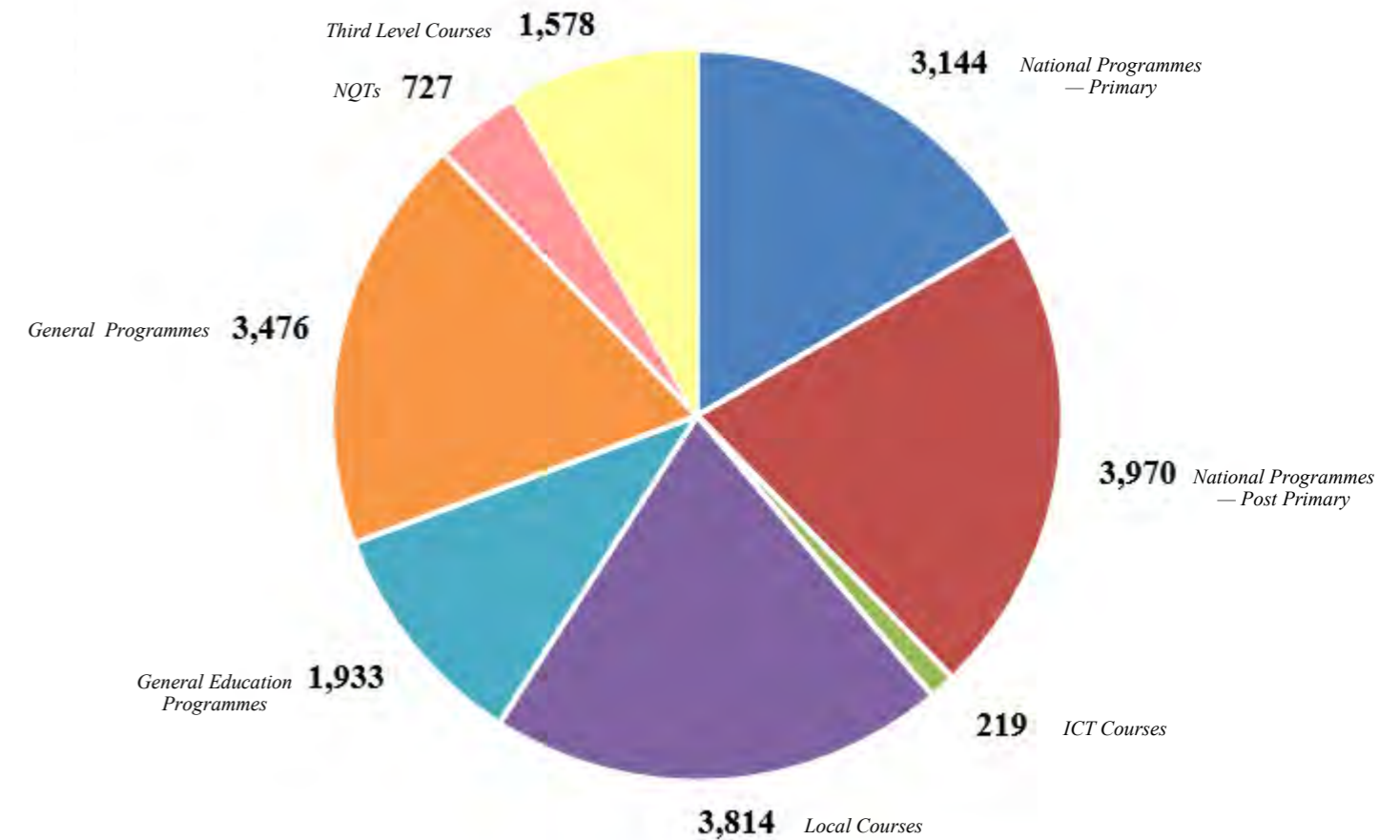
Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2.11 Foreign Currency Translation

Transactions and balances

Foreign currency transactions are translated into the functional currency using the spot exchange rates at the dates of the transactions.

At each period end foreign currency monetary items are translated using the closing rate. Non-monetary items measured at historical cost are translated using the exchange rate at the date of the transaction and non-monetary items measured at fair value are measured using the exchange rate when fair value was determined.



COURSES/PROGRAMMES AT KILKENNY EDUCATION CENTRE	NUMBER OF TEACHERS
National Programmes — Primary	3,144
National Programmes — Post Primary	3,970
ICT Courses	219
Local Courses	3,814
General Educational Programmes	1,933
General Programmes	3,476
Newly Qualified Teachers	727
Third Level Courses	1,578
TOTAL	18,861

MANAGEMENT COMMITTEE'S REPORT AND CONSOLIDATED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDING 31.12.19

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

KILKENNY EDUCATION CENTRE

MANAGEMENT COMMITTEE'S REPORT AND FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

2. Accounting policies (continued)

2.5 Tangible Fixed Assets (continued)

Depreciation is provided on the following basis:

Fixtures and fittings	-	15%
Office equipment	-	15%
Computer equipment	-	15%
Buildings and Improvements		2.5%

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of Income and Expenditure

2.6 Stocks

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis.

At each reporting date, stocks are assessed for impairment. If stock is impaired, the carrying amount is reduced to its selling price less costs to complete and sell. The impairment loss is recognised immediately in income or expenditure.

2.7 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.8 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**KILKENNY EDUCATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

2. Accounting Policies (continued)

2.3 Income (continued)

Sale of goods

Revenue from the sale of goods is recognised when all of the following conditions are satisfied:

- The Centre has transferred the significant risks and rewards of ownership to the buyer;
- The Centre retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- The amount of income can be measured reliably;
- It is probable that the Centre will receive the consideration due under the transaction; and
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of services

Income from contracts to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- The amount of income can be measured reliably;
- It is probable that the Centre will receive the consideration due under the contract;
- The stage of completion of the contract at the end of the reporting period can be measured reliably; and
- The costs incurred or the costs to complete the contract can be measured reliably.

2.4 Government and Similar Grants

The Centre recognises government grants in line with the accruals model under FRS 102.

- (i) Grants for capital expenditure are credited to deferred income as they become receivable. They are amortised to the income and expenditure account on the same basis as the related assets are depreciated.
- (ii) Grants in respect of non-capital expenditure are recognised in the income and expenditure account at the same time as the related expenditure for which the grant is intended to compensate is incurred.
- (iii) Multi-Annual contract grants are recognised as deferred income or immediately as income in the income and expenditure account, by reference to the underlying activity for which the grant is intended to compensate.

2.5 Tangible Fixed Assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

CENTRE INFORMATION

Management Committee

The Management Committee consists of a Chairperson, Deputy Chairperson, Treasurer, the Centre's Director and 9 members.

The table below details the appointment period for the current members:

Name	Role	Date of Appointment
Eithne McKenna	Chairperson	02/05/2019
Carmel Smyth	Vice Chairperson	02/05/2019
Tom Percy	Treasurer	02/05/2019
John O' Sullivan	Centre Director	23/9/2019
Annemarie Bergin	Member	02/05/2019
Paul Behan	Member	02/05/2019
Tony Knox	Member	02/05/2019
Margaret Walsh	Member	02/05/2019
Martha Woodcock	Member	02/05/2019
Gemma Ní Bhroin	Member	02/05/2019
Deborah Hogan	Member	Resigned 31/08/2019
Liselott Olofsson	Member	02/05/2019
Madailín Mhic Lochlainn	Member	02/05/2019

Director	John O' Sullivan from 23 September 2019
Previous Director	Margaret Maxwell up to 31 August 2019
Business Address	Seville Lodge Callan Road Kilkenny
Auditor	Crowleys DFK Unlimited Company 5 Lapps Quay Cork
Bankers	Ulster Bank High Street Kilkenny

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Statement of Income and Expenditure	12-13
Statement of Financial Position	14
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KILKENNY EDUCATION CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

1. General Information

These financial statements comprising the Statement of Income and Expenditure, the Statement of Financial Position, the Statement of Cash Flows and the related notes constitute the financial statements of Kilkenny Education Centre for the financial year ended 31 December 2019.

The nature of Kilkenny Education Centre's operations and its principal activities are set out in the Management Committee's Report and its books and records are maintained at the Centre's business address.

The financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements have been presented in the Euro currency which is also the currency of the Centre.

2. Accounting Policies

2.1 Basis of Preparation of the Financial Statements

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention modified to include certain items at fair value. The financial reporting framework that has been applied in their preparation is the Administrative and Financial Guidelines for Education Centres issued by the Department of Education and Skills and FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the Centre's accounting policies (see note 3).

The following principal accounting policies have been applied:

2.2 Going Concern

The considered view of the Management Committee is that there is a reasonable expectation that the Centre will have adequate resources to continue operations for the foreseeable future and that there is no material uncertainty regarding the Centre's ability to meet its liabilities as they fall due. On this basis the Management Committee considers it appropriate to prepare the financial statements on a going concern basis.

2.3 Income

Income is recognised to the extent that it is probable that the economic benefits will flow to the Centre and the income can be reliably measured. Income is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

**KILKENNY EDUCATION CENTRE
STATEMENT OF CASH FLOWS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

**KILKENNY EDUCATION CENTRE
MANAGEMENT COMMITTEE'S REPORT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

	Note	2019 €	2018 €
(Deficit) / Surplus for the financial year		(8,257)	38,950
<i>Adjustments for:</i>			
Depreciation for year	11	41,825	45,361
Loss on disposal		1,473	-
<i>Changes in:</i>			
Decrease/(Increase) in Stock	12	-	(5,904)
Decrease/(Increase) in Debtors and prepayments	13	38,651	10,156
Increase/(Decrease) in Creditors and accrued income	15	1,557	(25,044)
Cash generated from operating activities		75,249	63,519
Cash generated from investing activities			
Purchase of tangible assets	11	(3,316)	(57,626)
Net cash used in investing activities		(3,316)	(57,626)
Net increase/(decrease) in cash and cash equivalents		71,933	5,893
Cash and cash equivalents at beginning of financial year	14	214,567	208,674
Cash and cash equivalents at the end of the financial year	14	286,500	214,567
Cash and cash equivalents at the end of the financial year comprise:			
Cash at bank and in hand		286,500	214,567
		286,500	214,567

The Management Committee present its annual report and the audited financial statements for the year ended 31 December 2019.

Principal activities

Kilkenny Education Centre organises and delivers national programmes for teacher professional and personal development on behalf of the Department of Education and Skills. It provides services for schools, teachers and other relevant persons which support them in carrying out their functions in respect of the provision of education which is recognised for that purpose by the Minister. Continuing Professional Learning Experiences continuing professional opportunities and support for teachers and the wider education community. It does this by meeting locally researched and identified teacher and community needs an also through involvement in national in-service programmes.

We act as a strategic resource within education, in a range of national and other projects, programmes and initiatives as may be decided by the Minister.

We act as a resource, venue and meeting Centre for the local education community

We actively promote role of the Education Centre with regard to all of its major functions.

We help to develop expertise in key areas as agreed in consultation and partnership with the Department and to share such throughout the Education Centre network and the education system in general.

We co-operate and engage with other Education Support Centres so as to ensure that an effective network of Centres is established and to facilitate the sharing best practices.

Results

The Education Centre has had an extremely busy year with National Programmes, Local and Commercial Courses. The above business generated an overall deficit as can be seen from the Financial Report.

We retain a healthy annual income from rent and external room hire which is reinvested into services and projects for schools and teachers. In 2019 there was a slight overall decrease in footfall in the Centre.

**KILKENNY EDUCATION CENTRE
MANAGEMENT COMMITTEE'S REPORT (CONTINUED)
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

Management Committee/Director

The Director is responsible for the day to day management of the Education Centre activities as delegated by the Management Committee. The Management Committee and Director are governed by an organisation structure designed to suit the needs of the organisation in areas including, CPD delivery, Finance, Audit, Property, Human Resources, and IT. The Director is also responsible for co-ordinating the activities from a reporting and governance perspective in the Centre.

Audit and Risk Committee

The Audit and Risk Committee consists of five Members of the Management Committee, one of whom is the Chairperson, one the Treasurer and one of whom is the Director. The Committee met eight times in 2019; on 13 January, 10 February, 25 March, 29 April, 27 May, 9 July, 18 November and 16 December.

The Audit and Risk Committee receives regular updates on the Centre's financial position from the Accountant, Liz Hurley. The Audit and Risk Committee is fully aware of the nature and scope of the external audit and the findings and results of same.

The Audit and Risk Committee also keeps under review the control, procedures and policies relating to compliance, and fraud.

The Audit and Risk Committee reviews the system of internal controls and makes recommendations in relation to the control activities in accordance with the Code of Practice for the Governance of State Bodies 2016.

Statement on Internal Controls

The Management Committee acknowledges its responsibility for ensuring that an effective system of internal control is maintained and operated. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies 2016.

This statement has been reviewed by the Audit and Risk Committee and the Board to ensure it accurately reflects the control system in operation during the reporting period. This statement has also been reviewed by the external auditors to ensure that it is consistent with the information of which they are aware from their audit of the financial statements.

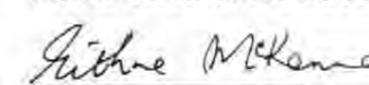
Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a tolerable level rather than to eliminate it. The system can therefore only provide reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded and that material errors or irregularities are either prevented or detected in a timely way.

**KILKENNY EDUCATION CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2019**

	Note	2019 €	2019 €	2018 €	2018 €
Non-current assets					
Tangible assets	11		771,510		811,492
			<u>771,510</u>		<u>811,492</u>
Current assets					
Stocks	12	13,961		13,961	
Debtors: amounts falling due within one year	13	41,489		80,140	
Cash at bank and at hand	14	286,500		214,567	
			<u>341,950</u>	<u>308,668</u>	
Creditors: amounts falling due within one year	15	<u>(165,726)</u>		<u>(164,169)</u>	
Net current assets			<u>176,224</u>		144,499
Total assets less current liabilities			<u>947,734</u>		<u>955,991</u>
Net assets					
			<u>947,734</u>		<u>955,991</u>
Reserves					
Income and expenditure account	16		<u>947,734</u>		<u>955,991</u>

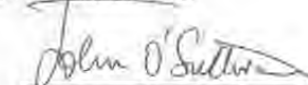
The financial statements were approved and authorised for issue by the Management Committee:



Eithne McKenna
Management Committee
Date: 3 September 2020



Tom Percy
Management Committee
Date: 3 September 2020



John O' Sullivan
Director
Date: 3 September 2020

The notes on pages 16 to 35 form an integral part of these financial statements.

**KILKENNY EDUCATION CENTRE
STATEMENT OF INCOME AND EXPENDITURE (CONTINUED)
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

**KILKENNY EDUCATION CENTRE
MANAGEMENT COMMITTEE'S REPORT (CONTINUED)
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

	Note	2019 €	2018 €
Expenditure			
Staff costs	7	242,119	215,141
Staff training and recruitment		2,986	6,117
External training course providers		56,675	46,912
Management Committee member expenses	8	2,634	1,472
Director expenses	8	5,195	5,067
Travelling and subsistence		27,983	43,717
Telephone and internet costs		3,823	3,200
Website and IT		12,603	11,891
Stationery, printing and postage		51,941	61,916
Memberships and subscriptions		1,750	1,750
Light, heat and water		17,403	14,004
Venue costs		45,277	33,253
Insurance		4,627	5,863
Security		3,285	1,922
Cleaning/caretaking/equipment maintenance		6,821	1,975
Maintenance of premises and grounds		24,833	20,792
Minor fixtures & fittings		1,063	-
Catering supplies and canteen		89,967	75,577
Legal, audit and professional fees		5,198	9,263
Bank charges		739	881
Depreciation	11	41,825	45,361
Loss on disposal of fixed assets		1,472	-
Advertising and marketing		-	2,062
Office supplies		2,814	2,824
Bad debts		-	3,202
Total Expenditure		653,033	613,862
Net (Deficit) / Surplus		(8,257)	38,950

There were no other recognised gains and losses for year ended 31 December 2019 or 31 December 2018 other than those included in the Income and Expenditure account.

The notes on pages 16 to 35 form an integral part of these financial statements.

Capacity to Handle Risk

The Audit and Risk Committee met 8 times in 2019. Kilkenny Education Centre has developed Internal Controls in relation to financial and other processes. These are set out in the Internal Controls Policy. The Management Committee has responsibility for and approves the Internal Controls Framework, tailored to address their specific strategic objectives, and to manage their specific risk exposures efficiently and effectively, within the context of the policy. The policy is to ensure that appropriate procedures are in place within the Education Centre to identify, assess and manage the key risks facing all areas of the business. The key risks are those that can damage its reputation, operational and or financial capability, cause hazards, or prevent it from achieving its objectives in a risk adverse manner.

Risk Monitoring and Review

Formal procedures have been established for monitoring control processes and control deficiencies are communicated to those responsible for taking corrective action and to the Director and the Management Committee, where relevant, in a timely way. The Education Centre confirms that the following ongoing monitoring systems are in place:

- Key risks and related controls have been identified and processes have been put in place to monitor the operation of those key controls and report any identified deficiencies;
- Reporting arrangements have been established at all levels where responsibility for financial management has been assigned; and
- There are regular reviews by the Management Committee of periodic and annual performance and financial reports which indicate performance against budgets/forecasts.

Procurement

The Management Committee makes every effort to comply with current procurement rules and guidelines.

Internal Control Issues

No material weaknesses in internal control, material losses or frauds were identified in relation to 2019 that require disclosure in the financial statements. While no weaknesses in internal controls that represent a material impact on the financial statements for 2019 or subsequent years were identified in the current year the Management Committee and the Director remain vigilant against control weaknesses and welcome feedback through external audit and other areas of ongoing monitoring and review of recommendations and suggestions to enhance the system of control within the Education Centre. The Education Centre follows up on all such reports and implements actions to the recommendations in a prompt manner.

**KILKENNY EDUCATION CENTRE
MANAGEMENT COMMITTEE'S REPORT (CONTINUED)
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

Principal risks and uncertainties

- Uncertainty relating to funding drawdown e.g. reporting linked to drawdown of funds leads to an inability to plan strategically for the investment of funding into Centre infrastructure and services to schools.
- Director's Tenure: Short tenure term presents risks in area of succession, recruitment and development, financial governance and managing public funds, creates uncertainty for Centre staff and mitigates against consistency and continuity.

Future Developments

- Further expansion of the infrastructure and our services to schools through our Local Course Programme as per Budget and Service Plan 2020 and subsequent years.
- Development of the Centre Parking Facilities.
- Improvement of the road access to the building in collaboration with our Campus partners.
- Expansion of sound proofing to another area of the building

Post Balance Sheet Events

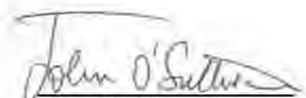
Subsequent to the financial year end, the Covid-19 virus spread worldwide. In common with many other countries, the Irish government issued guidance and restrictions on the movement of people designed to slow the spread of this virus. In early March 2020, many businesses closed voluntarily and throughout the month more restrictions were placed on people and businesses. On 28 March, all "non-essential" businesses were ordered to close temporarily. As a result the Centre also closed, Centre employees are working remotely where possible, all PDST Spring Courses have been cancelled, other courses have been cancelled or postponed and the level of income (if any) the Centre will be able to generate from external groups in the coming months is unknown.

At the time of approving the financial statements, there is uncertainty regarding how the Centre may be impacted financially by these events since the financial year end. Consequently, the Management Committee is unable to estimate the financial effects Covid-19 may have on the Centre.

Approved by the Management Committee and signed on its behalf by:


Eithne McKenna
Management Committee
Date: 3 September 2020


Tom Percy
Management Committee
Date: 3 September 2020


John O' Sullivan
Director
Date: 3 September 2020

**KILKENNY EDUCATION CENTRE
STATEMENT OF INCOME AND EXPENDITURE
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

	Note	2019 €	2018 €
Income			
Source:			
Department of Education and Skills – Full Time Centre			
Core grant	4a	152,292	152,292
Local course grant	4b	42,448	43,056
ICT grant	4c	8,000	16,000
Minor works grant	4d	7,615	15,229
Programme Income			
Professional Development Services for Teachers (PDST)		57,690	47,419
Local courses		36,528	40,097
Post Primary Professional Development (PPPD)		58,305	59,645
Information Technology (NCTE)		46,199	43,310
SESS Seminar Costs		11,393	8,852
Other Programme Income	5	82,743	80,028
Other Income	6	141,563	146,884
Total Income		644,776	652,812



**INDEPENDENT AUDITORS' REPORT TO THE DEPARTMENT OF EDUCATION AND SKILLS AND THE
MANAGEMENT COMMITTEE OF KILKENNY EDUCATION CENTRE
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019 (CONTINUED)**

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organisation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management Committee.
- Conclude on the appropriateness of the Management Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including any disclosures, and whether the financial statements represent the underlying transactions and events of the Centre for the year then ended.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the Department of Education and Skills and to the Management Committee of Kilkenny Education Centre. Our audit work has been undertaken so that we might state to them those matters we are required to state in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Department of Education and Skills and the Management Committee of Kilkenny Education Centre, for our audit work, for this report, or for the opinions we have formed.

Crowleys DFK Unlimited Company
Chartered Accountants and
Statutory Audit Firm
5 Lapps Quay
Cork
Date: 11 September 2020

**KILKENNY EDUCATION CENTRE
MANAGEMENT COMMITTEE'S RESPONSIBILITIES STATEMENT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019**

The Management Committee is responsible for preparing the Management Committee's report and the financial statements in accordance with Irish law and regulations.

The Management Committee is required to prepare the financial statements for each financial year. The Management Committee has elected to prepare the financial statements in accordance with Generally Accepted Accounting Practice in Ireland, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" which is issued by the Financial Reporting Council ("relevant financial reporting framework").

The Management Committee must not approve the financial statements unless it is satisfied that they give a true and fair view of the assets, liabilities and financial position of the Centre as at the financial year end date and of the surplus or deficit of the Centre for that financial year.

In preparing these financial statements, the Management Committee is required to:

- Select suitable accounting policies for the Centre's financial statements and then apply them consistently;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Centre will continue in business.

The Management Committee is responsible for ensuring that the Centre keeps or causes be kept adequate accounting records which correctly explain and record the transactions of the Centre, enable at any time the assets, liabilities, financial position and surplus or deficit of the Centre to be determined with reasonable accuracy, enable it to ensure that the financial statements comply with FRS 102 and enable the financial statements to be readily and properly audited. The Management Committee is also responsible for safeguarding the assets of the Centre and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Management Committee and signed on its behalf by:

Eithne McKenna
Management Committee

Tom Percy
Management Committee

John O'Sullivan
Director

INDEPENDENT AUDITORS' REPORT TO THE DEPARTMENT OF EDUCATION AND SKILLS AND THE
MANAGEMENT COMMITTEE OF KILKENNY EDUCATION CENTRE
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019

Report on the audit of the financial statements

Opinion

We have audited the financial statements of Kilkenny Education Centre, which incorporates the activities of Tipperary Education Centre, for the year ended 31 December 2019. These financial statements comprise the statement of income and expenditure, the statement of financial position, the statement of cash flows and the notes to the financial statements including the summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is the *Administrative and Financial Guidelines for Education Centres issued by the Department of Education and Skills* and *FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'*.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the Centre as at 31 December 2019 and of its results for the year then ended; and
- have been properly prepared in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Centre in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard for Auditors (Ireland) issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. This includes us taking advantage of the exemptions provided by IAASA's Ethical Standard: Section 6 Provisions Available for Audits of Small Entities in the circumstances set out in note 23 to the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the Management Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Management Committee have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Centre's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.


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Vincent Too (Director) Slághan O'Leary (Director) Harry O'Sullivan (Director) David Coombes (Director) Siobhán Grant (Director)

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Chartered Accountants Ireland is the operating name of ICAI.



INDEPENDENT AUDITORS' REPORT TO THE DEPARTMENT OF EDUCATION AND SKILLS AND THE
MANAGEMENT COMMITTEE OF KILKENNY EDUCATION CENTRE
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019 (CONTINUED)

Other information

The Management Committee is responsible for the other information. The other information comprises the Management Committee's report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained during the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Administrative and Financial Guidelines for Education Centres issued by the Department of Education and Skills

Based solely on the work undertaken in the course of the audit, we report that:

- we have obtained all the information and explanations which we consider necessary for the purposes of our audit.
- in our opinion the accounting records of the Centre were sufficient to permit the financial statements to be readily and properly audited.
- the financial statements are in agreement with the accounting records.

Respective responsibilities

Responsibilities of Management Committee for the financial statements

As explained more fully in the Management Committee's Responsibilities Statement, the Management Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Management Committee is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Management Committee either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists.