

DRUMCONDRA EDUCATION CENTRE

DRUMCONDRA

DUBLIN 9



**DRUMCONDRA
EDUCATION CENTRE**

ANNUAL REPORT 2012

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MANAGEMENT COMMITTEE AND STAFF

Management Committee

Cora O'Farrell	<i>Chairperson</i>	St. Patrick's College of Education, Dublin 9.
Tim Hurley	<i>Deputy Chairperson</i>	Retired Secondary School Principal
Mary Friel	<i>Treasurer</i>	Margaret Aylward College, Dublin 9.
Brendan Culligan	<i>Assistant Treasurer</i>	Marino Institute of Education Dublin 3.
Gerry Clerkin		St Patrick's Senior BNS. Drumcondra, Dublin 9
Fiona Gallagher		Trinity Comprehensive School, Dublin 11.
Marian Hackett		Holy Spirit GNS, Dublin 11 (Retired June 2011)
Ann O'Reilly		Whitehall College of Further Education, Dublin 9.
Joe Whoriskey		Retired Secondary School teacher
Marian Farrelly		St. Joseph's GNS, Dublin 11.
Jerry Pierce		Central Remedial Clinic, Dublin 3.
Eithne Deeney		ACCS
Tony Healy		CPSMA
Mary King		National Parents' Council
Cathal O'Connell		Holy Spirit BNS, Dublin 11
Karol Sadleir		Donahies Community School

Centre Director

Dr. Eileen O'Connor

Administration Staff

Dee Coogan	<i>Centre Administrator</i>
Rosemary Cadwell	<i>Centre Operations Coordinator</i>
Gráinne Haughney	<i>Project Maths administrator</i>
Rachel Dunne	<i>Project Maths (Part-time)</i>
Aoife Lewis	<i>CRE Administrator, Summer Course Administrator, ESAI</i>
Valerie Norris	<i>ICT, PDST Literacy (Part-time)</i>
Bridget Quigley	<i>Receptionist, Course & Room Bookings</i>
Piotr Malinowski	<i>Clerical Assistant/Facilities</i>
Jacqueline Daly	<i>PDST Numeracy administrator (job sharing)</i>

Jackie Delaney *PDST Numeracy administrator (job sharing)*

Bernie Howard *CPG, RSE (Part-time)*

National Programme Coordinators

Dr. Anne Brosnan *National Coordinator Project Maths*

Frances Shearer *National Coordinator Relationships & Sexuality Education & Child Protection (SPHE)*

Young Ballymun

Martina Gannon *Write Minded Literacy Coordinator*

Lana McCarthy *Family and Community Literacy Coordinator*

Breege Breheny *Incredible Years Coordinator*

Accounts

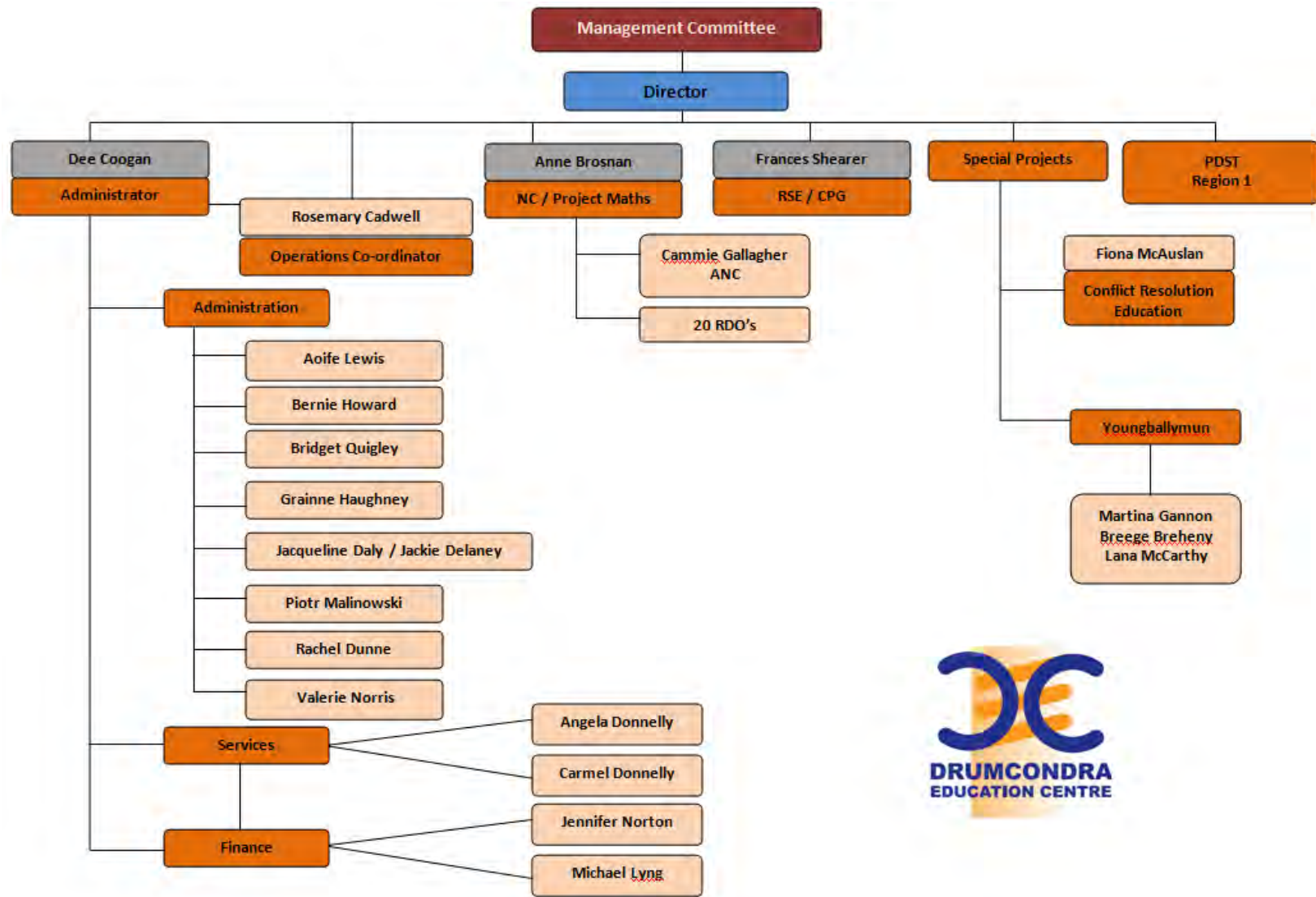
Jennifer Norton *Book-Keeper*

Michael Lyng *Accountant*

Housekeeping

Angela Donnelly *Senior Housekeeper*

Carmel Donnelly *Assistant Housekeeper*



CHAIRPERSON'S ADDRESS 2012

The only way around is through.

Robert Frost

Welcome to all of you gathered here this evening for the annual general meeting of Drumcondra Education Centre (DEC). It gives me great pleasure to address the meeting on behalf of the Management Committee.

It has been yet another hectic and productive year for the Centre with the combination of existing services and events merging together with newer ones, in an almost seamless fashion. The Director's report describes these activities in a comprehensive way so I won't go into details of individual programmes, events or services here. The Centre's reputation for being a welcoming and efficient Centre is firmly established. It is hard earned and well deserved. Its reputation as a centre of innovation continues to grow too. Programmes and initiatives spawned in Drumcondra have been rolled out in other Education Centres throughout the country (e.g. the mediation skills programme developed by CRE - Conflict Resolution in Education). DEC is truly a thriving Education Centre and one cannot but be duly proud of all that we provide and facilitate here. Thank you to all who contribute to these programmes and initiatives. Thank you to the school communities and teachers who avail of our services and we look forward to continuing to endeavour to meet the needs of all our users.

Last year, in my capacity as chairperson, I reported that a review of Centre management, administrative and operational structures and processes had been completed and that the Report emanating from that review (conducted by Ms Patricia Conroy of 'Results Through People') had just been received. Since then, significant progress, based on recommendations of the Report, has been achieved. New staffing structures have been put in place and the appointment of a Centre Operations Coordinator has occurred. All staff contracts and relevant policies have been reviewed and updated. In addition, some office refurbishments has occurred.

The quote from Robert Frost above captures the essence of what this year has been about in many ways. Challenges have been faced head-on and rather than avoiding the "stuff of hard things", we have confronted them in a manner of true professionalism. This has been achieved because of the wonderful staff and Management Committee of DEC. The person at the helm of operations is Dr Eileen O'Connor. Eileen continues to provide great leadership in her role as Director of DEC. Her vision, educational expertise and business acumen are exemplary. Her commitment and dedication to the Centre is outstanding. She is currently Chair of ATECI and we are very proud of this achievement. We are also proud of the esteem with which our Director is held not just in national circles but also internationally.

The staff of Drumcondra Education Centre is a cohesive, energetic, friendly and professional team who provide an excellent quality of service. Their hard work and commitment is acknowledged by all who enter the Centre and avail of its services. To Dee Coogan, Centre Administrator, Rosemary Cadwell, Centre Operations Coordinator, Jennifer Norton, Centre Bookkeeper, Jackie Daly, Jackie Delaney, Angela Donnelly, Carmel Donnelly, Rachel Dunne, Grainne Haughney, Bernie Howard, Aoife Lewis, Piotr Malinowski, Valerie Norris, and Bridget Quigley - thank you for all that you give to the Centre and for the generous manner with which you do your work. Thanks also to other support staff and companies who support the work of the Centre.

Final thanks goes to the members of Management Committee who work in a voluntary capacity to oversee the running of the Centre. They give of their time and expertise in a willing way and we are indebted to them all. The working structure of subcommittees of Management Committee has ensured that necessary groundwork in relation to various matters has occurred before Management Committee meetings and this has greatly assisted in informed decision making and the overall smooth running of Management Committee meetings-

The Financial and Legal Subcommittee comprising of Tim Hurley (Deputy Chairperson), Mary Friel (Treasurer) and Brendan Culligan (Assistant Treasurer) and myself, continues to monitor and manage the Centre's finances. Thank you to its members for their commitment to ensuring that our fiduciary responsibilities are carried out in a transparent way.

A staffing sub-committee was set up this year and its role in implementing the recommendations of the Centre Review Report was invaluable. We are hugely indebted to Tony Healy, Marian Farrelly and Eithne Deeney for taking on this onerous task.

The ICT Sub-committee comprising Tim Hurley (Deputy Chairperson), Tony Healy and Cathal O'Connell continues to support Centre IT developments and projects. Thanks to them for their time and forward thinking.

The CRE Sub-committee comprising, Marian Hackett (CRE sub-committee Chairperson), Ann O'Reilly and the Director was set up in September 2012 to oversee the development of the Centre CRE project. Sincere thanks to both Marian (retired committee member) and Ann for their time and expertise.

This year we bade farewell to David Martin a long-standing member of Committee who represented the post-primary Community and Comprehensive sector. We thank him for his work and wish him well in his retirement. In David's place, we welcomed a new member to committee, Karol Sadleir, of the Donahies Community School.

As we enter into the year of the 40th anniversary of Drumcondra Education Centre, we will spend time looking back at the past with nostalgia and pride, celebrating landmark developments of the Centre. It is fitting that we engage in this celebration at a time when following the significant

developments of this year, we will also be entering into a year of consolidation and bedding down of new practices.

It has been a privilege to serve as Chairperson of Management Committee during the past year.

Cora O'Farrell
Chairperson
March 2013.

1. Introduction

It is my pleasure, as Director, to welcome you to the Centre's 2012 Annual General Meeting.

In spite of the ongoing difficult national economic climate, I am happy to report that the past year has been busy and productive in all areas of Centre business. The core work of the Centre grew and developed over the past year and we continue to deliver an ever increasing range of services to the local and national education community which we serve. I want to thank all those associated with the Centre for their contribution to the wide range of events, projects and programmes we provide. The complex and varied work successfully executed on a daily basis is due in no small way to the professionalism and the commitment to excellence of all the Centre Community - Management Committee, Staff, Course tutors and the many colleagues from outside agencies with whom we collaborate.

2. A Changing Landscape

2012 was a challenging year in many respects. The ever evolving and rapidly changing National education context continues to put extra demands on all Centre resources. In particular the reconfiguring of the structures and services within the PDST and the introduction by the Teaching Council of compulsory induction training for all newly qualified teachers (NQTs) required us to rise to a number of challenges, not least catering for the induction needs of 600 NQTS! A positive in all of this however, and an important feature over the past year, is the recognition by the relevant National providers of the need for ongoing dialogue and discussion both with Centre Directors and key administrative staff who are crucial in overseeing the implementation of programmes and developments.

In response to the emerging national crises with regard to student mental health issues, the DES has recently engaged in discussions with all stake holders regarding anti-bullying and suicide prevention strategies for schools. It is expected that DES guidelines will be forthcoming on both of these issues in early 2013. It is also interesting to note that the Summer Course Guidelines for 2013 also include courses for teachers relating to mental health and bullying. However, the Drumcondra Education Centre has always been aware of the importance of both the relational and emotional aspects of teaching and the importance of the development of relevant skills regarding this both in teacher formation and continuing education. Over the past 10 years the Centre has worked in collaboration with **Fiona McAuslan** to develop Conflict Resolution Education (CRE) programme for teachers. The courses are delivered during the school year and also as part of the Summer Courses programme. The Centre's most recent and *flagship* development in this area in 2011 is the MII accredited **Mediation Skills Training Programme**. Developed by the Centre particularly for those working in education, this course has proved very popular and successful and has so far been delivered in 3 venues during 2012 in the Drumcondra, Enniscorthy and Sligo Education Centres to a total of 65 participants, most of whom are engaged in education. In addition to the ongoing need for teacher and student up-skilling in this area, there is also an emerging need within school communities for

dedicated **Mediation Service** to work with staffs, students and parents. We continue to work closely with Fiona McAuslan to progress our plans for this project (Appendix 1, p44.) I wish to thank Fiona for her commitment to the development of this work in the Centre and also Aoife Lewis for her efficient administration of the CRE programme across all venues. We are also delighted to have signed a protocol with the **Edward M Kennedy Institute for Conflict Intervention (NUIM)** and continue to work with the Institute in sharing and co-hosting events that are identified as important for the area of conflict resolution education.

2012 was a significant year for the work of Management Committee in ‘futures proofing’ the internal management and administrative structures of the Centre. Cognisant of the challenges, both external and internal, that we were facing, in October 2011 Management Committee employed the services of Patricia Conroy, Managing Director, ‘Results through People’ to examine current Centre management, administrative and operational structures and processes. Having interviewed the majority of staff and Management Committee, her Report, published in January 2012, outlined a range of recommendations to Management Committee for the future development and sustainability of the Centre. It is indeed to the credit of Committee, in particular the **Staffing Subcommittee, Tony Healy, Marian Farrelly and Eithne Deeney**, together with all staff that, through a positive working partnership, a number of changes were implemented to ensure the successful management and governance of the Centre into the future. The appointment of a new staffing position - *Centre Operations Coordinator*, the updating of all Centre staff contracts in line with current legislation and good practice and the refurbishment of Centre offices were among the most significant outcomes.

The DES prohibition on publications and printing costs has signalled the need to use our ICT facilities to connect with our education community. The refurbished Centre website, our web-based *interactive database* for teachers and schools, web text-messaging together with the recently developed social media facilities: the Centre i-phone App., Facebook and Twitter enable enhanced communications with all Centre clients. Discussions are also underway with St. Patrick’s College to link the Centre with their HEAnet broadband in 2013. This will greatly enhance our broadband speed facility. A sincere thank you to the College Authorities and in particular to **Mr. John Hammond**, IT Services, St. Patrick’s College, for his support in progressing this.

3. Events

Over the past year the Centre hosted a number of important events, including International speakers, on a range of educational themes. All events were well attended and well received. They included:

- **February 9th**: The launch of the book ‘**Enhancing Practice through Classroom Research**’ – A teacher’s guide to professional development. **Authors: Caitriona McDonagh, Mary Roche, Bernie Sullivan & Mairin Glenn**, by **Professor Mark Morgan**

- **May 14th**: A seminar on *‘Complaints Handling in Schools – A Positive Way Forward?’* This Seminar explored with School Leaders, Members of School Boards of Management, Management Bodies and Policy Makers how best to handle the range of complaints which arrive daily on the Principal’s desk and how to achieve a balanced response and the best possible outcomes for all involved.
- **October 10th**: **Joseph Driessen**, a renowned international speaker, facilitated a presentation for teachers and school leaders on *“7 Ways to Improve Boys’ Education in Your School”* and **October 11th**: *‘Parenting Children for Success at School’* for parents.
- **October 15th & 16th**: 2-day Seminar on *‘Cyber Bullying & E-Safety’* with **Adrienne Katz**. Adrienne worked for 6 years for the Anti-Bullying Alliance in the UK, serving as Regional Coordinator for 14 local authorities of the West Midlands in England. She has many years experience, leading a wide range of projects from design to delivery
- Two International groups of teachers from **Iceland** and **the Czech Republic** visited the Centre on May 28th and May 30th respectively.
- We were delighted to host the 2nd year of the 2-year **TL21 Transfer Initiative** in collaboration with NUI Maynooth (NUIM), involving teachers from 7 local post-primary schools. This was the final year of the project in its present form as the funding support is now finished. We enjoyed an exhibition of the projects and a celebration of the collaborative learning among participants in the Centre on the evening of May 1st 2012. The challenge for us all is to see how this worthwhile endeavour can be funded and sustained within the post-primary sector into the future.

4 Centre Management and Administration

4.1 Management Committee

As I outlined above, I am hugely indebted to Committee, who as busy professionals in their own right, demonstrate an unwavering commitment to the overall corporate governance of the Centre. I wish to acknowledge their generosity of time in attending meetings, their wisdom, practical advice and support. I am particularly grateful to **Cora O’Farrell, Chairperson**, for her constant support and encouragement. We welcomed **Karol Sadleir**, the **Donahies Community School**, to Committee in the Autumn term in her capacity as a post-primary representative. Karol replaces **David Martin, Mount Temple Comprehensive School**, who served on Committee for many years. We wish him every success in his retirement.

The role of the **Financial and Legal Subcommittee** continues to expand in its complexity due to the growth of Centre business over the years. The monitoring and management of the Centre’s finances is an increasingly onerous task! I thank the team **Tim Hurley (Deputy Chairperson), Mary Friel**

(Treasurer) and Brendan Culligan (Assistant Treasurer) together with Cora for their constant positivity, their insights and advice and for their time in attending extra meetings.

As outlined earlier, the **Staffing Sub-committee**, was hugely instrumental in overseeing the recommendations of the Centre Review Report. The **ICT Sub-committee** comprising **Tim Hurley, Tony Healy and Cathal O'Connell** were also pro-active in the advice and support of Centre IT developments and projects. The **CRE Sub-committee** comprising, **Marian Hackett** (Chairperson), **Ann O'Reilly** and the Director was set up in September 2012 to oversee the development of the Centre CRE project. We are grateful to both Marian (retired committee member) and Ann for their time and expertise.

4.2 Centre Staff.

The warm, positive and business-like culture of the Centre is due in no small way to the calibre of the staff with whom I am privileged to work and who support me on a day-to-day basis. I am indebted to them all for their commitment to the Centre and for their professionalism, spirit of collaboration and team work.

2012 was a difficult time for a number of staff due to illness and family bereavements. We extend our sympathies to all those who lost loved ones and wish those who have been ill a return to full health. I know I speak for Management Committee and all who visit the Centre when I extend a sincere thank-you to **Dee Coogan, Centre Administrator**, to **Rosemary Cadwell, Centre Operations Coordinator** and to the rest of the team: **Jackie Daly, Jackie Delaney, Angela Donnelly, Carmel Donnelly, Rachel Dunne, Grainne Haughney, Bernie Howard, Aoife Lewis, Piotr Malinowski, Valerie Norris, Jennifer Norton and Bridget Quigley** for their work and the high standard of courtesy and service they give to the education community that we serve.

The finance team, **Jennifer Norton, Centre Bookkeeper and Michael Lyng, Centre Accountant**, oversee the complex area of Centre finance. I am indebted to them for their expertise, professionalism and attention to detail. Their rigour of adhering to DES / Centre financial guidelines and their high standard of financial reporting both to myself and Management Committee are greatly appreciated *by us all*.

I am deeply grateful to **Bridget Quigley, Centre Receptionist** who encapsulates the spirit of the Centre with her unwavering courtesy, helpfulness and her calm problem-solving approach to all difficulties. Bridget is ably supported at the front desk by **Piotr Malinowski**.

As I mentioned earlier, we have a new position of **Centre Operations Coordinator**. **Rosemary Cadwell** was appointed to this position in September 2012. She combines it with overseeing the Centre's IT/Communications structure and strategy. Her positivity, energy, openness and her support and commitment are very much appreciated. We wish her every success in her new and demanding role.

I wish to express my thanks also to **Angela Donnelly, Centre housekeeper**, who with the assistance of **Carmel Donnelly**, ensures that we have a high standard of refreshments, orderliness and cleanliness at all times.

Our evening and weekend support staff, **Hanna Murphy, Laura Bryant, Kevin Beakey and Shane Bodkin** also deserve a big thank you for ensuring the smooth running of the Centre for evening and weekend events.

Continuing professional development for staff is an ongoing priority of Management Committee. In 2012 we continued the practice of allocating a day or two each term for staff training and development and for what we call 'catch-up' time. These days, together with the monthly staff meeting, give us all an opportunity to connect, reflect and share ideas on the different projects and areas of Centre business. During 2012 areas for staff development and training included:

25 th Jan	CRE-Online Modules
2 nd April	TAS Training
18 th May	Database 'Room Booking System' Training
24 th Oct	CRE Mediation Programme
8 th Dec	NCTE Training
19 th Dec	CPR Training

I wish to pay tribute also to the work of the professional staff in the Centre, **Dr. Anne Brosnan (National Coordinator Project Maths)**, her team of RDOs and to **Frances Shearer (National Coordinator, RSE)**. I thank them for their professionalism and their willingness to be of support and assistance at all times both to me and Centre staff.

5. Teacher Professional Development

5.1 National Programmes

The National Induction Programme for Teachers (NIPT)

As I mentioned above, the introduction of compulsory participation by newly qualified teachers (NQTs) in the National Induction Programme for Teachers (NIPT) brought **600 NQTs** to our doors in early September. This was the largest cohort to be administered in any Centre. It required the setting up of **20 different groups** and the sourcing of venues and tutors for approximately **240 distinct events** as each of the groups has to be facilitated in each the 12 programme modules, with a 2-week turn around for each module. The complexity of the roll-out coupled with the monitoring of the membership of groups and the overall attendance of NQTs cannot be underestimated especially as many of the unemployed NQTs shift between groups and Centres as they move around the country to do substitute work in schools. This administrative challenge was handled by our 'front of house' team, led by **Rosemary Cadwell** who is assisted by Piotr Malinowski, Bridget Quigley and Aoife Lewis. We are indebted to the National Coordinators, **Mary Bourke, Billy Redmond** and their team who are always available to us for advice and support. The NIPT policy on attendance, which involves refusal of entry 10 minutes after the commencement of the session, has created a number of difficulties not only for NQTs who arrive late but also for Centre staff and NIPT tutors who can find themselves in a 'policing' role and challenged by unhappy NQTs. Furthermore, the 2-week module turn-around is particularly challenging when 20 odd groups have to be facilitated within what amounts to 8 working days as sessions are not held on a Friday. We would hope that these issues might be addressed by the Programme management prior to the commencement of next years' programme in September 2013. A sincere thank you to **Sally Bonner and her team, Donegal Education Centre**, for their efficient administration of this complex programme.

The Professional Development Service for Teachers

The newly configured PDST came into being in September 2012. We wish the team under the guidance of **Joan Crowley O'Sullivan, Director**, every success in their work. Most of the autumn term was spent reorganising new structures and processes. Drumcondra is delighted to be assigned the administration of the national *Numeracy* base within these new structures. A sincere thank you to both **Jacqueline Daly and Jackie Delaney**, administrators in the PDST 'numeracy base' office, for their overall insights and support in setting up the new administrative processes. My thanks also to **Valerie Norris** who has recently taken on the administration of all other PDST work in the Centre. I thank all the members of these national team for their engagement with us during 2012 and for their support and courtesy to all Centre staff.

Project Maths

We are delighted to host this significant national project under the leadership of **Dr. Anne Brosnan** and her team of RDOs. The work of the project is outlined in Anne's report (Appendix 2, p.46). I wish to thank **Grainne Haughney, Project Maths Administrator** and her assistant **Rachel Dunne** for their work in ensuring the efficient and smooth administration of this initiative.

ICT

The former NCTE has been subsumed into the PDST and is now known as PDST (Technology in Education). It continues to be funded separately. The administration of our ICT course programme (Appendix 3, p.48) is currently administered by **Valerie Norris**. Valerie works in close co-operation with PDST (Technology in Education) and our ICT tutors to organise and oversee the delivery of a broad range of courses to meet the needs of our teachers and schools. I want to thank her for her professionalism and efficient administration of all aspects of this programme in the Centre

RSE/CPG

As indicated in **Frances Shearer's** report (Appendix 4, p.52) the support and work of the RSE programme continues to be in great demand at both primary and post-primary level and provides a very worthwhile service to schools. The responsibility and administration of the training on the Child Protection Guidelines at post-primary level is being co-ordinated by the RSE support service. This has increased Frances' work and also the administrative support provided by the Centre. All of the RSE /CPG administrative work is currently managed by **Bernie Howard**. I want to thank Bernie for her commitment and efficiency in overseeing the various and complex organisational aspects of the programme administration.

Board of Management Training

Working in collaboration with the Management Bodies, the ongoing training of all Primary and Post-Primary BOMs is a high priority of the DES. The administration of meetings between the TES and Management Bodies and of the DES funding is overseen by Centre staff. I am indebted to **Dee Coogan, Centre Administrator** who liaises with the TES and the Management Bodies to ensure the smooth running of this project and to **Jennifer Norton**, Centre Accounts, who oversees the funding for the training of Board members.

Cursaí Samhraidh

The Centre continues to administer the national roll-out of the Summer Courses Programme for primary and post-primary school teachers on behalf of the Teacher Education Section, DES. The Centre Administrator, **Dee Coogan who, supported by Aoife Lewis and Piotr Malinowski, coordinates the programme in the Centre,** works closely with TES personnel to oversee this complex process. I am indebted in particular to Dee for her efficiency and attention to detail in ensuring the smooth processing of this national project.

The national statistics with regard to Summer Courses highlight the changing trends with regard to uptake with a now close to 50-50 split between those engaging in face to face and online courses.

National Summer Courses Programme 2012	
Final No. of Delivered Courses: 676	
The 676 completed courses include both on-line and face-to-face courses, of these, 529 were regular face to face course and 147 were online courses	
Course Participants:	
■ On-line courses	
■ Males:	2161
■ Females:	14961
■ Total:	17122
■ Regular courses:	
■ Males:	1230
■ Females:	9609
■ Total:	10839
■ Overall totals:	
■ Males:	3391
■ Females:	24570
■ Total:	27961

AISTEAR

The **Aistear** Initiative, the early school programme, is a collaborative project between the Network of Education Centres and the NCCA. It is in its fourth year and we have offered the full range of workshops to teachers in our local area. **Mary Hough, Director, Sligo Education Centre**, plays a key role in the development and roll-out of this initiative for the national network of Centres. I am truly grateful to our local tutors, **Sorcha Brennan, Judy Evans and Fiona Giblin**, for their support and work in the delivery of workshops and the summer courses in this area and we look forward to its continued success into the future.

5.2 Centre Local Courses and Initiatives

I am indebted to **Dee Coogan, Centre Administrator** for her support to all of our local course tutors and for her efficient and effective organisation of the advertising and administration of the Centre's local and summer courses. I also wish to thank the many tutors who supported us in the design and delivery of our elective programme in 2012.

The 2012 local course data (Appendix 8, p.58) highlight the range of elective courses available to Teachers, Principals, Boards of Management, Parents and ancillary school staffs in the Centre. The role of **Teacher Professional Networks (TPNs)** at post-primary level, of which the Centre currently hosts 7, and **Teacher Professional Communities (TPCs)** at primary is also important in capacity building at local and national level (Appendix 11, p.66).

The Centre also hosted the **Tóraíocht Post Graduate Diploma in Educational Leadership (PGDEL)** Programme for 2011-2012 (Appendix 6, p.56). This programme for aspiring school leaders is under the direction of the leadership team in PDST, in particular **Carmel Lillis**, who in collaboration with NUIM facilitate a range of "face to face" and on-line sessions in parallel with individual and group projects and presentations. We are delighted to participate in the roll-out of this initiative and look forward to being involved again in 2013-14.

6. Centre Links

The wide range of groups with whom we work and interact in different ways is highlighted in (Appendix 14, p.69). These include Teacher Professional Networks, Teacher Professional Communities, subject associations, management bodies, subject support groups and national bodies. All of these interactions and connections are invaluable to the Centre in ensuring a

broad based clientele, in generating an income and more importantly in ensuring that we have an input into how we might collaborate in addressing the needs of our school communities.

The Centre is delighted to work in collaboration with **youngballymun** in the delivery of its **Write-Minded Literacy Strategy** and **Incredible Years Programme** (Appendix 5, p.53) **Youngballymun** is a community literacy initiative which works with children, families and the community as a whole to improve education and wellbeing outcomes for all. My thanks to **Eleanor McClory** (Chief Executive), and **Paddy White**, (Finance and Administration Manager) for their ongoing support. I also wish to compliment **Breege Breheny**, Incredible Years Coordinator and **Martina Gannon**, Write Minded Literacy Coordinator, and **Lana McCarthy**, Community Literacy Coordinator, who are employed through the Centre, for their work on behalf of the youngballymun project.

The Centre is the **administrative base** for:

- **The Society for Management Education Ireland (SMEI)** for which we also manage accounts. The Centre hosts the Society's seminars and committee meetings and I am extremely grateful to **Valerie Norris** for administering this.
- **The Education Studies Association of Ireland (ESAI)**. I am indebted to **Valerie Norris** for her efficient administration on behalf of the Association.

The Centre is also a member of and in ongoing contact with a number of international agencies. These include **The British Education Leadership, Management and Administration Society (BELMAS)**, **The European Network for International Research and Development in Education Management (ENIRDELM)**, **The European Forum for Education and Administration (EFEA)**, **The Standing Conference on Teacher Education North and South (SCoTENS)**, **The Zurich University of Teacher Education and the Department of Education, University of Iceland, Reykjavik**.

We also host and make presentations to visiting European groups on behalf of **Léargas and St. Patrick's College, Drumcondra and the DES**.

7. Conclusion

I look forward to the year ahead and to working with the Management Committee and staff as we continue to enable the Centre to develop and grow as a central hub for the continuing professional learning of the local education community that we serve.

There is much we wish to achieve. As always, the key focus for us is to continue to develop as an organisation, to engage with our education community and to facilitate the continuous improvement of the teaching and learning in classrooms.

Finally, I wish to express my gratitude to the staff of the Teacher Education Section (TES) and in particular to the Principal Officer, **Eddie Ward**, for their continued advice, support, and encouragement during 2012.

Dr. Eileen O'Connor
Director, March 2013.

TREASURER'S REPORT 2012

I am pleased to present the 2012 Financial Report for Drumcondra Education Centre. The statement of accounts as presented by Noel Ryan & Associates, Centre Auditor, is contained in the Annual Report. The auditors are to be complimented on their meticulous attention to detail during their work on the accounts. Evidence of this is in their very comprehensive report and in their prudent recommendations with respect to all aspects of the Centre finances.

This year a mid-year audit review was conducted for the first time. While there is a financial cost it has been useful in that it has enabled ongoing refinement to the financial processes and procedures in the Centre.

It has been another very busy year for the Centre providing professional development to many in our education community on reduced budgets and yet maintaining high standards. Centre funding is complex in that less than half of its total operating costs, including salaries, is a direct annual stipend from the Department of Education & Skills. The remainder must be generated from renting of the Centre facilities to independent education / training agencies and from the administration of a number of National CPD projects for the DES.

As always the finances of the Centre are managed well. In spite of reduced budgets and increasing demands a number of very necessary investments were made this past year. For example the upstairs shower room has been converted to a much needed storage area; some offices have been upgraded and areas painted to keep the Centre looking professional and respectful to those using it; the new database, which will come on-line in 2014, while costly is essential to the running of the Centre and finally there has been on-going maintenance e.g. a new dishwasher was purchased.

We do have a number of concerns that will require further investment or investigation in the year ahead. Following work on the heating system during the year the Centre has been alerted to the fact that the system will soon need a total upgrade. The reluctance of the College authorities to allow DEC increase its car parking area by putting in 'honey comb' blocks on the grass area will have to be revisited. The ever increasing numbers attending the Centre necessitates that cars park on the grass and it is both dangerous and unsightly – particularly in wet weather. Furthermore, the growth in programmes and projects targeted at schools and the need for on-going training and in-service is putting undue demand on the Capital and local course funding to the Centre.

Finally, I would like to thank my colleagues on the financial sub-committee for their support over the past year. And I wish to make special tribute to the Centre finance team of Jennifer Norton and Michael Lyng.

Mary Friel
Treasurer
March 2013.

NOEL RYAN and ASSOCIATES

**Certified Public Accountants &
Registered Auditors**

7 Cabinteely Close
Cabinteely, Dublin 18

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Auditor Report for the accounts of Drumcondra Education Centre

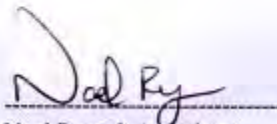
***Audit Report to the members of the Management Committee
Of Drumcondra Education Centre***

We have audited the accounts set out on pages 1 to in accordance with Auditing Standards and have obtained all the information and explanations we considered necessary.

In our opinion, proper books of account have been kept by the Management Committee and the accounts, which are in agreement therewith, give a true and fair view of the state of affairs of the centre at 31st December 2012 and of its results for the year then ended.

In our opinion, the accounts have been prepared in accordance with the Administrative and Financial Guidelines for Education Centres issued by the Department of Education.

Date: 27/2/13



Noel Ryan & Associates
Certified Public Accountants & Registered Auditors

Noel Ryan C.P.A.

FINANCIAL ACCOUNTS 2012

DRUMCONDRA EDUCATION CENTRE

INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012

INCOME	2012	2011
<i>Department of Education & Science</i>	€	€
General Grant	180,760	180,760
<i>Programme Related Income</i>		
Administration Pay	20,794	16,147
Administration Non Pay	136	984
Seminar Fees	581	1,137
E.C. Services	30,561	26,698
E.C. Room Hire	28,875	36,545
	80,947	81,511
<i>Other Source Income</i>		
E.C. Services DES Related Groups	578	-
E.C. Room Hire DES Related Groups	1,165	2,850
E.C. Room Hire External Groups	6,457	6,186
E.C. Services External Groups	2,397	2,904
Education Centre Materials	48	665
Consultancy Fees		-
Course Fees	490	3,330
Other Income	715	601
Broadband Grant	1,000	1,000
Laminating	1,679	3,150
Photocopying Service	115	27
Centre Book Sales	880	2,578
Centre Courses	62,673	692
	78,197	23,983
Deposit Interest Earned	1,122	6,251
TOTAL INCOME FOR YEAR	341,026	292,505

**DRUMCONDRA EDUCATION CENTRE
ACCOUNT FOR YEAR ENDED 31/12/2012**

EXPENSES	2012	2011
	€	€
<i>Administration Costs</i>		
Staff Payroll	162,613	144,505
Casual Staff	8,652	5,756
Consultancy Fees	1,168	4,235
Staff Training	1,401	1,656
Health Insurance - Staff	-	1,512
Travel Director	3,295	3,329
Subsistence Director	1,328	834
Miscellaneous Directors Expenses	566	934
Staff Miscellaneous Expenses	-	980
Staff Conference Expenses	3,994	1,132
Committee Members Expenses	1,298	1,266
Miscellaneous Travel	(17)	330
Accommodation Costs		-
Travel Staff	273	91
Iriseain - Retired Inspectors Payments		-
Audit & Accountancy	19,488	19,109
Telephone	2,969	3,525
Website & Internet Costs	10,033	521
Postage	(601)	2,693
Courier Costs	472	(862)
Office Supplies	1,937	491
Photocopying	(4,988)	(8,360)
Staff Canteen	656	600
Books, Papers & Magazines	1,358	901
Library Books Purchased	2,790	652
Memberships & Subscriptions	5,915	5,019
Computer Software	2,567	860
Gifts & Donations	855	2,577
Lamination Costs	499	633
Miscellaneous Expenses	-	137
	<hr/>	<hr/>
	228,521	195,056
	<hr/>	<hr/>

<i>Establishment Costs</i>		
Health & Safety	127	272
Light & Heat	15,217	15,966
Maintenance - Building	23,331	8,543
Maintenance - Grounds	931	1,347
Computer Contracts & Maintenance	10,265	21,225
Storage Costs	(987)	(401)
Security & Alarm System	1,454	4,851
Maths Project Costs	-	1
Insurance	4,704	6,166
Cleaning	2,830	2,728
Maintenance - Fixtures & Fittings	-	204
Maintenance - Equipment	5,032	4,105
Depreciation	17,837	20,799
	<u>80,741</u>	<u>85,806</u>
Mediation training	56,445	13,881
Catering Contracts	6,908	6,315
	<u>63,353</u>	<u>20,196</u>
<i>Programme Related/Seminar Costs</i>		
Centre Seminar Costs	1,193	3,842
	<u>1,193</u>	<u>3,842</u>
<i>Finance Charges</i>		
Bank/Credit Charge Charges	1,961	1,905
	<u>1,961</u>	<u>1,905</u>
TOTAL EXPENSES FOR YEAR		
<i>Administration Costs</i>	228,521	195,056
<i>Establishment Costs</i>	80,741	85,806
<i>Mediation training</i>	56,445	13,881
<i>Catering Costs</i>	6,908	6,315
<i>Programme Related/Seminar Costs</i>	1,193	3,842
<i>Finance Charges</i>	1,961	1,905
	<u>375,769</u>	<u>306,805</u>
REPRESENTED BY :-		
RESERVES		
TOTAL INCOME FOR YEAR	341,026	292,505
TOTAL EXPENSES FOR YEAR	<u>(375,769)</u>	<u>(306,805)</u>
SURPLUS/(DEFICIT) FOR YEAR	(34,743)	(14,300)
OPENING BALANCE	<u>333,200</u>	<u>347,500</u>
CLOSING BALANCE AT YEAR END	<u>298,457</u>	<u>333,200</u>

LOCAL COURSES

INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012

		2012	2011
		€	€
INCOME			
<i>Department of Education & Science</i>			
DES Local Course Grant	note 1	8,921	44,617
DES Cursai Samhraidh Grant		53,509	55,650
		<u>62,430</u>	<u>100,267</u>
<i>Other Source Income</i>			
Local Course/Autumn Fees		3,211	4,272
Summer Course Fees		8,230	5,574
		<u>11,441</u>	<u>9,846</u>
EXPENSES			
<i>Programme Related Expenses</i>			
Spring Courses - Lecture Fees		7,495	3,361
Summer Courses - Lecture Fees		11,667	9,500
Autumn Courses - Lecture Fees		2,240	2,853
Spring Courses - Lecturer Travel		1,160	823
Summer Courses- Lecturer Travel		2,542	1,344
Autumn Courses- Lecturer Travel		1,193	540
Spring Courses - Lecturer Subsistence		290	245
Summer Courses - Lecturer Subsistence		1,615	538
Autumn Courses - Lecturer Subsistence		118	908
Spring Courses- Venue Costs		325	379
Summer Courses- Venue Costs		1,395	1,313
Autumn Courses- Venue Costs		885	180
Spring Courses - Catering Costs		3,515	3,779
Summer Courses - Catering Costs		9,257	9,628
Autumn Courses - Catering Costs		1,532	4,118
Spring Courses - Resources		365	289
Summer Courses - Resources		1,435	566
Autumn Courses - Resources		198	358
Spring Courses' Misc. Expenses		22	1,073
Summer Courses Miscellaneous Expenses		25	1,282
Cursai Samhraidh - Book Project		53,509	55,650
		<u>100,783</u>	<u>98,727</u>
TOTAL INCOME FOR YEAR		73,871	110,113
TOTAL EXPENSES FOR YEAR		<u>100,783</u>	<u>98,727</u>
SURPLUS FOR YEAR		<u>(26,912)</u>	<u>11,386</u>

REPRESENTED BY:-
RESERVES

TOTAL INCOME FOR YEAR	73,871	110,113
TOTAL EXPENSES FOR YEAR	100,783	98,727
SURPLUS FOR YEAR	(26,912)	11,386
OPENING BALANCE	55,511	44,125
CLOSING BALANCE AT YEAR END	28,599	55,511

Note 1:

The DEC invoices the DES and the NCTE for the courses which they have run and these invoices are treated as income in the income and expenditure codes. However, as the DEC invoice more than they will subsequently receive, income is overstated in the income codes. This has resulted in a build up over the years in the debtor account and obviously has overstated the income in the accounts each year.

The Board have decided to write off this excess in 2012 which has been offset against the current year grant received for local courses.

INFORMATION TECHNOLOGY / NCTE

INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012

INCOME	2012	2011
	€	€
Department of Education & Science		
NCTE Administration Grant	15,884	15,872
Programme Related Income		
TSI Seminar Costs Reimbursed	30,515	26,393
NCTE Special Seminar Costs Reimbursed	217	1,246
	<u>30,732</u>	<u>27,639</u>
Other Source Income		
ICT Advisor Travel & Subsistence	-	-
Administration Fee Income		
TSI Seminar Administration Fees	3,080	3,594
NCTE Teaching Materials Grant	962	-
	<u>4,042</u>	<u>3,594</u>
	<u>50,658</u>	<u>47,105</u>
EXPENSES		
Administration Costs		
TSI Seminar Administration Fee	3,080	3,594
NCTE Special Courses Administration Fee	-	-
NCTE Administration Salary	15,884	15,872
ICT Advisors Mobile Phone	-	-
ICT Advisor Misc Expenses	-	-
Telephone	-	-
Postage	-	-
Stationery	-	-
Accountancy	-	-
Miscellaneous Expenses	-	-
I T Advisor - Travel & Subsistence	-	-
	<u>18,964</u>	<u>19,466</u>
TSI Seminar Costs		
TSI Course Lecture Fees	18,949	17,497
TSI Course Lecture Travel	3,878	3,856
TSI Course Lecture Subsistence	431	552
TSI Course Lecture Venue Costs	2,300	2,150
TSI Course Catering	3,672	3,429
TSI Course Participants Travel	-	-
Autumn Participant Travel	-	-
TSI Miscellaneous Expenses	-	-
TSI Special Seminar Costs		
NCTE Special Lecture Fees	551	-
NCTE Special Lecture Travel	-	-
NCTE Special Lecturer Subsistence	-	-
NCTE Special Courses Catering	57	-
NCTE Special Courses Venue Costs	-	300
NCTE Special Courses - Participants Travel	-	-
Autumn Participant Subsistence	(19)	(14)
NCTE Special Courses - Subsistence	-	-
	<u>29,819</u>	<u>27,770</u>
REPRESENTED BY :- RESERVES		
TOTAL INCOME FOR YEAR	50,658	47,105

TOTAL EXPENSES FOR YEAR	48,783	47,236
SURPLUS/(DEFICIT) FOR YEAR	1,875	(131)
OPENING BALANCE	(1,409)	(1,278)
CLOSING BALANCE AT YEAR END	466	(1,409)

PROJECT MATHS - (P.M.)

INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012

INCOME	2012 €	2011 €
T.E.S. Grants	913,833	976,313
	<hr/> 913,833	<hr/> 976,313
EXPENSES		
<i>Administration Costs</i>		
Staff - Secretarial	48,840	48,840
Staff - P/T Support	21,652	22,063
Staff - Accounts	1,787	975
Travel - EC Director & Staff	231	220
Telephone & Mobile	1,626	2,230
Couriers	940	1,303
Postage	5,675	4,390
Lamination	181	1,335
Stationery	9,178	8,872
Books purchase	1,382	214
Bank Charges	79	119
Insurance	1,000	1,000
Legal Fees	-	-
Audit/Accountancy	3,129	3,735
Translation	20,183	17,705
Equipment Purchases	1,707	1,239
IT Software Purchases	-	946
Storage	2,832	3,952
Project Maths Resources	106,830	117,661
Website Costs	6,450	7,598
Equipment Contracts & Maintenance	340	895
Office Furniture	-	-
Printing/Database Costs	8,549	5,264
Depreciation	11,071	9,846
	<hr/> 253,662	<hr/> 260,402
<i>Programme & Team Costs</i>		
Team Costs		
Mileage	-	-
Travel Allowance	95,245	96,978
Subsistence	113,270	112,283
Telephone	4,529	5,176
Broadband	5,264	5,354
Equipment Purchased	219	957
Software	931	696
Stationery	2,219	2,285
Office Allowance	800	987
Home Allowance	14,609	14,889
Room Hire	-	9,801
Venue Costs	76,425	83,870
Catering Costs	153,205	173,953
Resources	13	61
Photocopying	9,945	16,466
Participants Travel & Subsistence	51,245	55,203
Lecturer Fees, Local Facilitators/Associates	57,098	40,821
Lecturer Travel	14,001	21,789
Lecturer Subsistence	14,297	17,893
Lecturer Misc Expenses	187	672

EC Administration Fee	8,601	10,296
Seminar Costs	10	-
Pilot School Grants	-	-
Substitution Costs	-	-
	<hr/>	<hr/>
	622,113	670,430
	<hr/>	<hr/>
TOTAL EXPENSES FOR YEAR	875,775	930,832
	<hr/>	<hr/>

PROJECT MATHS - (P.M.)

BALANCE SHEET AS AT 31/12/2012

	2012	2011
	€	€
FIXED ASSETS		
Computers	41,214	43,116
Accumulated Depreciation	(27,105)	(27,141)
	<hr/>	<hr/>
	14,110	15,975
	<hr/>	<hr/>
CURRENT ASSETS		
Debtors	36	142
Bank Current Account	145,859	66,471
	<hr/>	<hr/>
	145,894	66,612
	<hr/>	<hr/>
CURRENT LIABILITIES		
Creditors	113,341	80,503
Accruals	10,843	4,323
	<hr/>	<hr/>
	124,184	84,825
	<hr/>	<hr/>
NET CURRENT ASSETS	21,710	(18,213)
	<hr/>	<hr/>
TOTAL ASSETS	35,820	(2,238)
	<hr/>	<hr/>
REPRESENTED BY:- RESERVES		
TOTAL INCOME FOR YEAR	913,833	976,313
TOTAL EXPENSES FOR YEAR	875,775	930,832
	<hr/>	<hr/>
SURPLUS FOR YEAR	38,058	45,481
OPENING BALANCE	(2,238)	(47,719)
	<hr/>	<hr/>
CLOSING BALANCE AT END OF YEAR	35,820	(2,238)
	<hr/>	<hr/>

RELATIONSHIPS AND SEXUALITY EDUCATION - (R.S.E.)

INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012

	2012	2011
	€	€
INCOME		
Grant		
Department of Education & Science	114,306	40,577
Other Source Income		
SPHE Resource	9,500	-
RSE Trust SPHE	-	-
Books Sold	2,413	3,481
	126,219	44,058
EXPENSES		
Administration Costs		
Secretarial Salaries	18,000	18,000
Audit & Accountancy	2,101	2,363
Occupancy		125
Travel: EC Director & Staff	-	-
Telephone /Mobiles	563	495
Couriers	389	867
Postage	407	580
Photocopying	553	992
Stationery	1,050	950
Books/Magazines	-	-
Translation	3,249	-
Storage	550	550
Student Help	-	-
Resources	27,369	5,834
Lamination	-	-
Printing	-	-
	54,231	30,757
Programme & Team Costs		
Team Costs		
Team Travel	5,065	4,265
Team Misc. Travel	329	249
Team Subsistence	1,827	1,942
Team Broadband	397	499
Team Home Office Allowance	272	
Team Telephone & Mobiles	233	244
Team Postage & Stationery	255	216
Team Equipment	-	-
Team Planning - Room Hire	275	465
Team Planning - Travel & Subsistence	-	-
Team Planning - Catering	710	161
Team Planning - Accommodation	858	1,469
Team Planning - Miscellaneous	-	-
Programme Costs		
Venue Costs	4,415	4,120
Catering Costs	9,412	9,211
Resources	-	-
Participants Travel & Subsistence	6,444	5,542
Lecture Fees	20,519	16,800
Lecturer Travel	8,641	7,483
Lecturer Subsistence	1,627	2,522
Lecturer Miscellaneous Expenses	14	25
E. C. Administration Fee	3,405	4,656
Seminar Costs	2,195	976
	66,892	60,845
Financial Charges		
Bank Charges	-	-

TOTAL INCOME FOR YEAR	126,219	44,058
TOTAL EXPENSES FOR YEAR	<u>121,123</u>	<u>91,602</u>
SURPLUS FOR YEAR	<u>5,096</u>	<u>(47,543)</u>

RELATIONSHIPS AND SEXUALITY EDUCATION - (R.S.E.)

BALANCE SHEET AS AT 31/12/2012

	2012	2011
	€	€
CURRENT ASSETS		
Debtors	32	848
Bank Current Account	<u>17,314</u>	<u>5,625</u>
	<u>17,346</u>	<u>6,473</u>
CURRENT LIABILITIES		
Creditors	16,659	10,883
Accruals	<u>500</u>	<u>500</u>
	<u>17,159</u>	<u>11,383</u>
NET CURRENT (LIABILITIES) ASSETS	<u>186</u>	<u>(4,910)</u>

REPRESENTED BY:-
RESERVES

TOTAL INCOME FOR YEAR	126,219	44,058
TOTAL EXPENSES FOR YEAR	<u>(121,123)</u>	<u>(91,602)</u>
SURPLUS FOR YEAR	5,096	(47,543)
OPENING BALANCE	(4,910)	42,633
CLOSING BALANCE AT YEAR END	<u>186</u>	<u>(4,910)</u>

CHILD PROTECTION GUIDELINES - (C.P.G.)**INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012**

	2012 €	2011 €
INCOME		
T.E.S. Grant	30,024	15,000
EXPENSES		
<i>Administration Costs</i>		
Secretarial Salaries	6,000	6,000
Telephone & Mobile	334	223
Couriers	-	18
Postage	1,473	1,977
Photocopying	443	611
Translation	609	
Stationery	1,114	1,113
Student Help	-	-
Miscellaneous Expenses	-	-
Audit/Accountancy	1,912	1,680
Equipment Purchases		
CPG Storage	550	500
Website Costs	308	
	<u>12,742</u>	<u>12,121</u>
<i>Programme & Team Costs</i>		
Travel	5,479	5,049
Subsistence	1,811	2,027
Stationery, P'copying & Postage	30	34
Team Conference	-	-
Venue Costs	3,813	3,123
Catering Costs	6,928	5,540
Equipment Hire	185	485
Stationery	681	600
Participants Travel	3,123	2,298
Lecturers Fees/travel	1,334	-
Lecturers Subsistence	364	-
Administration Fees	141	-
Seminar Costs	79	-
Finance Charges	39	57
	<u>24,008</u>	<u>19,212</u>
TOTAL EXPENSES FOR YEAR	<u>36,751</u>	<u>31,333</u>

CHILD PROTECTION GUIDELINES - (C.P.G.)**BALANCE SHEET AS AT 31/12/2012**

	2012 €	2011 €
CURRENT ASSETS		
Bank Current Account	1,633	9,194
CURRENT LIABILITIES		
Creditors	2,706	3,540
Accruals	400	400
	<u>3,106</u>	<u>3,940</u>
NET CURRENT ASSETS	<u>(1,473)</u>	<u>5,254</u>

REPRESENTED BY:-

RESERVES

TOTAL INCOME FOR YEAR	30,024	15,000
TOTAL EXPENSES IN YEAR	36,751	31,333
SURPLUS FOR YEAR	(6,727)	(16,333)
OPENING BALANCE	5,254	21,587
CLOSING BALANCE AT YEAR END	(1,473)	5,254

PROFESSIONAL DEVELOPMENT SERVICES FOR TEACHERS - (P.D.S.T)**INCOME & EXPENDITURE FOR YEAR ENDED 31/12/2012**

	2012	2011
	€	€
INCOME		
Region 1 Income	77,007	62,803
NUIG Income	-	37,061
ALFA Income	11,406	12,528
Other Income	544	-
	<u>88,957</u>	<u>112,393</u>
EXPENSES		
<i>Administration Costs</i>		
Staff Costs	56,252	57,850
Equipment	-	-
Audit/Accountancy	1,939	2,190
Occupancy	3,633	5,633
Finance Charges	13	33
Depreciation	579	248
	<u>62,416</u>	<u>65,953</u>
 <i>Programme & Team Costs</i>		
Venue Costs	6,252	5,158
Catering Costs	12,487	14,585
Participants Travel	2,219	257
Participant Subsistence - SDP Diploma NU	-	7,260
Resource Costs	450	4,158
Administration Costs	796	1,063
Associate Fees	6,965	9,083
Associate Travel	3,769	2,373
Associate Subsistence	600	980
Associate Communication - Workshops	72	92
	<u>33,610</u>	<u>45,009</u>
 TOTAL EXPENSES FOR YEAR	 <u>96,027</u>	 <u>110,963</u>

PROFESSIONAL DEVELOPMENT SERVICES FOR TEACHERS - (P.D.S.T)**BALANCE SHEET AS AT 31/12/2012**

	2012	2011
	€	€
FIXED ASSETS		
Computers	1,182	1,182
Accumulated Depreciation	(1,182)	(603)
	<u>0</u>	<u>579</u>
CURRENT ASSETS		

Bank Current Account	13,601	20,000
CURRENT LIABILITIES		
Creditors	792	(22)
Accruals	500	1,220
	<u>1,292</u>	<u>1,198</u>
NET CURRENT ASSETS	<u>12,310</u>	<u>18,801</u>
TOTAL ASSETS	<u>12,310</u>	<u>19,380</u>
REPRESENTED BY:-		
RESERVES		
TOTAL INCOME FOR YEAR	88,957	112,393
TOTAL EXPENSES IN YEAR	96,027	110,963
SURPLUS FOR YEAR	(7,069)	1,430
OPENING BALANCE	19,380	17,950
CLOSING BALANCE AT YEAR END	<u>12,310</u>	<u>19,380</u>

**DRUMCONDRA EDUCATION CENTRE
CONSOLIDATED - INCOME & EXPENDITURE ACCOUNT
FOR YEAR ENDED 31/12/2012**

2012 **2011**
€ €

INCOME

Grants Received in Year

Department of Education & Science

Drumcondra Education Centre	180,760	180,760
Local Courses	62,430	100,267
Information Technology/N.C.T.E.	15,884	15,872
P.D.S.T.	88,957	112,393
R.S.E.	114,306	40,577
C.P.G.	30,024	15,000
Project Maths	913,833	976,313
	<u>1,406,194</u>	<u>1,441,181</u>
<i>Programme Related Income</i>		
P.D.S.T. (CORE)	34,270	46,237
Write to Read	20,880	
Drumcondra Education Centre	80,947	81,511
Information Technology/N.C.T.E.	30,732	27,639
P.P.P.D.	34,238	41,388
P.P.D.	1,462	4,464
Special Programme	76,103	62,532
	<u>278,632</u>	<u>263,771</u>
<i>Other Source Income</i>		
Drumcondra Education Centre	78,197	23,983
Local Courses	11,441	9,846
Information Technology/N.C.T.E.	-	-
R.S.E.	11,913	3,481
	<u>101,551</u>	<u>37,311</u>
<i>Administration Fee Income</i>		
Information Technology/N.C.T.E.	4,042	3,594
P.P.P.D.	191	856
	<u>4,233</u>	<u>4,450</u>
Deposit Interest Earned	<u>1,122</u>	<u>6,251</u>
TOTAL CONSOLIDATED INCOME FOR YEAR	<u>1,791,732</u>	<u>1,752,964</u>

**DRUMCONDRA EDUCATION CENTRE
CONSOLIDATED - INCOME & EXPENDITURE ACCOUNT
FOR YEAR ENDED 31/12/2012**

EXPENSES	2012	2011
	€	€
<i>Administration Costs</i>		
Drumcondra Education Centre	228,521	195,056
Information Technology/N.C.T.E.	18,964	19,466
P.D.S.T.	62,416	65,953
R.S.E.	54,231	30,757
P.P.P.D.	197	888
C.P.G.	12,742	12,121
Project Maths	253,662	260,402
	<u>630,733</u>	<u>584,643</u>
<i>Establishment Costs</i>		
Drumcondra Education Centre	80,741	85,806
	<u>80,741</u>	<u>85,806</u>
<i>Mediation training</i>		
Drumcondra Education Centre	56,445	13,881
	<u>56,445</u>	<u>13,881</u>
<i>Catering Costs</i>		
Drumcondra Education Centre	6,908	6,315
	<u>6,908</u>	<u>6,315</u>
<i>Programme Related / Seminar Costs</i>		
P.D.S.T. (CORE)	33,593	49,396
Drumcondra Education Centre	1,193	3,842
Local Courses	100,783	98,727
P.D.S.T.	33,610	45,009
Information Technology/N.C.T.E.	29,819	27,770
R.S.E.	66,892	60,845
P.P.P.D.	35,986	43,725
P.P.D.	834	2,361
Special Programmes	77,235	54,384
C.P.G.	24,008	19,212
Write to Read	14,465	
Project Maths	622,113	670,430
	<u>1,040,532</u>	<u>1,075,701</u>
<i>Finance Charges</i>		
Bank Charges	1,961	1,905
	<u>1,961</u>	<u>1,905</u>
TOTAL CONSOLIDATED EXPENSES FOR YEAR	<u>1,817,321</u>	<u>1,768,251</u>

DRUMCONDRA EDUCATION CENTRE**CONSOLIDATED BALANCE SHEET AS AT 31/12/2012**

		2012	2011
		€	€
<i>FIXED ASSETS</i>	Schedules		
Proposed Extension		12,141	12,141
Office Equipment	1	67,185	62,626
Computer Equipment	2	27,581	31,236
		<u>106,907</u>	<u>106,003</u>
<i>CURRENT ASSETS</i>			
Bank	3	658,830	821,099
Debtors		56,054	76,494
Prepayments		11,683	8,750
		<u>726,567</u>	<u>906,342</u>
<i>CURRENT LIABILITIES</i>			
Creditors & Accruals	4	348,870	502,152
<i>NET CURRENT ASSETS</i>		<u>377,697</u>	<u>404,190</u>
<i>TOTAL ASSETS</i>		<u>484,604</u>	<u>510,193</u>
CONSOLIDATED INCOME FOR YEAR		1,791,732	1,752,964
CONSOLIDATED EXPENSES FOR YEAR		<u>(1,817,321)</u>	<u>(1,768,251)</u>
CONSOLIDATED SURPLUS/ (DEFICIT) FOR YEAR		(25,588)	(15,288)
OPENING CONSOLIDATED RESERVES		<u>510,192</u>	<u>525,480</u>
CLOSING CONSOLIDATED RESERVES	5	<u>484,604</u>	<u>510,192</u>

**DRUMCONDRA EDUCATION CENTRE
CONSOLIDATED ACCOUNTS
FOR YEAR ENDED 31/12/2012
SCHEDULES TO THE CONSOLIDATED ACCOUNTS**

	D.E.C. €	P.M. €	TOTAL €
Fixed Assets			
Office Equipment			
Opening Balance	99,715	-	99,715
Additions in Year	16,416	-	16,416
	116,131	-	116,131
Disposals in Year	-	-	-
Closing Balance	116,131	-	116,131
<i>Accumulated Depreciation</i>			
Opening Balance	37,089	-	37,089
Charge for Year	11,857	-	11,857
	48,946	-	48,946
Adjustment on Disposals	-	-	-
Closing Balance	48,946	-	48,946
Net Book Value at 31/12/2011	62,626	-	62,626
Net Book Value at 31/12/2012	67,185	-	67,185

	D.E.C. €	P.D.S.T.	P.M. €	TOTAL €
Computer Equipment				
Opening Balance	39,497	1182	43,116	83,795
Additions in Year	4,770	0	10,026	14,796
	44,267	1182	53,142	98,591
Disposals in Year	1,232	0	11,928	13,160
Closing Balance	43,035	1182	41,214	85,431
<i>Accumulated Depreciation</i>				
Opening Balance	24,815	603	27,141	52,559
Charge for Year	5,773	578.9	6,047	12,399
	30,588	1181.9	33,188	64,958
Adjustment on Disposals	1,025	0	6,083	7,108
Closing Balance	29,563	1181.9	27,105	57,850
Net Book Value at 31/12/2011	14,682	579	15,975	31,236
Net Book Value at 31/12/2012	13,472	0	14,109	27,581

DRUMCONDRA EDUCATION CENTRE
SCHEDULES TO THE CONSOLIDATED ACCOUNTS - Continued

	2012	2011
	€	€
Bank Accounts		
<i>Bank Accounts - General</i>		
D.E.C. Current Account	57,305	50,522
D.E.C. Deposit Interest Account	-	250,000
D.E.C. Contingency Fund	140,761	199,624
N.C.T.E. Current Account	9,699	15,276
Mediation Training Current Account	22,381	22,000
P.D.S.T. Current Accounts	13,601	20,000
R.S.E. Current Account	17,314	5,625
C.P.G. Current Account	1,633	9,194
Project Maths Current Account	145,859	66,471
Petty Cash	43	83
<i>Grant Disbursement Bank Accounts:-</i>		
T.P.N. Current Account	44,086	10,740
M.S.P.P. Current Account	574	2,503
M.S.P. Current Account	1,168	4,733
Man Support Deposit 1 Account	104,407	164,328
BOM Deposit Account	100,000	
	<u>658,830</u>	<u>821,099</u>
Creditors & Accruals		
Creditors	163,890	116,407
Accruals	30,623	48,977
<i>Undistributed Grant Income</i>		
T.P.N.	44,084	10,741
T.P.C.	4,125	4,465
M.S.P.P.	158,889	279,732
M.S.P.	(52,741)	41,831
	<u>348,870</u>	<u>502,152</u>
Reserves		
Drumcondra Education Centre	301,008	328,659
Local Courses	28,599	55,511
Information Technology/N.C.T.E.	466	(1,409)
R.S.E.	186	(4,910)
P.D.S.T.	12,310	19,380
P.C.S.P./P.P.D.S.	51,474	51,474
P.P.P.D.	26,215	27,969
P.P.D.	25,375	24,747
Special Programme	4,624	5,756
C.P.G.	(1,473)	5,254
Project Maths	35,820	(2,238)
	<u>484,604</u>	<u>510,192</u>

FIXED ASSETS REGISTER 2012

Drumcondra Education Centre.

Fixed Asset listing at cost as at 31st. December 2012.

Fixtures & Fittings

Date	Detail	31/12/2012
	2006	€
Mar-10	Painting, Whichcraft	1,890
Jun-12	Electronic doors	8,349
Jun-15	Painting, Oisin Gallery	5,700
Jul-13	Carpet for stairs	2,425.75
	2007	
Jan-22	Carpet for stairs	2,016.77
Jan-31	Display stand-Centre Logo	1,089
19-Dec	2 Seismology instruments	1,000
	2009	
Dec-31	Barrier at entrance	9,874
	2011 Additions	
Feb-28	New boiler	1,445.95
Sep-06	New clocking in system	2,332.62
	2011 New reception area	
Dec-31	O`Shea design	665.5
	O`Shea technical report	907.5
	Design construction	1,633.50
	Castlerock Build	11,236.50
	Sliding doors, glass etc	12,201.25
	AM Refurbish reception	4,097.35
	Furniture reception	9,596.51
	Shelf, desk legs etc	1,059.96
	Swivel chairs	<u>929.28</u>
		<u>42327.35</u>
	Cost per accounts 31st. December 2011	<u>78,450.92</u>
	Additions 2012	
Jan-19	Dishwasher	2,275
Jan-31	Shelving reception	553.50
Feb-22	Fire Door	4,543.68
Apr-24	Office furniture Directors & Admin office	6,410.77
Apr-24	Office furniture Directors Office	587.94
Aug-20	Ramp re parking	<u>2,045.27</u>
		<u>16,416</u>

Cost as at 31st December 2012

94,867.08

Computer Equipment

31/12/2012

Cost

2006

€

04-Apr	Interactive Whiteboard	1,216.05
04-May	Laptop North/South Project	379.09
31-Oct	Server, Remote access	1,021.50
31-Dec	Laser Printer, director	217.80
31-Dec	Laser Printer, PDO	199.65

2007

22-May	21 Laptops, T4 Group	8,194.98
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2008

29-Oct	Data Projector	784.69
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2009

31-Dec	Fujitsu Siemens, 21 PCs, Computer Room	14,910.46
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2010

Dec-31	Fujitsu Siemens Laptop, Director	1,196.39
Dec-31	Fujitsu Siemens PC, RSE Secretary valerie	759.58
Dec-31	Fujitsu Siemens PC, Administrator	712.39

2011

Apr-30	PC	689.00
Apr-30	Iomega Server	702
Jun-13	Server	4,985
Oct-26	PC	571.1
Nov-18	PC	598.95
Dec-02	2 Toshiba laptops	<u>1,126.15</u>

**Cost as at 31st. December
2011**

38,264.78

2012 Additions

Jan-31	PC	649.4
Feb-27	Data Projector Oak Room	509.22
Mar-31	PC	669.12
Sep-26	2 PCs	1,803.18
Sep-26	Laptop	613.77
Nov-30	Data Projector Maple Room	<u>525.21</u>
		<u>4769.9</u>

**Cost as at 31st. December
2012**

43,034.68

Office Equipment

2009

€

23-Dec	2 Digital Printers/Copiers	<u>21,262.50</u>
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Conflict Resolution Education (CRE)

1. MII Accredited Mediation Training Programme

June 2012 saw the first graduation ceremonies from the MII Accredited Mediation Programme. There were 23 graduates from the Drumcondra programme and 15 from the programme in Enniscorthy Education Centre.

The course has been running again in Autumn 2012 both in Drumcondra again with 12 participants, and for the first time in Sligo Education Centre (15 participants). Planning is well under way for a roll-out in 5 Centre venues in 2013.

2. Summer Courses

The annual summer course ran, as usual, in the first week of July. The course was fully booked. Participant evaluations were excellent.

It is planned to run two summer courses in 2013 with the title: **Conflict Resolution and Anti-Bullying Skills Development**.

We are also looking at the possibility in 2013 of running a second summer course for advanced practitioners, which will focus on case studies and advanced conflict resolution techniques. The course will also include Bullying casework.

3. Seminars

The programme hosted two seminars, both were fully attended and very well received by participants

The first was ***Complaints: Implications for Schools Policy Development and its application for the School Organisation*** and was co-developed by the Ombudsman's Office for Children.

The second was entitled **CYBER BULLYING AND E-SAFETY “The Voice of the Child: Lessons for Policymakers, Schools & Educators”** and was held over two days.

Both seminars cover core areas of need in the education system. They are central to conflict resolution work in schools and require an educative response with a conflict resolution perspective.

4. Other Services

CRE Drumcondra has provided a number of other services for schools during 2012. . These include.

- **Parent Talks:** Anti- Bullying, Anger Management, Conflict Resolution,
- **In-service Teacher Training:** SALT Programme, Anti-Bullying, Anger Management.
- **Conflict Resolution Intervention:** Specific work in schools under their anti-bullying and complaints procedure policies.

There is scope to develop this area of work.

5. Partnership

Drumcondra Education Centre and the **Edward M Kennedy Institute for Conflict Intervention** have signed a protocol to work together, sharing and co-hosting events that are identified as important for the area of conflict resolution education.

6. Governance

As part of developing the programme, a sub-committee has now been set up under the aegis of the Centre Management Committee. **Marian Hackett** (former Management committee member) has been nominated Chairperson. There is a Protocol in place and work is being done on a business plan to be presented to the Board of Management at their April meeting 2013.

PROJECT MATHS DEVELOPMENT TEAM

Drumcondra AGM, March 2013.

Project Maths Development Team comprises of 1 National Coordinator, 1 Assistant National Coordinator and 16 Regional Development Officers.

Programme of Professional Development

Workshops

2011-2012: Workshop 6 and Workshop 7 delivered.

Workshop 6: 285 Workshops delivered in English and 10 as Gaeilge

Teacher attendance = 4,761

Workshop 7: 285 Workshops delivered in English and 10 as Gaeilge

Teacher attendance = 4,752

2011-2012: Repeats of Workshop 4 and Workshop 5 delivered.

Repeat Workshop 4: 11 Workshops delivered, teacher attendance = 133

Repeat Workshop 5: 11 Workshops delivered, teacher attendance = 210

Workshop 8 to be delivered in Spring 2013.

CONTENT MODULAR COURSES

2011-2012: Content Course # 1 (Probability & Statistics), Content Course # 2 (Geometry & Trigonometry) and Content Course #3 available for teachers throughout the Local Education Centre Network. Content Course #3 new for 2011-2012.

Content Course #1: 3 delivered, 37 teachers attended

Content Course # 2: 2 delivered, 25 teachers attended

Content Course #3:21 delivered, 253 teachers attended

Content Course #4 to be delivered Spring 2013

School Visits

School visits for National Roll Out were conducted for the first time in Spring and Autumn 2012.

124 school visits were conducted.

In addition to the above support is offered through resources on the website

www.projectmaths.ie

Work with the 23 schools Project Schools is ongoing

2011-2012: 144 school visits conducted with a focus on Lesson Study

Dr. Anne Brosnan, National Coordinator, March, 2013.



Summary of ICT Courses 2012

Drumcondra Education Centre

	No. of courses	Total no. of participants	Cancellations
Spring	4	39	8
Summer	3	30	0
Autumn	10	67	3
TOTALS	17	136	11

School Based Whole-School Training

	No. of courses	Total No. of participants	Cancellations
Spring	12	183	0
Summer	6	106	1
Autumn	6	74	0
TOTALS	24	363	1

General Overview

Whole School Training was again the most popular with Schools in Spring 2012 seeking Interactive Whiteboard Training as a Whole School Training event.

In Summer 2012 the whiteboard was still most popular with the whole school training. There were 3 courses run in the Centre, the 'Introduction to Scratch in the Classroom' being the most popular.

In Autumn 2012 the attendance was mixed between Web 2.0 for Learning, Creating your schools website, eLearning etc. Many teachers are now opting towards administering their own website as well as developing an action plan for the development of e-Learning in their own school.

ICT Courses, Drumcondra Education Centre

Spring 2012

ICT Courses are offered to schools under the following categories:

- (a) Courses in (or organised via) the Education Centre - see below;
- (b) Principals are invited to apply for support for courses in their own schools;
- (c) Individuals and, particularly, Groups of Teachers (including Subject Associations) are invited to apply for support for courses;
- (d) Individual Teachers are invited to submit details of courses they would like to deliver.

The list of courses being offered is as follows (Venue is **Drumcondra Education Centre**, unless otherwise stated); P = Courses available to **Primary Teachers only**; PP = Courses available to **Post-Primary Teachers only**; B = Courses available to **all Teachers**; T/C = Tea/Coffee. No courses will run during the week of the **Mid-Term Break** (11th to 15th Feb)

Day & Time	Start and End Dates	No. of Sessions, Total Hours	Course Title, Tutor & Code
Monday, 5.00 pm to 7.30 pm	18 th & 25 th Feb, 4 th Mar	3 sessions @ 7.5hrs	P & PP- Getting Started with your Laptop and Digital Projector Tutor – Patrick Halpin Course no: 601_
Wednesday, 5.00 pm to 7.30 pm	6 th , 20 th & 27 th Feb	3 Sessions @ 7.5hrs	P&PP- NCTE Creating ICT Resources Tutor – Neil O’Sullivan Course no: 602
Thursday, 5.00 pm to 7.30 pm	7 th Feb	1 Session @ 2.5hrs	P&PP - Starting your School E-Learning Plan Tutor – Niamh Ward Course no: 603
Thursday, 5.00 pm to 7.30 pm	21 st Feb	1 Session @ 2.5hrs	P & PP – Using Scoilnet and Online Encyclopaedias Tutor – Niamh Ward Course no: 604
Wednesday, 5.00 pm to 7.30 pm	30 th Jan	1 Session @ 2.5hrs	P&PP – Recording, editing and using sound for learning Tutor – Gerry Hancock Course no: 605
Saturdays, 9.30 am to 3.30pm	2 nd & 9 th Feb	2 Sessions @ 5hrs	P & PP – An Introduction to Scratch in the Classroom (NCTE/Lero) Tutor – Deirdre Slattery Course no: 606
Monday, 6.00 pm to 8.30 pm	28 th Jan & 4 th Feb	2 Sessions @ 5 hrs	PP – ICT don Ghaeilge Labhartha Tutor – Alice Hayes Course no: 607
Monday, 5.00 pm to 7.30 pm	8 th , 15 th & 22 nd Apr	3 Sessions @ 7.5hrs	P – Creating ICT Resources in the Infant Classroom Tutor: Patrick Halpin Course no: 608
Thursday, 5.30 pm to 8.00 pm	28 th Feb	1 Session @ 2.5 hrs	PP – Acmhainní ar line don Teagasc trí Ghaeilge (NCTE/STDL Gaeilge) Tutor: Alice Hayes Course no: 609
Wednesday, 5.00 pm to 7.30 pm	10 th , 17 th & 24 th Apr	3 Sessions @ 2.5hrs	P & PP – Web 2.0 for Learning Tutor – Gerry Hancock Course no: 610
Whole School Training ONLY		7.5hrs	P- An Introduction to your Interactive Whiteboard Please contact the Centre if you are interested in having WST.

Please check www.ncte.ie for all course descriptions and details.

Booking Procedure: Course Bookings and General Enquiries may be addressed to Drumcondra Education Centre, 01 8576435 or valerien@ecdumcondra.ie. Please quote Course Code.

You will be asked to provide your Teaching council number, School Roll number and other contact details.

Details: your course place is confirmed upon receipt of Booking Fee **€10** (cheques payable in advance to 'Drumcondra Education Centre');

Courses may not proceed without a minimum of 10 Participants;

Participants will be contacted if a course does not proceed (otherwise, assume that it will!); ICT courses are funded through the 'ICT in Schools' programme of the D.E.S. as implemented by NCTE.

Postal Address: The ICT Course Administrator, Drumcondra Education Centre, Drumcondra 9.

NB. Advance notice of these courses is available to schools on our email list. Please let us know if you are not in receipt of such emails.

Where specific hardware or software is mentioned, Drumcondra Education Centre does not endorse the product but provides this course as an information service for teachers.

ICT Courses, Drumcondra Education Centre

Summer 2012

ICT Courses are offered to schools under the following categories:

- (e) Courses in (or organised via) the Education Centre - see below;
- (f) Principals are invited to apply for support for courses in their own schools;
- (g) Individuals and, particularly, Groups of Teachers (including Subject Associations) are invited to apply for support for courses;
- (h) Individual Teachers are invited to submit details of courses they would like to deliver.

The list of courses being offered is as follows (Venue is **Drumcondra Education Centre**, unless otherwise stated); **P** = Courses available to **Primary** Teachers only; **PP** = Courses available to **Post-Primary** Teachers only, **B** = Courses available to **all** Teachers;

Day & Time	Start and End Dates	No. of Sessions, Total Hours	Course Title, Tutor & Code
Monday – Friday 9.30am – 2.30pm	2 nd – 6 th July	5 days, 20 hours	<u>SCRATCH Programming & Numeracy in Senior primary classes (NCTE/LERO)</u> <u>Michael Harrington</u> <u>Code: 12DA701</u>
Monday – Friday 9.30am – 2.30pm	9 th – 13 th July	5 days, 20 hours	<u>Using ICT for Literacy & Numeracy in the Infant Classroom</u> <u>Patrick Halpin</u> <u>Code: 12DA702</u>
Monday – Friday 9.30am – 2.30pm	20 th – 24 th August	5 days, 20 hours	<u>Creating and Using ICT Resources for Literacy</u> <u>Neil O’Sullivan</u> <u>12DA703</u>

Please check www.ncte.ie for all course descriptions and details.

Booking Procedure: Course Bookings and General Enquiries may be addressed to Drumcondra Education Centre, 01 8576435 or racheldunne@ecdumcondra.ie. Please quote Course Code.

You will be asked to provide your Teaching council number, School Roll number and other contact details.

Courses may not proceed without a minimum of 10 Participants;

Participants will be contacted if a course does not proceed (otherwise, assume that it will!); ICT courses are funded through the 'ICT in Schools' programme of the D.E.S. as implemented by NCTE.

Postal Address: The ICT Course Administrator, Drumcondra Education Centre, Drumcondra 9.

NB. Advance notice of these courses is available to schools on our email list. Please let us know if you are not in receipt of such emails.

Where specific hardware or software is mentioned, Drumcondra Education Centre does not endorse the product but provides this course as an information service for teachers.

ICT Courses, Drumcondra Education Centre, Autumn 2012

ICT Courses are offered to schools under the following categories:

- (i) Courses in (or organised via) the Education Centre - see below;
- (j) Principals are invited to apply for support for courses in their own schools;
- (k) Individuals and, particularly, Groups of Teachers (including Subject Associations) are invited to apply for support for courses;
- (l) Individual Teachers are invited to submit details of courses they would like to deliver.

The list of courses being offered is as follows (Venue is **Drumcondra Education Centre**, unless otherwise stated); **P** = Courses available to **Primary** Teachers only; **PP** = Courses available to

Post-Primary Teachers only, **B** = Courses available to **all** Teachers; **T/C** = Tea/Coffee. No courses will run during the week of the **Mid-Term Break** (29th Oct to 2nd Nov)

Day & Time	Start and End Dates	No. of Sessions, Total Hours	Course Title, Tutor & Code
Monday, 6.00pm – 8.30pm	3 rd , 10 th & 17 th Dec	3 Sessions @2.5hrs	P&PP - New Introductory Modules (Getting started with your Laptop and Digital Projector) Patrick Halpin 12DA801
Thursday, 6.00 pm - 8.30pm	8 th , 15 th & 22 nd Nov	3 Sessions@2.5hrs	P&PP- Creating ICT Resources Neil O’Sullivan 12DA802
Wednesday, 6.00pm – 8.30pm	12 th Dec	1 Session@2.5hrs	PP - Acmhainní Ar líne don Teagasc trí Ghaeilge(NCTE/STDL Gaeilge) Online Resources for teaching through Irish Ailís Ní Aodha 12DA803
Tuesday, 6.00pm – 8.30pm	4 th , 11 th & 18 th Dec	3 Sessions @ 2.5hrs	P&PP – Web 2.0 for Learning Gerry Hancock 12DA804
Thursday, 6.00pm – 8.30pm	6 th Dec	1 Session @2.5hrs	P&PP - Starting your School E-Learning Plan – Niamh Ward 12DA805
Tuesday, 6.00pm – 8.30pm	20 th Nov	1 Session @ 2.5hrs	P&PP - NCTE: Recording, Editing and using sound for learning Gerry Hancock 12DA806
Monday, 6.00pm – 8.30pm	12 th & 19 th Nov	2 Sessions @ 2.5hrs	P&PP - Creating your School Website using Scoilnet Blogs Gerry Hancock 12DA807
Thursday, 6.00pm – 8.30pm	29 th Nov	1 Session @ 2.5hrs	P&PP - Ag Cruthú Áiseanna ag úsáid Meáin Dhigiteacha Ailbhe Lewis 12DA808
Saturday, 9.30am – 3.30pm	17 th & 24 th November	2 Sessions @ 5hrs	P&PP - An introduction to SCRATCH in the Classroom (NCTE/Lero) Bronagh Dixon 12DA809
Wednesday, 6.00pm – 8.30pm	21 st & 28 th Nov	2 Sessions @ 2.5hrs	PP – ICT don Ghaeilge Labhartha (NCTE/STDL Gaeilge) Focused on Leaving Cert Oral - Ailís Ní 12DA810
Whole School Training ONLY		7.5hrs	P- An Introduction to your Interactive Whiteboard Please contact the Centre if you are interested in having WST.

Please check www.ncte.ie for all course descriptions and details.

Booking Procedure: Course Bookings and General Enquiries may be addressed to Drumcondra Education Centre, 01 8576435 or valerien@ecdumcondra.ie. Please quote Course Code.

You will be asked to provide your Teaching council number, School Roll number and other contact details.

Details: your course place is confirmed upon receipt of Booking Fee **€10** (cheques payable in advance to 'Drumcondra Education Centre';

Courses may not proceed without a minimum of 10 Participants;

Participants will be contacted if a course does not proceed (otherwise, assume that it will!); ICT courses are funded through the 'ICT in Schools' programme of the D.E.S. as implemented by NCTE.

Postal Address: The ICT Course Administrator, Drumcondra Education Centre, Drumcondra 9.

NB. Advance notice of these courses is available to schools on our email list. Please let us know if you are not in receipt of such emails.

Where specific hardware or software is mentioned, Drumcondra Education Centre does not endorse the product but provides this course as an information service for teaches.

RELATIONSHIPS & SEXUALITY EDUCATION AND CHILD PROTECTION REPORT 2012

2012 was a busy year for RSE and child protection. Each year the RSE Support Service offers primary teachers the option of attending a five hour course in RSE. The courses take place over two afternoons and are organised through the education centre network.

The numbers attending each year remain fairly consistent, at just under 1,000 teachers. The demand has remained steady, presumably due to the fact that new teachers come into the system every year. The feedback is always extremely positive. There are two reasons for this, firstly the training is practical with a focus on effective classroom methods, and secondly the associate team of trainers who deliver the courses are teachers with a huge level of expertise and a strong commitment to holistic education.

As a team we very much appreciate the efficiency and dedication of the staff in the education centres who organise the training for us. I'd like to thank them for all the work they do in sending letters, taking bookings, organising lunches and travel payments and generally making sure that everything runs smoothly for the trainer and the participants.

In addition to RSE courses, the support service also delivers child protection training to newly appointed Designated Liaison Persons (DLP), and information evenings on child protection to members of Boards of Management

Autumn 2011 saw the introduction of new Child Protection Procedures for Primary and Post Primary Schools. As a result we decided to run half day information sessions for all DLPS and DDLPs in the spring of 2012 in order to ensure that they were familiar with the changes in the new Procedures. In addition we also delivered the usual training days for newly appointed DLPS and information sessions for members of Boards of Management. In total 1059 people participated in these events.

Central to all the work that takes place during the year is Bernie Howard, who is unfailingly efficient, kind and helpful. I'd like to thank Bernie most sincerely for her work and support throughout the year and also to thank Eileen and all the staff in Drumcondra for their kindness and generosity.

Frances Shearer, National Coordinator for RSE and SPHE.

Write Minded Report to Drumcondra Education Centre

This report provides an overview of the activities and outputs of the *youngballymun* Write-Minded team from March 2012 to March 2013. There are in-school, family and community and policy to practice dimensions to the strategy.

The continuing day to day work of the Write Minded school strand is determined by the needs of each individual school established through consultation and reflection between school and service. It includes:

- The identification and dissemination of evidence-based models of best practice for literacy development
- Delivery of Continuous Professional Development
- Promotion and support for Whole School Planning for Literacy Development using a Balanced Literacy Framework
- Targeted interventions for individual or groups of pupils
- Ongoing assistance and support for literacy development including in-class support
- Interagency work.

Write Minded recorded and disseminated two locally made DVD's, "Jolly Phonics-an overview for Parents", and "Spread the Word"- parents and their children talking together, to parent groups in schools and in the community. Write Minded submitted a report to the Teaching Council on "Revised Entry Requirements for Primary School Training" stressing the need to ensure that the teaching profession was representative of all.

Some School Initiatives:

Literacy Initiatives being implemented in Ballymun Schools which Write Minded support include,

- Story time for Junior & Senior Infant pupils and their parents who attend after school read-aloud sessions to encourage parent-and-child reading
- Vocabulary Games and "Language Towards Literacy" Programme which continue to support oral language development
- Paired Reading – one-to-one reading for pupils with a variety of partners including parents, transition year students, and students from DCU University through the SUAS volunteer project

A comprehensive Transitions Programme is being implemented in all Ballymun schools with in-class support delivered by the Write Minded team. A booklet for parents, "A Guide for Parents –Transition from Primary to Secondary School for Ballymun pupils"- was compiled and disseminated to parents of sixth class pupils. Workshops on "Learning Styles" and "Study Skills" were delivered in collaboration with local "DCU in the Community" personnel for first year Secondary School pupils. A session for third year Secondary school pupils on "Exam Skills" will take place later this month.

Professional Development:

Training and Cluster Meeting support for First Steps Tutors of Reading, Writing and Speaking & Listening continue. The Ballymun area has thirty trained literacy tutors. Professional development is provided on an ongoing basis to whole school staff. Tailored Whole School Plans for Literacy implementation in schools were revisited in May and June 2012 and revised two year plans put in place for school years 2012/2013 and 2013/2013

Family & Community Strand

Families and communities are vital change agents in developing good literacy and learning practices.

Language and literacy are the fundamental foundation to children's expression of themselves, their ability to communicate and central to building relationships with others. Parents are a significant resource that can be activated to support children's literacy development.

youngballymun recognises the critical role parents can play as change agents and have used a dynamic change strategy to engage with and catch the attention and imagination of parents with programmes such as Story Sacks, story time, Breakfast Buddies, and the Incredible Book Club. Breakfast Buddies was recently showcased by Atlantic Philanthropies as a successful family literacy initiative. You can watch the link here <http://www.atlanticphilanthropies.org/caroline-story-how-early-literacy-programme-helped-her-children>.

A recent family and community initiative was the production of a DVD "Spread the Word!" this short DVD made by Ballymun families for Ballymun families brings to life 10 useful tips on how families can support their children's talking from when they are babies all the way up to when they are teenagers and Beyond! The spread the word DVD can be viewed using this link http://www.youngballymun.org/news/news_article

Youngballymun Write minded works in partnership with local communities to increase the focus, quality and time placed on literacy activities in community settings. Literacy activities are integrated into existing community programmes and the summer slide initiative for out of school projects in the summer holidays continues to be successful. Write minded youngballymun continues to produce a summer activity book for use by parents and children over the summer holidays and over 1700 children received the summer slide activity book and 529 senior infant and first class pupils received story book and activity pack in 2012 .

Incredible Years: Report to Drumcondra Education Centre 2012

This report provides an overview of the activities and outputs of the Incredible Years (IY) programme in Ballymun for the period March 2012 to March 2013.

Incredible Years is an evidence-based school and home programme for teachers, parents and children. It is proven to support positive emotional and social development in primary school aged children, positive and practical parenting and effective classroom management. The Incredible Years service is designed in collaboration with schools and community organisations and is delivered in partnership with Drumcondra Education Centre and with Archways, the national promoter of Incredible Years in Ireland.

The Incredible Years Programme is running in 9 schools in Ballymun: Dina School and Parent Programmes run in Holy Spirit Boys, St. Joseph's Junior, Virgin Mary Boys and Girls Schools, Our Lady of Victories Infant and Gaelscoil Bhaile Munna while the teachers in St. Joseph's Senior, Scoil an tSeachtar Laoch and in Holy Spirit Girls School are using the strategies and approaches of the Incredible Years Teacher Classroom Management Programme in their classrooms.

Key Events for the Incredible Years Service during 2012

- The study to support the implementation of a Whole School Ownership approach to Incredible Years was completed by Professor Mark Morgan in November 2012.
- Four Parent Group Leaders are now certified Parent Group Leaders in the Incredible Years: Parent Training Series by Carolyn Webster-Stratton Ph. D.
- Two members of staff from BEST (Ballymun Educational Support Team) School Completion Programme are now certified Dina Group Leaders in the Incredible Years: Dina Dinosaur's Social Skills and Problem-Solving Curriculum series by Carolyn Webster-Stratton Ph. D.
- Delivery of the IY Parent Programmes has expanded to include: a programme for parents of toddlers, a targeted 20 week programme and a school readiness programmes for parents of incoming Junior Infants.
- Two teachers have trained in the delivery of Teacher Classroom Management Leader Training.
- Since commencement of the IY service: 645 children have received the Child Programme, 105 teachers and classroom support staff have trained in at least one IY component and 374 parents have participated in IY Parent Programmes.

***Martina Gannon, Breege Breheny, Lana McCarthy.
March 2013.***



Postgraduate Diploma in Educational Leadership (Tóraíocht)

The Post-Graduate Diploma in Educational Leadership (**Tóraíocht**) is offered in partnership between the National University of Ireland Maynooth and Professional Development Service for Teachers (PDST). The course leads to a Level 9 qualification (60 credits).

The programme is delivered nationally in Education Centres and in the Education Department at NUI Maynooth on an annual basis. Sessions are held from September until April with a blend of lectures and on-line assignments. Drumcondra Education Centre was a designated venue for the academic year 2011-12 and for 2012-13. Over 100 teachers have availed of the course during those years.

Tóraíocht is about exploring the challenges and opportunities involved in school leadership. The course modules centre on the leadership of learning, of people and of the organisation. Time is spent considering the capabilities, personal and professional, contributing to successful, life-enhancing school communities. A wide variety of methodologies are used in both presentation and assessment, including the opportunity to practice leadership skills through the completion of a school-related action research project. The course is designed and delivered by staff from NUI Maynooth and PDST.

Subject to sufficient numbers of qualified applicants, Drumcondra Education Centre will be offered as a venue for the course for the coming academic year, 2013/2014. Applicants must be qualified teachers with four years full-time teaching experience.

Application for the course must be made online through the Postgraduate Application Centre (PAC) system at www.pac.ie

Further information relating to the application process is available from education.department@nuim.ie or marie.hanley@nuim.ie (01) 708 3471

Course information available from carmellillis@pdst.ie and paula.kinnarney@nuim.ie

CIRCUS AND FAIRGROUND SCHEME 2012

Report on the CFSS 2012:

The CFSS is an educational Support Service for Primary School pupils of Circus and Fairground families while they are on tour and away from their base schools.

It is operated through the network of Education Centres - with Limerick Education Centre being the lead Centre. It is funded by the DES.

The Limerick Regional Office of the DES now has responsibility for the CFSS.

The overall number of call-outs in 2012 was virtually the same as 2011.

All teachers working with the CFSS must be fully qualified, fully probated and full members of the Teaching Council.

The CFSS continues to be very much appreciated by the C&F families. Without it the families would be split up during the season – with the pupils having to remain at home with relatives or neighbours.

It is very important that such an efficient and effective service be maintained.

Many thanks to the Director and Staff of all the Education Centres, who are part of the scheme, for their continued support of the CFSS.

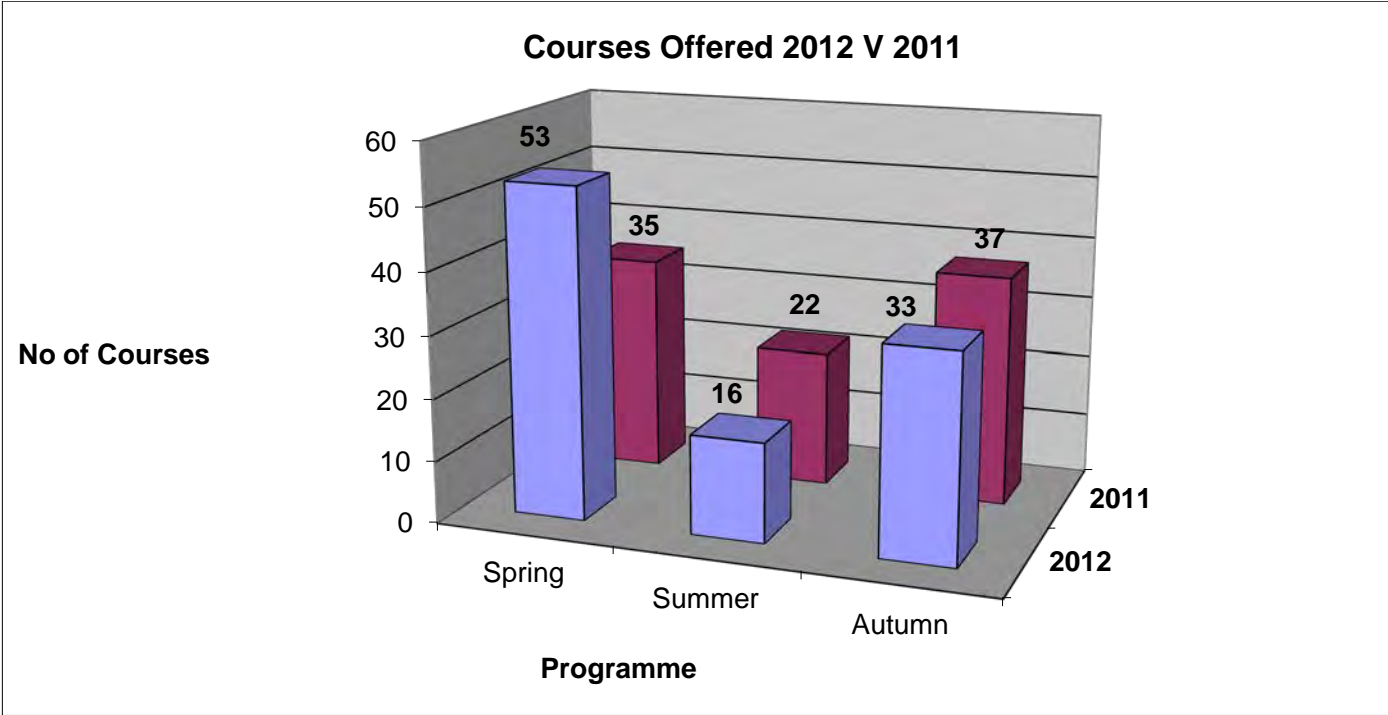
Mary M. O'Connor,

National Coordinator CFSS

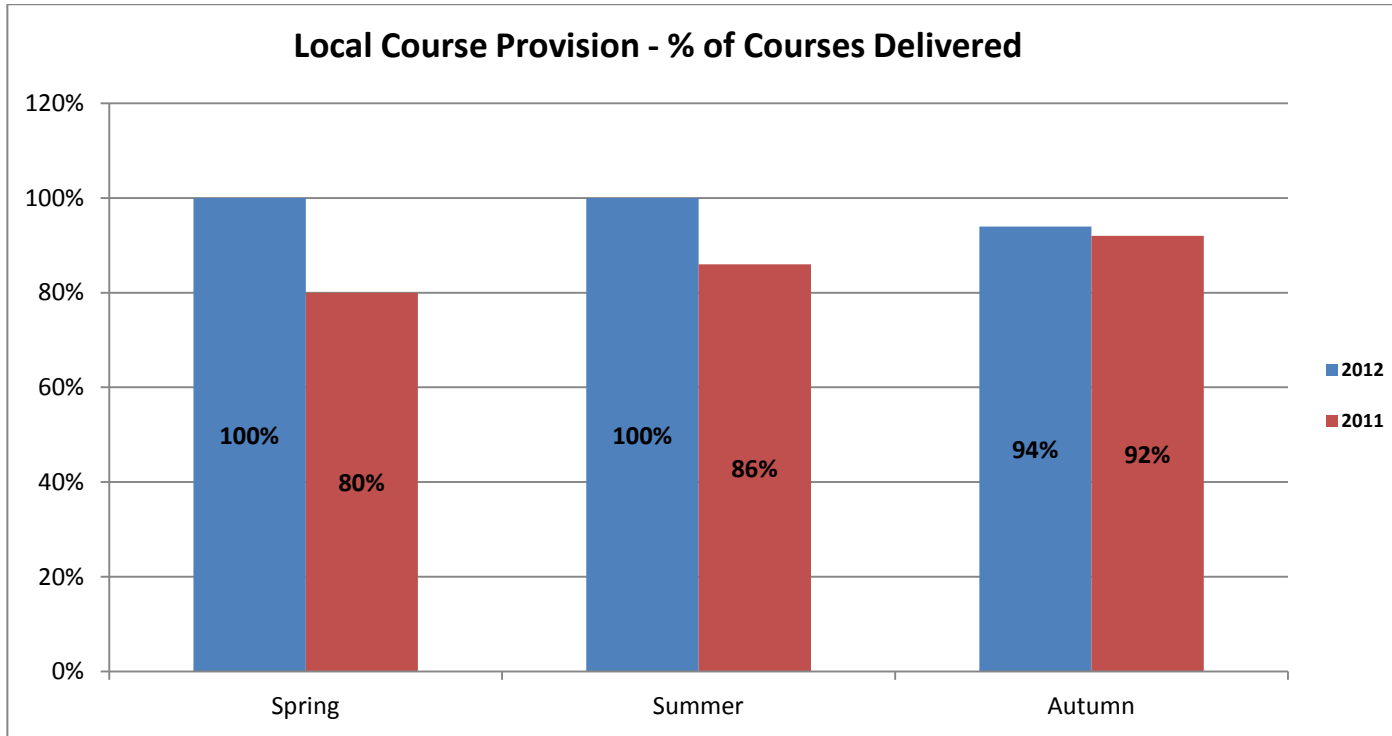
8th February 2013.

LOCAL COURSE PROVISION COMPARISONS 2012

Description	No. of Courses Offered		No. of Courses Cancelled		% Courses Cancelled		Actual No. of Courses		Participant Numbers	
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011
Spring Courses	53	35	0	7	0%	20%	53	28	713	330
Summer Courses	16	22	0	3	0%	14%	16	19	282	322
Autumn Courses	33	37	2	3	6%	8%	31	34	494	476
Total courses	102	94	2	13	2%	14%	100	81	1489	1128



Description	No. of Courses Offered	
	2012	2011
Spring	53	35
Summer	16	22
Autumn	33	37
Total courses	102	94

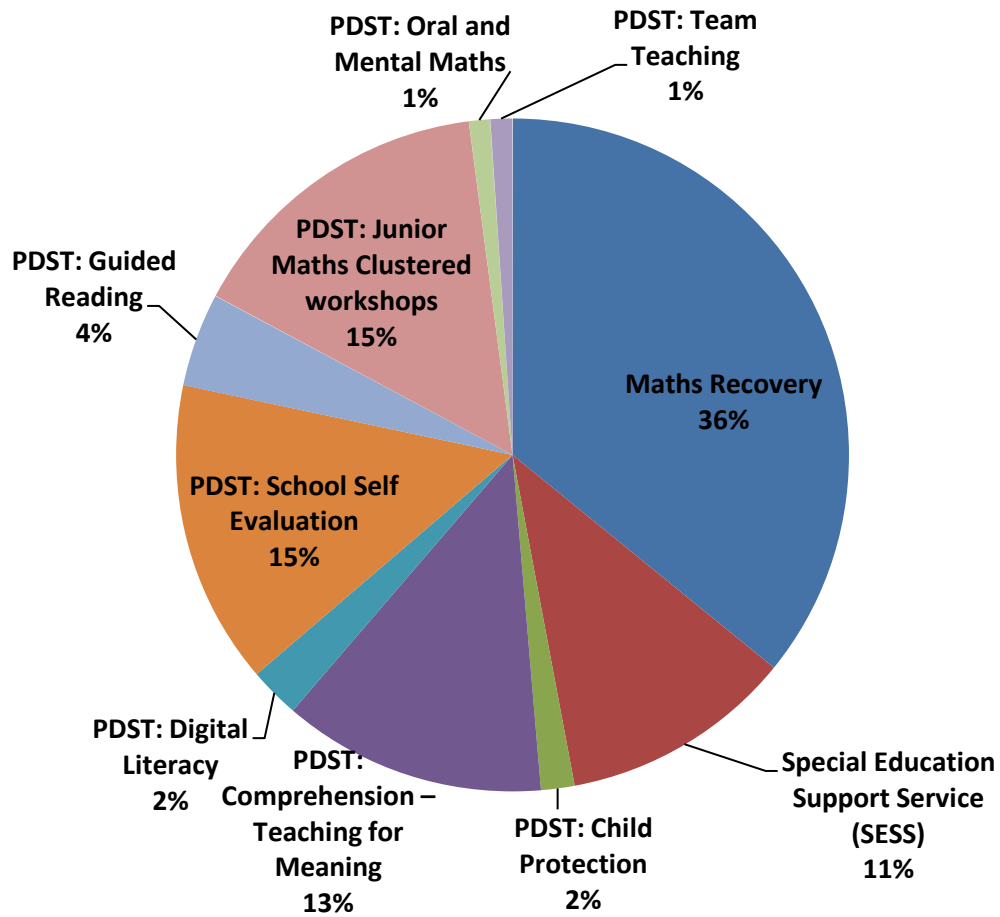


	2012	2011
Spring	100%	80%
Summer	100%	86%
Autumn	94%	92%

PRIMARY IN-SERVICE 2012

In-Service	For	No of Workshops/ Sessions	Number Participated
Maths Recovery	Maths Recovery training to Urban Band 1 and 2 schools under the Department of Education and Skills' DEIS initiative.	25	710
Special Education Support Service (SESS)	1. ICT 2. TEACCH 3. Teaching Exceptionally Able 4. ASD Seminar 5. Intensive Interaction	10	221
PDST: Child Protection	Seminar is to provide a brief update of the revised Children First and DES Procedures.	1	32
PDST: Comprehension – Teaching for Meaning	Series of three 2 hour workshops is designed to highlight the importance of the explicit teaching of Comprehension Strategies in a cross-curricular way.	12	250
PDST: Digital Literacy	Using ICT to teach Literacy & Numeracy	2	48
PDST: School Self Evaluation	2 day workshop model for P & DP's to attend towards providing guidance and practical support for carrying out the process in their schools.	9	289
PDST: Guided Reading	Explore the elements of a guided reading lesson through observation and discussion.	4	89
PDST: Junior Maths Clustered workshops	Schools within certain geographical catchments attended a programme designed for infant—2nd classes entitled, 'Skills-based learning: Getting children to think and talk mathematically.'	13	299
PDST: Go Mental for Maths	A hands on practical workshop offering a host of strategies for oral and mental maths for all class levels with some focus on a differentiated activities.	1	20
PDST: Team Teaching	A practical approach to the planning and organisation of team teaching in the primary classroom.	1	21
Totals		78	1,979

Primary In-Service 2012



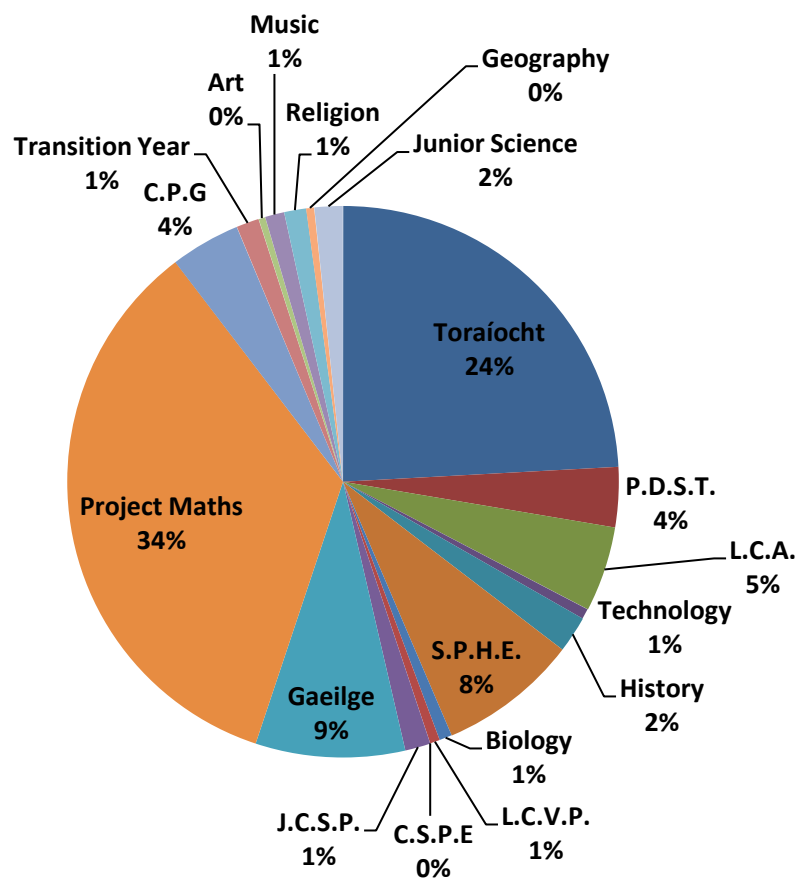
POST-PRIMARY INVOLVEMENT WITH DRUMCONDRA EDUCATION CENTRE

JANUARY - DECEMBER 2012 (Participant Numbers)

Month	Toraiocht	P.D.S.T.	L.C.A.	Technology	History	S.P.H.E.	Biology	L.C.V.P.	C.S.P.E	J.C.SP.	Gaeilge	Project Maths	C.P.G	Transition Year	Art	Music	Religion	Geography	Junior Science	TOTAL Participants
January	104		24			53				17	47	93								338
February	108	62				20		6	6	113	192	56				16		16		595
March	106	10		13		25				83	362			14	18	16	17	12		676
April	108	5			18						18									149
May		5				6					18		10		11					50
June																				0
July																				0
August																				0
September	122		158			106				40					12	15		17		470
October	136				48	38	11	15	21	54	11	217	16						8	575
November	168	46		9		49	16				39	330	23						8	688
December	27				12						16	72								127
																				0
Total	879	128	182	22	78	297	27	21	27	54	319	1256	149	49	14	41	47	17	61	3668
%	23.96%	3.49%	4.96%	0.60%	2.13%	8.10%	0.74%	0.57%	0.74%	1.47%	8.70%	34.24%	4.06%	1.34%	0.38%	1.12%	1.28%	0.46%	1.66%	

Subject	% of inservice per subject	Participant No's
Toraíocht	23.96%	879
P.D.S.T.	3.49%	128
L.C.A.	4.96%	182
Technology	0.60%	22
History	2.13%	78
S.P.H.E.	8.10%	297
Biology	0.74%	27
L.C.V.P.	0.57%	21
C.S.P.E	0.00%	27
J.C.S.P.	1.47%	54
Gaeilge	8.70%	319
Project Maths	34.24%	1256
C.P.G	4.06%	149
Transition Year	1.34%	49
Art	0.38%	14
Music	1.12%	41
Religion	1.28%	47
Geography	0.46%	17
Junior Science	1.66%	61
TOTAL	0.00%	3668

Post Primary In-service 2012



Drumcondra Education Centre – Teacher Professional Networks (TPNs)

- ATAI Art Teachers' Association Ireland
- ATR Association of Teachers of Russian
- ATS Association of Teachers of Spanish
- CESI Computer Education Society of Ireland
- ELSTA English Language Support Teachers Association
- ILSA Irish Learning Support Association
- RAI Reading Association of Ireland

Drumcondra Education Centre – Teacher Professional Communities (TPCs)

- Amnesty International – Human Rights Education TPC
- The North Dublin TPC in Physical Education
- Modern Languages TPC
- Maths Recovery TPC

CENTRE OPENING 2012

Centre Opening Weekdays / Weekends 1st January 2012 to 31st December 2012:				
	Weekdays	Friday Evening	Saturday	Sunday
January	19	1	3	0
February	21	1	4	0
March	21	1	3	0
April	16	1	2	0
May	21	1	3	0
June	20	0	0	0
July	10	0	0	0
August	15	0	0	0
September	20	0	2	0
October	23	0	3	0
November	21	0	2	0
December	13	0	2	0
Totals	220	5	24	0
Opening Hours:				
Monday	<i>8.30am – 9.30pm</i>			
Tuesday	<i>8.30am – 6.00pm & 7.00pm – 9.30pm</i>			
Wednesday	<i>8.30am – 9.30pm</i>			
Thursday	<i>8.30am – 6.00pm & 7.00pm – 9.30pm</i>			
Friday	<i>8.30am – 5.00pm</i>			
Saturday	<i>By Appointment</i>			

ATTENDANCE AT EVENTS 2012

Attendance at Events at Drumcondra Education Centre, January – December 2012:

<i>Month</i>	<i>People in Attendance</i>
January	1122
February	1583
March	2190
April	738
May	1253
June	298
July	263
August	140
September	1445
October	2476
November	2378
December	728
Total	14,614

The following groups availed of the Education Centre Services

A

- ACCS (Association of Community & Comprehensive Schools)
- AMCSS (Association of Management of Catholic Secondary Schools)
- Art Teachers' Association
- Active School Flag
- ASTI

B

- Bord Bia (Food Dude)
- Business Studies Teachers' Association

C

- CPSMA
- CompuB
- Church of Ireland Boards of Education
- Chaplains Association
- Cambridge Occupational Analysis
- Craft Council
- CRE
- CARI
- Civic Theatre Transition Year Students
- Corfheile
- Ceol Ireland
- Crisis Pregnancy
- Citizen Information Board

D

- Discover Primary Science Forfas
- Down Syndrome Ireland

E

- Edmund Rice Schools Trust
- Educate Together Schools
- Educational Research Centre
- E.L.S.T.A
- English Teachers' Association

- Euro Languages
- Eurodesk, Leargas
- Exploring Pathways

F

- Financial Regulator & MABS
- First Aid Training
- Folens Publishers
- Failte Ireland

G

- Global Action Plan
- Geography Teachers Association

H

- Health Management Institute
- Health Promotion Services
- Higher Education Authority
- Hibernia College

I

- Institute of Guidance Counsellors
- INTO
- Irish Mathematics Teachers' Association

J

- Joint Managerial Body for Secondary Schools

L

- Little Island Books
- Leargas
- Leadership Development for Schools

M

- Middletown Centre for Autism
- PDST Modern Languages
- Misneach
- MATA (Maths Recovery)
- MABS
- Mental Health Promotion/Suicide Prevention In Post Primary Schools

N

- NAPD (National Association of Principals & Deputy Principals)
- NCCA
- National Council for the Blind
- NUIG (SDP Diploma Programme)
- National Parents Council (Primary)
- National Induction Programme for Teachers (NIPT)
- NEPS
- NIPT (Mentors)
- National Office for Suicide Prevention

P

- Psychological Society of Ireland
- Promethean
- PDST School Self Evaluation
- Prim-Ed Publishing

R

- Real Event Solutions Food Dudes
- Reading Association
- Rainbow Education

S

- Schools Websites
- Jim Smyth (Smartboard)
- Software Asset Management Ireland
- St Paul's CBS
- Swan Training
- St. Helen's Education Office
- Steljes Ltd (Smartboard)
- St Patrick's College
- School Chaplains Association
- St Angela's College Lough Gill
- Solid Solutions
- Safety Ireland
- Social Innovators
- Simply Signing
- SMEI

T

- Typetec
- TUI
- T4
- Technology Subjects (ISTPN)
- Temple Street Hospital
- TL21 Transfer Initiative

U

- Uptown Computers

W

- Whitehall College of Further Education

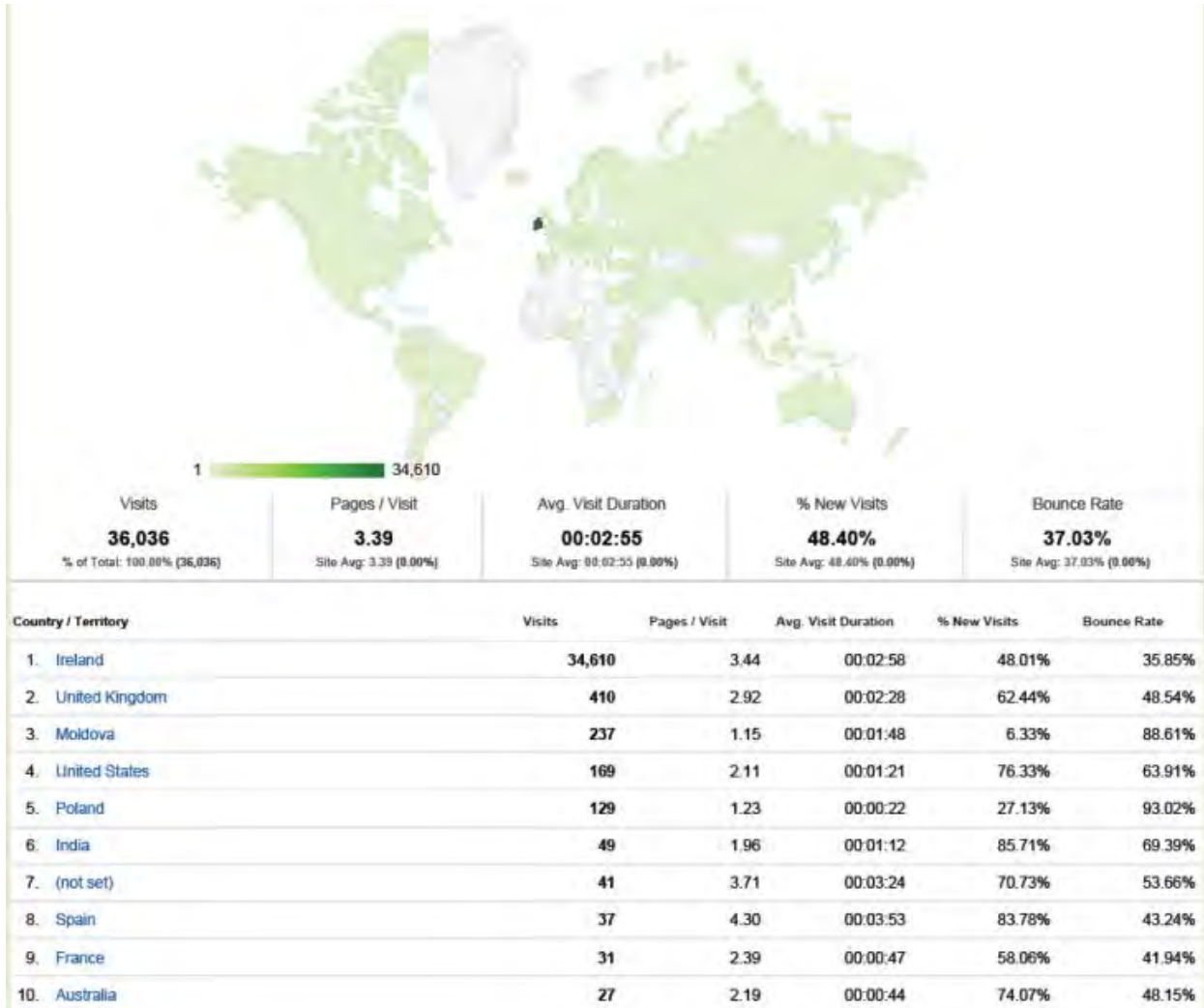
Y

- Young Ballymun
- Young Social Innovators Ltd

The Centre assists the following with Conference Planning and facilities:

- SMEI
- CESI
- LDS
- BSTA
- ESAI
- LCVP
- MTA
- SESS
- ELSTA
- Modern Languages PP
- PE Association
- JCSP
- North Dublin Engineering Association

WEBSITE STATISTICS



NQT ATTENDANCE FIGURES

NATIONAL INDUCTION PROGRAMME FOR TEACHERS ATTENDANCE FIGURES 2012

JANUARY - JUNE 2012	FEMALE	MALE	TOTAL
PRIMARY	642	85	727
POST PRIMARY	27	0	27
	669	85	754

SEPT-DEC 2012	FEMALE	MALE	TOTAL
PRIMARY	1356	351	1707
POST PRIMARY	341	163	504
	1697	514	2211

TOTAL ATTENDEES FOR 2012	2366	599	2965
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