

## EDUCATION RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 5 September 2017

**Chair:**

Councillor Katy Loudon

**Councillors Present:**

Alex Allison, John Anderson, Stephanie Callaghan, Margaret Cooper, Poppy Corbett, Peter Craig (Depute), Maureen Devlin (*substitute for Councillor Cowie*), Fiona Dryburgh, Alistair Fulton, Lynsey Hamilton, Mark Horsham, Eileen Logan (*substitute for Councillor Razzaq*), Monique McAdams, Julia Marrs, Gladys Miller, Lynne Nailon, Carol Nugent, John Ross, David Shearer (*substitute for Councillor McAllan*), Collette Stevenson (*substitute for Councillor Watson*), Bert Thomson (*substitute for Councillor Scott*), Sheena Wardhaugh, Jared Wark (*substitute for Councillor Le Blond*)

**Councillors' Apologies:**

Margaret Cowie, Ian Harrow, Ann Le Blond, Ian McAllan, Mo Razzaq, Graham Scott, Margaret B Walker, David Watson

**External Members Present:**

Gillian Coulter, John Mulligan, Bill Ramsay

**External Member's Apology:**

Susannah McIntosh

**Attending:**

**Education Resources**

T McDaid, Executive Director; D Dickson, Head of Education (East Kilbride); A Donaldson, Head of Education (Inclusion); C McKenzie, Head of Education (Clydesdale and Hamilton); S Nicolson, Head of Education (Curriculum, Learning and Teaching)

**Finance and Corporate Resources**

P MacRae, Administration Officer; M Milne, HR Business Partner; L O'Hagan, Finance Manager (Strategy)

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Education Resources - Revenue Budget Monitoring 2017/2018

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A joint report dated 9 August 2017 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted comparing actual expenditure at 21 July 2017 against budgeted expenditure for 2017/2018 for Education Resources.

Details were provided on proposed budget virements to realign budgets.

**The Committee decided:**

- (1) that the breakeven position on the Education Resources' revenue budget at 21 July 2017 be noted;

- (2) that the forecast to 31 March 2018 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendix to the report, be approved.

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### **3 Education Resources - Capital Budget Monitoring 2017/2018**

A joint report dated 1 August 2017 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted advising of the progress on the Education Resources' capital programme 2017/2018 and summarising the expenditure position at 21 July 2017.

**The Committee decided:** that the report be noted.

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### **4 Education Resources - Workforce Monitoring - April to June 2017**

A joint report dated 1 August 2017 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period April to June 2017:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 10 June 2017

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 14 February 2017 (Paragraph 5)]*

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### **5 Education Resources' Resource Plan - Quarter 4 Progress Report 2016/2017**

A report dated 29 August 2017 by the Executive Director (Education Resources) was submitted on the Education Resources' Resource Plan 2016/2017.

Details were provided on progress made at the end of quarter 4, covering the period April 2016 to March 2017, in implementing the priority projects identified in the Resource Plan.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 22 November 2016 (Paragraph 6)]*

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### **6 School Holiday Dates for Session 2018/2019**

A report dated 10 August 2017 by the Executive Director (Education Resources) was submitted on proposed holiday arrangements for schools in South Lanarkshire for session 2018/2019. Neighbouring education authorities, all teachers, trades unions and parent councils had been consulted on the proposals.

**The Committee decided:** that the following school holidays for session 2018/2019 be approved:-

**Session 2018/2019**

<b>First Term</b>	<b>Teachers' In-service</b>	<b>Tuesday</b>	<b>14 August 2018</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 August 2018</b>
	Pupils return	Thursday	16 August 2018
September	Close on	Thursday	20 September 2018
Weekend	Re-open	Tuesday	25 September 2018
October Break	Close on	Friday	12 October 2018
	Re-open	Monday	22 October 2018
Christmas	<b>In-service day</b>	<b>Monday</b>	<b>19 November 2018</b>
	Close on	Friday	21 December 2018 at <b>2.30pm</b>
	Re-open	Monday	7 January 2019
<b>Second Term</b>			
February break	Close on	Friday	8 February 2019
	Closed	Tuesday	12 February 2019
	<b>In-service day</b>	<b>Wednesday</b>	<b>13 February 2019</b>
Spring break/Easter	Close on	Friday	29 March 2019 at <b>2.30pm</b>
	Re-open	Monday	15 April 2019
	Close on	Thursday	18 April 2019
	Re-open	Tuesday	23 April 2019
<b>Third Term</b>			
Local Holiday	Closed	Monday	6 May 2019
	<b>In-service day</b>	<b>Tuesday</b>	<b>7 May 2019</b>
Local Holiday*	Close on	Thursday	23 May 2019
	Re-open	Tuesday	28 May 2019

\*Lanark schools to observe 6 and 7 June 2019 (Lanimers)

Summer break	Closed	Friday	28 June 2019 at <b>1.00pm</b>
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Proposed in-service days	*2 dates for teachers' in-service training for August 2019 still to be confirmed.
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**Working Days for Teachers**

**195**

[Reference: Minutes of 22 November 2016 (Paragraph 7)]

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## 7 Education Resources' Workforce Plan 2017 to 2020 - Right People, Right Place, Right Time

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A report dated 18 August 2017 by the Executive Director (Education Resources) was submitted on Education Resources' Workforce Plan 2017 to 2020.

On 8 March 2017, the Executive Committee had agreed the Council Workforce Plan 2017 to 2020, with Resources being required to provide updates on their Workforce Plan to their respective committees.

Education Resources' Workforce Plan 2017 to 2020, attached as Appendix 1 to the report, was developed around the vision, values, ambitions and objectives of the draft Council Plan, 'Connect' 2017 to 2022.

A forward plan had been developed to ensure that workforce planning activity was co-ordinated and progressed by appropriate officers on an ongoing basis. Details of the forward plan were provided in Appendix 2 to the report.

**The Committee decided:**

- (1) that the Education Resources' Workforce Plan 2017 to 2020 be approved; and
- (2) that progress achieved on developing the Resource Workforce Action Plans be noted.

*[Reference: Minutes of the Executive Committee of 8 March 2017 (Paragraph 9)]*

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## **8 Education Implementation of Parts 4, 5 and 18 of the Children and Young People (Scotland) Act 2014**

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A joint report dated 21 August 2017 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on a proposal to add a temporary post of GIRFEC Officer to the establishment of the Inclusive Education Service to support the implementation of Parts 4, 5, and 18 of the Children and Young People (Scotland) Act 2014.

Key elements identified within the role of the GIRFEC Officer (Inclusive Education Service) were detailed in the report. The additional post would enable the Service to provide the required training, guidance and support to all Education Resources' staff involved in the delivery of the Named Person function as set out in statutory guidance. Recruitment to the post would be on a secondment basis, for a period of 23 months (September 2017 to August 2019) and would be funded by monies provided by the Scottish Government for the development and implementation of the duties and powers within the Children and Young People (Scotland) Act 2014.

**The Committee decided:** that a post of GIRFEC Officer (Inclusive Education Service) be established on a temporary basis, for a period of 23 months (September 2017 to August 2019), on the SNCT national salary scale at (Q10) points 1 to 3 (£51,687 to £57,672).

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## **9 Schools' Online Payments System - Proposal**

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A joint report dated 18 August 2017 by the Executive Directors (Education Resources), (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted:-

- ♦ providing details of the evaluation of a pilot project involving the use of an online payment system in South Lanarkshire schools
- ♦ on proposals to rollout the system to all schools and establishments over a 2 year period

In 2013, the Improvement Service formed a National Working Group to develop an online school payments solution for all local authorities which would:-

- ♦ be easy to use and have an intuitive payment process for parents
- ♦ provide real time balance information for parents

- ◆ ensure real time pupil validation to ensure payments were allocated against the correct pupil
- ◆ possess full fund management capabilities to ensure that monies were paid against the correct pupil and to the correct fund, with an electronic audit trail of the transaction

In August 2015, the Council selected ParentPay, one of 3 suppliers within the National Framework, and commenced a pilot project for the use of the online payments system, which involved 8 establishments, including 2 secondary schools, 5 primary schools and 1 standalone nursery. Key findings from the pilot were detailed in the report.

In view of the positive feedback from the pilot project, both in terms of level of use and satisfaction with the system, it was proposed that ParentPal be implemented across all schools and establishments over a 2 year period. The proposed rollout aligned itself with a number of the principles detailed in the Council's new Digital Strategy.

Capital costs were estimated at £110,000 and would be funded through the Finance and Corporate Resources' capital programme. Annual recurring costs, estimated at £213,000, would be met, during the implementation phase, from the Council's IT Development Fund. It was anticipated that, following a successful implementation, a further review of processes would be undertaken to identify efficiencies which could be used to fund the project in the future.

**The Committee decided:**

- (1) that the positive evaluation of the pilot online payment system in South Lanarkshire schools be noted;
- (2) that the online payment system be implemented across all schools and establishments; and
- (3) that the commitment to develop and implement savings proposals, to enable the system to be self-funding from 2020 onwards, be noted.

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## **10 Scottish Government Attainment Fund - Pupil Equity Funding**

A joint report dated 31 July 2017 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted providing an update on the Council's approach to supporting schools in the implementation of Pupil Equity Funding (PEF).

In 2016, the Scottish Government announced that, from April 2017, an additional £120 million would be provided direct to Headteachers through the Attainment Scotland Fund, to reduce the poverty related attainment gap. The key principles of PEF were outlined in the report.

For 2017/2018, the total PEF allocated to South Lanarkshire was £7.9 million and it was anticipated that this funding would continue for a further 3 years.

On 27 February 2017, at an event organised by the Scottish Government, national operational guidance was provided to Headteachers to help schools plan how they would most effectively invest their PEF allocation to improve educational outcomes. Information on the national operating guidance was provided in the report. This guidance was supplemented by local operational guidance issued by Education Resources, a copy of which was attached as Appendix 1 to the report.

Planning and consultation on the use of PEF would take place within the normal School Improvement Planning Cycle and School Improvement Plan and templates had been updated to reflect and record the use of PEF. Section 6 of the Council's Guidance for Schools acknowledged the current national context in terms of the difficulties around teacher availability and recruitment. In addition to the requirement for teaching staff, a range of other professional and occupational groups and a range of activities and strategies that could be used to bridge the gap in attainment were noted in the guidance.

It was recognised that staffing levels for teaching staff and the range of other professional and occupational groups could vary on a session by session basis to meet the requirements of the PEF programme. Appointments would be made in line with each school's PEF allocation, details of which were outlined in Appendix 2 to the report. To incorporate the additional funding into normal recruitment processes, an annual establishment would be created for PEF in line with the School Improvement Plan and agreed by the Head of Personnel Services.

**The Committee decided:**

- (1) that the support to schools in the implementation of Pupil Equity Funding, through local operational guidance to Headteachers, be noted;
- (2) that the arrangements for additional staffing requirements, to meet the criteria detailed in Section 6 of the Council's Guidance for Schools and as outlined in paragraphs 6.6 and 6.7 of the report, be approved; and
- (3) that the variation of staffing numbers each session, in line with each school's Pupil Equity Fund allocation, be noted.

*[Reference: Minutes of 13 September 2016 (Paragraph 7)]*

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## **11 The Governance Review - Next Steps**

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A report dated 8 August 2017 by the Executive Director (Education Resources) was submitted providing an update on the Scottish Government's response to its consultation on governance within Scottish Education from early years through to secondary school.

On 28 June 2016, the Scottish Government published 'Delivering Excellence and Equity in Scottish Education – a delivery plan' which outlined the steps they would take to achieve improvements, building on the work contained in the National Improvement Framework. One of the main actions within the plan, was the launch of a schools' governance review which examined the system changes 'to empower schools, decentralise management and support through the encouragement of school clusters and creation of new educational regions'.

On 15 June 2017, the Scottish Government's "Empowering Teachers, Parents and Communities to achieve Excellence and Equity in Education: Next Steps" was announced. The "Next Steps" paper disaggregated the strategic leadership role of local government and proposes a redistribution of a number of functions. Those changes which were deemed statutory in nature would be made by virtue of an Education Bill to be introduced early in 2018.

Details of the key areas of change were highlighted in the report, in particular those which related to:-

- ◆ a change to the role and remit of Headteachers
- ◆ the creation of Regional Improvement Collaboratives
- ◆ local authority responsibilities
- ◆ the role of Education Scotland

Due to the scope, significance and timescales outlined within the proposals, as detailed in Appendix 1 to the report, the Council had been working with partner organisations to understand fully the implications of the changes and to influence the nature of those proposed changes.

As part of the Next Step's response, the Scottish Government had launched a consultation, "Fair Funding to Achieve Excellence and Equity in Education", which would underpin the transformational change proposed by the Government. The Council's response to this consultation would be considered by the Executive Committee prior to submission to the Scottish Government by 13 October 2017.

**The Committee decided:**

- (1) that the Council's actions, in relation to working with partner organisations to both fully understand the implications of the Scottish Government's response to the consultation on governance and to influence the nature of the proposed changes, be noted; and
- (2) that regular updates on the implementation of the Governance Review – Next Steps be submitted to future meetings of this Committee.

*[Reference: Minutes of 14 December 2016 (Paragraph 13)]*

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## **12 School Improvement Planning Including Reporting on Standards and Quality**

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A report dated 8 August 2017 by the Executive Director (Education Resources) was submitted on recent changes to the approach to School Improvement Planning and Standards and Quality Reporting for schools.

Section 6 of the Standards in Scotland's Schools etc Act 2000 detailed the process of statutory school improvement planning. A series of amendments to the Act had introduced additional duties with regard to school improvement which were designed to enhance the duties around raising attainment for all and closing the equity gap. Those focused on the following 3 main areas:-

- ◆ pupils experiencing equalities of outcome
- ◆ National Improvement Framework (NIF)
- ◆ planning and reporting

The introduction of the Education (Scotland) Act 2016 had placed new duties on local authorities which complemented the legal requirement of the 2000 Act.

To reflect the Scottish Governments's drive towards closing the attainment and achievement gap for those disadvantaged by poverty, Education Resources had developed a revised:-

- ◆ School Improvement Planning (SIP) and report format which met the requirements of the new legislation
- ◆ format and structure of the Standards and Quality report for schools based on national priorities and the new legislation

Copies of the above documents had been made available in the Members' Areas.

Training and support had been provided for all Headteachers, which included a written guide and discussion at Learning Community meetings. The revised Standards and Quality reports and School Improvement Plans would help inform inspection activity and form the basis for the Validated Self-Evaluation programme.

Information was provided on arrangements to monitor the duties of School Improvement Planning and Standards and Quality reporting.

**The Committee decided:** that the approach adopted by Education Resources to planning for School Improvement, which included reporting on Standards and Quality, be noted.

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### **13 School Leaver Follow-up Destination Results 2015/2016**

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A joint report dated 8 August 2017 by the Executive Directors (Education Resources) and (Community and Enterprise) Resources was submitted on the 2015/2016 school leaver follow-up destination survey results produced by Skills Development Scotland (SDS).

The report highlighted that for South Lanarkshire:-

- ◆ the highest ever positive destination rate of 92.7%, 1.3% above the national average, had been achieved which, for the size of the cohort and the demographics, was a significant outcome
- ◆ over a 5 year period, the follow-up results had improved and sat above the national average
- ◆ the percentage of leavers who had entered employment was the highest recorded in the follow-up over the last 5 years

In 2015/2016, a central point of contact had been created to identify, track and support young people who were at risk of not achieving a positive destination. Details of the positive actions taken and the outcomes achieved were detailed in the report.

Next steps would include:-

- ◆ discussions with schools on the summary report and findings to identify areas for further intervention
- ◆ the SDS and the Council undertaking a further analysis in relation to those leavers who were in a negative destination and, in particular, the reduction in young people recorded as not sustaining Further and Higher Education and schools that had leaver destination results below the South Lanarkshire average

**The Committee decided:** that the outcome from the follow-up survey on destinations for the 2015/2016 school leavers' cohort and planned next steps be noted.

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### **14 Validated Self-Evaluation - Securing Improvement in Learning**

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A report dated 16 August 2017 by the Executive Director (Education Resources) was submitted providing an update on the first 4 years of the Validated Self-Evaluation (VSE) activity for securing improvement within Education Resources.

On 13 September 2011, the Committee had noted the outcomes of the VSE activity with Her Majesty's Inspectorate of Schools (HMIe) in relation to the effectiveness of the Council's education functions. One of the main recommendations was that Education Resources introduce a more rigorous, coherent and proportionate strategy in evaluating schools and establishments.



In session 2012/2013, 5 establishments had been involved in a pilot of a VSE approach which focused on:-

- ◆ achieving a system which centred on outcomes for learners
- ◆ improvements in performance
- ◆ the strength of the establishment's self-evaluation processes
- ◆ judging the capacity for further development and improvement.

From then until 2016/2017, a total of 79 establishments had engaged with the VSE process.

VSE had helped establishments strengthen their self-evaluation processes and gain information which would influence their School Improvement Planning process. Details on the main findings and impact of the VSE system were provided in the report.

In order to respond to the statutory duties set out in the amendments to the Standards in Scotland's Schools etc Act 2000, it was proposed that the VSE process be revised to contribute more effectively to the obligation schools and local authorities had to raise attainment and close the equity gap and to report on progress made. A revised VSE model would align closely with recent improvements to the Improvement Planning and Standards and Quality reporting processes. An update report on the VSE programme would be submitted to this Committee on an annual basis.

**The Committee decided:**

- (1) that progress on the implementation of the Validated Self-Evaluation system for securing improvement within Education Resources be noted;
- (2) that, taking into account the recently published statutory guidance, the proposed amendments to the programme be noted; and
- (3) that an update report on the main findings and impact of the VSE Programme be submitted to this Committee on an annual basis.

*[Reference: Minutes of 14 June 2016 (Paragraph 5 )]*

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## **15 Scottish Youth Parliament Elections 2017**

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A report dated 2 August 2017 by the Executive Director (Education Resources) was submitted on the outcome of the 2017 Scottish Youth Parliament elections.

Young people, aged 14 to 25 years were elected every 2 years from across Scotland to stand as candidates to become Members of the Scottish Youth Parliament (MSYP). In South Lanarkshire, Youth Learning Services were the lead support to MSYPs, who were also represented on the South Lanarkshire Youth Council.

Information was provided on the election process which had commenced in October 2016 with the registration of candidates for 5 constituencies. The election ran from 6 to 17 March 2017, with 24 young people standing for 9 available seats in South Lanarkshire. 6,223 votes were cast and at the Count, held on 17 March 2017, Lindsay Freeland, Returning Officer announced the official results of the SYP election, which confirmed the following candidates had been elected:-

- |  |                                    |
|--|------------------------------------|
| ◆ Clydesdale Constituency                        | Reece Harding and Kyle Slater      |
| ◆ Hamilton, Larkhall and Stonehouse Constituency | Becky Gillan and Callum Speirs     |
| ◆ East Kilbride Constituency                     | Chloe Carmichael and Faith Sindick |
| ◆ Rutherglen Constituency                        | Amy Lee Fraioli and Taylor Reid    |

At the first sitting of the SYP held in June 2017, Amy Lee Fraioli had been elected as Chair and Chloe Carmichael elected as deputy convener of the Health and Wellbeing Committee. The SYP had also decided that their campaign for the year ahead would be Youth Rights.

**The Committee decided:** that the election of 9 young people to the Scottish Youth Parliament be noted.

## **16 Newton Farm Primary School and Nursery - Additional Resourcing Requirements**

A joint report dated 25 May 2017 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c), by the Executive Directors (Education Resources) and (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, because of the timescales involved, to recruit additional employees for the Newton Farm Primary School and Nursery, Cambuslang which opened in August 2017.

On 5 October 2016, the Executive Committee had approved resourcing requirements for Newton Farm Primary School and Nursery based on projected roll related procedures and additional support needs and early years' staffing protocols.

To take account of parents/carers' preference for 52 week provision of early learning and childcare, a post of Depute Early Years would require to be appointed. The ASN base would initially have 2 classes, however, over an 18 to 24 month period, it was anticipated that the number of classes would increase to 3+. Consequently, it was considered appropriate to appoint a temporary Principal Teacher ASN. This arrangement would remain in place for a period of 18 to 24 months or until the number of ASN classes reached 3+, whichever was earlier. The temporary appointment would then end and a Depute Head Teacher would be appointed.

The additions to the staffing establishment at Newton Farm Primary School and Nursery, Cambuslang were as follows:-

- ◆ post of Depute Early Years' on Grade 3, level 4 (£35,756)
- ◆ temporary post of Principal Teacher (ASN) for a period of 18 to 24 months, or until the number of ASN classes reached 3+ ,whichever was earlier, on the SNCT national salary scale (Q10) Point 1 to 8 (£38,991 to £50,319)

The additional employee costs would be managed through current Education Resources' early years' budgets.

**The Committee decided:** that the action taken in terms of Standing Order No 36 (c), because of the timescales involved, by the Executive Directors (Education Resources) and (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to recruit additional employees for the new Newton Farm Primary School and Nursery, Cambuslang, as detailed in the report, be noted.

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## 17 Curriculum and Quality Improvement Service (CQIS) Re-design

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A joint report dated 14 May 2017 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c), by the Executive Directors (Education Resources) and (Finance and Corporate Resources), in consultation with the Chair and an ex officio member because of the timescales involved, to implement an interim Curriculum, Quality and Improvement Service (CQIS) structure.

Education Resources provided support for educational establishments through the CQIS. As a result of changing service requirements and the demands of a fast changing educational context, there had been a requirement to review the current CQIS structure, attached as Appendix 1 to the report. Following that review, it was recognised that there was a need to develop a structure that would be responsive to local needs and be proactive in taking forward the National agenda.

Detailed information was provided on the new CQIS structure which would better facilitate the CQIS in undertaking a clear improvement agenda and would be resilient to manage organisational risk. The new structure, which was outlined in Appendix 2 to the report, clearly defined and better supported the twin functions of Curriculum Development and Quality Assurance within the Resource and created a greater degree of equal parity between those functions.

The new CQIS structure consisted of:-

- ◆ 1 post of Quality/Service Manager on Grade 5, Level 13, Spinal Column Points 111 to 116 (£60,659 to £65,313)
- ◆ 1 post of Quality Improvement Manager on the SNCT national salary scale (Q10) Point 1 (£60,062)
- ◆ 8 posts of Quality Improvement Officer on the SNCT national salary scale (Q10) Point 1- 3 (£51,687 to £57,672)
- ◆ 2 posts of Development Officer (Education Officers) on the SNCT national salary scale (Q10) Point 1- 3 (£40,602 to £43,845)
- ◆ 1 post of Administration Officer (Performance and Research) on Grade 2, Spinal Column Points 32 to 57 (£18,650 to £27,118)

Full implementation of the new structure would release savings of £0.280 million.

<b>The Committee decided:</b>	that the action taken in terms of Standing Order No 36 (c), because of the timescales involved, by the Executive Directors (Education Resources) and (Finance and Corporate Resources) in consultation with the Chair and an ex officio member, to implement a new Curriculum, Quality and Improvement Service (CQIS) structure, as detailed in the report, be noted.
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## 18 Urgent Business

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There were no items of urgent business.