

# EDUCATION RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 24 April 2018

## **Chair:**

Councillor Katy Loudon

## **Councillors Present:**

Alex Allison, John Anderson, Jackie Burns (*substitute for Councillor S Wardhaugh*), Stephanie Callaghan, Poppy Corbett, Margaret Cowie, Peter Craig (Depute), Maureen Devlin (*substitute for Councillor McAdams*), Fiona Dryburgh, Lynsey Hamilton, Mark Horsham, Ian McAllan, Mark McGeever (*substitute for Councillor Harrow*), Jim McGuigan (*substitute for Councillor Fulton*), Julia Marrs, Gladys Miller, Lynne Nailon, Carol Nugent, Graham Scott, Margaret B Walker, Jared Wark, David Watson

## **Councillors' Apologies:**

Margaret Cooper, Alistair Fulton, Ian Harrow, Monique McAdams, Mo Razzaq, John Ross (ex officio), Sheena Wardhaugh

## **External Members Present:**

Christine Hall, Andy Harvey, Ann Marie Hobson, Hilary Kirby, John Mulligan

## **External Members' Apologies:**

Gillian Coulter, Dr Nagy Iskander

## **Attending:**

### **Education Resources**

T McDaid, Executive Director; D Dickson, Operations Manager; A Donaldson, Head of Education (Inclusion); C McKenzie, Head of Education (School Improvement); S Nicolson, Head of Education (Curriculum and Attainment); L Sherry, Head of Education (Corporate Planning and Support Services)

### **Finance and Corporate Resources**

L Harvey, Finance Manager (Resources); M Milne, HR Business Partner; L O'Hagan, Finance Manager (Strategy); L Paterson, Administration Officer

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## **Chair's Opening Remarks**

The Chair welcomed Christine Hall, the newly appointed Parent representative to her first meeting of the Committee and the return of Hilary Kirby as the other Parent representative.

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Education Resources Committee held on 6 February 2018 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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

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A joint report dated 21 March 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted comparing actual expenditure at 2 February 2018 against budgeted expenditure for 2017/2018 for Education Resources, together with a forecast for the year to 31 March 2018.

As at 2 February 2018, there was an underspend of £506,000 on Education Resources' revenue budget, with a forecast of a potential underspend of £642,000 at 31 March 2018. The underspend was primarily due to the 2017/2018 budgeted cost for the teachers' pay award.

Details were provided on proposed budget virements to realign budgets.

#### **The Committee decided:**

- (1) that the underspend on Education Resources' revenue budget of £0.506 million at 2 February 2018 be noted;
- (2) that the forecast to 31 March 2018 of an underspend position be noted; and
- (3) that the budget virements, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 6 February 2018 (Paragraph 3)]*

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

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A joint report dated 21 February 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted advising of the progress on Education Resources' capital programme 2017/2018 and summarising the expenditure position at 2 February 2018.

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

*[Reference: Minutes of 6 February 2018 (Paragraph 4)]*

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### **5 Education Resources - Workforce Monitoring - December 2017 to February 2018**

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A joint report dated 13 March 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period December 2017 to February 2018:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Staffing Watch as at 9 December 2017

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

*[Reference: Minutes of 6 February 2018 (Paragraph 5)]*

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## **6 New Initiatives - Breakfast Clubs/Schools Support**

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A joint report dated 27 March 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the arrangements to pilot the implementation of free breakfast clubs during 2018/2019.

On 28 February 2018, the Executive Committee agreed a number of new initiatives for 2018/2019, one of which was to pilot the implementation of free breakfast clubs in a number of primary schools. It was agreed that £0.225 million be allocated in 2018/2019 for this purpose.

Breakfast clubs were generally considered to enhance wellbeing, academic performance and behaviour, especially for children whose parents might not otherwise be able to provide them with regular meals.

Detailed information was provided on:-

- ◆ the current breakfast club provision which operated in 45 primary schools within the Council area and was supported in a range of ways
- ◆ a pilot programme, to be introduced during school session 2018/2019, involving up to 40 schools across rural, urban, ASN and mainstream schools in each of the Council's 4 geographical localities
- ◆ the evaluation process to be undertaken in relation to the existing provision of breakfast clubs and the pilot programme, which would shape the format of the future full roll-out

Between the Easter and summer period 2018, the following 5 schools would commence the initial stage of the pilot before scaling up to 40 schools during school session 2018/2019:-

- ◆ St Blane's Primary School, Blantyre
- ◆ Robert Owen Memorial Primary School, Lanark
- ◆ St Bride's Primary School, Cambuslang
- ◆ Rigside Primary School
- ◆ Castlefield Primary School, East Kilbride

Key components of the pilot would be to understand the current working arrangements of breakfast clubs and working with the community. Consequently, the pilot would explore the option of supporting a local charitable organisation to deliver breakfast clubs in identified schools. This would allow the Council to compare the cost effectiveness and efficiency of Council and third sector delivery models.

Where the pilot would be delivered by the Council, a critical path for implementation was required for each school based upon the following clearly identified common principles:-

- ◆ all new breakfast clubs would be open from 8.15am to 8.45am
- ◆ the Facilities Assistant (janitor) would continue to provide an adult presence in the school yard to ensure a safe route to, and from, the breakfast club from 8.15am
- ◆ the Facilities Assistant (cook in charge) would prepare and serve breakfast items to pupils from 8.15am to 8.45am

Appropriate supervision was an essential element of the breakfast club provision. In those breakfast clubs not operated by the Council, the supervisor was the lessee and, in those breakfast clubs provided by the Council, the Head Teacher or nominated member of education staff was the supervisor, mostly on a voluntary basis.

Initial feedback from some existing breakfast clubs had highlighted the significant burden placed upon the school leaders who were required to act as supervisors. To alleviate this issue, the pilot would recruit supervisors to create a safe, secure environment to support children and to deal with any day to day issues that might arise.

The pilot had assumed that there would be, on average, 1.5 FTE school support assistants, on Grade 1, Level 1-3, SCP 20 to 27 (£15,949.63 to £17,683.28, who would be responsible for supervision. Volunteers from the Parent Forum or the Parent Council would be asked to meet the role of adult presence. .

This was an additional staffing requirement that would not be met from existing employee budgets, however, it could be accommodated by adding additional hours to the existing/current contracts for school support assistants. The annual costs for the additional hours for the 40 schools involved in the pilot would amount to £89,409 to £99,127.20, which was based on 45 minutes added each morning during term time.

The proposed timeline for the pilot programme was as follows:-

- |   |                    |
|---|--------------------|
| ◆ introduction of breakfast clubs in 5 schools            | April and May 2018 |
| ◆ introduction of breakfast clubs in a further 35 schools | August 2018        |
| ◆ initial evaluation of breakfast club pilot              | December 2018      |
| ◆ final evaluation of breakfast club pilot                | April 2019         |
| ◆ full roll-out of breakfast clubs                        | August 2019        |

Following the initial evaluation process, an update report would be submitted to the Executive Committee in February 2019. The outcome of the final evaluation of the pilot would also be submitted to the Executive Committee, with recommendations for the full roll-out of the programme to commence in August 2019.

Education Resources would complete a staffing exercise to reconcile anticipated requirements for the forthcoming school year based on school rolls, placing and other requests, expected leave requirements and projected breakfast and lunch club provision. This would form the basis of a report to the Head of Personnel Services to request any necessary changes to established staffing levels required due to changing needs as the pilot developed.

The total predicted cost for the pilot initiative was £0.097 million which, although lower than the budget allocation, gave flexibility in terms of uptake levels which could affect the costs incurred for food and supervision and, in addition, any transport and School Crossing Patroller requirements, if identified.

**The Committee decided:**

- (1) that the arrangements to pilot the implementation of free breakfast clubs in certain schools during 2018/2019, as detailed in the report, be approved;
- (2) that the arrangements for additional staffing requirements for breakfast clubs, as outlined in paragraph 7.5 of the report, be approved; and
- (3) that the Executive Director (Education Resources), in consultation with the Head of Personnel Services, be authorised to approve increases to the staffing establishment of school support assistants, as outlined in paragraph 7.8 of the report.

*[Reference: Minutes of the Executive Committee of 28 February 2018 (Paragraph 7)]*

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## **7 New Initiatives - School Holiday Lunch Clubs**

A joint report dated 27 March 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on arrangements to pilot school holiday lunch clubs during 2018/2019.

On 28 February 2018, the Executive agreed a number of new initiatives for 2018/2019, one of which was to develop a pilot for holiday lunch clubs in primary schools within the Neighbourhood Planning Areas (NPAs). It was agreed that £0.225 million be allocated in 2018/2019 for this purpose.

The aim of school holiday lunch clubs would be to prevent children going hungry during the summer holidays, improve children's health and promote learning through a programme of fun and engaging activities.

It was proposed that an initial pilot be introduced in 4 establishments during the summer holidays in 2018, covering July and the first 2 weeks in August. The clubs would operate for 4 hours, each weekday and include a range of activities including sports and arts and crafts and also an element of reading for pleasure to maintain momentum in terms of attainment during the holiday period.

The Council would use internal resources to create pilot clubs in 3 of the 9 primary schools in the 3 NPAs as follows:-

- ◆ Udston Primary School, Hamilton and Glenlee Primary School, Hamilton in the Burnbank, Udston and Hillhouse NPA
- ◆ St Anthony's Primary School, Rutherglen in the Whitlawburn and Springhall NPA

The aim was to create a hub arrangement where children from all schools in the local area would congregate in the one place. This would minimise the fixed costs of the venture and allow an assessment to be undertaken of whether children would be willing/able to travel to the hub.

A fourth establishment involved in the pilot would explore the option of supporting a local charitable organisation to deliver a holiday lunch club in the Strutherhill NPA. This would allow the Council to compare the cost effectiveness and efficiency of Council and third sector delivery models.

It was proposed that holiday lunch clubs be held during school holiday periods throughout the year, to commence at the 2019/2020 spring break. The outcome of the pilot would shape how this could be taken forward. It was anticipated that the evaluation of the pilot would provide information on demand/attendance, accessibility, transport requirements/requests and suitability/success of activities at rural and urban schools. An initial evaluation of the pilot would be reported to the Executive Committee in November 2018. Following the final evaluation of the pilot, a further report would be submitted to the Executive Committee with recommendations for the full roll-out of holiday lunch clubs

The programme would be led by the Education Resources' Youth, Family and Community Learning Service and, to deliver the pilot programme, the following staffing arrangements were required:-

- ◆ 1 temporary post of Youth Worker to be established, employed on a 12 month fixed term contract on Grade 1, Level 1-4, SCP 20 to 31 (£15,949.63 to £18,759.97)
- ◆ additional staffing hours of 4 hours per day to be provided 5 days per week, for 9 weeks of the school holidays - Easter, summer and October for 12 posts of Active Breaks/Youth Group Worker, on Grade 1, Level 1-4, SCP 20-31 (£15,949.63 to £18,759.97).

The Youth Worker would liaise with schools, set up and adjust the programme as required, plan, develop and oversee the activities being provided and support the evaluation of the pilot. The 4 Active Breaks/Youth Group Workers would be provided by Education Resources and South Lanarkshire Leisure and Culture Limited in each hub school, dependent on the activities being offered.

The total predicted cost for the pilot initiative was £0.068 million which, although lower than the budget allocation, provided scope to extend or change how the service was delivered and gave flexibility in terms of uptake levels.

**The Committee decided:**

- (1) that the arrangements to pilot school holiday lunch clubs within the Neighbourhood Planning Areas, as detailed in paragraph 4 of the report, be approved; and
- (2) that the requirements for additional staffing hours for Active Breaks/Youth Group Workers, and the establishment of a temporary post of Youth Worker, as outlined in paragraph 7 of the report, be approved.

*[Reference: Minutes of the Executive Committee of 28 February 2018 (Paragraph 7)]*

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## **8 Enhanced Priorities for Allocation of the Paid Privilege Transport Scheme**

A report dated 4 April 2018 by the Executive Director (Education Resources) was submitted on a proposal to revise the current priorities for the allocation of paid privilege places.

A paid privilege place was provided only when there was spare capacity on existing mainstream school transport contracts. At present, there were 4 priorities for the allocation of places and it was now proposed that consideration be given to families on low income. Consequently, pupils entitled to free school meals would be considered as Priority 3, with effect from August 2018.

The revised priorities would be as follows:-

- ◆ **Priority 1** pupils whose family circumstances had been disrupted due to a health condition which affected their immediate carer. In those circumstances, supporting documentation from an appropriate agency such as the NHS or Social Work would be required
- ◆ **Priority 2** pupils whose family circumstances had been disrupted due to a significant change to the child or young person's home life. In those circumstances, supporting documentation from an appropriate agency such as the NHS or Social Work would be required
- ◆ **Priority 3** **pupils who were entitled to free school meals. Places would be issued to pupils who lived further from the school until all the places had been allocated**
- ◆ **Priority 4** pupils whose permanent home address was within the catchment area. Places would be issued to pupils who lived further from the school until all the places had been allocated
- ◆ **Priority 5** pupils whose permanent home address was outwith the catchment area. Places would be issued to pupils who lived further from the school until all the places had been allocated

**The Committee recommended to the Executive Committee:**

that the revised priorities for the allocation of paid privilege places on existing mainstream school transport, with effect from August 2018, be approved.

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## **9 Additional Teachers and Classroom Support**

A report dated 12 March 2018 by the Executive Director (Education Resources) was submitted on arrangements to recruit additional teachers and school support assistants.

On 28 February 2018, the Executive Committee agreed a number of new initiatives for 2018/2019, one of which was to allow the recruitment of an additional 17 teachers in the secondary sector, a further 15 teachers to support Additional Support Needs (ASN) across 15 ASN bases and 33 school support assistants. It was agreed that £3 million, over a period of 2 years, be set aside for those posts.

The additional teachers would allow the pupil/teacher ratio to be maintained and also support pupils with ASN through more ASN teachers in mainstream schools. The additional school support assistants, to be employed on a term-time basis, would also reflect demand for those services.

The additional employee costs consisted of:-

- ◆ 32 posts of teacher on the SNCT national salary Point 0 to 6 (£22,866 to £36,480)
- ◆ 33 posts of school support assistant, on a term time basis, (26.7 FTE) on Grade 1, Level 1-4, SCP 20 to 31 (£15,950 to £18,759)

£1.2 million had been set aside in 2018/2019 to cover the part year costs of the additional teachers and school support assistants from August 2018 to March 2019. £1.8 million would be set aside to cover the full year costs into 2019/2020. The total funding of £3 million provided some sustainability to meeting the costs of those additional posts and allowed time to build permanency into the Council's financial strategy.

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

*[Reference: Minutes of the Executive Committee 28 February 2018 (Paragraph 7)]*

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## **10 Fair Funding to Achieve Excellence and Equity in Education - Consultation Analysis**

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A joint report dated 12 April 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the recently published analysis of responses to the Scottish Government's consultation on Fair Funding to Achieve Excellence and Equity in Education. On 27 September 2017, the Executive Committee approved the Council's response to this consultation, a copy of which was attached as an appendix to the report.

In February 2018, Rocket Science UK Limited published an analysis of the consultation responses. 85 written responses had been received from local authorities, headteacher/teachers, parents, other organisations and individuals. In addition, 6 focus groups had been conducted with headteachers across Scotland and the main messages from those discussions had been included in the analysis report.

Rocket Science UK Limited's report provided an analysis under 3 main headings which reflected the following main themes of the consultation:-

- ◆ advantages and disadvantages of the current funding system
- ◆ future systems of funding
- ◆ support and systems needed to implement change

The report did not point to any conclusions, next steps or actions but rather it was an attempt to analyse all responses received. It was anticipated that the outcomes of the aforementioned consultation, and a separate consultation in relation to the Education (Scotland) Bill 2018, would feature in the final draft of the Bill which was expected later this year.

**The Committee decided:** that the summary of the analysis of responses to the Scottish Government's consultation on Fair Funding to Achieve Excellence and Equity in Education be noted.

*[Reference: Minutes of the Executive Committee of 27 September 2017 (Paragraph 16)]*

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## **11 Pupil Equity Funding - Progress Update**

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A report dated 4 April 2018 by the Executive Director (Education Resources) was submitted providing an update on Pupil Equity Funding (PEF) as an element of the Scottish Government's Attainment Fund.

On 5 September 2017, the Committee noted details of the:-

- ♦ national operating guidance issued to headteachers to help schools plan how they would most effectively invest their PEF allocation to improve outcomes
- ♦ local operational guidance issued by Education Resources to supplement the national guidance

South Lanarkshire schools had been allocated £7,867,200 pupil equity funding for 2017/2018 which consisted of £5,888,400 for primary, £1,717,200 for secondary and £261,600 for Additional Support Needs' establishments. Schools were able to allocate funds to support both whole school and more targeted activity.

The fundamental purpose of the spend was to address identified need in relation to learner engagement, attendance, exclusion and participation, the aim being to secure improvements in Literacy, Numeracy and Health and Wellbeing in line with the National Improvement Framework priorities. headteachers had identified a broad range of activities, interventions and support in response to their local context. A breakdown of the categories used was outlined in the report.

The anticipated spend to 31 March 2018 was £5.678 million and the remaining £2.190 million would be carried forward into 2018/2019. Headteachers would ensure that this sum was utilised by the end of June 2018, in line with PEF guidance.

South Lanarkshire schools had been allocated pupil equity funding of £7,988,400 for 2018/2019 and the Scottish Government had committed to similar levels of allocation until the end of the current Parliament.

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

*[Reference: Minutes of 5 September 2017 (Paragraph 10)]*

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## **12 School Leaver Initial Destination Results 2016/2017**

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A report dated 16 March 2018 by the Executive Director (Education Resources) was submitted on the 2016/2017 school leaver initial destination survey results produced by Skills Development Scotland (SDS).

The report highlighted that for South Lanarkshire:-

- ♦ the highest ever positive destination rate of 95.8%, 2.1% above the national average, had been achieved
- ♦ the figure for positive destinations achieved by young people in the 30% most deprived areas of South Lanarkshire was 93%, 2.7% above the national average



- ◆ 33 out of 37 care experienced young people leaving school had achieved positive destinations in the year

Next steps would include:-

- ◆ further development of the tracking and monitoring of employability support for care experienced young people, with a particular focus on the support required for young people who were looked after at home
- ◆ expansion of the number of young people engaged in the Foundation Apprenticeships' Programme
- ◆ work to secure funding from the Scottish Government and the European Social Fund to deliver the wide range of targeted provision required to meet the individual needs of young people
- ◆ further joint work with Youth Justice Services to ensure that every young person had a bespoke package of support to achieve and sustain a positive destination
- ◆ development of an employer engagement action plan to further expand the availability of work placements and job opportunities for young people

**The Committee decided:** that the outcome from the initial survey on destinations for the 2016/2017 school leavers' cohort and planned next steps be noted.

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### 13 Equality and Inclusion Update

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A report dated 4 April 2018 by the Executive Director (Education Resources) was submitted on developments around the equality and inclusion agenda within Education Resources.

Equality and inclusion, a key policy within Education Resources, ensured that the Council's actions met the legislative requirements of a number of Acts passed by the Scottish Government. A key aspect was to make sure that all children should have the chance to be educated within their community. In particular, the Scottish Government had emphasised the 'presumption to mainstream' which stated that, as far as possible, children should be educated together in mainstream schools to foster a sense of belonging within communities and breakdown the barriers to prejudice.

Education Resources had been developing practice in equality and inclusion since the Additional Support for Learning (Scotland) Act 2004 came into effect. The focus of this work had been to ensure that inclusion and equality continued to be at the core of their work in schools, services and throughout Education Resources.

A new resource, 'Framework for Inclusion and Equality', had been developed for schools, establishments and partners which provided clear and straightforward advice on subjects such as:-

- ◆ staged intervention
- ◆ solution oriented meetings
- ◆ partnership working
- ◆ use of "How Good is Our School 4" to monitor the quality of inclusion within establishments

The Framework, launched in March 2018, was available in hard copy and also in a digital format on the Council's intranet and the Scottish Government's Glow website. Copies had been made available in the members' areas.

The Framework was designed to be an evolving resource which could respond to new initiatives and changes in Government policy. A key guide would be developed to sit within the Framework to reflect the Scottish Government's code of Practice on Information Sharing. It was anticipated that this would be outlined in the Children and Young People (Information Sharing) (Scotland) Bill.

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

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#### **14 Scottish Education Awards**

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A report dated 4 April 2018 by the Executive Director (Education Resources) was submitted on the success of Trinity High School, Rutherglen on reaching the final stage of the Scottish Education Awards.

The Awards recognised the achievements and celebrated the successes which were taking place within education. Sanderson High School, East Kilbride had been award winners in 2017 in the category 'Employability Across Learning'.

The judges for the 2018 Awards had recognised the ongoing excellent work at Trinity High School and had selected the school as 1 of 3 finalists in the 'Raising Literacy' award category. Winners of this year's awards would be announced on 6 June 2018.

**The Committee decided:** that the success of Trinity High School, Rutherglen in reaching the final of the 2018 Scottish Education Awards be noted.

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#### **15 Urgent Business**

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There were no items of urgent business.