

# EDUCATION RESOURCES COMMITTEE

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 15 November 2022

## **Chair:**

Councillor Lynsey Hamilton

## **Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor Ross Clark, Councillor Margaret Cowie, Councillor Grant Ferguson, Councillor Elise Frame, Councillor Alistair Fulton, Councillor Geri Gray, Councillor Mark Horsham, Councillor Cal Johnston-Dempsey, Councillor Gavin Keatt (Depute), Councillor Susan Kerr, Councillor Ross Lambie, Councillor Richard Lockhart, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Julia Marrs (*substitute for Councillor John Bradley*), Councillor Ian McAllan, Councillor Mark McGeever, Councillor Mo Razzaq, Councillor Graham Scott, Councillor Bert Thomson, Councillor Margaret B Walker, Councillor David Watson

## **Councillors' Apologies:**

Councillor John Bradley, Councillor Joe Fagan (ex officio)

## **External Member Present:**

John Mulligan

## **External Members' Apologies:**

Gillian Coulter, Christine Hall, Andy Harvey, Ann Marie Hobson, Dr Nagy Iskander, Hilary Kirby

## **Attending:**

### **Education Resources**

T McDaid, Executive Director; D Dickson, Operations Manager; A Donaldson, Head of Education (Inclusion); C McKenzie, Head of Education (Broad General Education); S Nicolson, Head of Education (Senior Phase)

### **Finance and Corporate Resources**

L Harvey, Finance Manager (Resources); P MacRae, Administration Adviser; K McLeod, Administration Assistant; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy); M M Wilson, Legal Services Manager

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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 September 2022 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 2022/2023**

A joint report dated 19 October 2022 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the actual expenditure measured against the revenue budget for the period 1 April 2022 to 7 October 2022 for Education Resources.

As at 7 October 2022, there was a breakeven position against phased budget.

Virements were proposed to realign budgets across budget categories and with other Resources and those were detailed in Appendix A of the report.

Officers responded to members' questions on various aspects of the report.

**The Committee decided:**

- (1) that the breakeven position on Education Resources' revenue budget, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

*[Reference: Minutes of 6 September 2022 (Paragraph 3)]*

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#### **4 Education Resources - Capital Budget Monitoring 2022/2023**

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A joint report dated 19 October 2022 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the progress of the capital programme for Education Resources for the period 1 April 2022 to 7 October 2022.

The revised capital programme amounted to £14.608 million, a net decrease of £1.525 million from the position reported to this Committee on 6 September 2022. Expenditure as at 7 October 2022 was £6.020 million. This represented a position of £0.435 million behind profile which, in the main, reflected the timing of payments.

**The Committee decided:** that the Education Resources' capital programme of £14.608 million, and expenditure to date of £6.020 million, be noted.

*[Reference: Minutes of 6 September 2022 (Paragraph 4)]*

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#### **5 Education Resources – Workforce Monitoring – July and August 2022**

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A joint report dated 29 September 2022 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period July and August 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 11 June 2022

In response to a member's request for further information regarding posts referred to in Appendix 2a of the report, an undertaking was given to provide the relevant information.

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

*[Reference: Minutes of 6 September 2022 (Paragraph 6)]*

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## **6 West Partnership - Improvement Plan**

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A report dated 19 October 2022 by the Executive Director (Education Resources) was submitted on:-

- ◆ an evaluation of the work undertaken by the West Partnership Regional Improvement Collaborative during 2021/2022
- ◆ the West Partnership's Improvement Plan 2022/2023

The West Partnership Evaluation Report 2021/2022, attached as Appendix 1 to the report, outlined the progress with, and impact of, the Regional Improvement Plan for 2021/2022 and provided an evaluation of the work of the Partnership under the following key headings:-

- ◆ reach and impact
- ◆ how does the West Partnership compare?
- ◆ three drivers of improvement
- ◆ next steps and conclusions

The evaluation report had been submitted to Education Scotland and the Scottish Government. Overall, the West Partnership continued to make very good progress in implementing its Regional Improvement Plan. The West Partnership progress had also been recognised externally through research carried out by the Robert Owen Centre (ROC) for Educational Change.

The West Partnership Improvement Plan, attached as Appendix 3 to the report, set out the following key areas for collaborative action to bring about improvement across the partnership region for 2022/2023:-

- ◆ wellbeing for learning
- ◆ curriculum, learning, teaching and assessment
- ◆ leadership, empowerment and improvement

The evaluation of the 2021/2022 plan had been used to underpin the Plan for 2022/2023. Consultations, to date, had shown clear consensus that existing programmes and activity were broadly meeting the needs of officers and practitioners.

Officers responded to members' questions on various aspects of the report.

### **The Committee decided:**

- (1) that the West Partnership's evaluation of the Regional Improvement Plan for 2021/2022 be noted; and
- (2) that the West Partnership Improvement Plan for 2022/2023 be approved.

*[Reference: Minutes of 9 November 2021 (Paragraph 15)]*

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## **7 Early Learning and Childcare Staffing Update**

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A joint report dated 26 October 2022 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted:-

- ◆ providing an update on recent and future expansion projects within Early Learning and Childcare as part of community growth areas and local requirements
- ◆ seeking approval to increase the establishment within Education Resources

The Early Learning and Childcare (ELC) facilities at St Mark's Primary School, Hamilton and Skylark, Larkhall had capital funded through Section 75 Agreements for the development of the Community Growth Areas at Hamilton and Larkhall. Those facilities would assist in providing ELC for children aged 2 to 5 within those developments. Additionally, adaptations had been carried out in Carnwath Primary nursery class and proposals were in place for adaptations in Forth Primary nursery class to provide an additional 16 places in each setting to ensure that provision was available for children within their local area.

It was proposed that the following posts be added to the establishment on a permanent basis. The cost of establishing the new posts amounted to £0.844 million.

***Skylark ELC, Larkhall***

<b>Post</b>	<b>Proposed Number of Posts (FTE) Permanent</b>	<b>Grade</b>	<b>SCP Range</b>	<b>Annual Salary</b>
Depute Head of Establishment - 52 weeks	1.0	Grade 3 Level 8	SCP 79-80	£44,603 to £45,278
Early Years Practitioner - 52 weeks	9.0	Grade 2 Level 3	SCP 46-48	£27,645 to £28,494
Early Years Support Assistant - 52 weeks	2.0	Grade 1 Level 1-3	SCP 20- 27	£18,322 to £20,220
School Support Assistant - 52 weeks	1.0	Grade 1 Level 4	SCP 30- 31	£21,096 to £21,406

***St Mark's Primary Nursery, Hamilton***

<b>Post</b>	<b>Proposed Number of Posts (FTE) Permanent</b>	<b>Grade</b>	<b>SCP Range</b>	<b>Annual Salary</b>
Early Years Team Leader – Term Time	1	Grade 2 Level 4	SCP 55-57	£28,088 to £28,947
Early Years Practitioner - Term-Time	5.0	Grade 2 Level 3	SCP 46-48	£24,618 to £25,374
Early Years Support Assistant 20 hours - Term-Time	1.0	Grade 1 Level 1-3	SCP 20- 27	£9,323 to £10,289
School Support Assistant - Term-Time	0.58	Grade 1 Level 4	SCP 30- 31	£18,786 to £19,062 pro rata

***Carnwath Primary Nursery***

<b>Post</b>	<b>Existing Number of Posts (FTE) Permanent</b>	<b>Proposed Number of Posts (FTE) Permanent</b>	<b>Grade</b>	<b>SCP Range</b>	<b>Annual Salary</b>
Early Years Practitioner - Term-Time	5.0	7.0	Grade 2 Level 3	SCP 46-48	£24,618 to £25,374

### ***Forth Primary Nursery***

<b>Post</b>	<b>Existing Number of Posts (FTE) Permanent</b>	<b>Proposed Number of Posts (FTE) Permanent</b>	<b>Grade</b>	<b>SCP Range</b>	<b>Annual Salary</b>
Early Years Practitioner - Term-Time	6.0	8.0	Grade 2 Level 3	SCP 46-48	£24,618 to £25,374

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

- (1) that the progress of the recent and future expansion in Early Learning and Childcare be noted; and
- (2) that approval be given to increase the establishment within Education Resources, as detailed above and in section 4 of the report.

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## **8 2022/2023 Early Learning and Childcare (ELC) - Sustainable Rate Price Review**

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A report dated 27 October 2022 by the Executive Director (Education Resources) was submitted on work undertaken to set the Early Learning and Childcare (ELC) sustainable rate for funded providers for implementation from 17 August 2022.

Details were given on:-

- ♦ the current hourly rate paid to funded ELC providers to deliver an hour of ELC provision to 3 to 5 year olds and 2 year olds together with payment for the provision of healthy food for all 2 to 5 year old eligible children
- ♦ national activity to support sustainable rate setting processes, including the commissioning of Ipsos MORI by the Scottish Government to conduct a national costs collection and the publication of updated Interim Guidance on Setting Sustainable Rates for August 2022
- ♦ the consultation process undertaken with funded providers in relation to the Council's sustainable rate from August 2022

The work undertaken to consider the sustainable rate for funded providers, based on the interim guidance, considered the output from the Ipsos MORI data collection exercise, in addition to the following 3 variable elements:-

- ♦ seasonality
- ♦ inflationary increases
- ♦ scope for reinvestment/margin

The overall impact on the sustainable rate, based on the data from the funded providers' exercise and allowing for the 3 variable elements for consideration, recommended an hourly rate of £5.71. This rate was in line with that of neighbouring local authorities. Having applied the same increase for 2 year olds, the proposed revised hourly rate was £6.34.

It was anticipated that the revised rate would be paid from December 2022 with backdating arrangements in place for the session commencing 17 August 2022.

An extract of the terms and conditions of the Procured Service Agreement (PSA) was attached as an appendix to the report. This set out the arrangements around the price review and referred to change controls to be implemented. The change control process required a change

control notice to be sent to each funded provider and for funded providers to respond within 30 days with acceptance of the revised rate or to notify of intention to be removed from the PSA.

The financial implications of funding the sustainable rate, as detailed in the report, would require an annual budget for ELC of £0.962 million on a permanent basis.

**The Committee decided:**

- (1) that the content of the report and the outcome of the sustainable rate review be noted;
- (2) that the proposed sustainable rate, as detailed in section 6.4 of the report, be approved; and
- (3) that the requirements of the Procured Service Agreement (PSA) for ELC to secure funded providers' agreement be progressed in line with the framework terms.

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## 9 School Holiday Dates for Session 2023/2024

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A report dated 26 October 2022 by the Executive Director (Education Resources) was submitted on the proposed holiday arrangements for schools in South Lanarkshire for session 2023/2024. Neighbouring education authorities, Parent Councils and employee trades unions had been consulted on the proposals.

**The Committee decided:** that the following school holidays for session 2023/2024 be approved:-

### Session 2023/2024

<b>First Term</b>	<b><i>Teachers' In-service</i></b>	<b><i>Monday</i></b>	<b><i>14 August 2023</i></b>
	<b><i>In-service day</i></b>	<b><i>Tuesday</i></b>	<b><i>15 August 2023</i></b>
	Pupils return	Wednesday	16 August 2023
September	Closed on	Friday	22 September 2023
Weekend	Re-open	Tuesday	26 September 2023
October Break	Closed on	Monday	16 October 2023
	Re-open	Monday	23 October 2023
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>13 November 2023</i></b>
Christmas	Closed on	Monday	25 December 2023 at 2.30pm
	Re-open	Monday	8 January 2024
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	12 February 2024 13 February 2024
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>14 February 2024</i></b>
Spring break/Easter	Closed on	Friday	29 March 2024 at 2.30pm
	Re-open	Monday	15 April 2024
<b>Third Term</b>			
	<b><i>In-service day</i></b>	<b><i>Thursday</i></b>	<b><i>2 May 2024</i></b>
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on	Friday	24 May 2024
	Re-open	Tuesday	28 May 2024

\*Lanark schools to observe 6 and 7 June 2024 (Lanimers)

Summer break      Close      Wednesday      26 June 2024 at 1.00pm

Proposed in-service days      2 dates for teachers' in-service training for 15 and 16 August 2024 still to be confirmed.

*[Reference: Minutes of 9 November 2021 (Paragraph 6)]*

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## 10 Strategic Equity Fund (SEF)

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A report dated 26 October 2022 by the Executive Director (Education Resources) was submitted providing an:-

- ♦ overview and update on South Lanarkshire Council's Strategic Equity Fund (SEF) Plan
- ♦ update around work designed to close the poverty related attainment gap

The Council's Strategic Equity Fund Plan, a comprehensive plan to support the planning and implementation of SEF, was attached as Appendix 1 to the report.

Details were given on:-

- ♦ funding streams in place prior to 2022/2023 to help tackle the poverty related attainment gap, namely the Scottish Attainment Challenge (SAC) Schools' Programme and Pupil Equity Funding (PEF)
- ♦ funding from April 2022 which saw the replacement of the SAC Schools' Programme by a new funding model, the Strategic Equity Fund (SEF), together with information on the Council's SEF funding for the next 4 years
- ♦ project planning and consultation with existing SAC schools to ensure the best use of funding to help close the poverty related attainment gap
- ♦ the requirement for local authorities to set "stretch aims" which were yearly targets for both excellence and equity
- ♦ planning and reporting mechanisms to ensure accountability to both internal and external stakeholders
- ♦ Pupil Equity Funding allocation for South Lanarkshire Council schools and measures to ensure that those funds had a direct impact on pupils affected by poverty
- ♦ Cost of the School Day and Poverty Awareness measures to help remove cost barriers to engagement and participation

### The Committee decided:

- (1) that the plan outlined for the Strategic Equity Fund (SEF) be noted; and
- (2) that the work outlined to support closing the poverty related attainment gap be noted.

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## 11 Standards and Quality Report 2021/2022

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A report dated 21 October 2022 by the Executive Director (Education Resources) was submitted on the Education Resources' Standards and Quality Report for session 2021/2022.

The purpose of the Standards and Quality report was to provide high level information on the successes and achievements of Education Resources. Specifically, it had been designed to provide information about how Education Resources performed as a Service, the type of activities delivered and examples of the impact that those had on children, young people and families.

The Standards and Quality Report 2021/2022:-

- ◆ provided information and assurance about the educational experiences offered to learners
- ◆ was designed to address progress towards meeting Education Resources' key priorities
- ◆ reported on all elements of the Service
- ◆ made specific reference to Education Resources' response to the COVID pandemic

The Standards and Quality report 2021/2022 had been submitted to the Scottish Government and would be published on the Council's website. Copies would be made available to all schools, establishments and other stakeholders.

A Standards and Quality report would be published in September each year and would reflect the work of the previous school session. The format and content would continue to meet national requirements for reporting and also provide information to stakeholders.

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

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## 12 Physical Intervention in Scottish Schools - Response to Consultation

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A report dated 26 October 2022 by the Executive Director (Education Resources) was submitted on the Council's response to the Scottish Government consultation on "Included, engaged and involved part 3" which took a relationship and rights based approach to physical intervention in Scottish schools.

In response to concerns about the use of restraint and seclusion in schools, the Scottish Government established the Physical Intervention Working Group to develop new human rights based guidance on physical intervention. Consultation on the draft guidance took place between 21 June and 25 October 2022.

The Council established a Working Group to discuss and draft a response to the consultation which was attached as Appendix 1 to the report.

The Scottish Government would produce a report on the consultation responses and, in consultation with the Physical Intervention Working Group, would agree any changes to the guidance prior to its final publication. A full consultation report outlining the actions taken would be published on the Scottish Government's website.

Education Resources would monitor progress of the outcomes of the consultation and take steps to ensure implementation of the final guidance across all schools.

**The Committee decided:** that the response made on behalf of South Lanarkshire Council to the consultation on "Included, engaged and involved part 3", which took a relationship and rights-based approach to physical intervention in Scottish schools, be noted.

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## 13 Youth Voice Update

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A report dated 24 October 2022 by the Executive Director (Education Resources) was submitted providing an update on the successful engagement of young people in developing their democratic literacy and enabling their voice to improve services and the lives of communities.

Details were given on the wide range of work, engagement, training, projects and initiatives undertaken respectively by:-



- ◆ members of South Lanarkshire Youth Council
- ◆ South Lanarkshire Members of the Scottish Youth Parliament

There followed a discussion during which officers responded to members' questions on various aspects of the report.

**The Committee decided:**

- (1) that the breadth and scale of engagement with young people, be noted;
- (2) that the impact on democratic literacy and the voice of young people be noted; and
- (3) that the continuing support of the development of democratic literacy and enablement of youth voice in South Lanarkshire be noted.

*In terms of Standing Order No 14, the Chair adjourned the meeting at 11.00am for a 5 minute period. The meeting reconvened at 11.05am*

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## **14 Update of the Education Resources' Risk Register and Risk Control Plan**

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A report dated 20 October 2022 by the Executive Director (Education Resources) was submitted providing an update on the Education Resources' Risk Register and Risk Control actions.

Education Resources had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource:-

- ◆ was fully aware of the top risks
- ◆ was able to prioritise those risks
- ◆ had controls in place to eliminate or minimise the impact of the risk

The risks were scored in accordance with the Council's scoring mechanism based on likelihood and impact of risk. This resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls). The Risk Register for the Resource had been developed and was monitored on an ongoing basis by the Resource Risk Management Group to add new risks and to review the score of existing risks. The main changes to the Risk Register were summarised in the report.

Information on the risk scoring matrix together with definitions for likelihood and impact was attached as Appendix 1 to the report.

Details of all risks which had scored very high and high were provided in Appendix 2 to the report. Risks evaluated as being medium or low risk would be monitored to ensure that they continued to be adequately managed.

Appendix 3 to the report provided a comparison of risk scores for 2021 and 2022 and detailed changes in risk descriptions.

The outstanding actions to mitigate risks within the Risk Control Plan would be progressed by the relevant officers.

**The Committee decided:**

- (1) that the contents of the Resource Risk Register be noted; and

- (2) that it be noted that the outstanding Risk Control Actions would be progressed by relevant officers.

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## **15 Learning and Development and Workforce Planning**

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A report dated 24 October 2022 by the Executive Director (Education Resources) was submitted providing an update on the mandatory training for employees in Education Resources.

To ensure consistency in approach to Learning and Development across the Council, Education Resources had established a Learning, Development and Workforce Planning Board which mirrored the function of the Learning and Development Boards in each of the other Resources. All Services were represented on the Education Services Learning Board to ensure that the approach to employee learning and development was practical and accessible at all levels of improvement planning. The Learning, Development and Workforce Planning Board would serve as the primary mechanism to plan, monitor and review all key learning and workforce activities throughout the Resource.

Details were given on:-

- ◆ intended outcomes as a result of the work undertaken by the Board
- ◆ mandatory courses developed in partnership with training professional advisers
- ◆ priorities for 2022/2023

### **The Committee decided:**

- (1) that the work of the Education Resources' Learning, Development and Workforce Planning Board in supporting the continuing professional learning and development of employees in schools and Services be noted; and
- (2) that the advice, guidance and procedures to ensure compliance with mandatory training courses be noted.

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## **16 Let's Talk Scottish Education – National Discussion**

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A report dated 18 October 2022 by the Executive Director (Education Resources) was submitted on the Scottish Government's national consultation and engagement on the future of Scottish Education which would conclude on 5 December 2022.

The national discussion on "Let's Talk Scottish Education" provided an opportunity, not only for those employed in the Education sector, but also for children, young people, parents, carers, families and a wide range of other stakeholders to help shape and influence the way ahead in Scottish education.

There were also opportunities to comment on specific aspects under the following headings:-

- ◆ let's talk qualifications and assessment
- ◆ let's talk new education bodies
- ◆ let's talk post-school education and training

Local authorities had been invited to act as facilitators to encourage as wide a range of stakeholders as possible to give their views on the future of Scottish education. South Lanarkshire Council was working in partnership with the Scottish Government, the Convention of Scottish Local Authorities (COSLA), the National Parent Forum for Scotland and Connect to help provide opportunities and platforms for participation.

**The Committee decided:**

- (1) that the national discussion on “Let’s Talk Scottish Education”, which was ongoing until 5 December 2022, be noted; and
- (2) that it be noted that stakeholders, including children, young people, staff, parents/carers, the general public and those with an active interest, were invited to submit their views and comments on the future of Scottish education by 5 December 2022.

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**17 Urgent Business**

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There were no items of urgent business.