

# EDUCATION RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 February 2018

## **Chair:**

Councillor Katy Loudon

## **Councillors Present:**

Alex Allison, Stephanie Callaghan, Margaret Cooper, Poppy Corbett, Margaret Cowie, Peter Craig (Depute), Isobel Dorman (*substitute for Councillor Anderson*), Fiona Dryburgh, Lynsey Hamilton, Mark Horsham, Monique McAdams, Ian McAllan, Mark McGeever (*substitute for Councillor Le Blond*), Jim McGuigan (*substitute for Councillor Fulton*), Julia Marrs, Lynne Nailon, Carol Nugent, Mo Razzaq, Graham Scott, Margaret B Walker, Sheena Wardhaugh, Jared Wark (*substitute for Councillor Harrow*), David Watson

## **Councillors' Apologies:**

John Anderson, Alistair Fulton, Ian Harrow, Ann Le Blond, Gladys Miller, John Ross(ex officio)

## **External Members Present:**

John Mulligan, Dr Nagy Iskander, Andy Harvey, Ann Marie Hobson

## **External Members' Apologies:**

Gillian Coulter, Hilary Kirby, Susannah McIntosh

## **Attending:**

### **Education Resources**

T McDaid, Executive Director; D Dickson, Operations Manager; A Donaldson, Head of Education (Inclusion); M McDonald, Early Years Manager, Achievement and Attainment; S Nicolson, Head of Education (Curriculum, Learning and Teaching); V Quinn, Quality Manager; L Sherry, Head of Education (East Kilbride)

### **Finance and Corporate Resources**

L Harvey, Finance Manager (Resources); E McPake, HR Business Partner; L O'Hagan, Finance Manager (Strategy); T Slater, Administration Officer

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## **Chair's Remarks**

The Chair welcomed Andy Harvey and Ann Marie Hobson, the newly appointed Teacher Representatives, to their first meeting of the Committee.

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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 14 November 2017 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 17 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted comparing actual expenditure at 8 December 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 underspend on the Education Resources' revenue budget of £0.213 million at 8 December 2017 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 14 November 2017 (Paragraph 3)]*

*Andy Harvey and Councillor Wark entered the meeting during this item of business*

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

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A joint report dated 3 January 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 8 December 2017.

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

*[Reference: Minutes of 14 November 2017 (Paragraph 4)]*

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### **5 Education Resources - Workforce Monitoring - October and November 2017**

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A joint report dated 28 December 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 October and November 2017:-

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

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

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

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### **6 Education Resources' Resource Plan 2017/2018**

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A report dated 11 January 2018 by the Executive Director (Education Resources) was submitted on the Education Resources' Resource Plan 2017/2018.

The Resource Plan for 2017/2018 outlined the:-

- ◆ objectives and actions for 2017/2018
- ◆ capital and revenue resources for 2017/2018
- ◆ organisational structure of the Resource

In line with the Council's performance management arrangements, a progress report on actions identified in the 2017/2018 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee recommended** that the Education Resources' Resource Plan for  
**to the Executive Committee:** 2017/2018 be approved.

*[Reference: Minutes of the Executive Committee of 8 November 2017 (Paragraph 7) and South Lanarkshire Council of 6 December 2017 (Paragraph 3)]*

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## **7 Review of Admissions Policy for Early Learning and Childcare Establishments**

A report dated 16 January 2018 by the Executive Director (Education Resources) was submitted on a review of the policy for the admission of children into Early Years' establishments in South Lanarkshire.

Since 1996, the Council's Admissions Policy for Early Years' Establishments had been regularly reviewed to reflect changes in legislation and national policy development. On 1 September 2015, the Committee had noted the implementation of the delivery of 600 hours of free early learning and childcare arising from the Children and Young People (Scotland) Act 2014.

The last review of the Admissions Policy had been completed in March 2016 and implemented in May of that year.

A consultation exercise had been undertaken between November 2017 and January 2018 with a range of stakeholders to evaluate the impact of the current Admissions Policy in meeting the needs of individual children in the context of their family. The main priorities which had emerged from the consultation process were outlined in the report and the proposed revised Policy, attached as Appendix 1 to the report, had taken account of those priorities.

The Admissions Policy would be used for the allocation of an early learning and childcare place. Should Early Learning and Childcare establishments have sufficient places and employees, they might be able to offer additional hours, on a paid basis, to children within the Council's exemption criteria. Additional hours would be allocated in accordance with the following priorities:-

- |                   |   |
|-------------------|---|
| <b>Priority 1</b> | all children within Priority 1, as detailed in the Admissions Policy  |
| <b>Priority 2</b> | children whose parents and/or carer were in employment or education   |
| <b>Priority 3</b> | all children allocated a place in the nursery, including those children returning to nursery for a further year which included approved deferred children |
| <b>Priority 4</b> | all children resident outwith the Council area  |

To ensure greater consistency and equity, a new process for the allocation and approval of all places would be implemented in May 2018. This would involve a central meeting with nominated representatives of local authority and partner providers. Places would be considered across the 4 geographical localities of the Council and would be based on the information held in the Nursery Admissions Management System.

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

- (1) that the priorities for admission to Early Years' establishments be revised as follows:-

**Children aged 0 to 3 years**

**Priority 1**

**1 (i)**

Children affected by abuse  
Children with additional support needs  
Looked after and accommodated children from birth up to 2 years old  
Children who at any time from the age of 2 years had been  
♦ looked after and accommodated;  
or  
♦ subject to a Kinship Care Order  
Children affected by domestic violence  
Children affected by substance misuse  
Children affected by a disability within the home  
2 year olds as required by relevant legislation from time to time applying

**1(ii)**

Eligible 2 year olds resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

**Priority 2**

**2(i)**

Children aged 0 to 3 - new applications

**2(ii)**

New applications – eligible 2 year olds resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

**Priority 3**

**3(i)**

Transfer applications – change in circumstances

**3(ii)**

Transfer applications – change in circumstances – eligible 2 year olds

**Children aged 3 to 5 years**

**Priority 1**

**1(i)**

Children affected by abuse  
Children with additional support needs  
Children who at any time had been  
♦ looked after and accommodated; or  
♦ subject to a Kinship Care Order  
Children affected by domestic violence  
Children affected by substance misuse  
Children affected by a disability within the home

**1(ii)**

Eligible 3 and 4 year olds resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

**Priority 2**

**2(i)**

Children in their pre-school year – new applications

**2(ii)**

Approved deferred entry children - September to December birthdays

**2(iii)**

Transfer applications pre-school year children – change in circumstances

**2(iv)**

Children in their pre-school year resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

**Priority 3**

**3(i)**

Children in their ante pre-school year – new applications

**3(ii)**

Transfer applications ante pre-school year – change in circumstances

resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

#### **Priority 4**

##### **4(i)**

Transfer applications – parental choice

##### **4(ii)**

Transfer applications – parental choice – eligible 2 year olds resident outwith South Lanarkshire Council area but within a catchment areas of a primary school within the Council area

##### **3(iii)**

Children in their ante pre-school year resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area

#### **Priority 4**

##### **4(i)**

Deferred entry children - September to December birthdays - parental choice

##### **4(ii)**

Transfer applications pre-school year children - parental choice

##### **4(iii)**

Transfer applications ante pre-school year – parental choice

##### **4(iv)**

Children resident outwith South Lanarkshire Council area but within a catchment area of a primary school within the Council area in 4(i), 4(ii) and 4(iii)

#### **Priority 5**

All children resident outwith South Lanarkshire area

#### **Priority 5**

All children resident outwith the Council area

- ◆ Priorities 1 to 4 would apply to children who were resident within the Council area and those children who were considered catchment pupils for a Council primary school
- ◆ all children residing outwith the Council area, no matter the circumstances, would be considered priority 5
- ◆ eligible children would have access to Early Learning and Childcare regardless of age, gender, race, religion or need
- ◆ Early Learning and Childcare would be provided on a non-denominational basis
- ◆ children with an identified and supported need (Priority 1) might be offered a place as soon as they reached their qualifying birthday
- ◆ securing a place in a school nursery class would not guarantee a primary school place within the primary school
- ◆ children deferring entry from Primary 1 and staying at nursery where an additional year of funding had been agreed by the Council were considered returning children

- (2) that the revised Admissions Policy for the allocation of places to all Early Years' Establishments be implemented from the start of the new term in August 2018.

*[Reference: Minutes of 19 April 2016 (Paragraph 6) and Minutes of the Executive Committee of 11 May 2016 (Paragraph 16)]*

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

A report dated 15 January 2018 by the Executive Director (Education Resources) was submitted on the systems and controls in place within Education Resources to control and minimise risks.

The Resource had followed Council guidance in developing, monitoring and updating their Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This had resulted in risks being scored between 1 and 9 (low to 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 a quarterly basis to add any new risks and to review the scores of existing risks.

There were 4 residual risks identified within the Resource as falling within the high category score of 7 to 9 and those were monitored closely.

The top 4 risks for the Resource were detailed in Appendix 1 to the report.

**The Committee decided:** that the systems and controls in place to monitor risks within Education Resources be noted.

*[Reference: Minutes of 22 November 2016 (Paragraph 8)]*

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## **9 West Partnership Update**

A report dated 16 January 2018 by the Executive Director (Education Resources) was submitted on the progress of the West Partnership.

At its meeting on 8 November 2017, the Council's Executive Committee approved the agreed position between the Scottish Government and COSLA in relation to Education Improvement Collaboratives and officer participation in the West Partnership.

Information was provided on the development of the Initial Improvement Plan, attached as Appendix 1 to the report, which was required to be submitted to the Chief Inspector of Education Scotland by the end of January 2018 and focused on:-

- ◆ Improvement
- ◆ Early Learning and Childcare
- ◆ Learner Journey

Lead officers for the Partnership had been agreed and an overview of the work they had undertaken was provided in the report.

**The Committee decided:**

- (1) that the Initial Improvement Plan be noted; and
- (2) that progress updates to be submitted to future meetings of this Committee.

*[Reference: Minutes of the Executive Committee of 8 November 2017 (Paragraph 11)]*

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## **10 Achievement of Curriculum for Excellence Levels 2016/2017**

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A report dated 16 January 2018 by the Executive Director (Education Resources) was submitted on the Curriculum for Excellence levels in literacy and numeracy at stages P1, P4, P7 and S3 across all South Lanarkshire schools.

The Scottish Government had published the Achievement of Curriculum for Excellence (CfE) Levels 2016/2017 which was based on teacher professional judgements as at June 2017. An analysis was provided on the results for South Lanarkshire, together with a comparison of the national level for the literacy organisers (reading, writing, listening and talking) and numeracy. The percentage of children who had achieved the expected CfE level relevant to their stage was reported.

Pupils who had long-term significant and complex additional support needs, which meant that they would be unlikely to progress through the CfE levels, were recorded as 'child following individual milestones'.

Judgement of having achieved a CfE level was not on a single assessment or piece of evidence, but rather on a holistic view of a child's achievements, although some schools used standardised assessments as part of that process for S1 to S3 pupils. Teacher judgement was also moderated, as outlined in the report.

A summary of the results, which showed that achievement in South Lanarkshire was above the national average in all organisers, was detailed in the appendices to the report.

Achievement of CfE levels would continue to be reported through the Resources' planning and reporting mechanisms, linked to both the Council Plan, 'Connect' and the Resource Plan.

### **The Committee decided:**

- (1) that the achievement of Curriculum for Excellence levels for 2016/2017, based on teacher judgement levels, be noted; and
- (2) that future reporting would take place through the Education Resources' planning and reporting mechanisms, linked to both the Council Plan, 'Connect' and the Resource Plan.

*[Reference: Minutes of 14 February 2017 (Paragraph 7)]*

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## **11 Literacy Strategy - Catch Up Literacy**

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A report dated 12 January 2018 by the Executive Director (Education Resources) was submitted on the progress of the Council's Literacy Strategy.

The Literacy Strategy, which was launched on 4 October 2012, was divided into sections which reflected the different groups that required to be targeted and the roles and responsibilities of various practitioners who were part of Education Resources.

A supplement to the Strategy entitled 'Literacy Practice and Approaches' was launched on 25 May 2015.

A Literacy Strategy Implementation Group was established to develop activities, approaches and resources that could be used to support the development of the Strategy. The Implementation Group now had sub groups which focused on key aspects of literacy, such as Early Years, Literacy Interventions, P1 Literacy Implementation, Secondary Implementation and Primary Implementation.

Information was provided on progress to date and future work which included:-

- ◆ the implementation of a pilot in 18 schools in 2017/2018 to receive intensive training and support
- ◆ a generic training programme offered to all primary schools
- ◆ partnership work with Catch Up Literacy, a widely acclaimed literacy intervention programme
- ◆ participation in Dyslexia Scotland's 'Dyslexia Ambassadors' Outreach Programme

**The Committee decided:** that the progress of the Council's Literacy Strategy and actions taken to improve the literacy skills of young people be noted.

*Councillor Cowie left the meeting after this item of business*

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## **12 Update on Vocational Programmes**

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A report dated 12 January 2018 by the Executive Director (Education Resources) was submitted providing an update on:-

- ◆ vocational programmes established to support young people 'at risk' of not achieving or sustaining a positive post school destination
- ◆ the Council's delivery of the Foundation Apprenticeship programme for school session 2018/2019

Work had been undertaken to consolidate and align the management of youth employability supports to Education Resources which allowed for a co-ordinated approach to service provision and a greater ability to use intelligence to target resources to the areas of greatest need effectively and quickly.

Funding from the Scottish Government and the European Social Fund (ESF) had also been aligned and matched to core Education funds to facilitate provision that met the needs of all 'at risk' young people across the country.

In partnership with colleagues from Skills Development Scotland (SDS), regular tracking and monitoring meetings were held to ensure that staff were aware of the needs of young people and there was provision to meet those needs. Aftercare support was also in place to support young people to sustain their positive destination and, if required, move to an alternative positive destination. Information was provided on the range of programmes planned for 2018/2019 which included:-

- ◆ ASPIRE (in school project)
- ◆ ASPIRE (post school project)
- ◆ Training for Trades
- ◆ GradU8



The Foundation Apprenticeship (FA) programme had been developed by SDS with support from the ESF. The objective of FAs was to help young people gain valuable, real-world work experience and access work-based learning while they were still at school. South Lanarkshire Council had successfully bid to deliver FAs as a lead provider from August 2018. Information was provided on the aim of the FA programme within South Lanarkshire, which was made up of the following 12 frameworks linked to industry needs and areas of growth, together with their benefit to young people and employers:-

- |   |                           |
|---|---------------------------|
| ♦ social services and healthcare            | ♦ engineering             |
| ♦ social services children and young people | ♦ business skills         |
| ♦ civil engineering                         | ♦ creative digital media  |
| ♦ financial services                        | ♦ scientific technologies |
| ♦ software development                      | ♦ accountancy             |
| ♦ hardware/system support                   |                           |

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

*[Reference: Minutes of the Executive Committee of 6 December 2017 (Paragraph 15) and 31 January 2018 (Paragraph 9)]*

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### 13 Year of Young People 2018

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A report dated 11 January 2018 by the Executive Director (Education Resources) was submitted on the Year of Young People (YoYP) 2018.

Following an engagement process undertaken by young people in 2015/2016, the aim of YoYP 2018 'to inspire young people, celebrate their achievements, value their contribution to communities and create new opportunities for them to shine locally, nationally and globally' was established. This, together with 5 agreed objectives, would be achieved through various activities and events which focused on the following 6 themes:-

- ♦ Participation – how young people could influence public services and decisions that affected their lives
- ♦ Education – creating a stronger role for young people in shaping their learning
- ♦ Health and Wellbeing – supporting young people to lead healthier, active lives and providing opportunities to learn about and improve their mental health and resilience
- ♦ Equality and Discrimination – promoting the value of young Scots, challenging negative perceptions of young people and supporting young people to take leading roles in challenging discrimination in all its forms
- ♦ Enterprise and Regeneration – celebrating young people's role in innovation, entrepreneurship and the Scottish economy, as well as making Scotland a greener and more pleasant place to live
- ♦ Culture – celebrating young people's talent and contribution to Scottish culture and arts

To support the development of activity across Scotland, Young Scot had supported the call for young people to act as ambassadors to ensure that young people and organisations in communities were aware of YoYP 2018 activities and to lead on projects and activities within their area. There were 8 YoYP 2018 ambassadors in South Lanarkshire.

YoYP 2018 also coincided with the 20th anniversary of Universal Connections, the 21st birthday of South Lanarkshire Youth Council and the launch of the 6th South Lanarkshire Youth Strategy.

YoYP 2018 in South Lanarkshire would be launched on 14 March 2018 and information was provided on some of the events that would take place which would be promoted widely across the Council and partner organisations, through social media and on the Council's website.

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

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#### **14 World Book Day - 1 March 2018**

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A report dated 11 January 2018 by the Executive Director (Education Resources) was submitted on the plans to celebrate World Book Day on 1 March 2018.

Education Resources had a commitment to raise attainment in literacy and develop the reading and writing skills of children and young people.

Education Resources' staff had been invited to take part in a reading event to visit a nursery, school or youth learning centre to read to a group of children or young people. This would build on the work already taking place and enable staff to act as role models, be active participants in encouraging children and young people to read more widely, explore a range of books and develop a love of reading.

A number of schools were involved in the national 'Reading Challenge' which had been launched at St Andrew's and St Brides High School in East Kilbride by the First Minister.

**The Committee decided:** that the plans to celebrate World Book Day on 1 March 2018 be noted.

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#### **15 Urgent Business**

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There were no items of urgent business.