

## EDUCATION RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 June 2018

**Chair:**

Councillor Katy Loudon

**Councillors Present:**

Alex Allison, John Anderson, Stephanie Callaghan, Margaret Cooper, Poppy Corbett, Margaret Cowie, Peter Craig (Depute), Fiona Dryburgh, Alistair Fulton, Lynsey Hamilton, Mark Horsham, Monique McAdams, Ian McAllan, Julia Marrs, Lynne Nailon, Carol Nugent, Graham Scott, Sheena Wardhaugh, David Watson

**Councillors' Apologies:**

Ian Harrow, Gladys Miller, Mo Razzaq, John Ross, Margaret B Walker, Jared Wark

**External Members Present:**

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

**Attending:****Education Resources**

T McDaid, Executive Director; D Dickson, Operations Manager; A Donaldson, Head of Education (Inclusion); M McDonald, Early Years Manager; 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); V Quinn (Quality Manager)

**Finance and Corporate Resources**

L Harvey, Finance Manager (Resources); G McCann, Head of Administration and Legal Services; M Milne, HR Business Partner; L Paterson, Administration Officer

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**1 Declaration of Interests**

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No interests were declared.

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**2 Minutes of Previous Meeting**

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The minutes of the meeting of the Education Resources Committee held on 24 April 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 - Workforce Monitoring - March and April 2018**

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A joint report dated 15 May 2018 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for March and April 2018:-

- ◆ 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 10 March 2018

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

*[Reference: Minutes of 24 April 2018 (Paragraph 5)]*

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#### **4 MCR Pathways: Targeted Support for Disadvantaged Young People**

A joint report dated 25 May 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the implementation of the pilot of MCR Pathways in secondary schools.

MCR Pathways, a school-based mentoring programme, supported care experienced or disadvantaged young people to realise their potential within education. The programme had been initiated to support young people in Glasgow and now supported over 1,000 young people aged between 12 and 18 across all secondary schools in the city.

Over the 10 years that the programme had been operating, post 16 return to school rates in the first school involved had increased from 4% to 60% and the number of care experienced young people going on to further or higher education had increased from 19% to 78%.

The overall programme was supported by an MCR Pathways' infrastructure, with mentors drawn from local businesses and organisations on a voluntary basis. A MCR Pathways' Mentoring Services' Co-ordinator managed the recruitment, training, professional development and support of the mentors.

The programme involved the appointment of MCR Pathways Co-ordinators to work alongside the Pupil Support Team in each school. Their role would be to identify young people to be included in the programme and to manage and co-ordinate the operation of the programme.

Programme costs amounted to £55,000 per annum, which covered employee costs, training and development of mentors, provision of 'talent taster' sessions and the establishment of a hub for MCR staff. The Scottish Government had announced that 50% of the costs would be met for secondary schools involved in the Scottish Attainment Challenge.

It was proposed that an initial pilot MCR Pathways programme be implemented in the 6 schools in South Lanarkshire with the highest proportion of pupils in the Scottish Index of Multiple Deprivation (SIMD) 1/2, with 2 additional schools joining the pilot later in 2018.

It was proposed that 8 posts of MCR Pathway Co-ordinator be established on Grade 2, Level 1-4, SCP 33 to 57 (£19,307 to £27,446).

**The Committee decided:**

- (1) that arrangements to pilot the MCR Pathways programme in certain secondary schools be approved;
- (2) that 8 posts of MCR Pathway Co-ordinator be established on Grade 2, Level 1-4, SCP 33 to 57 (£19,307 to £27,446) to support the implementation of the pilot; and
- (3) that, following the evaluation of the pilot programme, a further report be submitted to this Committee.

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## **5 Pupil Equity Fund - Staffing**

A joint report dated 22 May 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on proposed variations to the Education Resources' establishment resulting from the implementation of the Pupil Equity Fund (PEF).

On 5 September 2017 and 24 April 2018, the Committee had received update reports on the Council's approach to supporting schools in the implementation of PEF. To enable schools to use their PEF more effectively, flexible arrangements were required in relation to the appointment of employees. During the annual staffing exercise for August 2017, the following employees were recruited using PEF:-

- ◆ 45 FTE Teachers
- ◆ 40 FTE School Support Assistants
- ◆ 0.5 FTE Psychologists
- ◆ 0.4 FTE Librarians
- ◆ 1.2 FTE Early Years' Workers
- ◆ 0.4 FTE Active Breaks Staff

The nature of PEF and the variety and timing of interventions meant there was a requirement to ensure that needs were met as soon as they were identified, however, there was no facility to temporarily change staffing in the way that was required to implement PEF.

It was considered that there was a need to support the staffing requirements of Headteachers to implement PEF, through temporary changes to the establishment of non-teaching posts within Education Resources, for the duration of the PEF. The temporary posts would be for no longer than the period of PEF or greater than 23 months. Any posts created would be agreed by both the Head of Personnel Services and the Executive Director (Education Resources) and approved through the normal vacancy vetting process.

### **The Committee decided:**

- (1) that, in respect of the implementation of the Pupil Equity Fund, the requirement for ongoing temporary changes to the establishment of non-teaching posts within Education Resources be approved;
- (2) that powers be delegated to the Head of Personnel Services, in consultation with the Executive Director (Education Resources), to approve changes to the Education Resources' non-teaching staffing establishment in respect of the implementation of PEF; and
- (3) that the Scheme of Delegation for the Head of Personnel Services be amended as appropriate.

*[Reference: Minutes of 5 September 2017 (Paragraph 10) and 24 April 2018 (Paragraph 11)]*

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## **6 Getting It Right For Every Child (GIRFEC) Support**

A joint report dated 25 May 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on additional administrative support required within the Inclusive Education Service to support the implementation of Parts 4, 5 and 18 of the Children and Young People (Scotland) Act 2014.

On 5 September 2017, the Committee approved the establishment of a temporary post of Getting It Right for Every Child (GIRFEC) Officer (Inclusive Education Service) to allow the Service to provide the required training, guidance and support to all Education Resources' employees involved in the delivery of the Named Person function as set out in statutory guidance.

The Scottish Government had provided funding for local authorities to take forward such arrangements as necessary to ensure that the functions detailed in the 2014 Act were embedded in good practice. The SEEMiS Wellbeing module had been adopted by the Scottish Government as the recommended solution for information sharing and management of vulnerable children by Education authorities. Part of the solution was to put in place the development of a Single Point of Contact within each authority to ensure the secure communication, processing and storage of sensitive wellbeing information on children and families in accordance with the Data Protection Act and the General Data Protection Regulation.

The training and implementation of the new Single Point of Contact was one of the most significant developments within Education Resources and, to support the work of the GIRFEC Officer, administrative support was required to co-ordinate and arrange training. It was proposed that 1 FTE post of Clerical Assistant and 1 FTE post of Administration Assistant be added to the Education Resources' staffing establishment on a temporary basis, for a period of 23 months.

Costs associated with those posts would be met from the funding allocated to the Council by the Scottish Government.

**The Committee decided:**

- (1) that 1 FTE post of Clerical Assistant, within the Inclusive Education Service, be established on a temporary basis, for a period of 23 months (August 2018 to July 2020), on Grade 1, Level 1-4, SCP 20 to 31 (£15,949 to £18,759),
- (2) that 1 FTE post of Administration Assistant, within the Inclusive Education Service, be established on a temporary basis, for a period of 23 months (August 2018 to July 2020), on Grade 2, Level 1-2, SCP 32 to 40 (£19,306 to £21,387); and
- (3) that the progress made to date, in terms of implementing Getting It Right For Every Child, to improve outcomes which supported the wellbeing of children and young people, be noted.

*[Reference: Minutes of 5 September 2017 (Paragraph 8)]*

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## **7 Review of Anti-Bullying Treat Me Well Guidelines**

A report dated 29 May 2018 by the Executive Director (Education Resources) was submitted on revised guidance addressing anti-bullying in South Lanarkshire education establishments.

On 1 February 2011, the Committee approved the 'Treat Me Well' guidelines which had been prepared to take account of revisions to Education Resources' core policy statements, the Curriculum for Excellence and the Equality Act 2010.

In November 2017, the Scottish Government published their revised anti-bullying guidelines, "Respect For All", and it was considered that a review of the 2011 guidelines was required to take account of that publication.

Information had been gathered from parents and young people on their concerns relating to bullying and communication would be ongoing to ensure that the finalised guidelines reflected their views. It was anticipated that the revised guidelines would be launched and implemented by autumn 2018.

The revised “Treat Me Well” guidelines, attached as Appendix 1 to the report, had been developed in line with updated guidance from *respectme*, Scotland’s anti-bullying service. The guidelines would ensure that all educational establishments in South Lanarkshire:-

- ◆ made every effort to ensure all young people were free to learn in a safe and secure environment, without fear of bullying
- ◆ had a common understanding of what bullying was and where it took place
- ◆ developed and maintained a partnership approach among parents, carers, young people and staff which enhanced school ethos and tackled the issue and impact of bullying
- ◆ promoted a positive ethos within educational establishments that fostered development of self-esteem and resilience within young people
- ◆ equipped young people with the necessary skills to tackle the behaviour and impact associated with bullying in both educational establishments and the world outside
- ◆ supported those who had been affected by bullying and those who displayed bullying behaviours
- ◆ were provided with a framework for developing anti-bullying strategies and models for improvement in line with *respectme*’s “Policy Through Practice” and Respect for All – The National Approach to Anti-Bullying for Scotland’s Children and Young People

**The Committee decided:** that the progress made in developing the “Treat Me Well” Anti-Bullying guidelines be noted.

*[Reference: Minutes of 1 February 2011 (Paragraph 8)]*

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## **8 West Partnership Update**

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A report dated 25 May 2018 by the Executive Director (Education Resources) was submitted on the progress of the West Partnership.

On 6 February 2018, the Education Resources Committee noted the contents of the Initial Improvement Plan of the West Partnership which had been submitted to Education Scotland. Feedback on the Plan had been received which highlighted certain high level strengths and also areas to be considered when devising phase 2 of the Improvement Plan.

Information was provided on the process to develop phase 2 of the Plan. Details were also provided on a range of activities undertaken to take forward the Plan’s following 3 strategic priorities:-

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

Phase 2 of the Improvement Plan would be considered by local authority Education Committees prior to the Plan being submitted to Education Scotland in September 2018.

**The Committee decided:**

- (1) that the progress of the West Partnership be noted; and

(2) that update reports be submitted to future meetings of this Committee.

*[Reference: Minutes of 6 February 2018 (Paragraph 9)]*

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## **9 Early Learning and Childcare 1,140 Hours Update 2018/2019 - Implementation of Phase 2 Pilot**

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A report dated 29 May 2018 by the Executive Director (Education Resources) was submitted on:-

- ◆ the Scottish Government's expansion plans for 1,140 hours of Early Learning and Childcare (ELC) from August 2020 and the implications for the Council
- ◆ the requirements for phase 2 and the next steps that the Council required to take to progress expansion by August 2020
- ◆ the increase to the Education Resources' staffing establishment to meet the requirements of the extension to 1,140 hours of ELC

On 1 May 2018, the Scottish Government advised local authorities of their multi-year revenue and capital allocations for the expansion of ELC. Allocations for 2019/2020 onwards would remain subject to parliamentary approval of the respective Scottish budgets. The implications of the grant settlement on the Council's plans for early years' expansion, including potential impacts, would be reported to a future meeting of this Committee.

A strategic group had been established by Education Resources, as well as the following 5 sub-groups, to ensure that the 1,140 hours' ELC commitment would be delivered:-

- ◆ infrastructure
- ◆ workforce expansion and development
- ◆ finance
- ◆ policy, including consultation
- ◆ partnerships

The strategic group had:-

- ◆ focused on a major review of all planning assumptions
- ◆ considered the impact on capital build requirements and subsequent revenue implications
- ◆ undertaken an Early Years' pupil census of the current population in Council establishments

As a result, on 6 March 2018, the Council submitted a finance template confirming updated revenue and capital costs to progress the expansion to 1,140 hours.

2,184 Council funded places were provided by 60 partner providers who received £2,020 funding for 600 hours of ELC. In order to sustain the number of partners and places available, consideration was being given to an appropriate rate per hour, in line with the ELC expansion plans and level of government funding provided for 1,140 hours.

Detailed information was provided on progress made during phase 1 of the ELC expansion plan (August 2017 to June 2018) and also the proposals identified for phase 2 of the expansion plan (April 2018 to March 2019).

On 16 May 2018, the Executive Committee received an update report on the Early Years' expansion and had approved the following additions to the Education Resources' establishment for phases 1 and 2:-

- ◆ 26 Graduates across Nursery Teachers and Early Years' Team Leaders
- ◆ 100 FTE Early Learning and Childcare posts
- ◆ 8 central support posts

**The Committee decided:**

- (1) that the requirements for the Council in relation to the implementation of 1,140 hours of early learning and childcare be noted; and
- (2) that the increase within the Education Resources' establishment, as approved by the Executive Committee, be noted.

*[Reference: Minutes of the Executive Committee of 16 May 2018 (Paragraph 10)]*

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## **10 The 15 to 24 Learner Journey - Scottish Government Review**

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A report dated 25 May 2018 by the Executive Director (Education Resources) was submitted on the Scottish Government's report entitled '15 to 24 Learner Journey Review'.

The aim of the review was to ensure that education provision for all 15 to 24 year olds was as efficient and effective as possible and provided stepping stones to success for those in need of support.

Project teams had been established, each led by the Scottish Government, to consider 5 strands of activity. 3 focused on careers, choice and application and 2 on the system and its funding. Each project worked with a range of representatives from agencies, schools, colleges, training providers and universities.

An Executive Summary of the key findings of the Review report was provided in section 4 of the report. 5 areas for improvement had been identified as follows:-

- ◆ information, advice and support
- ◆ provision
- ◆ alignment
- ◆ leadership
- ◆ performance

A series of recommendations in relation to the 5 areas of improvement were detailed in an appendix to the report. Education Resources would consider how best to engage with partner agencies in taking forward those recommendations. The Learner Journey was a priority area of focus for the West Partnership and this area of work was led by the Executive Director (Education Resources).

**The Committee decided:** that the Scottish Government report entitled '15 to 24 Learner Journey Review' (May 2018) be noted.

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## **11 School Improvement Update**

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A report dated 22 May 2018 by the Executive Director (Education Resources) was submitted providing an update on the work of the Curriculum and Quality Improvement Service (CQIS) in relation to School Improvement Session 2017/2018.

On 5 September 2018, the Committee noted the action taken to restructure the CQIS to better facilitate the Service in undertaking a clear improvement agenda. A revised approach had been introduced to support schools with improvements in response to changes in national policy, legislation and expectations.

Information on the role and remit of Quality Link Officers was outlined in the report. Details of progress made in relation to the following programmes and activities was also provided:-

- ◆ validated self-evaluation
- ◆ support for self-evaluation
- ◆ professional learning trios
- ◆ attainment family pilot initiative
- ◆ school improvement planning and reporting
- ◆ support for inspections
- ◆ continued lifelong professional learning
- ◆ leadership development
- ◆ tracking and monitoring tool

During 2018/2019, next steps would include:-

- ◆ all programmes revised/adjusted, as appropriate, to take account of feedback
- ◆ validated self-evaluation programme taken forward in partnership with schools
- ◆ support for readiness for inspection offered to schools
- ◆ a showcase event to share effective practice identified through school improvement activities
- ◆ publication of a 'Standards and Quality' report by Education Resources to reflect successes and highlights across the Resource
- ◆ work in partnership with colleagues from other West Partnership local authorities
- ◆ collation of all recent school improvement materials to create a 'one stop shop' for schools, with the aim to provide guidance, sources of support, appropriate templates and resources and a central point for gathering evidence

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

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## **12 South Lanarkshire Council Child Protection Committee Annual Report 2016/2017 and Business Plan 2017/2018**

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A report dated 25 May 2018 by the Executive Director (Education Resources) was submitted on the South Lanarkshire Council Child Protection Committee's Annual Report 2016/2017 and Business Plan 2017/2018.

The Chief Officers' Public Protection Group and the South Lanarkshire Child Protection Committee (SLCPC) were the driving force ensuring that agencies, individually and collectively, worked to protect children and young people as effectively as possible.

The SLCPC 2016/2017 Annual Report outlined the key achievements of the Child Protection Committee in relation to the protection of children. It identified how key priorities and planned developments were taken forward to ensure that the needs of children at risk of harm were met. The function and role of the Child Protection Committee and examples of key activities undertaken during 2016/2017 were outlined in the report.

The Business Plan 2017/2018 had been developed with reference to the national Quality Framework, 'How well are we improving the lives of our children and young people?'. Its aim was to support the successful implementation of Getting it Right for Every Child and integrated approaches to improving the lives of the most vulnerable children and young people.

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

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### **13 Duke of Edinburgh's Award**

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A report dated 29 May 2018 by the Executive Director (Education Resources) was submitted providing an update on the Duke of Edinburgh's Award (DofE) and plans for its future development.

The DoE Award was widely acknowledged as the world's leading achievement award for young people aged between 14 and 25. It encouraged the development of key life and employability skills, such as confidence, commitment and team working through 3 progressive levels which, when successfully completed, led to a Bronze, Silver or Gold award. Young people developed their own programme to provide appropriate but achievable challenges for themselves.

The DoE Award in South Lanarkshire was managed by the Education Resources' Youth Learning Service and a major priority for the DoE Support Team had been to ensure that all young people who wished to participate in the award scheme could do so. At present, 1,347 young people were actively participating in the award scheme which was delivered through 25 DoE centres, including 5 Youth Learning Service centres, 14 schools and 6 community led and locational development groups.

Performance data, attached as Appendix 1 to the report, highlighted that South Lanarkshire was above the national average for participation and completed awards for young people from the most deprived areas. Examples of feedback from participants was provided in Appendix 2 to the report.

The DoE Award would continue to be progressed through Universal Connections and other Youth Learning Service groups. To build on current successes, support would continue to be provided to schools and community groups.

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

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### **14 Celebrating the Success of Young People and Employees**

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A report dated 28 May 2018 by the Executive Director (Education Resources) was submitted on the achievements and the success of young people and employees from South Lanarkshire schools in national and local awards and other programmes during 2017/2018.

Details were provided on the participation and success of children, young people and employees in South Lanarkshire across a wide range of programmes and award schemes. In June 2018, over 300 young people from schools throughout South Lanarkshire attended the South Lanarkshire Pupil Award Ceremony, with many more young people taking part in nursery, school and youth learning award ceremonies to celebrate their success.

Examples of the breadth of achievements were provided in the report, including the following:-

<b>School</b>	<b>Achievement</b>
Trinity High School, Rutherglen	<ul style="list-style-type: none"><li>◆ Scottish Education Awards finalist reading for pleasure</li><li>◆ Won UK national Nurture School Award</li></ul>
St Andrew's and St Bride's High School, East Kilbride	<ul style="list-style-type: none"><li>◆ won final of the Rotary National Public Speaking Final</li><li>◆ received 7 awards for their 'Sozo' company which produced gifts from recycled bottles at the Young Enterprise Lanarkshire Award</li></ul>

<b>School</b>	<b>Achievement</b>
Hamilton Grammar	<ul style="list-style-type: none"><li>◆ received 2 awards for their 'Survivalist' product at the Young Enterprise Lanarkshire Awards</li></ul>
Biggar Primary School	<ul style="list-style-type: none"><li>◆ reached the final of the National Enterprise Awards 'Tycoon in School'</li></ul>
Cathkin High School, Cambuslang	<ul style="list-style-type: none"><li>◆ won the Scottish Schools' FA Senior Shield</li></ul>
Carstairs Primary School	<ul style="list-style-type: none"><li>◆ a class teacher and parent trained as Families Connect Co-ordinators by Save the Children – now run workshops for parents and children</li></ul>
St Kenneth's Primary School, East Kilbride	<ul style="list-style-type: none"><li>◆ Headteacher achieved a scholarship for leadership with the Scottish College for Educational Leadership</li></ul>

The successes detailed above had been early highlights of South Lanarkshire's Year of Young People.

It was considered that gaining recognition for achievements increased young people's confidence, raised aspirations, improved motivation for learning and kept them engaged in education.

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

*[Reference: Minutes of 14 February 2017 (Paragraph 11)]*

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## **15 Urgent Business**

There were no items of urgent business.