

## EDUCATION RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 1 February 2011

**Chair:**

Councillor Mary Smith

**Councillors Present:**

Alex Allison (Depute), David Baillie, John Cairney, Bev Gauld, Bobby Lawson, Eileen Logan, Lesley McDonald, Jim McGuigan, Brian McKenna, Anne Maggs, Alice Marie Mitchell, Alan Scott, Graham Scott, Graham Simpson, Hamish Stewart, George Sutherland, Chris Thompson, Sheena Wardhaugh, David Watson

**Councillors' Apologies:**

Jackie Burns, Tommy Gilligan, Edward McAvoy, Pat Watters

**External Members Present:**

Terri Connolly, John Hannah, Linzi Moore

**External Members' Apologies:**

Dr Nagy Iskander, David Kerr, Joan Kyle, Rev Sarah Ross

**Attending:**

**Corporate Resources**

T Slater, Administration Officer

**Education Resources**

L Forde, Executive Director; A Batchelor, Head of Education (Inclusion); D Dickson, Operations Manager; S Fellows, Head of Education (Resources); J Gilhooly, Head of Education (Curriculum and Quality); L Sherry, Head of Education (Finance and Personnel); S Todd, Headteacher, Machanhill Primary School, Larkhall

**Finance and Information Technology Resources**

K Main, Accountant

---

### Chair's Opening Remarks

The Chair welcomed Councillor Alan Scott to his first meeting of the Education Resources Committee.

---

### 1 Declaration of Interests

No interests were declared.

---

### 2 Minutes of Previous Meeting

The minutes of the meeting of the Education Resources Committee held on 9 November 2010 were submitted for approval as a correct record.

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

---

### **3 Education Resources - Revenue Budget Monitoring 2010/2011**

---

A joint report dated 11 January 2011 by the Chief Executive and the Executive Director (Education Resources) was submitted comparing actual expenditure at 23 December 2010 against budgeted expenditure for 2010/2011 for Education Resources.

Details were provided on proposed budget virements to realign budgets.

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

- (1) that the breakeven position on Education Resources' revenue budget, as detailed in Appendix A to the report, and the forecast to 31 March 2011 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of 9 November 2010 (Paragraph 4)]*

*Councillors Gauld and Stewart entered the meeting during this item of business*

---

### **4 Education Resources - Capital Budget Monitoring 2010/2011**

---

A joint report dated 11 January 2011 by the Chief Executive and the Executive Director (Education Resources) was submitted advising of progress on Education Resources' capital programme for 2010/2011 and summarising the expenditure position at 23 December 2010.

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

*[Reference: Minutes of 9 November 2010 (Paragraph 3)]*

---

### **5 Education Resources - Workforce Monitoring - October and November 2010**

---

A joint report dated 6 January 2011 by the Executive Directors (Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period October and November 2010:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers
- ♦ Joint Staffing Watch as at 11 September 2010

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

*[Reference: Minutes of 9 November 2010 (Paragraph 5)]*

---

### **6 Validated Assisted Self-Evaluation (VSE)**

---

A report dated 19 January 2011 by the Executive Director (Education Resources) was submitted on the progress of the work undertaken in partnership with Her Majesty's Inspectorate of Education (HMIe) with the Validated Assisted Self-Evaluation (VSE) of the effectiveness of the education functions of South Lanarkshire Council.

In preparation for VSE, Education Resources had produced an extensive profile that outlined the key strengths and areas for development across the full range of services provided by the Resource. The self-evaluation that had been undertaken to produce the profile had led to the identification of the following themes for further extensive self-evaluation as part of the VSE process:-

- ◆ effectiveness of educational transitions
- ◆ improvement through closing the gap between the highest and lowest attaining pupils
- ◆ further development of stakeholder engagement
- ◆ effectiveness of current quality assurance procedures

4 theme groups had been established to conduct self-evaluation into those areas and to produce recommendations for the future.

It was anticipated that a report would be available by June 2011 which would include a brief joint statement by the Executive Director (Education Resources) and HMle Lead Facilitator outlining Education Resources' capacity for self-evaluation and improvement, together with reports from each of the theme groups.

**The Committee decided:**

- (1) that the progress of the work undertaken in partnership with HMle to evaluate the effectiveness of the education functions of South Lanarkshire Council be noted; and
- (2) that a further report, identifying the outcomes of the Validated Assisted Self-Evaluation (VSE) activity, be submitted to a future meeting of this Committee.

*[Reference: Minutes of 31 August 2010 (Paragraph 8)]*

---

## **7 Consultation on Requirements for Providing Information for Parents and Carers About Their Child's School ("The School Handbook")**

---

A report dated 13 January 2011 by the Executive Director (Education Resources) was submitted on the Scottish Government consultation on the "Requirements for Providing Information to Parents and Carers about their Child's School" ("The School Handbook").

The requirements were outlined in the Education (School and Placing Information) (Scotland) Regulations 1982 and any subsequent legislation which required education authorities to make this information available in different formats including "The School Handbook", leaflets or a school website. Information was provided on the steps that the Council currently took to meet those requirements.

It was proposed that the Executive Director (Education Resources), in consultation with the Chair of the Education Resources Committee, prepare a response to the consultation for submission to the Scottish Government by the closing date of 14 March 2011.

Education Resources had also agreed to host a pan-Lanarkshire consultation event for parents, in partnership with the Scottish Government and the National Parent Forum, on Monday 7 February 2011.

**The Committee decided:**

- (1) that the Executive Director (Education Resources), in consultation with the Chair of the Education Resources Committee, be authorised to prepare a response on behalf of the Council to the consultation on the requirements for providing information to parents and carers about their child's school for submission to the Scottish Government by the closing date of 14 March 2011; and
- (2) that the arrangements for the Council to host a pan-Lanarkshire consultation event for parents, in partnership with the Scottish Government and the National Parent Forum, on 7 February 2011 be noted.

---

## **8 "Treat Me Well" Revised Guidance Addressing Anti-Bullying**

A report dated 10 January 2011 by the Executive Director (Education Resources) was submitted on the outcome of the consultation on "Treat Me Well", the Council's revised guidance addressing anti-bullying in South Lanarkshire education establishments.

A review of the previous guidance had taken account of revisions to Education Resources' core policy statements, the Council Plan 'Connect', Curriculum for Excellence and the Equality Act 2010.

Information was provided on the consultation process undertaken and proposals to publish the guidance on the Council's website and raise awareness of the guidance with appropriate employees.

**The Committee decided:**

- (1) that the outcome of the consultation process for "Treat Me Well", the revised guidance addressing anti-bullying in South Lanarkshire education establishments, be noted;
- (2) that the revised guidance be approved; and
- (3) that the arrangements to publish the revised guidance on the Council's website and raise awareness of the guidance with appropriate employees be noted.

---

## **9 Urgent Business**

There were no items of urgent business.

---

## **Chair's Closing Remarks**

The Chair advised that:-

- ♦ a summary report on Her Majesty's Inspectorate of Education's evaluation of Education Resources' Psychological Services had recently been made available
- ♦ the initial findings had been very positive
- ♦ a report on the evaluation would be submitted to the next meeting of this Committee