

Notice of meeting and agenda

Consultative Committee with Parents

6.30pm, Tuesday, 15 January 2013

European Room, City Chambers, High Street, Edinburgh

(Tea/coffee available from 6pm)

Contact

E-mail: susan.weir@edinburgh.gov.uk

Tel: 0131 529 4107

1. Order of business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Welcome and Introductions

4. Minutes

- 4.1 Consultative Committee with Parents: 24 April 2012 (circulated)

5. Role and Remit of the New CCWP

6. Introduction to the Children and Families Department

7. Communications

8. Parental Engagement Strategy Update

9. Agenda for Forthcoming Committees

10. Agenda Planning for Session

- 10.1 Agenda Planning Starter Paper: Ideas for Session (circulated)

11. Review and Monitoring Process

12. Appointments

- 12.1 Appointment of Parent Representative to the Education, Children and Families Committee – report by the Director of Corporate Governance (circulated).
- 12.2 Appointment of Representatives to the Placing in Schools Appeal Committee – report by the Director of Corporate Governance (to follow)

13. AOCB

Carol Campbell

Head of Legal, Risk and Compliance

Membership

- Councillors Godzik (Convener), Corbett, Dixon, Key, Redpath, Rust and Shields.
- One teacher representative from the Education, Children and Families Committee
- Two parent representatives from each of the Neighbourhood Groups
- One parent representative from the citywide Special Schools Group
- One parent representative from the Additional Support for Learning (ASL) Forum
- One head teacher from each sector on a rota basis
- One representative from the National Parent Forum
- One representative from the Scottish Parent Teacher Council

Information about the Consultative Committee with Parents (CCwP)

The CCwP is a Forum for discussion and consultation with parents on citywide and national issues.

A parent representative from the CCwP is appointed to the Council's Education, Children and Families Committee with full voting rights.

Further information may be obtained from the link below:

[Parental Engagement Report](#)

The Consultative Committee usually meets in the City Chambers on the High Street in Edinburgh.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Susan Weir, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4107, e-mail susan.weir@edinburgh.gov.uk .

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/cpol.

Committee Minutes

Consultative Committee with Parents

Edinburgh, 24 April 2012

Elected Members Present: - Councillors MacLaren (Convener), Johnstone, McIvor and Rose.

Parent/School Members Present:- Raymond Simpson (Teacher Representative), Willie French (Parsons Green Primary School – Primary Head Teacher Representative), Margaret Russell (Craigroyston Community High School – Secondary Head Teacher representative), Karen Traill (Liberton High School and South Neighbourhood Secondary Schools), Iain McGillivrey (Firrhill High School), Julie-Ann Sime (Tollcross Primary School), Alex Ramage (Prestonfield Primary School), Jeanna Brady (Bruntsfield Primary School), Andrea Henderson (Boroughmuir High School), Carole Fisher (Duddingston Primary School), Lucy Blackburn (Liberton Primary School), Paul Smart (Portobello High School), Eileen Prior (Scottish Parent Teacher Council), Paul McGlaughlan (James Gillespie's Primary School), Michelle Thomson (St Peters RC Primary School) Tina Woolnough (Royal High Primary School), Arlene Mooney (Special Schools Head Teacher), Lesley Broadwood (Bonaly Primary School) Robert Baltzer (Gracemount Primary School) and Mary Brownlee (Tynecastle High School).

In Attendance:- Gillian Tee (Director of Children and Families), Wendy Gray, Rosie Wilson, Helen Purves, Mairi McNeill, Graham Douglas, Alistair Gaw, Moyra Wilson and Mike Rosendale (Children and Families Department) and Henry Scullion (Committee Services).

Apologies: - Lindsay Law (Broughton Primary School), Susan Edwards, (Victoria Primary School) and Kevin O'Donnell, (Trinity Academy).

1 Minute of Meeting

Decision

The minute of meeting of the Consultative Committee with Parents of 31 January 2011 was approved as a correct record.

2 Matters Arising from Minute

None

3 Update by Convener and Director

A progress update was provided on some of the achievements of the Department of Children and Families in meeting their outcomes for children and families in Edinburgh. The report covered the following areas:-

- Business dealt with at the March Meeting of the Education, Children and Families Committee
- Celebrating Creativity, including “From Studio to Stage” and Creative Learning at the annual Student Council Conference
- Effective Partnership Working with Lothian and Borders Police by rolling out the linkage of police officers to secondary schools
- Investment in the School Estate

Gillian Tee highlighted some of the areas covered in the report.

Decision

To note the update.

(Reference – report by the Convener and Director of Children and Families, submitted)

4 Parental Engagement Strategy

Moyra Wilson gave a presentation on parental engagement, following up on work undertaken during and after a number of events held throughout the city.

The presentation set out the Council’s vision and values and the commitment to parents and described feedback from parental surveys and the roadshows. It also set out issues surrounding engagement, areas for improvement and partnership working

Thereafter, the members broke into a number of groups to discuss aspects of parental engagement.

Feedback from the groups was noted and an undertaking given that it would help inform discussions with the new Council administration following the May 2012 elections.

It was noted that copies of the presentation would be emailed to members.

(Reference – presentation handouts, tabled)

5 Pupil Placements

Moyra Wilson gave a presentation on pupil placements in 2012. The presentation highlighted the extent of the issue this year, explained the reasons for the number of refusals and gave advice to members about what information they could provide to parents affected by the issue. An explanation was given of the Council's priorities for dealing with placement requests and of the setting of intake levels.

Discussion following the presentation highlighted: -

- Discussions with developers over the impact of new developments
- Potential for the realignment of catchment areas in light of the renewal of the estate
- The implications of parents withdrawing one or more children from a school if they cannot accommodate a sibling child at the same school via a placing request
- Schools with a surplus of places
- Issues concerning Tollcross Primary School following the relocation of the Gaelic Unit
- That classes could have more than 25 pupils if the additional numbers resulted from decisions by the Placing in Schools Committee or the Sheriff
- Confidence that catchment area children would be accommodated this year but that there was pressure next year

Decision

To note the position and the Director's confirmation that the Department would welcome further feedback from members on the issues surrounding pupil placements and the promotion of catchment area schools.

(Reference – slides handouts, tabled)

6 AOB – Parent Council Raised Issues

No issues had been raised by Parent Councils.

7 National Parent Forum – Update

Tina Woolnough updated members on issues from the National Parent Forum of Scotland (NPFS). The update included information on communication, the NPFS conference to be held in October 2012, the Curriculum for Excellence, sources of information and representation by NPFS on other bodies.

Tina Woolnough also sought a replacement or reserve representative for the NPFS as she would be standing down in June 2012.

In addition to the issues covered in the update, the following issues arose: -

- The development of a sub-group on additional support for learning
- Comments would be welcome on the 3rd NPFS Newsletter which would be issued shortly
- The future role of the NPFS
- Difficulties facing children under 18 moving on to University and feeling excluded from freshers' week activities

Decision

- 1) To note the update.
- 2) To note that the Director would raise with college and university principals issues concerning under-18s entry to higher education.

8 Placing in Schools Appeal Committee: -Appointments

The Director of Corporate Governance reported on two recommended appointments to Panel 2 of the Placing in Schools Appeal Committee. In addition to the two persons recommended for appointment in the report, there was scope for further nominations to the Panel membership.

The appointments were subject to Council approval

Decision

To recommend to the Council that Jenn Scott and Neil Clarkson be appointed as members to serve on Panel 2 of the Placing in Schools Appeal Committee.

(Reference – report by the Director of Corporate Governance, submitted)

8 Date of Next Meeting

The Clerk reported that the first meeting of the Education, Children and Families Committee after the May 2012 Council elections would be on 21 June. Given the summer recess, the first meeting of the Consultative Committee with Parents would probably be held after the Council's summer recess. As much notice as possible would be given to members of the intended date.

Decision

To note the position.

Item 10.1

Agenda Planning Starter Paper Ideas for Session

1. Information Technology
2. School Placements
3. Food
4. Health
5. Sport
6. Diversity
7. Vision

Consultative Committee with Parents

6.30pm, Tuesday, 15 January 2013

Appointment of Parent Representative to the Education, Children and Families Committee

Item number	12.1
Report number	
Wards	None

Links

Coalition pledges	-
Council outcomes	-
Single Outcome Agreement	-

Alastair D Maclean

Director of Corporate Governance

Contact: Susan Weir, Assistant Committee Officer

E-mail: susan.weir@edinburgh.gov.uk | Tel: 0131 529 4107

Executive summary

Appointment of Parent Representative to the Education, Children and Families Committee

Summary

Revised governance arrangements agreed by Council on 20 September 2012 included the appointment of a Parent representative to the Education, Children and Families Committee. The Regulations governing the appointment process require the Consultative Committee with Parents to nominate a Parent representative to the position. This nomination needs to be approved by the full Council.

The postholder, who will have full voting rights at the Committee, will hold office until the Council elections in May 2017.

Recommendations

The Consultative Committee with Parents is requested to nominate a Parent representative to the Education, Children and Families Committee.

Measures of success

Not applicable.

Financial impact

Not applicable.

Equalities impact

Not applicable.

Sustainability impact

Not applicable.

Consultation and engagement

Not applicable.

Background reading / external references

[Governance Review: Political Management Arrangements and Operational Governance](#)

Consultative Committee with Parents

6.30pm Tuesday 15 January 2013

Appointment of Parent Representatives to the Placing in Schools Appeal Committee

Item number	12.2
Report number	
Wards	City Wide

Links

Coalition pledges

Council outcomes

Single Outcome Agreement

Alastair D Maclean

Director of Corporate Governance

Contact: Lesley Birrell, Committee Officer

Email: lesley.birrell@edinburgh.gov.uk | Tel: 0131 529 4240

Executive summary

Appointment of Parent Representatives to the Placing in Schools Appeal Committee

Summary

The Placing in Schools Appeal Committee was established under Section 28C of the Education (Scotland) Act 1981 to hear and decide appeals against decisions of the Council or relevant Head Teacher to refuse placing requests and exclude pupils in terms of the Education (Scotland) Act 1980 as amended. The Committee also considers appeals against decisions by the Director of Children and Families to refuse early admission to school.

The Consultative Committee with Parents requires to nominate parent representatives to serve on the Placing in Schools Appeal Committee. These nominations require to be approved by the full Council.

The appointment is for four years to 31 January 2017 or until the parent's youngest child leaves school, whichever is earlier.

Recommendations

The Consultative Committee with Parents is asked:

- 1) to confirm the existing Panel 2 membership as set out in Appendix 1;
- 2) to nominate Christine MacGillivray together with an additional two members to serve on Panel 2 of the Placing in Schools Appeal Committee;
- 3) to re-appoint Dr Karen Traill to serve on Panel 2 of the Placing in Schools Appeal Committee.
- 4) to refer the appointments to the Council meeting on 31 January 2013 for approval.

Measures of success

Not applicable.

Financial impact

Not applicable.

Equalities impact

Not applicable.

Sustainability impact

Not applicable.

Consultation and engagement

Not applicable.

Background reading / external references

Education (Scotland) Act 1980 (as amended)

Appointment of Parent Representatives to the Placing in Schools Appeal Committee

1. Background

- 1.1 The Placing in Schools Appeal Committee was established under Section 28C of the Education (Scotland) Act 1981 to hear and decide appeals against decisions of the Council or relevant Head Teacher to refuse placing requests and exclude pupils in terms of the Education (Scotland) Act 1980 as amended. The Committee also considers appeals against decisions by the Director of Children and Families to refuse early admission to school.

2. Main report

- 2.1 The City of Edinburgh Council's Placing in School Appeal Committee comprises one member from each of the following three groups:

- | | |
|---------|--|
| Panel 1 | All Members of Council, religious and teacher and any parent representatives on the Education, Children and Families Committee. |
| Panel 2 | Parents of children of school age. |
| Panel 3 | Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Director of Children and Families. |

- 2.2 The current membership is detailed in the appendix to this report. It should be noted that:

- (a) members of the Pupil and Student Support Committee do not participate in the annual placing in schools Appeals process;
- (b) a Councillor cannot participate in an appeal if the school is within their ward or catchment area; and
- (c) a parent member cannot participate if their child attends the school for which the appeal is being made.

- 2.3 Vacancies on Panel 2 of the Placing in Schools Appeal Committee (Parents of Children of School Age) are nominated by the Consultative Committee with Parents for consideration by the Council at its next meeting.

- 2.4 The appointment is for four years, to 31 January 2017, or until the member's youngest child leaves school, whichever is earlier.
- 2.5 The Protection of Children (Scotland) Act 2003 requires that members of certain Committees are subject to the Protecting Vulnerable Groups Scheme check to ensure that they are not disqualified from holding such positions. Persons appointed to the Placing in Schools Appeal Committee will require to comply with this.
- 2.6 The heaviest workload of the Appeal Committee is during May and June each year to deal with P1 and S1 appeals. Participation by Panel 2 members will be required, on average, once per week during this period. Other appeals are held throughout the year requiring members to attend for a morning or afternoon every couple of months.
- 2.7 Training is provided and appointment is conditional on attendance at the required training.

3. Recommendations

- 3.1 The Consultative Committee with Parents is asked:
- 3.1.1 to confirm the existing Panel 2 membership as set out in Appendix 1;
 - 3.1.2 to nominate Christine MacGillivray together with an additional two members to serve on Panel 2 of the Placing in Schools Appeal Committee;
 - 3.1.3 to re-appoint Dr Karen Traill to serve on Panel 2 of the Placing in Schools Appeal Committee.
 - 3.1.4 to refer the appointments to the Council meeting on 31 January 2013 for approval.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges

Council outcomes

Single Outcome Agreement

Appendices Appendix 1 – Current Membership of Placing in Schools Appeal Committee

Current Membership of Placing in Schools Appeal Committee

Panel 1

All Members of Council, religious and teacher and any parent representatives on the Education, Children and Families Committee.

Panel 2

Parents of children of school age:

Norma Devlin	Tollcross Primary School
Dr Julie-Ann Sime	Tollcross Primary School
Katherine Taylor	Parsons Green Primary School and Portobello High School
Dr Karen Traill	Liberton Primary School
Carol Swan	Murrayburn Primary School
Jennifer Walton	Murrayburn Primary School
Jenn Scott	Holy Cross RC Primary School
Neil Clarkson	Liberton High School

Panel 3

Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Director of Children and Families to act as Chairpersons of the Appeal Committee:

Mary Clason

Brenda Devlin

Dorothy Dowie

David Fleming

Pru Irvine

Kirsty Jack

Iain McGillivray

Each Appeal Committee consists of one member from Panel 1, one member from Panel 2 and one member from Panel 3.

The Head of Legal, Risk and Compliance acts as Clerk to the Appeal Committee with authority to choose Panel Members for each Appeal Committee.