

Item 4.1 - Minutes

Education, Children and Families Committee

10.00 am, Tuesday, 20 May 2014

Present

Councillors Godzik (Convener), Fullerton (Vice-Convener), Aitken, Aldridge, Austin Hart, Brock, Nick Cook, Corbett, Day, Dixon, Howat, Jackson, Keil (substituting for Councillor Child), Key, Lewis, Main, Milligan, Redpath, Robson and Rust.

Added members for Education items

Craig Duncan and Lindsay Law.

1. Minute

Decision

To approve the minute of the Education, Children and Families Committee of 4 March 2014 as a correct record.

2. Education, Children and Families Committee Key Decisions Forward Plan – September to December 2014

The Education, Children and Families Committee Key Decisions Forward Plan for the period September to December 2014 was presented.

Decision

To note the Key Decisions Forward Plan for September to December 2014.

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

3. Rolling Actions Log

As part of a review of the Council's political management arrangements, the Council had approved a number of revisions to committee business processes including that Executive Committees introduce a rolling actions log to track committee business.

The Education, Children and Families Committee Rolling Actions Log for 20 May 2014 was presented.

Decision

- 1) To note the first Rolling Actions Log for the Education, Children and Families Committee.
- 2) To note that future actions agreed by the Committee calling for further reports or information would be added to Actions Log.
- 3) To approve the actions recommended for closure, subject to the following adjustments outlined by the Director of Children and Families:

Action No.	Title	Comment
1	Self Evaluation Initiative – Implementation Programme	Action closed. Standards and Quality and Educational Attainment Reports are presented to Committee annually.
3	Launch of Edinburgh-Africa Educational Trust	A report will be submitted to the next meeting of the Committee
4	Getting the Best Start Towards Positive Destinations	An update will be included in the next Early Years Report.
7	International Unit – Annual Update	A report will be submitted to the next meeting of the Committee
11	Self-Evaluation Progress Report	Action closed. Standards and Quality and Educational Attainment Reports are presented to Committee annually.

(References – Act of Council No. 12 of 24 October 2013; Rolling Actions Log – 20 May 2014, submitted.)

4. Education, Children and Families Committee Business Bulletin

The Education, Children and Families Committee Business Bulletin for 20 May 2014 was presented.

Decision

- 1) To note the Business Bulletin.
- 2) To request that an update be provided to a future meeting on the uptake of children's eye tests in the Edinburgh area.

(References – report by the Director of Children and Families, submitted.)

5. Early Years Change Fund – Progress Update on Year Two

As previously requested by the Committee, an update was provided on progress and performance during year two of the Early Years Change Fund. Details were also presented of progress on the Early Years Collaborative.

Decision

- 1) To note progress on the implementation of the Early Years Change Fund to March 2014.
- 2) To note progress on performance indicators in relation to Change Fund goals.
- 3) To note investment in service development in relation to the Change Fund to March 2014.
- 4) To note progress made on the work of the Early Years Collaborative.
- 5) To request that a report on the final year of the Change Fund be brought to the Committee in August 2015.

(References – minute of the Education, Children and Families Committee 21 May 2013 (item 10); report by the Director of Children and Families, submitted.)

Declaration of Interest

Councillor Aitken declared a non-financial interest in the foregoing item as a Director of Oxfams Care.

6. Early Years Strategy Progress Report

The Early Years Strategy was launched in January 2010 and set out a vision and long term commitment to improve life chances for children.

As previously requested by the Committee, details were provided of the key achievements and future priorities for the development of the service. Actions to deliver the entitlement of 600 hours of early learning and childcare were also outlined.

Decision

- 1) To note the content of the Director's report and the priorities for the next stage of development within early years.
- 2) To request that an update be provided within six months, outlining progress on the issues highlighted in paragraphs 3.18 to 3.24 of the Director's report.

(References – minute of the Education, Children and Families Committee 21 May 2013 (item 9); report by the Director of Children and Families, submitted.)

7. Primary School Estate Rising Rolls

An update was provided on potential accommodation pressures which may arise in August 2015 and beyond at Bruntsfield, Clermiston, East Craigs, Flora Stevenson, Gilmerton, James Gillespie's, Pentland, Ratho, South Morningside and Wardie Primary Schools.

An update on measures to increase uptake at Tollcross Primary School was also provided.

Motion

- 1) To note the content of the Director's report.
- 2) To approve that new accommodation be provided at the following primary schools, subject to the final decision regarding the necessity for such provision being delegated to the Director of Children and Families to be taken in January 2015 (or earlier if appropriate) upon assessment of pupil registration figures:
 - Clermiston Primary School
 - East Craigs Primary School
 - Flora Stevenson Primary School
 - Gilmerton Primary School
 - James Gillespie's Primary School
 - Pentland Primary School
 - Ratho Primary School
 - South Morningside Primary School
 - Wardie Primary School.
- 3) To approve that a feasibility study be carried out to assess opportunities for increasing classroom provision at Bruntsfield Primary School with a view to this being required for August 2016.
- 4) To delegate authority to the Director of Children and Families to:
 - (a) agree, including where alternative options existed for the delivery of new accommodation (e.g. between the provision of permanent or temporary stand-alone units), what the most appropriate final solution for each school would be taking into consideration factors such as cost, deliverability and the impact on the school;

(b) approve the final costs of the most appropriate final solution (whilst always ensuring that value for money was achieved) and conclude and authorise the necessary contracts to deliver the identified solutions.

- moved by Councillor Godzik, seconded by Councillor Fullerton.

Amendment

In similar terms to the motion, subject to paragraph 4 (a) being adjusted to read as follows:

“agree, including where alternative options existed for the delivery of new accommodation (e.g. between the provision of permanent or temporary stand-alone units), what the most appropriate final solution for each school would be taking into consideration factors such as cost, deliverability and the impact on the school, except where the proposed approach or solution has not been identified in this report, or there has not yet been discussion or consultation with the Parent Forum or Parent Council. In those cases only, where there is significant disagreement between the parents’ body and the authority, the individual case should be brought back to the Committee for decision.”

- moved by Councillor Main, seconded by Councillor Corbett.

Voting

The voting was as follows:

For the motion - 14 votes

For the amendment - 8 votes

Decision

To approve the motion by Councillor Godzik.

(References – minute of the Education, Children and Families Committee 4 March 2014 (item 7); report by the Director of Children and Families, submitted.)

8. Children and Families Service Plan 2014-17 and Standards and Quality Report 2014

Details were provided of the Children and Families Service Plan 2014-17 and the Standards and Quality Report 2014.

Decision

- 1) To note the Children and Families Service Plan 2014-17.
- 2) To note the Standards and Quality Report 2014.

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

9. Achieving Excellence Performance Report – October 2013 to February 2014

As part of a review of the Council's political management arrangements, the Council had approved a number of revisions to committee business processes including that performance monitoring, review and scrutiny be led by Executive Committees.

An update was provided on performance for Children and Families for the period October 2013 to February 2014.

Decision

To note the performance for the period October 2013 to February 2014 and agree the actions for improvement.

(References – Act of Council No. 12 of 24 October 2013; report by the Director of Children and Families, submitted.)

10. Children and Young People (Scotland) Act 2014

The Children and Young People (Scotland) Act 2014 became law on 19 March 2014 and an update was provided on the main provisions of the Act.

Decision

- 1) To note the wide range of measures and the potential impact of the Act.
- 2) That a further report be brought to the Committee in 18 months setting out progress on the implementation of the legislation in Edinburgh.

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

11. Review of Community Access to Schools

An update was provided on progress on the review of Community Access to Schools (CATS) including proposals for:

- A revised CATS management/staffing structure
- The implementation of a consistent scale of charges for use of school premises
- The development of an online booking system
- Adult Education Programmes
- A Communication Strategy
- Finances.

Motion

- 1) To note the content of the Director's report.
- 2) To note the successes achieved to date from testing and collaborative working with partners in relation to CATS in schools across the city.
- 3) To note the organisational review of staffing and support the implementation of a new management/staffing structure and the phased implementation of new CATS arrangements in secondary schools, subject to consultation with staff and Trades Unions.
- 4) To support the phased approach to the removal of Headteacher and Depute Headteacher Community High School allowances linked to the phased implementation of new CATS management arrangements.
- 5) To support the phased implementation of revised charges for use of secondary school facilities, from 1 April 2015. Further work will be undertaken to consolidate the revised scale of charges including the introduction of "commercial rates" for businesses that utilise school facilities.
- 6) To note the current range of charges applied for participation in Adult Education programmes citywide and support the staged implementation of revised charges commencing in autumn 2015 followed by full harmonisation of charges in autumn 2016.
- 7) To support the removal of internal recharges for use of school premises by schools and other Children and Families staff during normal school operating hours from 1 April 2015.
- 8) To note the unique arrangement, as approved by Council on 25 October 2012, of allowing bookable free access to residents of the Portobello area which will apply in perpetuity to the pitches which would be created as part of the project to build a new Portobello High School on part of Portobello Park, in the event that the school was ultimately built in that location.
- 9) To note the progress made in relation to the development and testing of online booking and payment for CATS.
- 10) To support the phasing of primary school lets into the CATS neighbourhood management structure.
- 11) To note the range of stakeholders engaged through the CATS Communication Strategy and the continued development of communications with all relevant stakeholders.
- 12) To note that the Improving Community Access to Schools Working Group would monitor implementation of the proposals.

- 13) To request that an update be provided in one year, including details of the new arrangements at Queensferry and Gracemount High Schools.
- 14) To note that the proposed charges detailed in the appendices to the Director's report would be formally approved as part of the budget process.

- moved by Councillor Godzik, seconded by Councillor Fullerton.

Amendment

- 1) To note the content of the Director's report as forming phase 1 of an ongoing programme, to date seeking to streamline and declutter historical arrangements, with a focus on sporting facilities and adult education, mainly at secondary schools, with subsequent phases to look more fully at primary school opportunities.
- 2) To note the successes achieved to date from testing and collaborative working with partners in relation to CATS in schools across the city.
- 3) To note the organisational review of staffing and support the implementation of a new management/staffing structure and the phased implementation of new CATS arrangements in secondary schools, subject to consultation with staff and Trades Unions.
- 4) To support the phased approach to the removal of Headteacher and Depute Headteacher Community High School allowances linked to the phased implementation of new CATS management arrangements.
- 5) To support the phased implementation of revised charges for use of secondary school facilities, from 1 April 2015. Further work will be undertaken to consolidate the revised scale of charges including the introduction of "commercial rates" for businesses that utilise school facilities.
- 6) To note the current range of charges applied for participation in Adult Education programmes citywide and support the staged implementation of revised charges commencing in autumn 2015 followed by full harmonisation of charges in autumn 2016.
- 7) To support the removal of internal recharges for use of school premises by schools and other Children and Families staff during normal school operating hours from 1 April 2015.
- 8) To note the unique arrangement, as approved by Council on 25 October 2012, of allowing bookable free access to residents of the Portobello area which will apply in perpetuity to the pitches which would be created as part of the project to build a new Portobello High School on part of Portobello Park, in the event that the school was ultimately built in that location.

- 9) To note the progress made in relation to the development and testing of online booking and payment for CATS.
- 10) To support the phasing of primary school lets into the CATS neighbourhood management structure.
- 11) To note the range of stakeholders engaged through the CATS Communication Strategy and the continued development of communications with all relevant stakeholders.

- moved by Councillor Corbett, seconded by Councillor Main.

Voting

The voting was as follows:

For the motion - 18 votes

For the amendment - 4 votes

Decision

To approve the motion by Councillor Godzik.

(References – Act of Council No 1 (b) of 25 October 2012; minute of the Education, Children and Families Committee 10 December 2013 (item 12); report by the Director of Children and Families, submitted.)

Declaration of Interest

Councillor Lewis declared a non-financial interest in the foregoing item as a Director of Edinburgh Leisure.

12. Additional Support Needs - Planning and Performance Update 2013 – Follow-Up Report

As previously requested by the Committee, an update was provided on feedback from parents and children on Additional Support for Learning (ASL) services.

Decision

- 1) To note the positive feedback from parents and pupils in relation to the support provided by ASL Services.
- 2) To note the active role of ASL practitioners in supporting parents and learners to work in effective partnership with schools.
- 3) To note the high levels of satisfaction that most parents express in relation to their child's experience in school.

- 4) To note the initiative to strengthen the contributions of parents and learners in child planning, addressing areas of parental concern.
- 5) To note the active involvement of parents and learners in service design and improvement.
- 6) To note the report to the Scottish Parliament includes transitions planning for children with additional support needs at Woodlands Special School as an example of effective practice involving parents and young people.
- 7) To note the progress in the performance framework for ASL within Support for Children and Young People (SCYP) services and the additional performance indicators for targeted literacy intervention and parental satisfaction of children's progress.
- 8) That a briefing be provided for members of the Committee on ASL provision.

(References – minute of the Education, Children and Families Committee 10 December 2013 (item 22); report by the Director of Children and Families, submitted.)

Declaration of Interest

Councillor Corbett declared a non-financial interest in the foregoing item as a parent of a primary school child in receipt of ASL.

13. Schools Energy Report – Outcomes from the Small Steps Energy Awareness Campaign Pilot

An update was provided on the six schools which took part in the Small Steps Energy Awareness Campaign pilot which ran from November 2013 to March 2014. Details were also provided of the roll-out of the campaign to the wider school estate.

Decision

- 1) To note the content of the Acting Director's report and the significant work and collaboration which had been undertaken to develop the pilot awareness campaign.
- 2) To approve the approach to the roll-out of the campaign across the wider school estate.
- 3) To note that the next phase of the campaign would launch after the schools return from the 2014 summer break.
- 4) To request that an update on the campaign be submitted to the Education, Children and Families Policy Development and Review Sub-Committee six months after the commencement of the campaign roll-out, which should include an update on quantified measures of success.
- 5) That all Parent Councils be informed of the campaign.

- 6) That a briefing be arranged for parent representatives on the Consultative Committee with Parents (CCWP) Neighbourhood Groups.

(References – minute of the Education, Children and Families Committee 8 October 2013 (item 16); report by the Acting Director of Services for Communities, submitted.)

14. Food for Life Accreditation in Edinburgh's Schools

The Council had previously noted plans to expand the Food for Life Catering Mark standard across all Council catering operations, starting with schools.

An update was provided on progress in achieving Food for Life accreditation in Edinburgh's schools.

Decision

- 1) To note the work achieved to date towards the Food for Life roll-out across Council schools with plans on track to have Catering Mark accreditation in place in all schools by April 2015.
- 2) To note that the Food for Life roll-out formed a key part of the newly formed "Catering Improvement Programme", set up to manage the various emerging requirements for the school meals service including free school meals for Primary 1-3 pupils, meeting Food for Life standards as well as any emerging requirements from ongoing quality and efficiency reviews.
- 3) To note that the Food for Life roll-out plans aligned with recent recommendations within the Scottish Government's *Better Eating, Better Learning* report, demonstrating that the Council was well prepared to meet or exceed those recommendations through this programme.
- 4) To note that the programme involved both Council-run and Public Private Partnership (PPP) schools.
- 5) To note that an update would be provided on financial implications arising from moving towards silver and gold standards for all schools once bronze was achieved.

(References – Act of Council No. 12 of 30 May 2013; report by the Acting Director of Services for Communities, submitted.)

15. Special Schools

As previously requested by the Committee, an update was provided on performance across Edinburgh's special schools in 2012/13, including details of engagement and consultation with staff, pupils and parents at Panmure St Ann's.

Decision

- 1) To note progress on the positive engagement in the improvement process and the overall improvements in performance across special schools.
- 2) To note progress on the transition of Panmure St Ann's to a school offering young people full-time educational provision.
- 3) To note progress on the engagement and consultation with staff, young people and parents at Panmure St Ann's.

(References – minutes of the Education, Children and Families Committee 9 October 2012 (item 19) and 8 October 2013 (item 12); report by the Director of Children and Families, submitted.)

16. Progress on the Implementation of Self-Directed Support in Children and Families

The National Strategy for Self-Directed Support signalled a significant shift in the way social care support was delivered in Scotland.

An update was provided on progress made on the implementation of the National Strategy in Edinburgh and the requirements of the Social Care (Self-Directed Support) (Scotland) Act 2013. Approval was sought for the proposed approach to be taken in specified areas.

Decision

- 1) To note the progress being made in implementing the requirements of the National Strategy for Self-Directed Support and the Social Care (Self-Directed Support) (Scotland) Act 2013, in respect of Children and Families.
- 2) To agree the approach being taken to the development of a Funding Allocation System to inform people of the indicative budget available to meet their social care needs.
- 3) To request that an update be provided to the Committee within one year.

(Reference - report by the Director of Children and Families, submitted.)

17. Appointments to Sub-Committees and Working Groups 2014/15

The Committee was invited to appoint the membership of its Sub-Committees and Working Groups for 2014/15

Decision

- 1) To appoint the membership of the Committee as members of the Policy Development and Review Sub-Committee in line with the Committee Terms of Reference and Delegated Functions.

- 2) To appoint the Vice-Convenor of the Education, Children and Families Committee as the Convenor of the Policy Development and Review Sub-Committee.
- 3) To note that the Early Years, Estate Strategy and Rising Rolls and Strengthening Support for Pupils with Behavioural Difficulties Working Groups were no longer required to be appointed, as the work of these groups had been subsumed within the work programme of the Committee's Policy Development and Review Sub-Committee.
- 4) To retain the existing Convenors of the other Sub-Committees and Working Groups, with the exception of the Improving Community Access to Schools Working Group.
- 5) To appoint Councillor Fullerton as the Convenor of the Improving Community Access to Schools Working Group.
- 6) To request the Head of Legal, Risk and Compliance to make appropriate arrangements to seek nominations for the remaining vacancies from the political groups and religious, teacher and parent representatives. Details of the nominations received are set out in the appendix to this minute.

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

18. Engagement of Children, Young People, Parents/Carers and Other Stakeholders in the Development of Services for Children and Families in Edinburgh

As previously requested by the Committee, an update was provided on the engagement of children, young people, parents/carers and other stakeholders in the development of services for children and families in Edinburgh.

Decision

- 1) To note the content of the Director's report and the progress made in terms of engagement.
- 2) To agree to receive a further progress report on engagement in May 2015.

(References – minute of the Education, Children and Families Committee 21 May 2013 (item 19); report by the Director of Children and Families, submitted.)

19. School Session Dates 2015/16

Approval was sought for the proposed school session dates for 2015/16.

Decision

- 1) To approve the School Session dates for 2015/16 as detailed in Appendix 1 to the Director's report.

- 2) To agree that a survey be carried out in relation to the criteria for setting dates for use from 2016/17 onwards.

(Reference - report by the Director of Children and Families, submitted.)

20. Work Placements for Senior School Pupils at Special Schools – Motion by Councillor Corbett

The following motion by Councillor Corbett, seconded by Councillor Main, was submitted in terms of Standing Order 16.1:

“Committee

1. Notes a cut in funding to the Action Group to provide essential support to senior pupils at Braidburn and Woodlands Special Schools to undertake work placements, while at school, and the disappointment and anger felt by those pupils as a result of the opportunities now lost to go on work placements in the same way as their mainstream peers.
2. Requests a report in one cycle:
 - Exploring all possible opportunities to restore the service as quickly as possible which allows pupils at those schools to undertake work placements.
 - Describing the services available to senior pupils at all special schools to allow them to undertake work placements.
 - Setting out a draft policy presumption that all senior pupils in special schools should enjoy opportunities, appropriate to their needs, to undertake work placements in a comparable way to those available to all senior pupils across Edinburgh’s schools”.

Councillor Corbett advised that, since submitting the motion, he had received assurances on funding and he would therefore like to withdraw the motion.

Decision

To note that the motion had been withdrawn.

21. Secure Units – Motion by Councillor Aitken

The following motion by Councillor Aitken, seconded by Councillor Jackson, was submitted in terms of Standing Order 16.1:

“Committee instructs a report within two cycles on the situation in respect of secure units and specifically those within Edinburgh.

Report should include an update on the reduction of beds, resulting implications for the support services within the community and the possible closure of these units.

The report should also provide a financial update including revenues brought in from other Councils using the units.”

Decision

To approve the motion by Councillor Aitken.

Appointments to Sub-Committees and Working Groups – 2014/15

Sub-Committee on Standards for Children and Families – 9 Members – 3 Labour, 2 SNP, 2 Conservative, 1 Green, and 1 Religious Representative	
Councillor Godzik (Convener) Councillor Aitken Councillor Child Councillor Fullerton Councillor Lewis	Councillor Main Councillor Paterson Councillor Redpath Craig Duncan (Religious Rep.) (Note: Marie Allan (Religious Rep.) will substitute for Craig Duncan for business relating to Roman Catholic schools)

Working Groups etc

Consultative Committee with Parents – 8 members - Convener and Vice-Convener of Education, Children and Families Committee and one member from each political group and 1 Teacher Representative	
Councillor Godzik (Convener) Councillor Aldridge Councillor Corbett Councillor Dixon	Councillor Fullerton Councillor Redpath Councillor Rust Allan Crosbie (Teacher Rep.)
Joint Officer/Member Group on Corporate Parenting of Looked After Children – 14 members - Convener and Vice-Convener of Education, Children and Families Committee and two members from each political group, 1 Religious Representative and 1 Teacher Representative	
Councillor Fullerton (Convener) Councillor Aldridge Councillor Child Councillor Nick Cook Councillor Corbett Councillor Day Councillor Godzik	Councillor Howat Councillor Key Councillor Main Councillor Rust Councillor Shields Rev Thomas Coupar (Religious Rep.) Allan Crosbie (Teacher Rep.)

Working Groups etc (continued)

Edinburgh Youth Issues Forum – 7 members - Convener and Vice-Convener of Education, Children and Families Committee and one member from each political group.	
Councillor Day (Convener) Councillor Aldridge Councillor Nick Cook Councillor Godzik	Councillor Key Councillor Fullerton Councillor Main
Improving Community Access to Schools Working Group – 8 Members – 2 Labour, 2 SNP, 1 Conservative, 1 Green, 1 SLD and 1 Religious, Teacher or Parent Representative	
Councillor Fullerton (Convener) Councillor Aldridge Councillor Austin Hart Councillor Child	Councillor Corbett Councillor Jackson Councillor Lewis Lindsay Law (Parent Rep.)