

ANGUS COUNCIL

MINUTE of MEETING of the **EDUCATION COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 4 March 2003 at 4.00 pm.

Present: Councillors BRIAN MILNE, SHEENA WELSH, Provost Mrs FRANCES E DUNCAN OBE, Councillors JACK GIBB, DAVID LUMGAIR, STEWART McGLYNN, GLENNIS MIDDLETON, ROBERT MYLES, PETER NIELD, GEORGE NORRIE MBE, KITTY RITCHIE, RON SCRIMGEOUR and SANDY WEST, Father JAMES FOLEY, Rev ALAN WEBSTER, Mr PETER ANDREWS and Mr BRIAN McHARDY.

Apology: An apology for absence was intimated on behalf of Rev KENNETH GIBSON.
Councillor MILNE, Convener, in the Chair.

1. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 21 January 2003](#) was approved as a correct record and signed by the Convener.

(b) Special Cases Sub-Committee

The minute of meeting of the Special Cases Sub-Committee held on 3 February 2003, a copy of which is appended hereto, was submitted and noted ([APPENDIX I](#)).

(c) Angus Joint Negotiating Committee for Teachers

The minute of meeting of Angus Joint Negotiating Committee for Teachers of 10 February 2003, a copy of which is appended hereto, was submitted and noted ([APPENDIX II](#)).

With reference to Article 5 of the above minute, Mr Andrews referred to the proposed implementation of "an improved and simplified careers structure" in primary and secondary schools, and the teachers' wish for minimal change in structures in August 2003 to ensure an efficient and effective transition. However, he hoped that this, and other significant issues, could be resolved by the AJNCT Sub-Committee so that the two Working Groups could make progress.

(d) Central Consultative Committee

The Committee noted the decisions as set out in the minute, a copy of which is appended to the [minute of meeting of the Personnel and Property Services Committee of 13 February 2003](#).

(e) Staffing Sub-Committee

The minute of meeting of the Staffing Sub-Committee of 27 February 2003, a copy of which is appended hereto, was submitted and noted ([APPENDIX III](#)).

2. BEST VALUE SERVICE REVIEW: DEPARTMENTAL ADMINISTRATION

With reference to Article 4 of the minute of meeting of this Committee of 8 June 1999, there was submitted [Report No 300/03](#) drawing the Committee's attention to a recently completed Best Value Review of Education Administrative Services and seeking approval of the Improvement Plan proposed by the Review Team. The Report indicated that a number of unforeseen circumstances, including the visit by Her Majesty's Inspectorate of Education had resulted in significant slippage prior to the Review being completed. However, all four

administrative support services located within County Buildings (Finance and IT; Property; Pupil and Parent Support and Staffing; and Central Support) had been the subject of a Joint Review and the Council's Monitoring Group had recently approved, for its interest, the Best Value Report, a copy of which was available for perusal in the Members' Lounge.

The Report concluded that all four teams which contributed to "departmental administration" had made high quality provision in a number of specialised areas and customer surveys and benchmarking information suggested that Angus was well served by staff working within these teams. This view was borne out by evaluations by Her Majesty's Inspectorate of Education. The Improvement Plan for the four administrative support services was set out in the Appendix.

The Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to note and commend the efforts made by a number of staff in bringing together the Report; and
- (iii) to approve the Improvement Plan appended to the Report for Education Administrative Services.

3. BEST VALUE REVIEW: DEPARTMENTAL SERVICE REVIEW PROGRAMME

With reference to Articles 7 and 4 of the minutes of meetings of this Committee of 25 August 1998 and 8 June 1999, respectively, there was submitted [Report No 301/03](#) by the Director of Education summarising progress to date in implementing the Best Value Service Review Programme for the Council's Education Service. The Report indicated that, in putting together the overall programme in 1998/99, it was intended that, as far as possible, all aspects of the work of the Angus Education Service were reviewed. The work of the service had been categorised into "manageable areas" as set out in Appendix I. Individual reviews and improvement plans relating to these areas had been reported to Committee on the dates listed in Appendix II. Of the original list, two reviews relating to bursaries and provision for clothing had not been carried out and, for the reasons outlined in the Report, a full Best Value Review of these areas would not now be appropriate.

The Report concluded that the ambitious programme of Reviews had been largely completed. The work of the wide range of staff on these reviews was to be commended and the many improvements to individual elements of the Service represented achievements of which the Council could be justifiably proud.

The Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to note and commend the work of a wide range of staff on the reviews;
- (iii) to note the Departmental Best Value Service Review Programme first approved by this Committee in 1998/99, set out in Appendix I to the Report; and
- (iv) to note the progress to date in taking forward this ambitious programme as detailed in Appendix II to the Report.

4. BEST VALUE REVIEW - INSTRUMENTAL TUITION SERVICE

With reference to Article 3 of the minute of meeting of this Committee of 5 June 2001, there was submitted [Report No 302/03](#) by the Director of Education updating the Committee on the considerable progress made in implementing the Improvement Plan which was agreed as a result of a Best Value Review of the Council's Instrumental Tuition Service which had been carried out in 2001. A full Progress Report was set out in the Appendix.

The Committee agreed:-

- (i) to note and commend the work of the staff of the Instrumental Tuition Service; and
- (ii) to note the progress made in implementing the Improvement Plan which was agreed as a result of a Best Value Review of the Council's Instrumental Tuition Service in June 2001.

5. EDUCATIONAL RESOURCES SERVICE: BEST VALUE SERVICE IMPROVEMENT PLAN - PROGRESS REPORT

With reference to Article 10 of the minute of meeting of the Recreation and Cultural Services Committee of 27 February 2003, there was submitted [Joint Report No 267/03](#) by the Director of Leisure Services and the Director of Education advising the Committee of the progress made in relation to the Educational Resources Best Value Service Improvement Plan.

The Report indicated that the key tasks, which had been identified in the Improvement Plan, had been addressed by the Educational Resources Services (ERS) Team and had been monitored by representatives of both Leisure Services and the Education Departments. Considerable effort had been made and continued to be made by ERS staff and support staff in taking forward the recommendations for improvement made by the Best Value Service Review Group. Only one action point remained outstanding and given that the external matters were now resolved, all recommendations of the Service Improvement Plan should be completed by August 2003. Substantial improvements in this service had been made and procedures and systems were in place which should ensure continuing development and improvements in learning and teaching in Angus Council's primary and secondary schools.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the progress made in implementing the improvements identified in the plan and as described in paragraph 4 of the Report.

6. PERFORMANCE INFORMATION AND CELEBRATING SUCCESS

With reference to Articles 6, 3 and 5 of the minutes of meetings of this Committee of 11 June 2002, 15 October 2002 and 21 January 2003, respectively, there was submitted [Report No 303/03](#) by the Director of Education drawing the Committee's attention to the continued focus by the Education Department on different areas of attainment and success achieved by Angus schools, staff and pupils.

The Report set out information on the results of SQA standard grade and higher grade examinations in each of the eight Angus secondary schools compared with averages for Scotland and the six local authorities in the comparator group whose socio-economic profile was closest to that of Angus. The Report also set out information on the performance of the five schools which had been subject to HM Inspector of Education reports published from January 2002 to January 2003 and analysed the follow-up to the HM inspection of one Angus School in February 2003. Whilst HMI would make no further visits to the school in connection with the Report of January 2001, further steps were required to fully address one of the recommendations made by HM Inspectors. In addition, the Report highlighted those schools, pupils and young people who had achieved noteworthy success during the period December 2002 to February 2003.

The Report concluded that, whilst overall attainment in Angus was in line with the average for Scotland, Angus schools would continue to aim to improve attainment in SQA standard and higher grades.

Having heard various members on the need for continuous improvement in relation to SQA results, the Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the information on SQA standard grade and higher attainment set out in the Appendix to the Report.

7. NATIONAL PRIORITIES PROGRESS REPORT AND STATEMENT OF 2005 TARGETS

There was submitted [Report No 304/03](#) by the Director of Education drawing to the Committee's attention, the main details and implications of the first Angus National Priorities Progress Report.

The Report indicated that education authorities were required to produce and publish annually a "Statement of Education Improvement Objectives". The Angus second such Statement was set out in the 2002/2003 Service Plan Update, a copy of which had been placed in the Members' Lounge. Education authorities were also required to produce an annual progress report on their success in meeting these objectives in relation to the five National Priorities in Education. The first Angus National Priorities Progress Report and Statement of 2005 Targets was set out in Appendix 1 to the Report. The five Scottish Executive National Priorities were set out in Appendix 2.

The Report advised that the Service Plan Update and Progress Report had been submitted to the Scottish Executive and feedback had been favourable. Further guidance had been issued by the Scottish Executive on future arrangements in respect of National Priorities procedures and the Education Department's Management Information Team was currently preparing, for each Angus school, individual progress reports showing progress made against the National Priorities by the end of session 2001/2002. Schools could draw upon these Progress Reports in preparing the 2003/2004 School Development Plans which would also have considerable influence on 2003-2004 Education Service Plan which was currently being drafted.

The Committee agreed:-

- (i) to note the contents of the first Angus National Priorities Progress Report and the related statement of 2005 targets set out in Appendix I to the Report;
- (ii) to note that the Progress Report detailed performance in relation to outcomes within the five National Priorities in Education set out in Appendix 2, and priority improvement objectives set out in the 2002/2003 Service Plan Update;
- (iii) to note the many examples of good practice associated with National Priority outcomes set out in Section 4 of Appendix I to the Report; and
- (iv) to note the implications for target setting and service planning arising from National Priorities developments detailed in paragraph (4) of the Report.

8. ASSESSMENT 5-14: REVISED ADVICE ON RECORDING PUPIL PROGRESS IN PRIMARY SCHOOLS

There was submitted [Report No 305/03](#) by the Director of Education bringing to the attention of the Committee the availability of revised 5-14 Recording Guidelines for use in primary schools.

The Report indicated that Guidelines on recording pupil progress in the 5-14 curriculum area had been issued in 1995. Since then, considerable developments had occurred in relation to the production of Angus Council 5-14 Programmes of Study. An "Assessment" local support group, established in January 2002, had produced revised guidance for recording pupil progress in primary schools together with a 5-14 recording booklet covering all 5-14 curricular areas, for use within primary classes. Copies of the revised guidance were available for perusal in the Members' Lounge. The main purpose of the updated advice was to offer

schools a simple, systematic and manageable approach for recording pupil progress, taking account of developments over recent sessions in relation to the use of 5-14 Programmes of Study and feedback from HMIE on the quality of school assessment procedures.

The Report recommended the implementation of the revised 5–14 Recording Guidelines and set out issues relating to its implementation and future support to schools and teaching staff.

The Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to note the nature and purpose of the revised Guidelines, copies of which had been placed in the Members' Lounge; and
- (iii) to approve the adoption of the Guidelines subject to the terms of the Report.

9. MAISONDIEU PRIMARY SCHOOL, BRECHIN

The Committee agreed to note that the opening ceremony for the extension/modernisation of Maisondieu Primary School by Councillor Milne, would take place on Wednesday 19 March 2003 at 2.30 pm. Members of the Committee were cordially invited to attend.

10. SCHOOL TERMS AND HOLIDAYS 2004/2005 - PROPOSALS FOR CONSULTATION

With reference to Article 4 of the minute of meeting of this Committee of 27 August 2002, there was submitted [Report No 306/03](#) by the Director of Education advising that the education authority had a duty each year to fix the term and holiday dates for the subsequent school year and that school boards had a statutory power, having consulted with the education authority, to fix occasional holidays during the school terms.

The Report set out the proposals for the school terms and holidays for 2004/2005 and recommended that these proposed dates should form the basis of a consultation exercise.

The Committee agreed:-

- (i) to approve the enclosed draft Scheme of School Terms and Holidays for 2004/2005 appended to the Report as a basis for consultation;
- (ii) to instruct the Director of Education to seek the views of staff, trade unions, teachers' associations, Head Teachers and School Boards on the draft Scheme;
- (iii) to instruct the Director of Education to bring the draft Scheme to the attention of the Directors of Education in neighbouring Councils (Dundee City, Perth and Kinross and Aberdeenshire) and to invite comments from them;
- (iv) to seek formally the views of the Central Consultative Committee on the draft Scheme; and
- (v) to instruct the Director of Education to report back to the Education Committee on the outcome of the above consultation later this year.

11. DISCIPLINARY PROCEDURES FOR TEACHERS

With reference to Article 12 of the minute of meeting of this Committee of 21 November 1998, there was submitted [Report No 307/03](#) by the Director of Education drawing the Committee's attention to recent amendments to the agreed national disciplinary framework for teachers.

The Report referred to the disciplinary procedures for Angus Council adopted in 1998, set out in Appendix 2 to the Report, and indicated that, for some time, national debate had taken place on whether the power to dismiss a teacher should be delegated to the Director of Education or retained by the Education Committee. The publication, in November 2002, of

Scottish National Consultative Committee for Teachers Circular (SNCT/18) (Appendix 1) represented the most recent outcome of these national discussions. The circular proposed that Directors of Education should have powers to apply disciplinary sanctions, including dismissal, under the agreed disciplinary procedures of the authority and outlined procedures in relation to appeal.

The Report recommended the adoption of SNCT/18 as a framework for Angus Council and reminded the Committee that, in adopting SNCT/18, the Council would reaffirm the remit of the Staffing Sub-Committee to hear any appeals of this type.

The Committee agreed:-

- (i) to note the disciplinary procedures for teaching staff adopted by the Education Committee in November 1998, set out in Appendix II to the Report;
- (ii) to note the contents of SNCT/18: Revised Disciplinary Framework set out in Appendix I to the Report;
- (iii) to approve the adoption of the framework set out in the Circular in its entirety, at present;
- (iv) to note that the Scottish Negotiating for Teachers (SNCT) had very recently reached an agreement on a revised grievance framework for teaching staff, and it was hoped that this revised framework would be available for early consideration by the Council's Joint Negotiating Committee for Teachers (JNCT); and
- (v) to note that the Angus JNCT had endorsed the contents of SNCT/18 and that it would be deliberating on SNCT advice on both the disciplinary and grievance frameworks in early course, after which these deliberations might result in future reports on these matters to the Education Committee.

12. ANGUS CHILD PROTECTION COMMITTEE - ANNUAL REPORT 2001/2002

With reference to Article 6 of the minute of meeting of the Social Work Committee of 25 February 2003, there was submitted [Joint Report No 252/03](#) by the Acting Director of Social Work and the Director of Education presenting the Angus Child Protection Committee's Annual Report for 2001/2002.

The Report indicated that the Angus Child Protection Committee had been formed at local government reorganisation and that the Annual Report, which had been circulated to all members of the Social Work Committee, was the sixth one produced. The Annual Report would be distributed to all agencies represented on the Committee, to the Scottish Executive and to other Child Protection Committees.

The Committee, for its interest, agreed to note the contents of the Angus Child Protection Committee Annual Report 2001/2002.

13. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2), that the public and press be excluded during consideration of the following items so as to avoid the possible disclosure of information which was exempt in terms of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 4, 6, 8, 9 and 10.

14. PROVISION OF EARLY YEARS CHILDCARE AND EDUCATION SVQ ASSESSMENT SERVICES IN ANGUS

With reference to Article 14 of the minute of meeting of the Social Work Committee of 25 February 2003, there was submitted [Joint Report No 258/03](#) by the Acting Director of Social Work and the Director of Education advising the Committee of the tenders received for

the provision of SVQ Assessment Services in Angus to provide SVQ II and III in Early Years Care and Education and D32/33 Assessor awards for the private and voluntary sector daycare and education providers and childminders.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the award of the contract, for the provision of SVQ Assessment Services to offer SVQ II and III and D32/33 Assessor awards in Early Years Childcare and Education to private and voluntary sector daycare and education providers and childminders to Angus College, Keptie Road, Arbroath being the tenderer which offered the Council Best Value for Money in terms of the Quality and Price Assessment.

15. EVALUATION OF DRUGS EDUCATION IN ANGUS SCHOOLS

With reference to Article 8 of the minute of meeting of this Committee of 5 June 2001, there was submitted [Report No 308/03](#) by the Director of Education seeking the Committee's approval to invite tenders from two sources only for an evaluation project on drugs education.

The Report indicated that funding had been made available from the Scottish Executive in financial year 2002/2003 to undertake additional work on drug education. One of the conditions of the grant was that all monies must be fully committed in the current financial year and two companies had been identified as having the capacity to undertake this specialist research within the timescale.

The Committee agreed:-

- (i) to endorse, in principle, the proposal that an evaluation of drugs education in Angus schools be undertaken; and
- (ii) to approve the proposal that tenders for the evaluation be invited from only two sources, in terms of Financial Regulation 16.1.3(b)(ii), being the Scottish Council for Research in Education (SCRE) and the Training, Advice, Support and Consultancy (TASC) Agency.

16. DEVELOPMENT OF MULTI-SENSORY FACILITIES IN PRIMARY SCHOOLS

There was submitted [Report No 309/03](#) by the Director of Education seeking the Committee's approval to proceed with the development of multi-sensory facilities in Grange Primary School and Langlands Primary School and a minor upgrading to the existing multi-sensory facilities in Lochside Primary School.

The Report indicated that the multi-sensory provision established in two Council premises, to date, had been developed to a high specification and provided facilities which were highly used and of great benefit to the children involved. The Report recommended that the company which had carried out the contract for these two premises be commissioned for the additional works as detailed in the Appendix to the Report.

Having heard Councillor Glennis Middleton welcome the Report, the Committee agreed:-

- (i) to endorse the proposals to develop multi-sensory facilities in Grange and Langlands Primary Schools, and to upgrade Lochside Primary School's facilities; and
- (ii) to approve the proposal to proceed with the commissioning of services as described by the contractor, Mike Ayres Design, as set out in the Appendix to the Report and in terms of the Council's Financial Regulations 16.1.3(b)(i), (ii) and (iii).

17. COMMUNITY EDUCATION SERVICE - REVENUE GRANTS TO VOLUNTARY ORGANISATIONS 2002/2003

With reference to Article 14 of the minute of meeting of this Committee of 21 January 2003, there was submitted [Report No 310/03](#) by the Director of Education detailing applications received from local voluntary organisations for revenue grants over £500 and making recommendations regarding the awards.

The Committee agreed to approve grants, totalling £5,500, to Arbroath District Scout Council and the Newtyle Legion Hall, as detailed in the body of the Report and Appendix.