

SOUTH EAST IMPROVEMENT COLLABORATIVE OVERSIGHT GROUP

Minute of the South East Improvement Collaborative Oversight Group held on Thursday 30 August 2018 at 2.00 pm in Edinburgh City Chambers.

Present: Cllr. Ian Perry, Education Convener, City of Edinburgh Council (Chair)
Cllr. Fay Sinclair, Education Convener, Fife Council
Cllr. Alison Dickie, Education Vice-Convener, City of Edinburgh Council
Cllr. Fiona Dugdale, Education Vice-Convener, East Lothian Council
Cllr. Linda Erskine, Education Vice-Convener, Fife Council
Steve Grimmond, Chief Executive, Fife Council
Maria Lloyd, Head of Education, Midlothian Council
Carrie Lindsay, Executive Director, Fife Council
Andy Gray, Head of Schools & Lifelong Learning, City of Edinburgh Council
Fiona Robertson, Head of Education, East Lothian Council
Michelle Strong, Chief Officer – Education, Scottish Borders Council
Jill McArthur, Project Officer, Fife Council (Minute-taker)

Apologies: Angela Leitch, Chief Executive, East Lothian Council
Andrew Kerr, Chief Executive, City of Edinburgh Council
Grace Vickers, Chief Executive, Midlothian Council
Tracey Logan, Chief Executive, Scottish Borders Council
Cllr. Carol Hamilton, Education Convener, Scottish Borders Council
Cllr. Shamin Akhtar, Education Convener, East Lothian
Cllr. Jim Muirhead, Education Convener, Midlothian Council

	<u>Action</u>
1. <u>Welcome / Introduction</u>	
Cllr. Perry welcomed the meeting, apologies were noted and introductions made.	
<ul style="list-style-type: none">• Maria Lloyd, Head of Education in Midlothian Council has joined the group.• Cllr. Erskine, Vice Convener of Education & Children's Services in Fife Council has joined the group.	
2. <u>Previous Minute and Matters Arising – 22 June 2018</u>	
Previous minute agreed as accurate with the following matters arising:	
<ul style="list-style-type: none">• <u>Minutes</u> – agreed the minutes from this group and the Board should be available on each local authorities intranet.• <u>Mapping Exercise</u> – information is being gathered to develop a calendar of events across all authorities.	Heads of Education JMCA

3. Workstreams Overview

Each workstream has provided information for the plan. Each workstream sponsor provided a brief update:

- Mathematics & Numeracy – the group have worked hard to establish their priorities. Work will continue to be done in senior phase of progression, moderation of achievement of a level and interventions to close the poverty related attainment gap.
- Improving Outcomes for Children Living in Poverty – the group have made good progress. Headteachers will be encouraged to work together to connect across the collaborative and it is hoped that each school can identify a representative for parental engagement. A Learning Together audit is also being established.
- Professional Learning & Leadership – the Teacher Education Partnership has been added to the workstream information which will allow the work across schools and universities to be joined up. It was acknowledged the priorities within this workstream will be fluid and may change as the work progresses. Cllr Perry suggested it would be useful to know what has changed within Universities as a result of the collaborative. It was noted all workstreams need to show the impact as a result of their work and this will be done through the short-term measures.
- Quality Improvement Approaches – the workstream has involved Depute Headteachers to be inclusive of school staff. The group met yesterday and have narrowed their priorities down. Looking at developing work of young people being involved in quality improvement approaches, middle leaders and building capacity for self-evaluation. Cllr Perry suggested it may be more difficult to see the change/impact from this workstream.
- Data & Analysis – outlines the data to be gathered.

C Lindsay noted the Board would like to add in an additional workstream in relation to Mental and Emotional Wellbeing which would be led by a group of children and young people. The group agreed this is appropriate.

F Robertson advised Education Scotland are carrying out 2-day inspections, as well as normal inspections, as part of the RIC. The areas of focus is Learning and Teaching and Assessment. F Robertson has expressed concern to Education Scotland as it would be very

difficult to inspect a school on this topic within 2 days. Cllr Perry queried how this would affect the work of the SEIC. C Lindsay advised it doesn't impact on the work of the collaborative unless comparisons are made across the local authorities.

C Lindsay has responded verbally to Education Scotland regarding this but agreed to put her response in writing, on behalf of SEIC, to express concern of using these two QIs.

CL

4. Budget Request Agreement

C Lindsay explained funding is available for the RICs therefore a budget request has been made within the plan. It isn't clear how the funding will be allocated to each RIC but the Board have worked on the formula of SEIC receiving 21% of the funding.

The detail of the budget request is contained within the plan, this includes the bids from each workstream and the staffing required to take the work forward. It was noted the staffing contracts will be temporary and offered as secondments.

The SEIC Plan is due for submission on Monday 3 September. RICs will be advised of budget decisions by the end of September. S Grimmond advised there is a recommendation COSLA don't sit on the panel for budget decisions but they will have a finance representative present. The funding will be reviewed annually and this cycle is from now until August 2019.

S Grimmond suggested increasing the funding bid but acknowledged the difficulty due to lack of transparency. It was highlighted the Quality Improvement Officers may need a budget to deliver on the work i.e. hosting conferences, workshops etc. The group agreed to increase the amount required for events, conferences etc.

F Robertson highlighted the use of e-learning across schools which seems to have been received positively. Agreed to add in a building capacity post within the Professional Learning workstream.

5. Communications Plan

The next Board meeting will focus on developing the Communications Plan. C Lindsay asked if there is anything specific the group would like to include within plan. Any comments can be sent to J McArthur in advance of the next Board meeting on 2 October.

ALL

Cllr Sinclair highlighted parents are a key audience therefore the plan should be communicated on a wider basis once approved. The group agreed.

C Lindsay queried when it would be most suitable for each authority to present the SEIC plan to Committee. It was agreed to wait until the plan has been approved by Education Scotland therefore take it to the Committees after September.

The group acknowledged there may be a time lapse between approval of the plan and recruitment. However, this will be managed by the Heads of Education. Cllr Sinclair urged caution when recruiting so as not to leave schools short-staffed.

6. SEIC Plan

The group agreed the content of the plan for submission on 3 September. The plan will be updated to reflect today's discussion and the final version sent to the group.

JMcA

C Lindsay advised Regional Advisers from Education Scotland will evaluate all of the RIC plans and provide feedback. The RIC is currently being evaluated and telephone interviews are being carried out with various members of staff, including Elected Members.

7. Any Other Competent Business

- SEIC Lead – C Lindsay was identified as the SEIC Lead for an initial period. S Grimmond has sought views from Chief Executives on this role going forward and asked if anyone within the group has a desire to take on this role. The group agreed they are happy for C Lindsay to continue in this role. Cllr Perry thanked C Lindsay for her work on this but C Lindsay acknowledged this is a collaborative with good partnership working. Thanks was also extended to J McArthur for her role in supporting the SEIC work.

8. Date of Next Meeting

The next meeting will be held on Friday 23 November 2018 at 9.00 am in the SNP Group Room, City Chambers, Edinburgh.

Jill to schedule meeting dates for the year ahead.

JMcA