

SOUTH EAST IMPROVEMENT COLLABORATIVE BOARD

Note of the South East Improvement Collaborative Board meeting held on Friday 2 November 2018 at 9.00 am in Waverley Court, Edinburgh.

Present: Carrie Lindsay, Fife Council (Chair)
Maria Lloyd, Midlothian Council
Michelle Strong, Scottish Borders Council (by telephone)
Fiona Robertson, East Lothian Council
Lorna Robertson, Headteacher, Fife Council
Catriona Gill, Headteacher, City of Edinburgh Council
Justin Sinclair, Headteacher, Scottish Borders Council
Helen Gillanders, Headteacher, East Lothian Council
Lorna Sweeney, City of Edinburgh Council
Moira Cummings, Education Scotland
Jill McArthur, Fife Council (Notes)

Apologies: Andy Gray, City of Edinburgh Council
Donald Lumsden, Skills Development Scotland
Lynn Black, Headteacher, Midlothian Council
Rowena Arshad, Head of Moray House, University of Edinburgh

	<u>Action</u>
1. <u>Welcome / Introductions</u>	
Carrie welcomed the group to the meeting and apologies noted.	
Carrie advised she has received formal notification to confirm the funding requested within the SEIC plan has been approved. A reporting cycle will need to be built into the work plan.	
2. <u>Matters Arising from Minute of 2 October 2018</u>	
The previous minutes agreed as accurate with the following matters arising:	
<ul style="list-style-type: none">• <u>Methodology Workshop</u> – Carrie has contacted Amanda Cronin but no response received as yet. Carrie will follow this up.	CL
<ul style="list-style-type: none">• <u>Research Work</u> – Jill to include as main agenda item for next meeting.	JMcA
<ul style="list-style-type: none">• <u>East Lothian Secondary Teacher Conference</u> - Fiona advised the conference went well and representatives attended from across SEIC. Jill to keep a record of the types of activities being shared across SEIC.	JMcA
Following on from the conference Fiona agreed to speak to Kirsty McFall, Education Scotland to see what can be offered to SEIC in relation to digital technology. It would be useful for Kirsty to link with the Digital Officer once in post as well as the Digital reps in each authority. In the meantime, Fiona will share the presentation from the conference.	FR
	FR

All Heads of Education to send details of their Digital reps to Jill.	HoE
Lorna Sweeney queried the stance with GDPR and school apps. Fiona advised this is being looked at by Kirsty McFall. Maria will share the information from Midlothian who have a tech specialist with knowledge in this area.	ML
<ul style="list-style-type: none"> • <u>Fife Headteacher Engagement Sessions</u> – two representatives from each authority have been invited to attend the HT engagement sessions in Fife. Heads of Education to let Jill know names of people attending. 	HoE
3. <u>Job Descriptions / Adverts</u>	
The group discussed the recruitment processes for advertising the SEIC posts. Jill circulated the role profile for the Quality Improvement Manager and Quality Improvement Officer posts. The following points were noted:	
<ul style="list-style-type: none"> • Fife will advertise the QIM & all 7 QIO posts. Jill to include the number of posts available in the advert and send the links once the adverts are live. • The host authority for the post to advertise the job and arrange interviews following their HR processes, with the exception of the QIO posts. • Carrie queried if there may be an impact on recruitment if DHT/HTs were seconded to the post on a 52 week basis. It was suggested this may limit the number of applicants therefore group agreed to add 'subject to negotiation' to this part of the advert. • Fife will also advertise the Admin Assistant and Assistant Statistician posts. • Edinburgh will advertise the Parental Engagement Officer post. • East Lothian will advertise the Education Support Officer (Digital Learning) and Education Support Officer (Maths & Numeracy). • Midlothian will advertise the Education Support Officer (Professional Leadership) post. 	JMCA
<ul style="list-style-type: none"> • Jill to resend the workforce recruitment plan to the group. • Heads of Education to produce text to send to staff with the links to the adverts. • Heads of Education to send links to the group once posts are live. • Carrie advised Fife Communications Team will provide support for SEIC and will link with other authorities Comms Teams. 	JMCA HoE HoE
4. <u>Communications Plan</u>	
Carrie highlighted the work being done in terms of communication:	
<ul style="list-style-type: none"> • Comms Team are working on Knowledge Bytes for SEIC; • Video clip being produced with a young person highlighting why collaboration is important; • Information being given on collaboration to date; 	

- Comms Team looking at various options for a platform to upload all the SEIC information to. Looking at GLOW as an option as well;
- Twitter account is now live and any Board member can tweet from the account. Carrie circulated the social media checklist and agreement and asked all members to read through this prior to tweeting. It is likely Carrie, Lorna Robertson, Catriona, Helen, Lynn, Justin and Fiona will use the Twitter account. Workstream leads are also able to tweet from the account if they wish. Agreed to try and use the #SEIC when tweeting.
- The letter for all staff was circulated and approved by the group. Heads of Education to circulate to staff week beginning 5 November. It would also be useful to take the letter to the HT event on 7 November.
- Education Scotland have provided feedback on the plan therefore it can be circulated more widely. Carrie will be taking the plan to the Education & Children's Services Committee next week for endorsement. Fiona queried if the financial information should be shared at the Committee. Carrie advised this is appropriate.

HoE

5. **ADES Workshop**

Carrie circulated the draft programme for the ADES workshop on 16 November. Lorna Sweeney will do an input with Carrie followed by Lorna Robertson, Catriona and Lynn's input.

6. **Headteacher Engagement Sessions**

- Primary HT Event – event scheduled for 7 November at Moray House. The event is a session for empowering HTs and making them more involved with SEIC. The BGE toolkit will be used to establish similar links on the day. Carrie and Peter McNaughton will give an input on the day. An input will also be given from Associate Assessors.

Feedback from the day will be analysed and sent to Jill for the next meeting.

LR/CG

- Secondary HT Event – will be held on 25 January 2019. Event is still in the planning stages and Justin will take learning from the primary event. Lorna advised Justin and Lynn are welcome to attend the primary event.
- Parental Engagement Conference – half day event being held on 30 November at Murrayfield. It was agreed the workstream provide a report on outcomes following the event. Heads of Education to check how many people are signed up for this event in their authority.

LS
HoE

Lorna advised the workstream will re-focus in the new year and the Parental Engagement Officer will continue to take forward the parent engagement work. Moira suggested it may be an opportunity for CLD to join the workstream to develop parental engagement further. Moira/Lorna to discuss further.

MC/LS

Lorna noted it would be good for the workstream to get a steer from the Board regarding next steps.

- Maths & Numeracy Workstream – Fiona will request an update from Karen Haspolat.
- Systems Leadership – the event scheduled for 5 November has been postponed. A new date will be circulated in due course.

FR

7. SEIC Learning Opportunities

An example of learning opportunities from Fife was circulated. These particular courses have a cost attached to them and are run by the Pedagogy Team.

Carrie queried the best way to promote these courses. Maria suggested it would be useful for the QIO/ESO to gather this type of information to ensure there isn't repetition across SEIC. A directory can be created once staff are in post.

Agreed to continue to send learning opportunities out via email and start to record the staff who are attending events.

8. Any Other Competent Business

- Education Scotland – Moira advised ES are currently doing a recruitment drive for posts to support the Regional Improvement Collaboratives. A paper will be circulated within Education Scotland with the restructure being implemented in January 2019. This will consist of two strands – scrutiny and improvement. There will be a transition period between January-March 2019.
- Mental & Emotional Wellbeing Workstream – Carrie had a discussion with Young Scot re supporting the workstream. Young Scot are interested but highlighted it would take a number of months to set up. However, an alternative is to carry out a literature review from the young people's perspective and then run a bigger event. Carrie is awaiting information on costs etc.

Maria advised Midlothian have engaged with Nesta and have a project lead for mental health therefore this worker could tie in with this. Maria will send contact details to Jill. Other mental health leads in each authority are Rachel King (EL), Christine Brown (Borders) and Patti (Edinburgh).

ML

- Professional Leadership Workstream – Anne-Theresa Lawrie has taken over as the lead for this workstream. Lorna is giving an input on Columba 1400 at the next meeting on 26 November.

- SEIC Budget – Maria requested IT support for the new posts in Midlothian due to budget constraints. Carrie advised the local authority should try and meet the associated costs but if there is an issue SEIC may be able to cover the costs.

Fiona highlighted the travel expenses for staff attending SEIC meetings and queried if this could come from SEIC. Agreed this budget can be used for attendance at Board and Workstream meetings.

9. **Date of Next Meeting**

The next meeting will be held on Monday 10 December 2018 at 2.00 pm in Waverley Court, Edinburgh.