

SOUTH EAST IMPROVEMENT COLLABORATIVE BOARD

Note of the South East Improvement Collaborative Board meeting held on Monday 10 December 2018 at 2.00 pm in Waverley Court, Edinburgh.

Present: Carrie Lindsay, Fife Council (Chair)
Andy Gray, City of Edinburgh Council
Donald Lumsden, Skills Development Scotland
Lynn Black, Headteacher, Midlothian 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
Moira Cummings, Education Scotland (via telephone)
Jill McArthur, Fife Council (Notes)

Apologies: Maria Lloyd, Midlothian Council
Michelle Strong, Scottish Borders Council (by telephone)
Fiona Robertson, East Lothian Council
Rowena Arshad, Head of Moray House, University of Edinburgh

1. Welcome / Introductions

Carrie welcomed the group to the meeting and apologies noted.

2. Matters Arising from Minute of 2 November 2018

The previous minutes agreed as accurate with the following matters arising:

- Methodology Workshop – Carrie has spoken to Kieran McQuaid, Improvement Advisor who in turn will speak to Amanda Cronin regarding the workshop.
- Digital Technology – Kirsty McFaul, Education Scotland has spoken to the digital leads across SEIC but further discussion required regarding support. Agreed to invite Kirsty to the next meeting.
- ADES – Carrie thanked Lorna, Lynn and Catriona for their input at the workshop on 16 November.
- Mental & Emotional Wellbeing Workstream – will be set up in the New Year. Jill has contact details for Mental Health leads across SEIC.

3. Recruitment

Quality Improvement Manager – Iain Hughes, Headteacher at Waid Academy in Fife has been appointed to the post.

Action

JMcA

Quality Improvement Officers – interviews scheduled for 11 December. However, the number of applicants is not sufficient for the number of posts therefore the jobs will be re-advertised in January.

Carrie asked what stage the posts within the other local authorities are at:

- Christine Rednall has been appointed as Education Support Officer in Midlothian.
- Parental Engagement Officer will be advertised in the New Year.
- Education Support Officer posts in East Lothian – Jill to check with Fiona.
- Assistant Statistician will be advertised in the New Year.

JMcA

A tile for SEIC will be created on the MyJobScotland site which will host all of the jobs being advertised.

Carrie asked the group to highlight the job advertisements to staff. Twitter and Facebook will also be used to promote the posts. It was also acknowledged the SEIC events will promote the ongoing work which may generate interest in the posts.

4. **Communications**

The following sites have been created but it was acknowledged once the Team is in place more engagement on social media will be done.

- Twitter account has been set up which Board members and Workstream Leads can tweet from.
- Facebook group has been set up but further promotion of this is required. Lorna advised it is difficult to find the group therefore Carrie to follow this up with John Arthur.
- Website has been created and will be promoted via social media, events etc.

CL

5. **Feedback from Recent Events**

Primary/Nursery/Special Headteacher Conference

- Feedback from the conference was circulated and the general feeling was positive.
- Each authority was represented with approximately 50 people attending.
- Staff are keen to use the BGE toolkit, visit settings and share practice and networking.
- Staff are finding these types of events helpful.
- Barriers highlighted include digital technology and the time to get out of school to attend events.
- QI input was helpful and staff found this positive.

- An action plan has been developed from the event and circulated for comments. Some actions are specific to the QI team whereas others for the Planning team.
- Rural schools to be added to the action plan with a view to setting up a small schools network.
- The planning team suggested holding an event each term with a specific focus. Cluster reps will be invited to attend to ensure attendance can be rotated.
- Moira noted it is important to allow time for networking at these events and capture what is changing as a result from having these events.
- Andy acknowledged it is hard to evaluate but the networking opportunities do add value. By people sharing their experiences and learning it can support staff's emotional confidence to take forward good practice.
- Lorna noted the type of work being undertaken to add value can be monitored and recorded.
- Headteachers from special schools networked on the day and discussed ways to take the work forward.
- The early years network may not only include HTs therefore need to ensure appropriate staff is on this network. An early years practitioner network could possibly be established.
- The message given by Carrie at the conference is that this is 'our collaborative' and staff need to make this work. It was acknowledged it takes time to establish networks and taking forward developments but the QI team will support this.
- Education Scotland are expecting practitioners to collaborate as part of their support and challenge process now and this message is being highlighted to staff.
- Another event will be scheduled for the summer term.

Secondary Headteacher Conference

- Justin and Lynn will use the same model as the primary conference but will have different speakers at the event. It is likely the event will be held in March.

Equity Conference

- Parental Engagement conference held at Murrayfield on 30 November. Formal feedback will be circulated in due course. However, the general feedback is positive and the event was well attended. It is now important to look at next steps.
- Andy met with a group of parents recently and some had attended the conference. Carrie advised it would be good for the workstream to continue in this area to keep the momentum going.

Education Scotland Conference

- Event for Teachers scheduled for 5 March with a focus on 'Closing the Gap'. The Deputy First Minister will do an input as well as Gayle Gorman.
- Discussed the idea of a market place but agreed it would be more beneficial to use story boards for practitioner enquiry and model for improvement rather than having stalls. Also display posters showing models and examples of what's working well.
- 1 practitioner per school will be identified to attend the event.
- It was suggested the facilitators wear badges with 'my research has been about...' to give people an inroad for discussion.

6. Workstream Updates

- Maths & Numeracy – Moderation event scheduled for 7 February. Jill to request details from Karen Haspolat.
- Quality Improvement – it would be useful to include the presentations from the Headteacher engagement sessions on the SEIC website.

JMcA

It was acknowledged it can be difficult for some staff to attend workstream meetings due to geographical issues. It was suggested venues be rotated for meetings.

The group agreed Iain Hughes will provide workstream updates at future meetings as he will have an overview of all the workstreams.

Carrie to ask workstream leads to notify Jill of any events going forward.

CL

7. ASN Network

The ASN network produced a paper which was circulated to the group. The network proposes to map out the current work being undertaken to support emotional wellbeing of children and young people across SEIC. The group agreed this way forward therefore Carrie will advise Alistair Haldane. A network for special schools will be established.

CL

8. Research / Evaluation (Edinburgh University)

Item to be carried forward to the next meeting to allow fuller discussion with Rowena Arshad.

Justin highlighted the Research Schools Network and queried if it would be beneficial to invest in a small Test of Change in this area. Group agreed this area should be explored. Justin will discuss with Rowena in advance of the next meeting.

JS

9. Evaluation of Regional Improvement Collaboratives

Researchers have spoken to practitioners across the SEIC and a further element of evaluation will be done over the next few months. Need to gather evidence of activity as well as impact.

It was acknowledged there is a mixed level of understanding and dialogue across SEIC. It was suggested it would be useful to provide an update following each Board meeting which could be sent to all staff. Lynn suggested using Sway to produce the update.

Carrie agreed to draft a brief update and circulate to the group for comment. The update will be sent out after the festive break and will highlight the social media pages.

CL

10. New Activity / Recording of Events

Jill has begun recording attendance at SEIC events but this is dependent on receiving the numbers from each authority. It was noted not everything needs to be recorded – need to determine qualitative and quantitative data.

11. Education Scotland Update

Moira asked for the review of the phase 2 plan to be circulated to the group. The sections in yellow highlight what is going well across SEIC and the sections in blue show areas for improvement.

Moira highlighted the following points in relation to the review:

- QIM will go through this report and provide an update on progress at the next meeting. Moira will meet with Iain prior to this.
- Need to find a method which delivers in the current context.
- Important that workstreams reflect on the two over-arching aims.
- QIM will produce an action plan which links to the RIC plan which will provide a focus for the work.
- Carrie would like to send the review paper to workstream leads to help them re-focus.
- Helen noted this is a really good piece of work to reference at the Systems Leadership sessions.
- Moira has advised SCEL to contact Carrie but need to confirm who the lead for this is.
- CLD representation on the group was highlighted therefore Carrie will speak to CLD colleagues to determine if a rep is required for the Board.

MC

CL

12. Any Other Competent Business

- Carrie to invite Iain Hughes, QIM to be part of the Board.

CL

- Columba 1400 - Lorna has arranged sessions for January but requires names of attendees from the Borders. Justin agreed to follow up. One more attendee is also required from Edinburgh therefore Andy will follow up.
- Systems Leadership – the session has had to be postponed twice due to the number of apologies received. Carrie asked each local authority to encourage staff to attend the rescheduled date.
- Skills Development Scotland – Donald advised he is retiring at the end of January and a new rep from SDS will be identified to attend the Board meetings. Carrie noted thought needs given on how to progress work with SDS in relation to Apprenticeships. Carrie thanked Donald for his work with the group.

JS
AG

ALL

13. Date of Next Meeting

The next meeting will be held on Friday 1 February 2019, 9.00-11.00 am in City Chambers, Edinburgh.