

SOUTH EAST IMPROVEMENT COLLABORATIVE OVERSIGHT GROUP

Minute of the South East Improvement Collaborative Oversight Group held on Friday 18 January 2019 at 2.30 pm in Edinburgh City Chambers.

Present: Cllr. Fay Sinclair, Education Convener, Fife Council
Cllr. Shamin Akhtar, Education Convener, East Lothian
Cllr. Jim Muirhead, Education Convener, Midlothian 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, City of Edinburgh Council
Fiona Robertson, Head of Education, East Lothian Council
Michelle Strong, Chief Officer – Education, Scottish Borders Council
Iain Hughes, Quality Improvement Manager, SEIC
Jill McArthur, Project Officer, Fife Council (Minute-taker)

Apologies: Cllr. Ian Perry, Education Convener, City of Edinburgh 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
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

1. Welcome / Apologies

Cllr. Sinclair chaired the meeting on behalf of Cllr. Perry. Apologies were noted and introductions made.

Iain Hughes joined the meeting as the newly appointed Quality Improvement Manager for SEIC. Iain will attend the meetings as and when required.

2. Previous Minute and Matters Arising – 30 August 2018

Previous minute agreed as accurate with the following matters arising:

- The minutes from the Oversight group and Board meetings are now available on the SEIC website.
- Cllr. Akhtar queried if the Emotional Health and Wellbeing workstream will link with the NHS. C Lindsay advised the workstream is in the early stages and links are being made with Young Scot and the ASN network initially. An event will be held in June which will bring services together, including the NHS along with young people.

Action

- C Lindsay communicated with Education Scotland on behalf of SEIC regarding the concerns raised of using two QIs for inspections on the 2 day model.

3. **SEIC Plan Phase 2 Feedback**

Education Scotland provided feedback in relation to phase 2 of the plan. The feedback is positive and the work is moving in the right direction. A pro-forma will be used to monitor the plan. C Lindsay will share this with the group for information.

CL

4. **Recruitment of Posts**

The workforce recruitment plan was previously circulated to the group. The following posts have been appointed:

- Quality Improvement Manager
- Quality Improvement Officers (Fife and East Lothian)
- Education Support Officer (Midlothian)

The advert for the remaining QIO posts is currently live with interviews being held on 28 January. The Education Support Officer posts in East Lothian are also currently advertised, as well as the Support Assistant post.

The outstanding posts to be advertised this month are the Parental Engagement Officer and Statistician.

All of the posts are on a secondment basis and the Board have worked together to agree Terms and Conditions and secondment agreements.

It was acknowledged one of the challenges of recruitment is the backfill for secondments. Thought needs to be given on how to use staff within their current post to support the work of SEIC.

5. **Budget/Resource Agreement**

Confirmation of the funding was received in November 2018. The funding was requested for a full year which means there will be a short-fall of spend this year due to reduced staffing costs. C Lindsay advised it is likely the funding will be similar for 2019/20 but this cannot be guaranteed. A submission will be made to the Scottish Government on the use of funds from now until August 2019. C Lindsay will share this with the group and will take it to the SEIC Board on 1 February.

CL

A review of specialist services is being considered across each authority. F Robertson and M Strong have been in touch with a consultant to take this work forward in East Lothian and Borders in first instance.

I Hughes has been linking with the workstream leads in relation to the budget and their requirements. The group acknowledged there is a need for the work to be undertaken therefore the budget needs to be made use of. One of the challenges is the mechanism of allocating the budget across authorities. One option to alleviate this is to allocate some budget to each authority for SEIC costs based on some formula.

IH

C Lindsay advised part of the resource available to local authorities is support from Education Scotland. However, due to recruitment difficulties this is not in place as yet.

Cllr. Akhtar noted PEF and SAC opportunities should be taken into account as not all local authorities receive funding for these areas.

6. Workstream / Events Progress

Carrie circulated an update which was sent to the Scottish Education Council this week.

- Mathematics & Numeracy – A discussion was held with SQA to look at current pathways and building on this information going forward. There is a challenge regarding employment of Maths teachers therefore looking at alternative ways of teaching this subject.

An event is scheduled for 7 February for practitioners to share how moderation is being carried out at each level.

- Equity – conference held in November which was very well attended and positively received. Parent groups also attended. It was apparent people are looking for more of this type of event going forward.

A joint conference with Education Scotland is planned for 5 March 2019 and will be developed by the Equity workstream. The event is aimed at Teachers.

- Professional Learning & Leadership – The Education Support Officer was appointed recently and is looking at Leadership Matters. A mapping exercise of this work will be carried out across all areas. The Teacher Education Partnership will become part of this workstream.
- Quality Improvement Approaches – Two events are currently being mapped out by the workstream. One will have a focus on Broad General Education and the other on Health and Wellbeing. These will take place in May and June.

School reviews have been established across all authorities with some taking place in February/March.

- Data & Analysis – A workshop has been arranged at the end of January to update the performance pack. The BGE Toolkit is being reviewed and updated. It was acknowledged capacity is an issue for this workstream but the appointment of a Statistician should help with this.
- Emotional Health & Wellbeing – The workstream is in the early stages and links are being made with Young Scot and the ASN network. A further update will be available at the next meeting.

C Lindsay highlighted other areas of work noted in the update such as practitioners linking with other local authorities outwith the 'formal' events organised by SEIC. This is a good step forward in collaboration but need to try and capture this type of networking. A Gray noted it is important to spread good practice as the biggest measure of success will be if staff are finding the networking opportunities meaningful.

7. Communications

A website has been developed for SEIC, as well as the Twitter account and Facebook group.

Two films have been produced with a third currently being developed. The first film uses a young person in the 'magic of learning' to capture people's interest. The animation outlines what is in the plan and the graphics from this will be used to extend the website. The third film will show examples of work as a result of collaboration across each authority. The same types of images will be used so people will be able to recognise the work of the SEIC.

8. Any Other Competent Business

- Cllr. Akhtar acknowledged some of the developments within the plan will take time to come to fruition therefore need to be aware of the timescales for the bid submission.
- C Lindsay advised an evaluation of the process was carried out recently by an external body. Verbal feedback from this seems to be positive but awaiting formal feedback. The next stage of the evaluation will be undertaken with a wider group of staff across SEIC.
- The Scottish Education Council seem to be comfortable with the progress SEIC are making. There seems to be recognition that resource is required to take the work forward and it will take time to develop.

9. Date of Next Meeting

The next meeting will be held on Friday 29 March 2019 at 9.30 am in Edinburgh City Chambers.