

ANGUS COUNCIL

MINUTE of MEETING of the **EDUCATION COMMITTEE** held in the Town and County Hall, Forfar on Thursday 30 September 2004 at 4.00 pm.

Present: Councillors JACK GIBB, SHEENA WELSH, IAN ANGUS, JOHN HENDERSON, ALEX KING (substitute for RON SCRIMGEOUR), DAVID LUMGAIR, STEWART McGLYNN, GLENNIS MIDDLETON, ROBERT MYLES, ROB MURRAY, PETER NIELD, MARK SALMOND, DAVID SELFRIDGE (substitute for IAIN GAUL) and JENNIFER SPEIRS.

Church Representatives: MR BILL SIMPSON.

Teacher Representatives: MR PHILIP JACKSON and MR BRIAN McHARDY.

Apologies: Apologies for absence were intimated on behalf of Councillors IAIN GAUL and RON SCRIMGEOUR, MRS EDNA BOFFEY and REV. ALLAN WEBSTER.

Councillor GIBB, Convener in the Chair.

1. TEACHER REPRESENTATIVE

With reference to Article 3 of the minute of meeting of this Committee of 29 May 2003, the Committee noted that Mr Arthur Pritchard, one of the teacher representatives, had resigned his position and that Mr Philip Jackson had been nominated by the Teacher's Panel as his replacement. The Convener welcomed Mr Jackson to his first meeting of the Committee.

2. DECLARATIONS OF INTEREST

The Committee agreed to note that no declarations of interest were made.

3. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 19 August 2004](#) was approved as a correct record and signed by the Convener.

(b) Special Meeting

The [minute of the special meeting of this Committee of 28 June 2004](#) was approved as a correct record and signed by the Convener.

(c) Staffing Sub-Committee

The [minute of meeting of the Staffing Sub-Committee of 19 August 2004](#), a copy of which is appended hereto, was submitted and noted. **(APPENDIX I)**

(d) Staffing Sub-Committee

The Director of Law and Administration reported on the outcome of a meeting of the [Staffing Sub-Committee held earlier this day](#). The Committee noted the decisions as set out in the minute, a copy of which is appended hereto. **(APPENDIX II)**

4. REDEPLOYMENT OF TEACHING STAFF IN THE EVENT OF SCHOOL CLOSURE OR AMALGAMATION

There was submitted [Report No 1102/04](#) by the Director of Education recommending the adoption of an agreed approach to the deployment of teachers affected by any future school closure or merger.

The Report indicated that the national Agreement – “A Teaching Profession for the 21st Century” had amended the previous agreement on “lifelong” salary conservation in the event of a school closure and the redeployment of a teacher. Any teacher appointed to a substantive promoted post from April 2001 onwards now enjoyed “cash conservation” for a maximum period of three years. In the case of any teacher holding a promoted post in a school which closed or merged with another school, this new provision had the capacity of reducing the individual teacher’s salary, in accordance with the terms of the current national Agreement, depending on how any such teacher might be re-deployed.

In the immediate future, current plans for the Forfar/Carnoustie Schools Project envisaged some school mergers and therefore some staff might be affected. After consultation with the Angus Joint Negotiating Committee for Teachers, it was accordingly proposed that the Education Committee should formally adopt the policy, set out in Section 3 of the Report.

The Committee agreed to approve the proposals as contained within the Report.

5. FORFAR/CARNOUSTIE SCHOOLS PROJECT

(a) Public Consultation

With reference to Article 22 (e) of the minute of meeting of this Committee of 19 August 2004, there was submitted [Report No 1114/04](#) by the Director of Education summarising responses to the recent public consultation exercises carried out in relation to (i) the future of primary school provision within Forfar and (ii) the proposed changes to Carnoustie High School, and outlining particular recommendations in relation to both aspects of the project.

The Report concluded that the proposals for Forfar primary schools and Carnoustie High School had been well received and supported and recommended that the current proposals be adopted and progressed. While the consultation process did identify some concerns within the wider community, particularly in relation to roads access to the site at Whitehills Nursery and the impact on sports pitch provision and the implications for the existing theatre complex at Carnoustie, overall it appeared that parents/carers were supportive of the projects. This was reflected in the very low number of responses from parents/carers and the positive nature of the pro forma questionnaires returned.

Having heard Councillors Middleton and Selfridge welcome the Report and express thanks to all officers involved, the Committee agreed:-

In relation to the Forfar primary school proposals:-

- (i) to note the responses to the public consultation exercise;
- (ii) to approve in principle (subject to receipt of satisfactory planning approvals) the proposals for Forfar comprising a new build primary school with a capacity for 444 pupils at the site identified at Whitehills Nursery; a major refurbishment/new build extension at Kirkriggs Primary School with a capacity for 444 pupils; and a new build primary school with a capacity for 444 pupils at Langlands Primary School;
- (iii) to approve the adoption of the new catchment areas referred to as Option A, all as set out in Report 884/04 which had been approved by the Education Committee at its meeting on 19 August 2004;
- (iv) to approve the purchase of the site at Whitehills Nursery on the basis of the proposal outlined in Report 884/04 (subject to outline planning permission being granted on the proposed site and receipt of the approval of Scottish Ministers as noted below) and as agreed by the Education Committee at its meeting on 19 August 2004; and
- (v) to note that the approval of Scottish Ministers would be required to the proposed new school sites and delineated areas;

In relation to the Carnoustie High School proposals:-

- (vi) to note the responses to the public consultation exercise;
- (vii) to approve in principle (subject to receipt of satisfactory planning approvals and receipt of the approval of Scottish Ministers as detailed below) the proposals for Carnoustie High School; and
- (viii) to note that the approval of Scottish Ministers would be required to implement the proposals.

(b) Revised Outlined Business Case - Update

With reference to Article 22 (a) of the minute of meeting of this Committee of 19 August 2004, there was submitted [Report No 1115/04](#) by the Director of Finance and the Director of Education updating members in respect of the current position regarding the Revised Outline Business Case for the Forfar/Carnoustie Schools Project and reminding members of the immediate next steps in the project procurement process.

The Committee, for its interest, agreed:-

- (i) to note that following review and clarification of the Revised Outline Business Case (ROBC) the Scottish Executive had approved the submission;
- (ii) to note that following approval of the ROBC, the Scottish Executive had made to Angus Council a conditional offer of revenue support capped at £3.58 million per annum over 30 years;
- (iii) to note the content of the offer letter from the Scottish Executive (copy attached as Annexe A to the Report) and in particular the conditions attached to the conditional offer of support; and
- (iv) to note the immediate next steps for the project procurement process following receipt of the conditional offer.

6. "A TEACHING PROFESSION FOR THE 21ST CENTURY" - ADJUSTMENTS TO STAFFING LEVELS IN PRIMARY SCHOOLS

With reference to Article 6 of the minute of meeting of this Committee of 15 October 2002, there was submitted [Report No 1113/04](#) by the Director of Education highlighting the additional funding now available to provide greater non-teacher staffing support to schools and proposing minor adjustments to current support staffing levels in primary schools.

The Committee agreed:-

- (i) to note that additional funding was available in the financial year 2004/2005 and in future financial years to provide additional support staff for schools over and above that already provided, all in the context of the national agreement "A Teaching Profession for the 21st Century";
- (ii) to endorse the proposal to allocate some of that additional funding to enable progress to be made in effecting further improvements to staffing levels in primary schools; and
- (iii) to approve in principle the amended staffing allocations outlined in Appendix 1 of the Report, on the understanding that amendments would be phased in as opportunities arose, subject to adequate financial resources remaining available.

7. "A TEACHING PROFESSION FOR THE 21ST CENTURY" - APPOINTMENT OF SUPPORT SERVICES MANAGERS TO SECONDARY SCHOOLS

With reference to Article 6 of the minute of meeting of this Committee of 15 October 2002, there was submitted [Report No 1103/04](#) by the Director of Education highlighting the additional funding now available to provide greater non-teacher staffing support to schools and proposing the appointment of a Support Services Manager to each secondary school.

The Report indicated that the agreement "A Teaching Profession for the 21st Century" described the deployment of additional support staff in order to address teacher workload and to bring professional skills appropriate to the range of activities required. Reference was made to previous meetings of the Education Committee which had approved the appointment of additional support staff as recommended by, initially, the JCC and latterly, the JNCT.

The Report concluded that a staff group, established in 2001, had recommended that the remaining additional funding available specifically for the purpose of complying with the national agreement should be earmarked to enable the creation of a post of Support Services Manager in each of the Council's eight secondary schools. The purpose of this manager would be to ensure that all support functions in the school were effectively and efficiently co-ordinated and implemented, thus allowing the Head Teacher and other senior managers to take full responsibility for strategic management of the school and to concentrate on improving the quality of learning and teaching, on meeting the professional development needs of staff and on nurturing a positive ethos.

The Committee agreed:-

- (i) to note that additional funding was available in the financial year 2004/2005 and in future financial years to provide additional support staff for schools over and above that already provided, all in the context of the national agreement "A Teaching Profession for the 21st Century";
- (ii) to endorse the proposal to allocate additional funding to the creation of the post of Support Services Manager in each secondary school; and
- (iii) to approve the establishment of eight posts of Support Services Manager (Grade AP5) - one in each of the Council's eight secondary schools.

8. BEST VALUE SERVICE REVIEW: DEPARTMENTAL ADMINISTRATION - PROGRESS REPORT ON IMPROVEMENT PLAN

With reference to Article 2 of the minute of meeting of this Committee of 4 March 2003, there was submitted [Report No 1104/04](#) by the Director of Education drawing the Committee's attention to progress on the last in a series of departmental Best Value Reviews.

The Report indicated that good progress had been made on a wide range of issues and that various issues, flagged up in the original Best Value Review, continued to be the subject of efforts to improve service delivery. A progress report on the Improvement Plan was appended.

The Committee agreed to note the progress made in taking forward the Best Value Improvement Plan on Departmental Administration.

9. INTEGRATED COMMUNITY SCHOOLS: ESTABLISHMENT OF NEW PERMANENT POSTS

With reference to Article 6 of the minute of meeting of this Committee of 22 January 2002, there was submitted [Report No 1105/04](#) by the Director of Education recommending the establishment of 16 new permanent posts as part of the Integrated Community Schools Initiative.

The Report indicated that partnership working was evident in all schools which had, to date, been part of the integrated community schools initiative and, indeed, in all schools. However, successive phases of the initiative had been dogged by difficulties in retaining staff. As funding for the initiative had been time limited, staff appointments had been temporary. This in turn had meant that able and well qualified people, who were recruited to temporary posts, were relatively quickly attracted to permanent posts for which they successfully applied. The high staff turnover experienced in Angus had been a feature of the initiative across Scotland.

The Report concluded that there was significant potential to be gained from ever more effective integration of services at school level, and it was now proposed to create a small number of permanent posts. The creation of these posts, in association with other efforts being made by other Council departments and other agencies, would ensure that the philosophical commitment to integrated service delivery at school level could be translated into established practice.

The Committee agreed:-

- (i) to approve the establishment of eight posts of Early Years Worker (Grade NNFSTA) - one in each of the eight Angus Cluster Groups of schools; and
- (ii) to approve the establishment of eight posts of Secondary School Assistant (Grade GS1/2) - one in each of the eight Angus secondary schools.

10. INSPECTION OF THE EDUCATION FUNCTIONS OF ANGUS COUNCIL: FOLLOW-UP REPORT

With reference to Article 8 of the minute of meeting of this Committee of 20 April 2004, there was submitted [Report No 1106/04](#) by the Director of Education drawing the Committee's attention to the publication of the findings of HMIE in a recent follow-up visit to the Council.

The Report indicated that on 11 April 2002, HMIE had published a report on its Inspection of the Education Function of Angus Council and that, since then, the Education Committee had maintained a watching brief on the progress made in following up the HMIE recommendations. The HMIE had visited Angus as planned in May 2004 to undertake a review of progress since the April 2002 inspection and the report of the Follow-Up Inspection was published on 7 April 2004, a copy of which was attached.

The Committee agreed:-

- (i) to note the positive findings of HMIE as published; and
- (ii) to endorse once again the Council's determination to continue to improve its education service and to use the HMIE report as one additional way of identifying ways in which improvements could take place.

11. DUN PRIMARY SCHOOL: PROPOSED CONSULTATION

With reference to Article 11 of the minute of meeting of this Committee of 14 October 1997, there was submitted [Report No 1107/04](#) by the Director of Education recommending that a formal consultation exercise be undertaken on the possibility of closing Dun Primary School.

The Report indicated that Dun Primary School served an entirely rural part of Angus. The current roll was 20 pupils, but the projected roll in August 2005 indicated a reduction. If the roll did fall to any number below 18 pupils, then the staffing level would fall from its current 2.2 (fte) to a level of 1.2(fte) teachers and, effectively, the Head Teacher would be the only full time teacher in the school. The school had capacity to accommodate 42 pupils in two classrooms, one of which was quite large, but was also used as a servery/dining area for school lunches and as a staff base, the other of which was a smaller normal classroom. The school buildings themselves had been made bright and attractive by succeeding generations of staff and pupils but fell well short of the ideal specifications for a school in the 21st century.

The Report concluded that if Dun Primary School remained open, the Council was likely to experience difficulty in maintaining the educational standards which had been, and were, in place there. In all the circumstances, it would be prudent for the Council to give formal consideration to the possibility of closing Dun Primary School, with the most appropriate date to give effect to closure being 2 July 2005. In order to take forward the possibility of closure, the Council had a statutory obligation to enter into a formal consultation exercise which should now be undertaken in a way which offered families options in terms of the most appropriate alternative school for their children.

Having heard Councillor Myles, local member, express his support for a thorough consultation, the Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise a formal consultation, in terms of current legislation, on a proposal that Dun Primary School be closed with effect from 2 July 2005, and that its delineated area be incorporated into the delineated area of Rosemount Primary School, or of Borrowfield Primary School or of Lochside Primary School.

12. SPORTTAYSIDE ANNUAL REPORT 2003/2004

With reference to Article 4 of the minute of meeting of the Recreation and Cultural Services Committee of 4 October 2001, there was submitted [Joint Report No 988/04](#) by the Director of Leisure Services and the Director of Education informing the Committee of the current activities associated with the work of the Regional Sports Partnership, SportTayside.

The Report indicated that SportTayside, formerly the Tayside Sports Development Group, had evolved since the recruitment of a Regional Manager and support staff during 2002. SportTayside had been used by sportscotland as a model of good practice with regard to regional sports partnerships, with the partnership receiving a commitment which provided funding and resources to take it through to 31 January 2006. Sportscotland were now committed to extending this type of regional working across Scotland and SportTayside hoped to explore further opportunities to develop its structure and methods of operation. The Annual Report 2003/2004, a copy of which had been circulated to members, indicated the strategic direction to which the partnership was working, as well as the current activities associated with the sports specific posts, Impact Programmes and Coaching Tayside.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to welcome the continuing support to the Regional Sports Partnership.

13 LETS ON COUNCIL PREMISES REVIEW

There was submitted [Joint Report No 986/04](#) by the Director of Leisure Services and the Director of Education advising the Committee of current issues associated with the Protection of Children Act 2003, specifically with regard to the Disqualified from Working with Children List and the impact which this might have on the letting of Council premises.

The Report indicated that COSLA had contacted all local authority Chief Executives to gather information on current and future conditions on clubs and organisations who let Council premises. It was now proposed to review the letting arrangements in the Council, informed by the current consultation exercise with clubs and organisations on a draft Angus Club Excellence Scheme. The scheme would support clubs and organisations to meet the letting criteria and would do so in a phased way to meet the needs of the individual clubs.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note that the Council had responded to the COSLA request for information on current and future conditions on clubs and organisations who let Council premises;

- (iii) to approve a review of the letting policies presently adopted by Council departments;
- (iv) to note the consultation being carried out with clubs and organisations for the proposed Angus Club Excellence Scheme; and
- (v) to note a further Report would be presented to Committee on the outcome of the consultation and the review of the letting policy.

14. BETTER INTEGRATED CHILDREN'S SERVICES: REVIEW OF CHILDREN'S SERVICES PLAN 2003/2005

With reference to Article 4 of the minute of meeting of the Social Work and Health Committee of 24 August 2004 and Article 8 of the minute of meeting of the Strategic Policy Committee of 14 September 2004, there was submitted [Joint Report No 906/04](#) by the Chief Executive, the Director of Education and the Director of Social Work and Health outlining the contents of the 2003-2004 Draft Review of the Angus Children's Services Plan 2002-2004, a copy of which was appended to the Report. The draft Review of the Plan had been widely distributed for comment and had been endorsed by the Joint Management and Commissioning Group (Children's Services).

The Committee, for its interest, agreed:-

- (i) to note the contents of the 2003-2004 draft review of the Children's Services Plan 2002-2004; and
- (ii) to instruct the Chief Executive to forward an agreed final copy of the Review to the Scottish Executive.

15. THE IMPLEMENTATION OF ANGUS CPD ONLINE: A WEB-ENABLED CPD MANAGEMENT FRAMEWORK - PROGRESS REPORT

With reference to Article 12 of the minute of meeting of this Committee of 26 November 2002, there was submitted [Report No 1108/04](#) by the Director of Education advising the Committee of progress made in implementing Angus CPD Online and of proposals to further develop this system.

The Report indicated that Angus CPD Online, launched in Angus schools in August 2003, allowed all Education staff to produce an annual CPD plan and to maintain a record of all CPD undertaken. It also allowed staff to book Angus CPD courses electronically and all central administration of the system was also carried out electronically. This had resulted in a considerable reduction in paperwork associated with the administration of CPD in Angus. Angus CPD Online allowed school managers to monitor CPD activities undertaken by staff and to monitor expenditure and also provided centrally based staff with a range of authority wide CPD related management information.

The Report concluded that the implementation of Angus CPD Online had been the product of close cooperation between staff from goodpractice.net and Angus Council and, as a result of feedback, a number of enhancements had been made to the system. Arrangements were in place to review the effectiveness of the system and, where further developments or improvements were considered appropriate, these would be taken forward in accordance with service expenditure priorities.

Having heard Mr McHardy, the Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to note the considerable progress made in implementing Angus CPD Online; and
- (iii) to note the commitment to further develop the web-enabled software for the management of Continuing Professional Development (CPD) within the Education Service.

16. SCHOOL TERM AND HOLIDAY DATES 2005/2006

With reference to Article 4 of the minute of meeting of this Committee of 27 May 2004, there was submitted [Report No 1109/04](#) by the Director of Education reporting on the outcome of the consultations on the draft Scheme of School Terms and Holidays for Session 2005/2006.

Having noted the outcome of the meeting of the Central Consultative Committee, held earlier this day, the Committee agreed:-

- (i) to note the responses received to the consultation exercise; and
- (ii) to formally adopt Option B as the scheduled school term and holiday dates for 2005/2006 as set out in Appendix B to the Report.

17. PROVISION OF SPEECH AND LANGUAGE THERAPY SERVICES

There was submitted [Report No 1110/04](#) by the Director of Education describing the present arrangements for the provision of speech and language therapy services for pupils with special education needs (additional support needs) and seeking approval for commissioning an increase in therapist time.

The Report indicated that, since 1996, the Education Department had, in common with all other Education Departments in Scotland, commissioned a speech and language therapy service for pupils with special educational needs from the relevant NHS Board. This service had been commissioned within the terms of a Service Level Agreement. However, it was acknowledged that the service provided had actually been at a level less than that which was actually required.

Detailed calculations on need had been carried out based upon providing a number of weekly sessions for each pupil with a record of needs, which specified this type of support, throughout the school session. This analysis had indicated that there was a shortfall of two full-time equivalent therapists in Angus and, given the imminent introduction of the Education (Additional Support for Learning) (Scotland) Act 2004, which would place new obligations on local authorities in supporting children with additional support needs, it was recommended that immediate steps be taken to address this recognised shortfall in speech and language therapy services.

The Report concluded that the Council was under a statutory obligation to make this specialist service available for those children who had recorded special educational needs, and that the proposal would enhance the services provided to a group of children who had a specific requirement which would, in turn, help with their learning and development.

The Committee agreed:-

- (i) to note the terms of the Report; and
- (ii) to approve the proposed increase in speech and language therapy services with effect from 1 October 2004.

18. ADULT EDUCATION SUPPORT FUND GRANTS TO VOLUNTARY ORGANISATIONS 2004/2005 AND CENTRAL GRANTS TO NATIONAL ORGANISATIONS AND OTHER OUTSIDE BODIES

With reference to Article 10 of the minute of meeting of this Committee of 4 June 1996, there was submitted [Report No 1159/04](#) by the Director of Education recommending grant aid from the Adult Education Support Fund for 2004/2005 and the Central Grants to National Organisations and Other Outside Bodies Fund.

The Committee agreed:-

- (i) to approve a revenue grant of £1,777 to Carmyllie and Area Adult Learning Association to support start up costs;

- (ii) to approve a revenue grant of £1,327 to Brechin Adult Learning Association to support start up costs; and
- (iii) to approve a revenue grant of £350 to Cli Gaidhlig (formerly known as Comann an Luchd Ionnsachaidh) to support the production of a Gaelic magazine and website.

19. PERFORMANCE INFORMATION AND CELEBRATING SUCCESS

With reference to Article 10 of the minute of meeting of this Committee of 20 April 2004, there was submitted [Report No 1111/04](#) by the Director of Education drawing the Committee's attention to a range of performance information and to individual successes, including:-

- 5-14 attainment levels in Angus primary and secondary schools;
- pre-appeal results of SQA Standard Grade and Higher examinations;
- visits to Maisondieu Primary School and Montrose Academy by HM Inspectors of Education;
- follow-through reports on Pitkenney, Airlie and Chapelpark Primary Schools by HM Inspectors of Education;
- schools, pupils and young people who had achieved noteworthy success.

The Committee agreed to note the contents of the Report.

20. EXCLUSION OF PUBLIC AND PRESS

The Council 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 Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 1, 6, 8 and 10.

21. THE FUTURE STRUCTURE OF THE COMMUNITY EDUCATION SERVICE IN ANGUS

There was submitted [Report No 1112/04](#) by the Director of Education outlining proposals to change the organisation and management of the Angus Community Education Service.

The Report indicated that at Local Government Reorganisation in 1996, the Community Education Service operation in Angus had been divided into three geographic areas, each headed up by an Area Community Education Officer. Some structural adjustments had been made in 1998 and 2002 following HMIE recommendations. However, these changes did not revise the fundamental structure of the Community Education Service nor did they take into account national policy developments or the implications for the service of significantly increased corporate commitments. In recent years, there had been a number of significant developments within the field of community learning and development which had a direct bearing on the service and the role which it now undertook within Angus. In light of the significant developments, a range of proposals were detailed at Section 7 of the Report.

The Committee agreed:-

- (i) to note the terms of the Report;
- (ii) to note the significant developments which had occurred in recent years in what was now known as Community Learning and Development;
- (iii) to approve the Service's proposed change of title;
- (iv) to approve the proposed management structure summarised in Appendix 1 to the Report; and
- (v) to approve changes to the establishment of the Service outlined in Section 7 to the Report.

22. TENDERING FOR FURNITURE - EDZELL PRIMARY SCHOOL

With reference to Article 16 of the minute of meeting of this Committee of 21 January 2003, there was submitted [Report No 1174/04](#) by the Director of Education detailing the result of a tendering exercise for the provision of furniture required for the replacement of Edzell Primary School.

Having heard Councillor Myles, local member, welcome the Report, the Committee, for its interest, agreed to homologate the decision of the Education and Resources and Central Services Committee Conveners to award the contract for providing furniture to Caledonian Furniture Company.