



West Lothian  
Council

## ***Education (Quality Assurance) Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

15 April 2014

A meeting of the **Education (Quality Assurance) Committee** of West Lothian Council will be held within **Council Chambers, West Lothian Civic Centre** on **Tuesday 22 April 2014 at 10:00 a.m.**

For Chief Executive

### **BUSINESS**

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of the Education (Quality Assurance) Committee held on Tuesday 11 March 2014 (herewith).

### **PRIVATE SESSION**

5. The Clerk considers that Agenda items 6 to 9 are likely to be taken in private (exempt under the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).
6. Validated Self Evaluation: Eastertoun Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
7. Validated Self Evaluation: St Kentigern's Academy - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
8. Validated Self Evaluation: Our Lady of Lourdes Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).

DATA LABEL: Public

9. Validated Self Evaluation: Windyknowe Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
10. Timetable of Meetings 2014-2015 (herewith)
11. Work Plan (herewith)

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NOTE      **For further information please contact Elaine Dow on 01506 281594 or email [elaine.dow@westlothian.gov.uk](mailto:elaine.dow@westlothian.gov.uk)**

MINUTE of MEETING of the EDUCATION (QUALITY ASSURANCE) COMMITTEE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE on 11 MARCH 2014

Present – Councillors Stuart Borrowman (Chair), David Dodds, Tony Boyle, Alexander Davidson, Lawrence Fitzpatrick, Carl John, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Frank Toner (substituting for George Paul) and Jim Walker and Appointed Representatives John Hendrie, Eric Lumsden, Lynne McEwen and Myra MacPherson.

Apologies – Councillor George Paul

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

2. MINUTE

The Committee approved the Minute of its meeting held on 28 January 2014 as being a correct Minute, subject to an amendment as follows:

- Page 7, Point 2: Declarations of Interest – Eric Lumsden advised that he declared an interest arising from his position as Clerk of The James Young High School and not the Treasurer as recorded in the Minute.

The Chair thereafter signed the Minute noting that the amendment would be recorded on the Minute of the meeting scheduled to be held on 11 March 2014.

3. PRESENTATION BY MR PETER HAMILTON, HM INSPECTOR, EDUCATION SCOTLAND

The Chair welcomed Mr Hamilton, HM Inspector, Education Scotland, to the meeting. The Committee then considered a presentation by Mr Hamilton on Education Scotland's inspection of schools and early years' provision process.

Information was provided on the principles underpinning the inspection process which was based on the school inspection framework 2011. The focus was on "outcomes and impacts" within an evidence based self-evaluation framework (Quality Indicators). The inspection team would carry out inspections by observing teaching and learning, having discussions with children and staff and seeking evidence from parents and stakeholders. A review of the information gathered would then be carried out leading to QI evaluations.

Following the inspection parents would be sent a letter advising them of the outcome of the findings and a report would also be available on-line.

In response to questions from members of the Committee Mr Hamilton explained that the self-evaluation framework in schools looked at ways to work within a more collegiate approach with stakeholders and teachers, building capacity and development within schools. He also explained that there was a robust process in place to ensure that all inspection activities carried out by Education Scotland were overseen, with various checks carried out to ensure that findings were accurate. A draft copy of the findings would also be sent to the school for comment prior to publication of the report.

The Chair then thanked Mr Hamilton for attending and providing details of the Education Scotland school inspection process.

4. PRIVATE SESSION

The Committee resolved that items 5-7 undernoted be taken in private (exempt under Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

5. EDUCATION SCOTLAND: TORONTO PRIMARY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of the school's action plan to address the recommendations made in the Education Scotland report published on 14 January 2014. The Education Scotland Inspection report, Quality Indicators and Toronto Primary School Action Plan were attached as appendices to the report.

The report advised that Toronto Primary School served the community of Howden and Ladywell and was located within Inveralmond Community High School cluster. An inspection was carried out in November 2013 and at the time of the inspection, the roll of the school was 270, which comprised on a 30/30 nursery and 12 primary classes.

Ann Durnian, Education Development Manager, provided the Committee with background information relating to Toronto Primary School. She advised that the head teacher and depute head teacher made the decision to retire at the end of June 2013. The acting head teacher and acting depute head teacher took up their posts in August 2013. A strong agenda for improvement was established and a number of positive changes were made within the school in a short space of time. The acting head teacher was well supported by the acting depute head teacher and principal teacher. Members of staff also responded well to the new leadership team and were keen to improve their practice.

Lorraine Collins, Acting Head Teacher, advised the Committee that a detailed plan was put in place to identify the strengths of the school and areas for development. The inspection report highlighted a number of key strengths as follows:

- Friendly children, who were polite and well-behaved;
- Enthusiasm of staff and their recognition of the need to improve children's experiences;
- Strong start made by the new senior leadership team in improving the quality of the provision.

It was noted that the following areas were identified for improvement:

- To improve the curriculum to meet children's needs and aspirations more effectively;
- To involve parents and children more actively in improving the school; and
- To continue to evaluate progress to improve children's achievements across the school.

The Head Teacher then provided the Committee with an update on the actions taken to improve the areas identified, further details of which were outlined in the school's action plan. In response to questions from the Committee the Head Teacher provided an example of an area of improvement in the school with progressive planning made in key subject areas to ensure consistency and progression. The leadership team was confident that work would continue within the school to ensure that plans were being used effectively and that the needs of the children were being met.

Toronto Primary School had a newly formed Parent Council. Plans were in place to improve parental involvement in school and parents were happy to be involved. The Committee also noted that although the Parent Council Chairs were invited along to meetings when HMI reports were included on the agenda, it was often difficult for them to attend due to work or family commitments.

Rae Malcolm, Education Officer, advised that she would continue to support the school, working with her colleague from Education Scotland, to support staff and children in their journey to improvement. Ongoing discussions would be carried out to monitor the progress made.

The Committee was advised by the Head of Service, that the process of recruiting to the Head Teacher's post was due to be carried.

The Committee acknowledged that areas had been identified following the HM inspection which required additional support. However, they thanked Mrs Collins for the excellent work carried out in supporting the school.

In conclusion, Toronto Primary School would continue to receive additional support from both West Lothian Education Services and the Area Lead Officer from Education Scotland to make the necessary improvements. A further inspection would be carried out in January 2015 at which time another letter would be issued to parents on the extent to

which the school had improved.

The Committee was asked to note the contents of the report and endorse the school's plan for improvement.

#### Decision

Noted the terms of the report.

### 6. EDUCATION SCOTLAND: WOODLANDS NURSERY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of Woodland Nursery School's action plan to address the recommendations made in the Education Scotland report published on 14 January 2014. The Education Scotland Inspection report, Quality Indicators and Woodlands Nursery School Action Plan were attached as appendices to the report.

The report advised that Woodlands Nursery School was inspected in November 2013. It serviced the community of Deans and the surrounding area. At the time of the inspection the roll was 35 morning and 35 afternoon children.

Woodlands Nursery School was managed by the Head Teacher of St John Ogilvie's Primary School. The Head Teacher had been in post since April 2013.

The inspection of the nursery highlighted a number of key strengths as follows:

- Confident, articulate children who were making good progress in their learning;
- Very positive relationships between children and staff;
- Effective teamwork of staff and their willingness to making the nursery better;
- Leadership of the Head Teacher and nursery teacher which was improving learning experiences for children.

It was noted that the following areas were identified for improvement

- Work would continue to develop the curriculum to ensure children had a broader range of experiences;
- To develop the 'Learners Journey' to ensure it involved children and families and better reflected children's achievements;
- To make use of observations and assessment information to plan experiences which were better matched to children's needs; and

- To embed self-evaluation more in the day-to-day work of the playroom to secure further improvements.

The Head Teacher, Margaret Johns, advised the Committee that a number of strengths and key priorities were identified in June 2013. Considerable progress had since been made in developing the curriculum and embedding self-evaluation into the daily routine. Staff members were also working closely with parents to ensure children's learning was shared.

The Education Officer then advised that support would continue to be provided to the nursery school on the delivery of the action plan and to monitor and evaluate the progress made at regular quality assurance visits.

The Committee acknowledged that improvements had been made under the leadership of the Head Teacher and staff and was confident that further improvements would be made.

In conclusion, Education Scotland was satisfied with the overall quality of provision and was confident that some of the pre-school centre's self-evaluation processes were leading to improvements. As a result, no further visit would be carried out in connection with the inspection. The Head Teacher and local authority would inform parents about the progress as part of the arrangements for reporting to parents on the quality of the nursery school.

The Committee was asked to note the contents of the report and endorse the school's plan for improvement.

#### Decision

Noted the terms of the report.

### 7. EDUCATION SCOTLAND: KNIGHTSRIDGE EARLY YEARS CENTRE

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of Knightsridge Early Years Centre's improvement plan to address the recommendations made in the Education Scotland report published on 14 January 2014. The Education Scotland Inspection report, Quality Indicators and Knightsridge Early Years Centre's Action Plan were attached as appendices to the report.

The report advised that Knightsridge Early Years Centre was inspected in November 2013. The Centre served the community of Knightsridge and the surrounding area. Within the provision there were integrated services for education, health and social policy and family support workers. At the time of the inspection the roll was 36 morning and 32 afternoon children. In 2011 the Centre was placed under the joint management of the Head Teacher of the adjacent Knightsridge Primary School. It was noted that the senior management team had changed on a number of occasions

since then. The acting Head Teacher was appointed in January 2013 and the need to appoint a principal teacher was also identified. Following a number of unsuccessful advertisements the position of principal teacher was filled in December 2013. A permanent depute Head Teacher was also appointed in June 2013.

The inspection of the centre highlighted a number of key strengths as follows:

- Very strong partnership working with parents and a range of agencies which supported children and families well;
- Staff's care and concern for children;
- Very effective leadership of the acting Head Teacher which was already improving outcomes for children.

The following four areas were identified on ways to continue to improve the pre-school centre:

1. To continue to develop the curriculum and provide challenging activities which were more responsive to children's learning needs;
2. To improve assessment arrangements and ensure children made better progress in early language;
3. To involve children more in their learning and in their 'Learner's Journey'; and
4. To continue to develop self-evaluation to ensure a clear focus on children's learning, progress and development.

The acting Head Teacher, Allison Kennedy, then provided the Committee with an update on the steps taken to deliver the action plan in the four areas identified by Education Scotland. Training and development of staff would continue and a long term plan was in place to encourage parents and carers to be involved in their children's learning. Parents were encouraged to visit the nursery to look at ways to make the experience better for them and their children. Members of staff were committed to working towards making improvements. Ongoing discussion with HMI and the Care Inspectorate would continue to assess the most appropriate support required to progress improvement and monitor progress.

The Education Officer for the Early Years Centre would continue to work with the acting Head Teacher on the action plan and would monitor and evaluate its progress over the next year at regular quality assurance visits.

The Committee acknowledged that although improvements had been made there were still areas that required to be improved.

In conclusion, as a result of the inspection findings HMI recommended that the pre-school centre required additional support and more time to make necessary improvements. HMI and the Care Inspectorate would



return to evaluate aspects of provision and the progress in improving provision within the year and another letter would be issued to parents on the extent to which the pre-school centre had improved. A report would then be submitted to the Education (Quality Assurance) Committee thereafter to provide an update.

The Committee was asked to note the contents of the report and endorse the school's plan for improvement.

Decision

1. Noted the terms of the report; and
2. Agreed that a report would be submitted to the Education (Quality Assurance) Committee following the return visit from Education Scotland.

8. WORK PLAN

The Committee considered the contents of the work plan (copies of which had been circulated).

Decision

Noted the contents of the work plan.





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**MEETING: EDUCATION (QUALITY ASSURANCE) COMMITTEE**

**DATE:** 22 APRIL 2014

**AGENDA ITEM NUMBER:** 6:

Validated Self Evaluation: Eastertoun Primary School – Report  
by Head of Education (Quality Assurance)

**Not for publication - contains exempt  
information in terms of Paragraph 1 of Part 1  
of Schedule 7A of the Local Government  
(Scotland) Act 1973.**



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**MEETING: EDUCATION (QUALITY ASSURANCE) COMMITTEE**

**DATE:** 22 APRIL 2014

**AGENDA ITEM NUMBER:** 7:

Validated Self Evaluation: St Kentigern's Academy – Report by  
Head of Education (Quality Assurance)

**Not for publication - contains exempt  
information in terms of Paragraph 1 of Part 1  
of Schedule 7A of the Local Government  
(Scotland) Act 1973.**



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**MEETING: EDUCATION (QUALITY ASSURANCE) COMMITTEE**

**DATE:** 22 APRIL 2014

**AGENDA ITEM NUMBER:** 8:

Validated Self Evaluation: Our Lady of Lourdes Primary School  
– Report by Head of Education (Quality Assurance)

**Not for publication - contains exempt information in terms of Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.**



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**MEETING: EDUCATION (QUALITY ASSURANCE) COMMITTEE**

**DATE:** 22 APRIL 2014

**AGENDA ITEM NUMBER:** 9:

Validated Self Evaluation: Windyknowe Primary School –  
Report by Head of Education (Quality Assurance)

**Not for publication - contains exempt information in terms of Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.**

### **EDUCATION (QUALITY ASSURANCE) COMMITTEE 2014-2015**

<b>Deadline for Submission of Items for Agenda</b>	<b>Committee Issue Final Agenda</b>	<b>Meeting Date</b>	<b>Venue</b>
<b><i>Tuesday 19 Aug 2014</i></b>	Wednesday 20 Aug 2014	<b>Tuesday 26 Aug 2014</b>	Council Chambers
<b><i>Tuesday 30 September 2014</i></b>	Wednesday 1 October 2014	<b>Tuesday 7 October 2014</b>	Council Chambers
<b><i>Tuesday 11 November 2014</i></b>	Wednesday 12 November 2014	<b>Tuesday 18 November 2014</b>	Council Chambers
<b><i>Tuesday 13 January 2015</i></b>	Wednesday 14 January 2015	<b>Tuesday 20 January 2015</b>	Council Chambers
<b><i>Tuesday 24 February 2015</i></b>	Wednesday 25 February 2015	<b>Tuesday 3 March 2015</b>	Council Chambers
<b><i>Tuesday 14 April 2015</i></b>	Wednesday 15 April 2015	<b>Tuesday 21 April 2015</b>	Council Chambers
<b><i>Tuesday 26 May 2015</i></b>	Wednesday 27 May 2015	<b>Tuesday 2 June 2015</b>	Council Chambers
<b>All meetings will be held at 10.00 am unless otherwise advised</b>			

## EDUCATION (QUALITY ASSURANCE) COMMITTEE (EQAC) WORKPLAN 2013-14

ES (HMI) – Education Scotland (Her Majesty's Inspectorate)

VSE – Validated Self Evaluation

Title	Purpose	Lead Officer	EQAC date
VSE review and next steps – St Kentigern's Academy	To inform committee of the VSE review and next steps – St Kentigern's Academy	Ann Durnian	22/04/2014
VSE review and next steps Eastertoun PS	To inform committee of the VSE review and next steps – Eastertoun PS	Ann Durnian	22/04//2014
VSE review and next steps – Our Lady of Lourdes PS	To inform committee of the VSE review and next steps – Our Lady of Lourdes	Ann Durnian	22/04/2014
VSE review and next steps – Windyknowe PS	To inform committee of the VSE review and next steps – Windyknowe PS	Ann Durnian	22/04/2014
ES (HMI) Linlithgow Academy Inspection Report	To inform committee of the Action Plan for Linlithgow Academy following ES (HMI) inspection, Feb 2014	Ann Durnian	03/06/2014
ES (HMI) Ladywell Nursery Inspection Report	To inform committee of the Action Plan for Ladywell Nursery following ES (HMI) inspection, Feb 2014	Ann Durnian	03/06/2014
VSE review and next steps – Uphall PS	To inform committee of the VSE review and next steps – Uphall PS	Ann Durnian	03/06/2014
VSE review and next steps – St Columba's PS	To inform committee of the VSE review and next steps – St Columba's PS	Ann Durnian	03/06/2014
VSE review and next steps – St Paul's	To inform committee of the VSE review and next steps – St Paul's PS	Ann Durnian	03/06/2014
Lowport PS – Progress Report following ES (HMI) action plan	To inform committee of the Progress made by Lowport PS with respect to their ES (HMI) action plan	Ann Durnian	03/06/2014

Date of Issue: 15/04/14

Issue No.030  
DATA LABEL: PUBLIC