



West Lothian  
Council

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

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

20 August 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 26 August 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 03 June 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: Springfield Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
7. Validated Self Evaluation: Mid Calder Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).

DATA LABEL: Public

8. Validated Self Evaluation: Howden St Andrew's Primary School - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
9. Validated Self Evaluation: Broxburn Academy - Report by Head of Education (Quality Assurance) (herewith) (exempt under Paragraph 1).
10. Work Plan 2014-2015 (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 3 JUNE 2014.

Present – Councillors Stuart Borrowman (Chair), David Dodds, Alexander Davidson, Lawrence Fitzpatrick, Carl John, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller and George Paul; Appointed Representatives Eric Lumsden, Lynne McEwen and Myra MacPherson.

Apologies – Councillors Tony Boyle and Jim Walker; Appointed Representative John Hendrie.

1. DECLARATIONS OF INTEREST

Agenda Item 7 – Linlithgow Academy

Councillor Borrowman declared a non-financial interest arising from him being enrolled as an adult student at Linlithgow Academy from 2013-2014.

Agenda Item 10 – Uphall Primary School

Appointed Representative Myra MacPherson declared a non-financial interest arising from her being involved in the validated self evaluation process at Uphall Primary School.

2. MINUTE

The Committee approved the minute of its meeting held on 22 April 2014 as being a correct record subject to noting the retrospective apologies received from Councillor Tony Boyle. The Chair thereafter signed the minute.

3. PRIVATE SESSION

The Committee resolved that items 4-9 undernoted be taken in private (exempt under Paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973).

The Chair then proposed that consideration be given to Education (Quality Assurance) Committee meetings being held in public rather than private. It was agreed that the Depute Chief Executive would progress this following discussion with legal services.

4. EDUCATION SCOTLAND: LADYWELL NURSERY SCHOOL

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of the nursery school's action plan to address the areas for improvement identified in the Education Scotland report published on 29 April 2014.

The Education Scotland Inspection Report, Quality Indicators and Ladywell Nursery School's Action Plan 2013-2014 were attached as appendices to the report.

The report advised that Ladywell Nursery School served the Ladywell area of Livingston and was one of three Early Years settings managed by one Head Teacher. The Head Teacher had been in post for two and a half years. An inspection was carried out in March 2014 and at the time of the inspection the roll was 40 morning and 40 afternoon children.

The Education Officer advised the Committee that a positive report had been received from Education Scotland for Ladywell Nursery School. The inspection report highlighted a number of key strengths as follows:

- Confident and happy children who enjoy attending nursery;
- Staff who work very well as a team and provide a welcoming and caring ethos;
- Positive partnerships with parents to help support children's learning; and
- Commitment of the Head Teacher and staff to improving the work of the nursery.

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

- Involve children more in talking about and planning their learning;
- Continue to develop the curriculum as outlined in Curriculum for Excellence; and
- Develop approaches to self-evaluation further to ensure the nursery continues to improve and children make appropriate progress in their learning.

The Head Teacher then provided the Committee with an update on the actions taken to improve the areas identified for improvement. In response to questions from the Committee in relation to progressing the action plan the Head Teacher advised that it was important to engage with parents to build positive relationships in order to help support their children's learning. Activities had been arranged to help parents support their child's learning and encourage them to become involved in the nursery school. Further information was also provided regarding developing the curriculum as outlined in the Curriculum for Excellence. The Committee noted that proposals were underway to draw up a glossary of language used in the Curriculum for Excellence to share with staff to ensure that the language of Curriculum for Excellence was used appropriately and that there was a shared understanding. Staff development sessions had also been held and it was noted that excellent professional dialogue took place with all staff regarding self-evaluation processes.

The Education Officer would continue to work with the Head Teacher on the action plan and would monitor and evaluate its progress with regular quality assurance visits being carried out to ensure that all children experienced high quality learning opportunities.

In conclusion, Ladywell Nursery School has demonstrated that through continuous self-evaluation, the nursery school has a clear sense of direction and would be able to progress its work and bring about further improvement. A progress report would be produced for parents in two years.

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.

### 5. EDUCATION SCOTLAND: LINLITHGOW ACADEMY

The Committee considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of Linlithgow Academy's action plan to address the areas for improvement identified in the Education Scotland report published on 29 April 2014. The Education Scotland Inspection Report and Quality Indicators were attached as appendices to the report.

The report advised that Linlithgow Academy served the town of Linlithgow and surrounding areas which included Winchburgh, Bridgend, Torphichen and Westfield. The Head Teacher had been in post since March 2007 and was due to retire at the end of June 2014. An inspection was carried out in February 2014 and at the time of the inspection the school roll was just over 1,200. The school also has an authority provision for young people with autistic spectrum disorder (ASD), which accommodated 10 pupils.

The Head Teacher advised the Committee that staff found the inspection process to be very helpful as it confirmed where the school believed their strengths and weaknesses lay, particularly since the enhanced expectations were implemented in August 2013. Members of staff were well prepared for the inspection and pleased with the outcome. The inspection report highlighted a number of key strengths which included:

- Young people's outstanding attainment;
- Well-mannered, articulate young people who were highly motivated to learn;
- The high quality of pupil support provided by staff across the school, including the autism resource; and
- The overall leadership provided by the Head Teacher, including driving

improvements to the curriculum.

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

- To continue to improve the quality and consistency of young people's learning experiences through more focused self-evaluation.

The Head Teacher then provided the Committee with an update on the actions taken to improve the areas identified for improvement. It was noted that overall, students performed highly in their examinations. In response to questions from members of the Committee in relation to parental support the Head Teacher advised that parents provided a high standard of support in school and were committed to the education of their children. The Head Teacher also advised that an open door surgery was available for parents to attend on a weekly basis, which was found to be beneficial.

The Committee noted the following improvement priorities which would be taken forward in 2014/15:

- To review the curriculum with a focus on the broad general education;
- To consolidate, co-ordinate and improve self-evaluation procedures;
- To review arrangements for reporting on pupil progress;
- To engage with parents to develop understanding of the benefits of Curriculum for Excellence for all learners.

The Education Officer for the school would work with the Head Teacher on the action plan and would monitor and evaluate its progress over the next year at regular quality assurance visits.

In conclusion, Linlithgow Academy demonstrated that the school had a clear sense of direction and would be able to progress its work and bring about further improvements. The school would produce a progress report for parents in two years.

The Chair, on behalf of the Committee and Education Services, recorded a note of thanks to Mr MacKenzie, Head Teacher, for the excellent work carried out by him over the years and wished him well in his retirement. The Committee also wished to thank the staff team, under the leadership of Mr MacKenzie, in obtaining an excellent report from Education Scotland.

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 PROGRESS REPORT: LOW PORT 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 progress made to address the recommendations made in the Education Scotland report published on 19 March 2013. The Education Scotland Inspection Report and Low Port Primary School's Progress Report dated March 2014 were attached as appendices to the report.

The report advised that Low Port Primary School was inspected by Education Scotland in January 2013. An action plan was devised by the school to meet the identified improvements. Education Scotland made a number of support visits and the school worked very closely with the authority to ensure improvement. Good progress was made within each of the agreed action points. A new Head Teacher took up post in February 2014 and worked closely with the previous acting Head Teacher to ensure a smooth transition of leadership and continued progress with improvement priorities.

The Education Development Manager advised that West Lothian Council worked closely with Education Scotland to monitor the progress made by the school. A progress report was produced in March 2014 which outlined the progress made since the inspection. HM Inspectors carried out a further support visit to Low Port Primary School and would continue to monitor progress. HM Inspectors would also take part in a validated self-evaluation visit to the school in March 2015.

The Education Officer then provided the Committee with a summary of the progress made towards meeting the following main action points:

- Improving arrangements for meeting the learning needs of all children;
- Improving strategic leadership in order to develop the curriculum in line with Curriculum for Excellence;
- Improving self-evaluation, including monitoring and tracking children's progress, with the aim of improving children's learning experiences and achievements.

The Head Teacher then stated that work has been carried out with staff to ensure consistency for the children in school and to ensure that the areas for improvement in the report were being addressed. Members of staff received training and were aware of their responsibilities in Getting It Right For Every Child (GIRFEC) to ensure that children's needs were being met. Staff were working collaboratively to address action plan priorities and moderation activities supported consistency in assessment both within the school and across the cluster.

In conclusion, the school has made good progress towards addressing the areas for improvement identified in the Education Scotland Report.

The Chair noted that the outcome of the validated self-evaluation proposed to be carried out in March 2015 would be submitted to a future meeting of the Committee.

The Committee was asked to note the contents of the report.

### Decision

Noted the terms of the report.

## 7. VALIDATED SELF EVALUATION: ST COLUMBA'S 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 Validated Self Evaluation (VSE) report and the identified actions arising. The VSE Report, St Columba's Primary School's Standards and Quality Report and St Columba's Nursery Class Action Plan for Improvement were attached as appendices to the report.

The report recalled that the VSE was carried out to support, extend and challenge the school's own self-evaluation and validate the accuracy of the self-evaluation. It was led by the school and involved staff from within the school working together with the Quality Improvement Team to validate the judgements made in answering the key questions of the self-evaluation, which were:

- How well were we doing?
- How do we know?
- What are we going to do now?

The VSE was carried out in St Columba's Primary School in late January 2014. St Columba's Primary School, a denominational school which served the community of Boghall in Bathgate, had a nursery class attached to the school. The Head Teacher was supported by a Principal Teacher. At the time of the VSE the school roll was 131 with 60 children in the morning nursery and 50 in the afternoon nursery. Details of the focus of the VSE were outlined in the report.

The Head Teacher provided an update on the VSE which offered an opportunity for staff to review the school's performance and provided an improved understanding of the purpose of self-evaluation. St Columba's Primary School had experienced a number of changes over the past three years to create a welcoming learning environment to meet the social and emotional needs of the children. Members of staff were looking forward to building partnerships in the community and involving parents and carers to participate in supporting school improvement. A health steering group had also been developed to build community links and encourage healthy living. Members of staff were confident that, with the support of the Education Officer, the school and nursery school would progress in their journey for self-improvement.



The Education Officer stated that the school had made significant progress in improving the curriculum development and implemented robust self-evaluation procedures. The Head Teacher and staff demonstrated an improved understanding of the nature and purpose of self-evaluation.

In response to questions from members with regard to the number of children in school who had English as an additional language, the Head Teacher explained that a number of supports were available to assist children with communication and language difficulties to reach their full potential.

In conclusion, the report advised that the school's arrangements for self-evaluation would continue to be improved to develop robust processes. The VSE process identified that many developments were still at an early stage, therefore, it was not yet possible to evaluate the impact of these recent improvements or make judgement on their sustainability. Significant areas for development were identified within the nursery in relation to organisation, provision and practice. The Head Teacher and nursery staff developed an action plan in line with the school improvement plan which addressed areas of development pertaining to their practice. The Head Teacher would share the VSE report with parents and carers and it was agreed that a further report on the progress made and the implementation of the action plan would be provided to the Committee in session 2014/2015.

The Committee was asked to note the contents of the report and the school's Standards and Quality Report and agree that a progress report would be submitted to the Committee in session 2014-2015.

#### Decision

Noted the terms of the report.

### 8. VALIDATED SELF EVALUATION: UPHALL 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 Validated Self Evaluation (VSE) report and the identified actions arising. The VSE Report and Uphall Primary School's Standards and Quality Report (Revised February 2014) were attached as appendices to the report.

The report advised that the VSE was carried out in Uphall Primary School in early February 2014. The school served the areas of Uphall and Ecclesmachan. The Head Teacher had been in post since August 2011 and was supported by a Depute Head Teacher and an acting Principal Teacher. At the time of the VSE the school roll was 315 with 50 morning and 50 afternoon places in the nursery.

The focus of the VSE was:

- A broad general overview of the work of the school and the impact of the school improvement plan (SIP) to date;
- Literacy with a particular emphasis on reading and the impact of new initiatives from nursery to primary 7;
- Pupil support, concentrating on experiences of pupils with additional support needs (ASN) and the effectiveness of interventions; and
- Nursery planning and its impact on learners' experiences.

The Head Teacher then provided members with an update on the VSE process which provided staff with an understanding of the school's strengths and areas for improvement. Members of staff welcomed the opportunity to engage with professional dialogue and were committed to self-evaluation.

The process affirmed and strengthened the accuracy of the Standards and Quality Report of June 2013. As a result of the work undertaken evidence was available to re-evaluate the impact on school improvement. Attainment compared well with other similar schools and has shown improvement. Findings for 1.1 (Improvements in performance) was re-evaluated as good and 8.1 (Partnership with the community, educational establishments, agencies and employers) was re-evaluated as very good.

In response to a question from the Committee in relation to parental involvement in school the Head Teacher advised that there has been a significant increase in the number of parents involved in the school, which has been positive.

In conclusion, the school's arrangements for self-evaluation were being developed and built upon in a planned way. All staff demonstrated a clear commitment to self-evaluation and the school was well-placed to continue to improve. The Head Teacher would share the VSE report with parents and carers.

The Chair, on behalf of the Committee, congratulated the staff team, under the Head Teacher's leadership, on the positive VSE report.

The Committee was asked to note the contents of the report and the school's Standards and Quality Report.

#### Decision

Noted the terms of the report.

### 9. VALIDATED SELF EVALUATION: ST PAUL'S 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 Validated Self Evaluation (VSE) report and the identified actions arising. The VSE Report and St Paul's Primary School's Standards and

Quality Report were attached as appendices to the report.

The report advised that St Paul's Primary School's catchment area included East Calder and the surrounding areas. At the time of the VSE the school roll was 116 with six classes and a nursery class. The Head Teacher was appointed in October 2012.

The focus of the VSE was:

- Ensuring school self-evaluation was rigorous, systematic and positively impacted on learning and teaching and outcomes for children and young people;
- Implementation of CFE and impact on learning. There was a particular emphasis on ensuring that curricular programmes and pathways provided breadth, depth and progression across all curriculum areas and enabled children and young people to develop appropriate knowledge and skills.

The VSE process enabled the school to reflect on its performance through the benefit of gathering and analysing evidence within a wider team. This process challenged the overall accuracy of the standards and quality report of June 2013. Staff developed a sound understanding of the school's strengths and areas for improvement.

The Head Teacher advised the Committee that the VSE was carried out in school in February 2014. Members of staff were committed to continuous improvement in school and welcomed the opportunity to engage in quality professional dialogue. Members of staff demonstrated a strong commitment to self-evaluation for school improvement.

The school worked well with a wide range of partners to enhance learning experiences and engaged with parents to support pupil learning. Pupils were encouraged to be actively involved in their own learning through increased active learning opportunities. Staff engaged in regular dialogue with colleagues within the school and cluster to reflect on the impact of curriculum development on learners and sharing good practice across schools. The school would continue to promote and explore opportunities to engage with parents and the wider community as partners.

In conclusion, the school's arrangements for self-evaluation were found to be effective. Staff demonstrated a commitment to self-evaluation and the school was well placed to continue to improve. The Head Teacher would share the VSE report with parents/carers.

During the question and answer session the Committee acknowledged that staff, under the leadership of the Head Teacher, were committed to improvements in attainment in school and received excellent support from parents/carers. The Chair also acknowledged the strong endorsement of the school from local Members.

The Committee was asked to note the contents of the report and the school's Standards and Quality Report.

Decision

Noted the terms of the report.

10. WORK PLAN

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

The Committee recommended that the format of the validated self-evaluation reports be reviewed to ensure that information was presented in a clear and concise manner.

Decision

- Agreed the contents of the work plan; and
- Agreed that the VSE report format would be reviewed.

11. CLOSING COMMENTS

The Committee recorded a note of thanks to Ann Durnian, Education Development Manager, for her hard work and excellent contribution provided over the years, particularly in relation to quality assurance within schools in West Lothian, and wished her well in her retirement.

# EDUCATION (QUALITY ASSURANCE) COMMITTEE (EQAC) WORKPLAN 2014-2015

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

VSE – Validated Self Evaluation

Title	Purpose	Lead Officer	EQAC date
VSE review and next steps Springfield PS	To inform committee of the VSE review and next steps – Springfield PS	Meg Morrison	26/08/2014
VSE review and next steps MidCalder PS	To inform committee of the VSE review and next steps – Mid Calder PS	Meg Morrison	26/08/2014
VSE review and next steps Howden St Andrew's	To inform committee of the VSE review and next steps – Howden St Andrew's PS	Meg Morrison	26/08/2014
VSE review and next steps Broxburn Academy (dept VSEs)	To inform committee of the VSE review and next steps – Broxburn Academy (departments)	Phyllis Wood	26/08/2014
ES (HMI) – Boghall PS	To inform committee of the outcome of Education Scotland (HMI) inspection at Boghall Primary School	Meg Morrison	07/10/2014
ES (HMI) –Our Lady Of Lourdes PS	To inform committee of the outcome of Education Scotland (HMI) inspection at Our Lady Of Lourdes Primary School	Meg Morrison / Phyllis Wood	07/10/2014
VSE review and next steps Winchburgh PS	To inform committee of the VSE review and next steps – Winchburgh PS	Meg Morrison / Phyllis Wood	07/10/2014
VSE review and next steps Carmondean PS	To inform committee of the VSE review and next steps – Carmondean PS	Meg Morrison / Phyllis Wood	18/11/2014
VSE review and next steps Westfield PS	To inform committee of the VSE review and next steps – Westfield PS	Meg Morrison / Phyllis Wood	18/11/2014
VSE review and next steps Broxburn PS	To inform committee of the VSE review and next steps –Broxburn PS	Meg Morrison / Phyllis Wood	18/11/2014
VSE review and next steps St Kentigern's Academy	To inform committee of the VSE review and next steps – St Kentigern's Academy	Meg Morrison / Phyllis Wood	18/11/2014
Broxburn Academy Report	To inform committee of the support between HMle and Education Scotland.	Elaine Cook	18/11/2014
ES (HMI) – To be identified and confirmed	To inform committee of the outcome of Education Scotland (HMI) inspection if required	Meg Morrison / Phyllis Wood	18/11/2014
VSE review and next steps Armadale PS	To inform committee of the VSE review and next steps – Armadale PS	Meg Morrison / Phyllis Wood	20/12/2015

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VSE review and next steps Riverside PS	To inform committee of the VSE review and next steps –Riverside PS	Meg Morrison / Phyllis Wood	20/01/2015
VSE review and next steps Blackburn PS	To inform committee of the VSE review and next steps – Blackburn PS	Meg Morrison / Phyllis Wood	20/01/2015
VSE review and next steps WCHS	To inform committee of the VSE review and next steps – WCHS	Meg Morrison / Phyllis Wood	20/01/2015
ES (HMI) – To be identified and confirmed	To inform committee of the outcome of Education Scotland (HMI) inspection if required	Meg Morrison / Phyllis Wood	20/01/2015
VSE return visit St Columba's PS	To inform committee of the VSE return visit – St Columba's PS	Meg Morrison / Phyllis Wood	03/03/2015
VSE review and next steps Linlithgow PS	To inform committee of the VSE review and next steps – Linlithgow PS	Meg Morrison / Phyllis Wood	03/03/2015
VSE review and next steps PUSCP	To inform committee of the VSE review and next steps – PUSCP	Meg Morrison / Phyllis Wood	03/03/2015
VSE review and next steps Letham PS	To inform committee of the VSE review and next steps – Letham PS	Meg Morrison / Phyllis Wood	03/03/2015
VSE review and next steps Bellsquarry PS	To inform committee of the VSE review and next steps – Bellsquarry PS	Meg Morrison / Phyllis Wood	03/03/2015
VSE review and next steps Lowport PS	To inform committee of the VSE review and next steps – Lowport PS	Meg Morrison / Phyllis Wood	21/04/2014
VSE review and next steps Cedarbank	To inform committee of the VSE review and next steps – Cedarbank	Meg Morrison / Phyllis Wood	21/04/2014
VSE review and next steps Dechmont Infant PS	To inform committee of the VSE review and next steps – Dechmont Infant school	Meg Morrison / Phyllis Wood	21/04/2014
VSE review and next steps Knightsridge PS	To inform committee of the VSE review and next steps – Knightsridge PS	Meg Morrison / Phyllis Wood	21/04/2014
VSE review (return visit) Mid Calder	To inform committee of the VSE return visit – Mid Calder PS	Meg Morrison / Phyllis Wood	21/04/2014
ES (HMI) – To be identified and confirmed	To inform committee of the outcome of Education Scotland (HMI) inspection if required	Meg Morrison / Phyllis Wood	21/04/2014
VSE review and next steps – Dedridge PS	To inform committee of the VSE review and next steps – Dedridge PS	Meg Morrison / Phyllis Wood	02/06/2014
VSE review and next steps – Simspon PS	To inform committee of the VSE review and next steps – Simspon PS	Meg Morrison / Phyllis Wood	02/06/2014
VSE review and next steps – St Mary's PS (Polbeth)	To inform committee of the VSE review and next steps – St Mary's PS (Polbeth)	Meg Morrison / Phyllis Wood	02/06/2014

Date of Issue: 20/08/14

Issue No.01/14-15  
DATA LABEL: PUBLIC

VSE review and next steps – Whitdale PS	To inform committee of the VSE review and next steps – Whitdale PS	Meg Morrison / Phyllis Wood	02/06/2014
VSE review and next steps – Winchburgh	To inform committee of the VSE review and next steps – Winchburgh	Meg Morrison / Phyllis Wood	02/06/2014