

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE on 19 JANUARY 2016.

Present – Councillors Lawrence Fitzpatrick (Chair), David Dodds, Stuart Borrowman, Tony Boyle, Harry Cartmill, Tom Conn, Alexander Davidson, Carl John, Dave King, Sarah King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Angela Moohan, George Paul, Frank Toner and Jim Walker; Appointed Representatives John MacKinnon and Myra Macpherson.

Apologies – Appointed Representatives Elsie Aitken and Lynne McEwen; Parent Council Representative Eric Lumsden.

1. ORDER OF BUSINESS

The Education Executive considered a request for a deputation under Standing Order 13 in relation to a petition lodged regarding Nursery Nurses in Special Needs Schools in West Lothian. The Education Executive agreed to hear the deputation.

2. OPENING REMARKS BY THE CHAIR

The Chair expressed his condolences for the sad passing of John Tease, former Senior Education Officer with West Lothian Council. The Education Executive was invited to observe a two minute silence in his memory.

3. DECLARATIONS OF INTEREST

Agenda Item 6 – Initial Destination of School Leavers 2014/2015

Councillor Angela Moohan declared a financial interest in that she was the manager of The Larder West Lothian, who were awarded Activity Agreement and Contracts from West Lothian Council. Councillor Moohan did not participate in consideration of this item of business.

4. MINUTE

The Education Executive approved the minute of the meeting held on 8<sup>th</sup> December 2015 as being an accurate record. The minute was thereafter signed by the Chair.

5. ADVANCED PUPIL SUPPORT WORKERS IN ADDITIONAL SUPPORT NEEDS SCHOOLS

Deputation by Serena Norwood

The Education Executive heard Ms Norwood address the members on behalf of the parents of children attending Pinewood School in relation to

concerns raised regarding the proposals by the council to appoint Advanced Pupil Support workers to additional needs schools to replace Nursery Nurses. She advised that a petition had been available online which collected 1,028 signatures in support of retaining Nursery Nurses in additional support needs schools. Parents were concerned about losing the high level of care and experience provided by the dedicated Nursery Nurses. Children attending Pinewood School did not cope well with change and if the proposals by the council to cut this provision were approved then this would have a detrimental impact on the children.

Ms Norwood then responded to questions from members stressing that retaining the experience and knowledge of the Nursery Nurses was critical to provide an enhanced service to support the severe and complex needs of the children.

The Chair thanked Ms Norwood for her presentation.

The Education Executive then considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) providing details of the council's policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools. Typographical errors were highlighted on page 3, item F – Background References - of the report in that the Pupil Support Workers report was submitted to the Education Executive on 12 March 2013 and the Additional Budget Reduction Measures report was submitted to Council Executive on 25 August 2015.

The report provided details of the key differences between the Pupil Support Worker and the Advanced Pupil Support Worker. A review was carried out which resulted in a role description for suitably qualified staff to undertake the duties required within Additional Support Needs Schools, under the direction of qualified teaching staff. The review concluded that pupils with Additional Support Needs required support from staff with these skills and not a qualified Nursery Nurse, unless in a pre-school setting. Following approval of the report submitted to the Education Executive in March 2013, the council has a policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.

The Head of Education (Quality Assurance) advised members that the majority of local authorities in Scotland do not have provision for Nursery Nurses within additional support needs schools. He also highlighted the growing demand for the employment of Nursery Nurses to deliver Early Learning and Childcare within pre-school establishments. The council was satisfied that the needs of all pupils were being met within the agreed staffing framework, supported by the contribution of appropriately trained and experienced Advanced Pupil Support Workers.

Catrina Grant, Head Teacher at Ogilvie School, provided members with details of the duties carried out by teachers and Advanced Pupil Support Workers within the school. Members of staff undertook relevant training and received excellent support in order to meet the needs of the children. All members of staff contributed to evaluate the children's needs, monitoring and tracking progress.

The recommendation in the report by the Head of Education (Quality Assurance) asked the Education Executive to note the council's policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.

### Motion

The Education Executive in agreeing the Agenda paper and noting the terms of the petition authorises early implementation of full roll out of appointing Advanced Pupil Support workers to additional needs schools.

Education Executive records its appreciation of the dedication and contribution of the work of all Nursery Nurses and Additional Support workers in our schools.

- Moved by the Chair and seconded by Councillor Logue

### Amendment

Existing council policy (March 2013) is to employ Advanced Pupil Support Workers in Additional Support Needs Schools. As agreed at that meeting and in discussions with the trade unions this policy has for the past 3 years been implemented on a new start and filling of vacancies basis.

The forced removal of 24 vastly experienced ASN Nursery Nurses from our ASN Schools can be of no benefit to these schools nor the children who attend them. It would go against assurances clearly given at the policy meeting and agreements made with the trade unions.

The Education Executive therefore agrees:

1. To note the Council's existing policy of appointing Advanced Pupil Support Workers to Additional Support Needs Schools.
2. To note the agreed implementation of this policy is through new appointments and filling of vacancies.
3. To reject the forced removal of existing dedicated and vastly experienced Nursery Nurse staff from our Additional Support Needs Schools.

- Moved by Councillor Miller and seconded by Councillor Sarah King.

The Depute Chief Executive then advised members that there was no such agreement made with trade unions as suggested within the amendment moved by Councillor Miller.

The Education Executive agreed that a roll call vote be taken, the result of which was as follows:-

<u>Motion</u>	<u>Amendment</u>	<u>Abstain</u>
Tony Boyle	Stuart Borrowman	John MacKinnon
Harry Cartmill	Carl John	
Tom Conn	Sarah King	
Alexander Davidson	Andrew Miller	
David Dodds	Jim Walker	
Lawrence Fitzpatrick		
Dave King		
Danny Logue		
John McGinty		
Anne McMillan		
Angela Moohan		
George Paul		
Frank Toner		
Myra Macpherson		

#### Decision

The motion was successful by 14 votes to 5 with 1 member abstaining. The motion was agreed accordingly.

#### 6. INITIAL DESTINATION OF SCHOOL LEAVERS 2014/2015

Councillor Moohan left the chamber during consideration of this item of business.

The Education Executive considered a presentation by Stuart McKay, Opportunities for All Officer, on the Initial Destination of School Leavers results for 2014/2015 based on the work of Skills Development Scotland (SDS) and the new method of data collection from the Participation Measure undertaken by SDS and key stakeholders. Details of the annual trends and how West Lothian compared to other local authorities in Scotland were provided. Members were advised of the continuing improvement in positive destinations obtained by pupils leaving West Lothian schools.

The positive results have demonstrated that the key strategies put in place were proving to be effective and successful in targeting key groups of young people in West Lothian in supporting them to attain positive

destinations.

The Opportunities for All Officer then responded to questions from members. In response to a question relating to the occupational areas split by gender the officer confirmed that strategies were being put in place to encourage more females into construction work and more males into social, caring and advisory services.

The Chair, on behalf of the Education Executive, thanked Mr McKay for his presentation.

Following the conclusion of the presentation the Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance). Details of the initial destinations for mainstream secondary schools in West Lothian for 2014/2015 (SDS) and initial destinations for Scottish Local Authorities 2014/2015 (SDS) were attached as appendices to the report. The report also outlined the key points to note from the figures provided in the presentation.

The Education Executive was asked to:

1. Note the continuing improvement in positive destinations obtained by pupils leaving West Lothian schools; and
2. Note that MCMC keyworkers, Transition to Work Coordinators, SDS staff, West Lothian College and other stakeholders would continue to help, support and encourage all leavers who have still to obtain a positive destination.

### Decision

Noted the contents of the presentation and report.

## 7. EARLY LEARNING AND CHILDCARE - FLEXIBILITY AND CHOICE

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Development) providing details of the outcome of the consultation on extending flexibility and choice in Early Learning and Childcare and the plan to extend flexibility and choice produced following consultation.

The report provided details of the consultation that was carried out. A survey was sent by email to all known parents/carers of children who would be eligible for early learning and childcare in session 2016/17. A total of 2657 parents were consulted, 2158 by email and 499 by letter. Responses were received from 401 parents/carers, a response rate of 15%. Parents/carers were asked whether they would like to see the pilot provision of 600 hours of Early Learning and Childcare spread across two full days from 8.00 a.m. to 4.00 p.m. with wraparound care available to purchase between 4.00 p.m. and 6.00 p.m. Responses indicated that there was a demand to receive 600 hours of Early Learning and Childcare as two full days in specific establishments within each of the Early Learning and Childcare areas used by the School Placement Panel when

placing children, details of which were set out in the report. The report went on to provide details of the following:

- Flexibility and Choice – Plan;
- Flexibility and Choice – Staffing implications;
- Flexibility and Choice – Financial and capacity implications;
- Flexibility and Choice – Implications for partnership;
- Future Developments in Early Learning and Childcare; and
- Wraparound care.

The Education Executive was advised that the proposed Plan and other recommendations would increase Flexibility and Choice in Early Learning and Childcare, meeting the needs of all parents and in particular those who work.

The Service Manager, Policy and Performance then answered questions from members. In response to a question relating to ongoing development, the Education Executive was advised that further developments would be considered when more information on anticipated future expansion was available. Annual incremental increases in funding from the Scottish Government would enable education authorities to increase flexibility and choice on an annual basis. It was proposed that update reports would be submitted to the Education Executive annually.

The Education Executive was asked to approve the following:

1. To provide a total of 676 full day places at ten establishments (Bathgate West Nursery School, Bonnytown Nursery School, East Calder Primary School Nursery Class, Glenvue Nursery School, Knightsridge Early Years Centre, Ladywell Nursery School, Linlithgow Primary School Nursery Class, St Nicholas' Primary School Nursery Class, Southdale Primary School Nursery Class and Whitdale Early Years Centre), up from 176 at four establishments in the current session, representing an increase in flexibility and choice, with the final decision on the actual number of places provided at each venue dependent on actual demand, as determined by the School Placement Panel when placements were determined each year;
2. To offer two full days plus wraparound care available for purchase to complement the two full day provision at Southdale Primary School Nursery Class dependent on capacity and actual demand, as determined by the School Placement Panel when placements were determined each year;
3. To consider the provision of school holiday wraparound care at each of the venues currently providing wraparound care, and at each of the venues at which it was proposed to extend full day provision, with the provision of school holiday wraparound care based on actual demand making such provision financially viable in all cases;

4. To consult the Trades Unions with a view to introducing a new model of staffing within the full day provision model, in order to reduce the overall number of staff that children came in contact with, increase the use of nursery nurses to provide full day early learning and childcare, and allow more flexible working hours for nursery nurses;
5. To examine further the model of delivery, and staffing roles and complement across all pre-school establishments;
6. To consider further developments in Early Learning and Childcare when more information on anticipated future expansion was available; and
7. To agree the detailed proposals relating to ad-hoc/emergency wraparound care, holiday wraparound care and wraparound care charging, as set out in the report, and to amend the Wraparound Care Admission – Policy and Procedure and Terms and Conditions accordingly.

In relation to recommendation 3 above, further clarification was given in that decisions would be taken by education officers about the wraparound care service provision at the venues concerned.

#### Decision

- To approve the terms of the report, subject to including the clarification in relation to recommendation 3 above; and
- To agree that update reports would be submitted annually.

### 8. TORPHICHEN PRIMARY SCHOOL - EXTENSION

The Education Executive considered the joint report (copies of which had been circulated) by the Head of Education (Development) and the Head of Finance and Estates seeking approval to progress extension proposals for Torphichen Primary School which would facilitate an increase in long term capacity and support the delivery of Curriculum for Excellence.

The report recalled that on 8 December 2015 the Education Executive considered a report outlining projected school rolls. Within the report Torphichen Primary School was identified as potentially having capacity pressures. Officers reviewed the school roll projection figures and an initial feasibility was undertaken on the school accommodation. The report provided details of the outcome of the feasibility carried out and the proposals to extend the existing building via the construction of two additional classrooms to be located either to the east or north of the existing building. Details of the proposed extension were outlined in Appendix 1 to the report. The preferred option would be confirmed following detailed site investigations.

It was also proposed that as part of the project a number of planned improvements would be delivered to the existing building and its

accommodation. These would be fully determined following a detailed building condition survey and were likely to include improvements to the general fabric of the building, mechanical and electrical installations and general decoration. The proposed project costs and timescales for the extension and the planned improvements were outlined in the report.

The Head of Education (Development) then responded to questions from members. She confirmed that positive feedback was received following initial consultation with the Parent Council in relation to the proposed extension and school improvements. A question was also raised about the proposals to improve the dining arrangements within the school. Members were advised that the lunch provision within the school would be fit for purpose.

The Education Executive was advised that the proposed extension and planned improvements would ensure Torphichen Primary School would have sufficient capacity for the foreseeable future and remained suitable for effective delivery of the curriculum.

The Education Executive was asked to:

1. Note the findings of the initial feasibility undertaken to consider the extension of the school to increase capacity and support the delivery of the curriculum; and
2. Approve progressing the extension proposals and planned improvements for consideration as part of the General Services Capital Programme 2016/17 to 2017/18.

#### Decision

1. To approve the terms of the report; and
2. To note that an update report would be submitted to the Education Executive when further information was available following detailed site investigations into the proposed extension and planned improvements.