

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian Civic Centre, Livingston, on 17 MAY 2011.

Present – Leader of the Council Peter Johnston (Chair), Councillor Andrew Miller (Vice Chair), Councillors Frank Anderson, William Boyle, John Cochrane, Martyn Day, Lawrence Fitzpatrick, Ellen Glass, Isabel Hutton, Danny Logue, Jim Walker, Mr John Hendrie and Mrs Myra MacPherson

Apologies – Councillor Robert De Bold and Mrs Elsie Aitken

Absent – Rev. W Richard Houston

1. MINUTE

The Committee approved the Minute of its meeting held on 22<sup>nd</sup> March 2011. The Minute was thereafter signed by the Chair.

2. GLOW

A presentation was carried out by Laura Compton (ICT Curriculum Development Officer) and John Low (ICT Education Support Officer) to demonstrate the GLOW system, a national online community for education.

The ICT Curriculum Development Officer explained that one of the key features of GLOW was that it provided a trusted and safe environment for pupils, practitioners and parents. GLOW was transforming the way the curriculum was delivered in Scotland.

A “live” link was set up with John Sexton (Teacher, JYHS) and pupils from Bridgend Primary School and a demonstration carried out on how efficient and informative the GLOW system was.

The pupils from Bridgend Primary School provided details of the school’s Election Day event and answered questions from members of the Council Executive via a ‘live’ link.

On behalf of the Education Executive, the Chair thanked everyone involved for the demonstration and a special thanks were given to the pupils for their participation.

Decision

1. To note the terms of the presentation; and
2. To record thanks to those involved in the demonstration and, in particular, to the pupils of Bridgend Primary School.

### 3. MANAGING BEHAVIOUR - WEST LOTHIAN COUNCIL POLICY AND PROCEDURES

The Education Executive considered a report by the Head of Education (Quality Assurance) copies of which had been circulated seeking approval of a policy on Managing Behaviour. The report outlined recommendations within the Behaviour Management Policy for schools and the implications for pupils and school staff.

The aim of the policy was to provide clarity for all educational establishments in relation to managing behaviour and was written within the context of West Lothian's Continuum of Support. This policy complemented the guidance within Safe Environment at School Policy (2007) and CALM Policy (2003) and emphasised West Lothian Council's duty of care for all staff and pupils.

The report highlighted the purpose of the policy, which was to advise and protect staff and pupils and to ensure that all staff understood their responsibilities. The report also described good preventative practice and how to manage physical intervention. The policy focused on:

- Managing behaviour within the continuum of support
- Key elements - effective practice in the use of physical intervention
- Working in partnership with staff, pupils parents and carers
- Recording and reporting the use of physical intervention
- Debriefing and support for staff, pupils and parents

The Managing Behaviour policy provided clear guidance for school managers and staff and provided cognisance to the duty of care placed on West Lothian Council for staff and pupils. A training strategy for all staff had been developed and was outlined in the report.

The Education Executive was recommended to approve the policy appended to the report for implementation in all education establishments.

#### Decision

To approve the terms of the report.

### 4. INTAKE LIMIT AT THE JAMES YOUNG HIGH SCHOOL

The Education Executive noted that approval had been provided in terms of Standing Order 31 to increase the intake limit at the James Young High School from 220 to 240 as recommended by the Head of Service – Schools, in her report dated 10<sup>th</sup> May 2011 (copies of which had been circulated).

Decision

To note the action taken in terms of Standing Order 31.