

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE on 12 NOVEMBER 2013.

Present – Councillors Lawrence Fitzpatrick (Chair), Tony Boyle, Harry Cartmill, Alexander Davidson, David Dodds, Carl John, Peter Johnston, Dave King, Danny Logue, John McGinty, Anne McMillan, Andrew Miller, Angela Moohan, George Paul, Frank Toner and Jim Walker; Appointed Representatives Elsie Aitken, John Hendrie and Myra MacPherson.

Apologies – Councillors Borrowman and Conn; Appointed Representatives Graham Stormont, Lynne McEwen and Eric Lumsden.

1. DECLARATIONS OF INTEREST

Councillor David Dodds declared a general non-financial interest in that his wife was employed as a nursery nurse within West Lothian Council and his son was employed as a teacher within West Lothian Council.

2. MINUTE

The Education Executive confirmed the Minute of its meeting held on 1st October 2013 as being a correct record. The Chair thereafter signed the Minute.

3. REVIEW OF ADDITIONAL SUPPORT NEEDS (ASN) PROVISION

The Education Executive considered a report (copies of which had been circulated) by the Head of Education (Quality Assurance) which provided details of the proposals to create more inclusive school communities, in line with national best practice, which would result in increased opportunities for inclusion and access to mainstream education for pupils with additional support needs.

The report provided background information regarding the Additional Support Needs (ASN) provision within West Lothian Council, which had gone through a sustained period of expansion which had a significant impact upon the availability of resources, which included school buildings. In order for the most efficient deployment of resources to ensure optimal use of provision and for the benefit of pupils and their families a review of existing provision was undertaken. The review of ASN provision was coordinated by a steering group and sub groups which included representatives from Education Services, Psychological Services, Human Resources, School Transport, Social Policy and NHS Lothian. The specific focus of the ASN review was the relocation of services to accommodation that would best meet the needs of the children in line with best practice. "Getting it Right For Every Child" (GIRFEC) provided the context for the review of provision for pupils with ASN.

The Head of Education (Quality Assurance) advised that the ASN review focused on the following three key areas of provision for pupils with:

1. Social, Emotional and Behavioural Needs (SEBN) within Ogilvie School Campus;
2. Autism Spectrum Disorder (ASD) within Ogilvie School Campus; and
3. Severe and Complex Needs within Pinewood School Campus, Pinewood Annex within Blackburn Primary School and Ogilvie School Campus.

The review was based on the requirement for Education Services to work collaboratively with multi agency partners towards building capacity and developing an inclusive culture within mainstream schools. Securing the future of long term provision was dependent upon appropriate staff development and the development of an inclusive ethos within schools.

The following three proposals were presented in line with the three key areas of provision detailed above:

1. Relocating provision for primary pupils with SEBN from Ogilvie School Campus to Connolly House in Blackburn under the management of the Head Teacher of the West Lothian Behavioural Support Service (WLBSS), details of which were provided in appendix 1 to the report;
2. Relocating provision for children with Autism Spectrum Disorder from Ogilvie School Campus to available space at St Mary's Primary School (Polbeth). This would consolidate ASD provision and would provide further opportunities for networking, staff development, mutual support and the sharing of skills, resources and expertise, details of which were provided in appendix 2 to the report;
3. Establishing Severe and Complex Needs primary provision at Ogilvie School Campus and consolidating secondary provision at Pinewood School Campus, details of which were provided in appendix 3 to the report.

It was also noted that Education Services would carry out a formal consultation in relation to the proposed review of provision commencing on 13 November 2013 till 17 January 2014 (38 school days). The consultation would involve pupils, parents and Parent Councils, staff and their representative trade unions and professional associations.

During the question and answer session the Panel recommended that the consultation process as detailed in appendix 1 (Provision for Primary Pupils Who Have additional Social, Emotional and Behavioural Needs); point 6.5 should include a public meeting be held at Our Lady of Lourdes Primary School, which Education Officers agreed to arrange.

The Panel also requested that members be invited along to visit Connolly House in Blackburn which the Education Officer agreed to facilitate.

In conclusion, a systematic review of ASN provision would be undertaken to consider the most appropriate provision for pupils to meet their needs in line with best practice and to ensure efficient deployment of resources, thereby making optimal use of provision for the benefit of pupils and their families within West Lothian.

The Education Executive was asked to authorise Education Services to:

- Undertake formal consultation by 17 January 2014 concerning the proposed review of provision; and
- Note that the underlying principle upon which the review was based was the requirement for Education Services to work collaboratively with multi agency partners towards building capacity and developing an inclusive culture within mainstream schools. Securing the future of long term provision was dependent upon appropriate staff development and the development of an inclusive ethos within mainstream schools.

#### Decision

1. To approve the terms of the report;
2. To agree that a public meeting would be arranged at Our Lady of Lourdes Primary School; and
3. To agree that members would be invited to visit Connolly House in Blackburn.

#### 4. COMMERCIAL ACTIVITY IN SCHOOLS

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support providing details of the new Commercial Activity in Schools Policy, which was intended to replace the Collections and Trading Policy.

The report advised that the Collections and Trading Policy had been in operation for a number of years. The policy had been reviewed in light of comments received from parents and Headteachers and to reflect advice given to schools and emerging best practice in schools. Commercial activity may take place in schools as part of the curriculum, as part of the wider social activities of the school, to supplement core educational funding and to provide services to parents. The policy covers activities undertaken by the school and not activities undertaken by Parent Council or other parental body.

The Customer and Performance Manager, Education Services, stated that the Commercial Activity in Schools Policy was designed to be clearer and easier to understand and highlighted the major changes which were outlined in the report. The policy, attached as an appendix to the report, provided details in relation to:

- Fund raising and collections;
- Donations and sponsorship;
- Advertising;
- Other commercial activity; and
- Enterprise.

It was also noted that discussions had taken place with Parent Council representatives, teaching unions and Headteachers, who recognised that the proposals in the report represented good practice.

The report recommended that the Education Executive approve the Commercial Activity in Schools Policy to replace the existing Collections and Trading Policy.

#### Decision

To approve the terms of the report.

### 5. APPOINTMENT OF HEADTEACHERS AND DEPUTE HEADTEACHERS

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support providing details of the proposed revisions to the Appointment of Headteachers and Depute Headteachers Policy. The draft Appointment of Headteachers and Depute Headteachers Policy was attached as an appendix to the report.

The Customer and Performance Manager, Education Services, advised that the Appointment of Headteachers and Depute Headteachers policy was kept under regular review in order to ensure that it addressed the issues that arose during the appointment process. The most recent review took account of comments received from Parent Councils, Headteachers and the Teaching Unions and reflected advice given to Appointment Panels, Parent Councils and current practice.

The major changes outlined in the report included:

- Requiring a potential conflict of interest to be considered right at the start of an appointment process, including during discussions with the Parent Council and not simply at the Appointment Panel; and
- Introducing flexibility in the timing of feedback to an unsuccessful candidate, dependant on the particular circumstances of the recruitment.

The report recommended that the Education Executive approve the proposed revisions to the Appointment of Headteachers and Depute Headteachers Policy.

Decision

To approve the terms of the report.