



West Lothian
Council

Education Executive

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

25 September 2014

A meeting of the **Education Executive** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre**, on **Tuesday 30 September 2014 at 10:00am**.

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.

Public Session

4. Confirm Draft Minutes of Meeting of Education Executive held on Tuesday 19 August 2014.

Public Items for Decision

5. Review of Early Learning and Childcare Workforce and Out of School Care Workforce - Report by Head of Schools with Education Support (herewith)

NOTE **For further information please contact Eileen Rollo on 01506 281621 or email eileen.rollo@westlothian.gov.uk**

DATA LABEL: Public

MINUTE of MEETING of the EDUCATION EXECUTIVE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 19 AUGUST 2014.

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

Apologies – Councillor Frank Toner and Appointed Representative Graham Stormont.

1. DECLARATIONS OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

2. MINUTE

The Education Executive confirmed the minute of its meeting held on 10 June 2014 as being a correct record. The Chair thereafter signed the minute.

3. UPDATE ON THE IMPLEMENTATION OF CHILDREN AND YOUNG PEOPLE (SCOTLAND) ACT 2014: PROVISION OF EARLY LEARNING AND CHILDCARE

The Education Executive considered a report (copies of which had been circulated) by The Head of Schools with Education Support providing details of the implementation of the requirement to provide 600 hours of early learning and childcare for two year olds living in 'workless' households by August 2014 and the increase in provision to 600 hours for three and four year olds.

The report explained that in 2014 the Scottish Government announced that there would be provision for secondary legislation in the Children and Young People (Scotland) Act for two year olds living in 'workless' households from August 2014. This entitled all two year old children living in eligible households to 600 hours of early learning and childcare from the start of the forthcoming term following their second birthday the aim of which was to aid child development and to assist parents to access employment.

The report also advised that from August 2014 all three and four year old children would be eligible for 600 hours of early learning and childcare. This would be provided within existing centres through five extended morning sessions or four extended afternoon sessions. Work has commenced in relation to providing increased flexibility in provision for

2015/16 onwards as required by the legislation.

The Customer and Performance Manager then went on to provide the Executive with details of the proposals for the implementation to increase eligibility for two year olds. It was anticipated that a range of provision would best meet the needs of children and families. Suitably qualified members of staff have been appointed and a training programme developed. West Lothian College would also provide additional courses for workforce development such as 'Pre-Birth to Three' and child development. A letter to raise awareness was sent to all parents/carers of all known two year olds in West Lothian based on information received from Lothian Health and the General Register Officer, which included information on the eligibility of qualifying two year olds and details of the application procedure. Following discussion with COSLA, the legal duty in relation to eligible two year olds would come into force on 31 October 2014, however, there was an expectation that placements would commence from August 2014.

The report went on to explain that an assessment of council premises would be ongoing to identify where suitable accommodation could be provided for two year olds from August 2015 onwards as the number of eligible two year olds was expected to increase.

In conclusion, an application procedure has been put in place which asks the parents/carers to identify the area or areas in West Lothian where they want to receive their 600 hours provision. They would be asked whether they would prefer provision at a childminder, council nursery or playgroup/other provider where places were available. Parents/carers were advised that not every option would be available in every area of the council and that they should therefore provide more than one choice.

During the question and answer session it was agreed that a report would be submitted to the Education Executive before the end of the calendar year 2014 providing an update on the provision of early learning and childcare, which should also include an update on the progress made with planning on the extension of pre-school provision for two year olds from workless families.

The Education Executive was asked to:

- Approve the arrangements made to provide 600 hours of early learning and childcare for two year olds living in 'workless' households as set out in the report;
- Note that revenue and capital funding was agreed for 2014/15 and 2015/16 for the two year olds;
- Note the full implementation of 600 hours for three and four year olds from August 2014; and
- Note that planning for flexibility would take place during 2015/16 and subsequent implementation would follow dependent on further Scottish Government funding.

Decision

1. To approve the terms of the report; and
2. To agree that an update report be submitted to a meeting of the Education Executive by the end of 2014 on the provision of early learning and childcare which should also include an update on the progress made with planning on the extension of pre-school provision for two year olds from 'workless' families.

4. PRE-SCHOOL PROVISION FOR 2 YEAR OLDS FROM WORKLESS FAMILIES - EXEMPTION FROM STANDING ORDERS

The Education Executive considered a report (copies of which had been circulated) by the Head of Schools with Education Support seeking approval for exemption from council standing orders for the regulation of contracts in relation to the procurement of pre-school provision for two year olds from 'workless' families from childminders.

The report recalled that The Children and Young People (Scotland) Act 2014 requires all local authorities to make 600 hours of pre-school provision available to two year olds from workless families, with a commencement date of 31 October 2014 and with an expectation that placements would commence from the start of the forthcoming term in August 2014.

It was intended to meet this provision through a mixture of places in council establishments, playgroups and childminders. In order to fulfil the council's statutory obligation to make 600 hours of pre-school provision available to two year olds from workless families from childminders exemption from Contract Standing Order No 2.2 was sought. Specific circumstances justified the exemption from Standing Orders, details of which were highlighted within the report.

The Education Executive was advised that the criteria for appointment of childminders would be similar to those used by Social Policy in the procurement of care for vulnerable children. The hourly rate of £4 per hour has been set taking account of affordability and market rate in West Lothian. This rate would be subject to annual increase.

The value of the contract would however be difficult to estimate as this would depend on the level of take up in each geographical area of West Lothian. All contracts with childminders would be for a maximum of one year. It was noted that the value of the contract may increase in future years as more children became eligible. All arrangements relating to the procurement of places in order to fulfil the council's statutory obligation to make 600 hours of pre-school provision available to two year olds from workless families would be kept under review with further reports submitted to the Executive as appropriate. A further report would be submitted prior to school session 2016/17 at the latest in order to either tender for this service or seek a further exemption.

The Education Executive was asked to:

1. Agree that, in terms of Contract Standing Order No 2.2, the council did not tender for the procurement of pre-school provision for two year olds from workless families from childminders in the school session 2014/15 to 2016/17 (so long as the total amount of the contract did not exceed the EU threshold); and
2. Approve the hourly rate of £4, and the appointment criteria set out in the report.

Decision

To agree the terms of the report.

5. ADDITIONAL IN-SERVICE DAY FOR CURRICULUM FOR EXCELLENCE

The Education Executive considered a report (copies of which had been circulated) advising that approval had been granted by the Scottish Government for the additional in-service day to be held on Tuesday 28 October 2014 to help support the continuing implementation of Curriculum for Excellence.

The report explained that in June 2014 the Minister for Learning, Science and Scotland's Languages announced an additional in-service day to be held for primary schools to help support the continuing implementation of Curriculum for Excellence. Consultation on the principal of the additional in-service day had taken place at national level. It was felt that holding this additional in-service day on the same day as that agreed for secondary school staff was a sensible approach that would minimise disruption for parents who may have children at both primary and secondary schools.

Following the meeting of the Education Executive on 10 June 2014, the additional in-service day for primary teachers was included on the revised Term Dates Calendar circulated to all schools following the granting of the additional in-service day for secondary teachers, in order to maximise the notice available to parents.

The Education Executive was asked to note the approval of the Scottish Government to school closures to allow the proposed additional in-service day for primary school teachers to support the continuing implementation of Curriculum for Excellence to be held on Tuesday 28 October 2014.

Decision

To note the terms of the report.

6. SQA EXAMINATION RESULTS 2014

The Education Executive considered a report (copies of which had been circulated) which provided details of the SQA Examination Results at Level 6 (Higher) and Level 7 (Advanced Higher) for 2014.

The report provided details of the secondary attainment for 2014 in West Lothian compared to the previous five year period from 2010 to 2014. The Education Executive was advised that results for 2014 highlighted a continuation in the overall trend of improvement across key indicators. The results outlined in the report did not include pupils that chose to study a course at West Lothian College through the campus arrangements. There were 35 students who were studying the first year of their Higher National Certificates in Engineering and Computing as part of their S5 courses and several other students attending Higher Courses. Results would be updated to include passes from West Lothian College as soon as schools returned in August 2014.

The report then went on to highlight the following results:

- 5+ Level 6 (Higher) A-C %
- 3+ Level 6 (Higher) A-C %
- 1+ Level 6 (Higher) A-C %
- 1+ Level 7 (Advanced Higher) % by the end of S6

Information was also provided in the report on S4 attainment. Schools and local authorities would receive further analysis of results via the new INSIGHT tool from the Scottish Government at the end of August 2014. This would provide the required information to compare results, determine progression and improvement and replaced the previous STACS data analysis which had been provided in previous years. A further paper will be prepared with information on the S4 attainment for the next Education Policy Development and Scrutiny Panel.

The Head of Education (Quality Assurance) then advised members that a further report would be submitted to a future meeting of the Education Executive providing details of the overall trend for improvement. Details would also be provided on the national results and the results from comparator authorities.

The Education Executive was asked to note the SQA Examination Results at Level 6 (Higher) and Level 7 (Advanced Higher) for 2014.

Decision

1. Noted the terms of the report; and
2. Noted that a report would be submitted to a future meeting of the Education Executive providing further information.



EDUCATION EXECUTIVE
REVIEW OF EARLY LEARNING AND CHILDCARE WORKFORCE AND OUT OF
SCHOOL CARE WORKFORCE

REPORT BY HEAD OF SCHOOLS WITH EDUCATION SUPPORT

A. PURPOSE OF REPORT

To advise the Education Executive of a suitable response to the Scottish Government's Consultation on the review of the early learning and childcare workforce and out of school care workforce.

B. RECOMMENDATION

That the Education Executive approves the proposed response to the Scottish Government's Consultation on the review of the early learning and childcare workforce and out of school care workforce.

C. SUMMARY OF IMPLICATIONS

I	Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II	Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Early Learning and Childcare Statutory Guidance Children and Young People Act 2014
III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	None.
V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
VI	Resources - (Financial, Staffing and Property)	None. (at present)
VII	Consideration at Policy Development and Scrutiny Panel	9 September 2014

VIII Other consultations

Not possible given the timing of consultation period during the school/nursery summer break.

D. TERMS OF REPORT

D.1 Background

Following concerns that there may not be an adequate availability of a trained workforce to meet the demand created by the expansion of early learning and childcare, the Scottish Government appointed Professor Iram Siraj to chair of an independent review. As part of this review Professor Siraj will engage with a wide range of stakeholders from across Scotland to gather views, perspectives and data for the review. In addition to these consultations, evidence will be gathered from a core reference group of experts, from focus groups, interviews and visits to early learning and childcare and out of schools care provision across the country.

D.2 Content and purpose of the consultation

The Scottish Government is seeking the views of individuals and organisations with an interest in and responsibility for the delivery of Early Learning and Childcare and Out of School Care.

The consultation asks a series of questions. The questions are based around the skills and qualities necessary for the workforce, appropriate training for the workforce and the status of the workforce as a profession.

This is to ensure that we have a suitably skilled and trained workforce who can best meet the needs of the children in their care and a workforce who are lifelong learners and are able to achieve recognition of the importance of their role. The workforce must provide all children with opportunities appropriate to their age and stage of development and enable them to be the best they can be in a nurturing and supportive environment.

E. CONCLUSION

In responding to the consultation, a clear assessment of the present situation within the Council has been provided along with carefully considered suggestions as to the most appropriate next steps to achieve the aims.

F. BACKGROUND REFERENCES

Early Learning and Childcare Statutory Guidance
Children and Young People Act 2014

Appendices/Attachments: 1. Response to the consultation

Contact Person: Alison Watson, Education Officer Tel: 01506 282632
Email: alison.watson@westlothian.gov.uk

James Cameron
Head of Schools with Education Support

Date of meeting: 30 September 2014

Questions

1. What are the key, critical skills, knowledge and experience necessary to achieve high quality learning and care in early years and out of school care?

- Effective planning for learning to meet the needs of individuals
- High quality communication skills both verbal and written to satisfy a range of audiences
- The ability to work well in a team and to use their own initiative
- Collaborating with other partner agencies and the wider community
- Ability to be flexible, adaptable and respond to the needs of all individuals
- Knowledge of the early years curriculum and appropriate pedagogy
- Knowledge of the care needs of children at this particular age and stage of development
- A working knowledge of the GIRFEC agenda and how this impacts on their practice
- A knowledge of all council policies relating to their role including child protection
- Proven and tested previous experience of working with children at this age and stage of development
- Experience of dealing effectively with challenging situations.

2. How best to support staff who are undertaking different levels of qualifications including the higher level qualifications such as teacher training, early years specialism, and the BA Childhood Practice Award or similar?

- Provide an appropriate professional mentor who can offer effective support and guidance
- Enable networking opportunities
- Liaise with colleges to share standards and expectations of quality to ensure consistency
- Provide financial support where appropriate.

3. How to provide opportunities for training and up-skilling the teaching workforce in specific early years pedagogy to help improve the delivery of quality experiences for children?

- Audit of need to inform Career Long Professional Learning (CLPL) programme
- Calendar of CLPL events available for staff to select as appropriate
- Annual review to identify individual training needs
- Support groups with an appropriate menu of relevant training
- Opportunity to undertake post graduate study in early years pedagogy and leadership
- Opportunities for staff to work together and share best practice across the early level.

4. How to up-skill the whole workforce in early childhood pedagogy through relevant continuing professional development to help in the delivery of quality experiences for children?

- Appropriate use of in-service days to work together, share practice and participate in staff development
- Early years conference with a range of inspirational national speakers
- Related follow through training opportunities to take forward key aspects.
- Opportunities to work with staff across the council in cluster groups
- Staff participating in validated self-evaluation activities
- Training opportunities for all staff.

5. Is there scope for any further activity or support for the workforce to increase skills of those working with young children at all levels?

- Implementation guide and further training on the Pre-birth to Three guidelines
- Further develop links with local colleges and training providers
- Work with FE colleges to review their course content and selection process
- Work with FE colleges to ensure the staff who are delivering the content of courses have the most up to date knowledge of the changing curriculum and approaches.

6. How to increase the status of the early years workforce as a profession?

- Provide valid degree qualifications that are relevant to educational development
- Raise the awareness of the public of the importance of early learning
- Retaining teachers in the management of nurseries
- Retaining teacher input in nurseries
- There needs to be a budget allocation to enable retention of teachers in early years settings.

7. How to increase levels of recruitment and retention of the best candidates to build careers within early learning and childcare, to grow a high quality workforce in future?

- Provide a career pathway that is attractive to the workforce
- Appropriate ongoing training within a culture of continuous lifelong learning.

8. How can staff, including heads and managers (teachers and childhood practitioners), with different skills, training and qualifications best be deployed to ensure a high quality provision for young children?

- There needs to be a mix of skills and qualifications within centres with clear remits and lines of responsibility
- All staff need to work together in effective partnerships to ensure consistency of practice and care to best meet the needs of individuals
- There needs to be effective communication among all staff and service users. Strong and transformational leadership that motivates staff and manages change effectively.
- Good performance management to support, develop and challenge the workforce.

9. Is the existing training for all those working within the early years workforce and the out of school care workforce equipping them with the skills and knowledge to provide high quality early learning experiences for young children?

- The training the staff receive within colleges and universities must evolve in line with the needs of the changing role of the profession
- Training must give a high priority to early years pedagogy.
- There needs to be more opportunity for staff to work within the early years sector for a substantial period of time to ensure this has a meaningful impact on their experience and skills development.