

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE ON
20 AUGUST 2008**

SUBJECT: SERVICE IMPROVEMENT PLAN PROGRESS UPDATE FOR PERIOD FROM APRIL TO JUNE 2008

BY: DIRECTOR OF EDUCATIONAL SERVICES

1. REASON FOR REPORT

- 1.1 The purpose of this report is to update the Committee on progress against the Educational Services Service Improvement Plan 2008-09.
- 1.2 This report is submitted to Committee in terms of Section D1 of the Council's Administrative Scheme relating to exercising all the functions of the Council as Education Authority.

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee scrutinises the progress made against the Service Improvement Plan.**

3. BACKGROUND

- 3.1 Educational Services' Service Improvement Plan 2008-09 was approved at Committee on 11 June 2008 (para 9 of the minute refers).
- 3.2 Covalent is the performance management software used by the Council. Educational Services uses the software to produce a performance report for this Committee. Progress made against Service Improvement Plan actions are reported using a 'traffic light' system.
- 3.3 Educational Services Service Improvement Plan has 11 Dimensions, which have 37 underlying Activities. An Action Plan has been created for each Activity, creating a further 161 Actions. Monitoring progress in detail at an Action level ensures a greater level of transparency and confirms that targets can be achieved or allow measures to be put in place where slippages occur.

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3.4 For the period to June 2008, progress against the 23 Activities due to have commenced in this reporting period is as follows -

Progress against Activities	Number of Activities
100% complete	0
0% to 25% complete	15
26% to 50% complete	7
51% to 75% complete	1
76% to 99% complete	0
	23

3.5 All Activities form part of long term improvements are progressing within target timescales.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Development Plan/Community Plan/Service Improvement Plan

The Service Improvement Plan is linked to the Corporate Development Plan.

(b) Policy and Legal

None.

(c) Resources (Financial, Risks, Staffing and Property)

None.

(d) Consultations

This report has been circulated to Senior Officers in Educational Services.

5. CONCLUSION

5.1 That the Committee scrutinises the contents of this report.

Author of Report: Louise Marshall, Research and Information Officer

Background Papers: Held by author

Ref: DMD/JR/Reports/Children and Young People's Services Committee/20 August 2008/Service Improvement Plan Progress
Update for period from April to June 2008

Educational Services Service Improvement Plan

Quarter 1 – April to June 2008




Report Type: Action Report

Generated on: 23 July 2008


Theme: Dimension 01. Engage learners in the highest quality learning activities						
Strategy: Activity 02. Improve the use of ICT in Learning and Teaching through the use of Interactive Whiteboards and the implementation of Glow						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08001.2 Improve the use of ICT in Learning and Teaching through the use of Interactive Whiteboards and the implementation of Glow		01/06/2008	31/03/2009	Donnie MacDonald	10 %	Quarter 1 update – One of the 10 underlying actions has been completed with the initial meeting between the contractor, Learning and Teaching Scotland and authorities having taken place and subsequent plan being agreed.

Theme: Dimension 01. Engage learners in the highest quality learning activities						
Strategy: Activity 04. Ensure and promote relevant lifelong learning opportunities						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08001.4 Ensure and promote relevant lifelong learning opportunities		01/04/2008	31/03/2009	Alistair Campbell	26 %	Quarter 1 update – All 7 underlying actions are progressing within target timescales. Promotion campaigns have been undertaken and new courses launched at learning centres. Learning Festival planned for September. The use of library premises has increased for local and national literacy and numeracy programmes. Family event programmes have been agreed for delivery from August. Learning for All and Curriculum for Excellence continues to be incorporated within museums programmes and further development continues.


Theme: Dimension 2. Focus on outcomes and maximise success for all learners
Strategy: Activity 2. Continue to address underachievement at credit level and in S5/6

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08002.2 Continue to address underachievement at credit level and in S5/6		01/06/2008	31/03/2009	Vivienne Cross; George Sinclair	7 %	Quarter 1 update – The underlying action is progressing within target timescales. Pre summer training on analysis of examination statistics undertaken for senior school staff with further training scheduled following holiday period.


Theme: Dimension 2. Focus on outcomes and maximise success for all learners
Strategy: Activity 3. Address the needs of target groups such Looked after Children and those in need of More Choices and More Chances and the lowest 20%

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08002.3 Address the needs of target groups such Looked after Children and those in need of More Choices and More Chances and the lowest 20%		01/04/2008	31/03/2009	Vivienne Cross; Mark Elvines	57 %	Quarter 1 update – 2 of the 5 underlying actions have been completed. Monthly updates including performance and attendance data from the Looked after Children database have been circulated to key education officers, social workers, voluntary sector managers and schools from January 2008. Tracking systems have been put in place and will be evaluated in August 2008 to identify if attendance of Looked after Children reviews has improved and what improvements can be made. All other underlying actions are progressing within timescales.


Theme: Dimension 2. Focus on outcomes and maximise success for all learners
Strategy: Activity 4. Develop procedures and processes to ensure systematic use of Individual Learning Plans

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08002.4 Develop procedures and processes to ensure systematic use of Individual Learning Plans		01/04/2008	31/03/2009	Karen Delaney; Ian Todd	25 %	Quarter 1 update - The underlying action is progressing within target timescales. All learners in Essential Skills accredited youth work and Community Based Adult Learning are issued with an individual learning plan. Development of individual learning plans for daytime/evening class provision and detached youth work is being considered as those attending are sometimes 'one off' learners

Theme: Dimension 2. Focus on outcomes and maximise success for all learners
Strategy: Activity 6. Develop and support access to high quality information for communities and Council services


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08002.6 Develop and support access to high quality information for communities and Council services		01/04/2008	31/03/2009	Alistair Campbell	23 %	Quarter 1 update – All 4 underlying actions are progressing within target timescales. Information handling skills programme and supporting materials have been prepared, Morinfo has been redesigned and tested with staff training carried out and publicity prepared for August launch. Records Management Liaison Group has been established and training delivered to departments with a pilot scheme for retention approaches underway.

Theme: Dimension 2. Focus on outcomes and maximise success for all learners
Strategy: Activity 7. Roll out the Solution Oriented Schools Programme across all Moray schools


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08002.7 Roll out the Solution Oriented Schools Programme across all Moray schools		01/04/2008	31/03/2009	Graeme Gordon	18 %	Quarter 1 update – All 3 underlying actions are progressing within timescales. Continuation of the seconded position has been confirmed with Solution Oriented training continuing to be offered to school staff this session and support on Solution Oriented approaches provided by our Outreach Team.


Theme: Dimension 04. Foster high quality leadership at all levels
Strategy: Activity 01. Continue to develop leadership including the role of senior managers


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
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EdS08004.1 Continued implementation of the National Leadership Project		01/04/2008	31/03/2009	George Sinclair	22 %	Quarter 1 update - One of the 2 underlying actions, due to have commenced in this reporting quarter, has been completed and the remaining action is progressing within target timescales. Schools for phase 3 of the leadership project have been identified. The evaluation of central mentor scheme for probationers is underway.
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Theme: Dimension 05. Work in partnerships with other agencies and the community
Strategy: Activity 01. Develop integrated work with Community Services and other partners


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08005.1 Develop integrated work with Community Services and other partners		01/06/2008	31/12/2008	Wendy Jamieson; Eric Scarborough	20 %	Quarter 1 update – The underlying action is progressing within timescales. Senior managers have been involved in workshop sessions generating outcome statements and identifying relevant data. Following finalization of the Single Outcome Agreement, a first meeting to progress Integrated Children's Services Plan 2008/11 has been set for early July.


Theme: Dimension 05. Work in partnerships with other agencies and the community						
Strategy: Activity 02. Develop effective inter-agency locality teams focusing on "Getting it Right for Every Child"						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08005.2 Develop effective inter-agency locality teams focusing on "Getting it Right for Every Child"		01/04/2008	31/03/2009	Wendy Jamieson; Eric Scarborough	33 %	Quarter 1 update – All 3 underlying actions are progressing within timescales. Determining and establishing agreed common structures across Moray to support the establishment of locality teams is moving forward with confirmation of roles and memberships of Locality Management Group circulated at the end of June and an Action Plan drafted for future stages. Development of Local Impact Assessment Project paperwork and guidance almost complete with timeline in place for consultation and implementation. Draft plan to trial an audit approach of self evaluation in place, which will lead to review and longer term action planning by early 2009.


Theme: Dimension 05. Work in partnerships with other agencies and the community						
Strategy: Activity 03. Strengthen provision and staff development in specific areas (e.g. Autism, Challenging Behaviour, Child Protection)						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08005.3 Strengthen provision and staff development in specific areas (e.g. Autism, Challenging Behaviour, Child Protection)		01/04/2008	31/03/2009	Graeme Gordon; Eric Scarborough	6 %	Quarter 1 update – The underlying action due to have commenced from April is progressing within timescales. The development of staffing structures to respond to both locality and central needs is ongoing.


Theme: Dimension 05. Work in partnerships with other agencies and the community						
Strategy: Activity 04. Ensure libraries and museums meet the needs of communities						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08005.4 Ensure libraries and museums meet the needs of communities		01/04/2008	31/03/2009	Alistair Campbell	25 %	Quarter 1 update – All 3 underlying actions are progressing within timescales. Libraries promotional programmes are underway. Learning and outreach programmes for museums have been drafted and agreed. Effective joint working with English for Speakers of other Languages with increased use of dual language collections.


Theme: Dimension 07. Reflect on our work and thrive on challenge						
Strategy: Activity 01. Improve systems for audit and improvement planning across the service						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08007.1 Improve systems for self evaluation and improvement planning across the service		01/04/2008	31/03/2009	George Sinclair	20 %	Quarter 1 update – One of the 2 underlying actions, due to have commenced in this reporting period, has been completed with the remaining progressing within target timescales. New quality improvement guidelines have been put in place and have been well received by schools. Practice is being shared at secondary Headteacher meetings with guidance provided at primary meetings.


Theme: Dimension 07. Reflect on our work and thrive on challenge						
Strategy: Activity 02. Develop the use of available data, particularly attainment in schools, at all levels						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08007.2 Develop further the use of available data, particularly attainment data in schools, at all levels		01/04/2008	31/03/2009	Vivienne Cross	20 %	Quarter 1 update – One of the 4 underlying actions has been completed and the others are progressing within target timescales. Following a meeting with ESS, information has been shared with all secondary Headteachers at their June meeting. Analysis of tracked back Higher performance has been provided to Buckie High School with work ongoing in relation to the other secondary schools. STACS training has taken place in one secondary school, with further training planned for August and September. The use of data was included as an agenda item at the June meeting of Headteachers generating good quality dialogue.

Theme: Dimension 07. Reflect on our work and thrive on challenge						
Strategy: Activity 03. Ensure the delivery of services to appropriate standards						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08007.3 Ensure the delivery of services to appropriate standards		01/04/2008	31/03/2009	Alistair Campbell	30 %	Quarter 1 update – All 3 underlying actions are progressing within timescales. Two Public Library Quality Improvement Matrix indicators have been agreed for evaluations and planning is underway. Policies have been revised and staffing issues addressed and a report has been drafted for August Committee in order to implement actions required for Accreditation. Research on a Customer Service Excellence award for the Libraries Service has been carried out and approaches have been agreed.

Theme: Dimension 09. Promote well-being and respect						
Strategy: Activity 02. Promote Health, Well-Being and Respect within all learning communities in Moray						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08009.2 Promote Health, Well-Being and Respect within all learning communities in Moray		01/04/2008	31/03/2009	Sheena Duffus; Jim Gibson; Nick Goodchild	19 %	<p>Quarter 1 update - All 9 underlying actions are progressing within target timescales. Preliminary discussion have taken place with the Health Promoting Schools Steering Group, the Physical Activity, Sport and Health Group and key stakeholders to review the strategic management and consultation arrangements within the service and draft proposals are in preparation. Draft Curriculum for Excellence Health and Wellbeing learning outcomes have been circulated to all schools and staff have attended the national launch event organised by Learning and Teaching Scotland in June 2008. Health Promoting School reviews completed for a further 8 accredited schools and regular network meetings are hosted for school health coordinators where a further 12 schools were presented with awards. Health Improvement Officers have delivered workshops in 6 schools on drug education and healthy eating, providing schools with a range of information on health improvement opportunities for 2008/09.</p> <p>An information folder regarding outdoor play has been produced and given to groups developing outdoor play, outdoor resources have been leant to some providers and the Preschool team has given support in centres. Groups who attended nutritional guidance training have involved parents in developing their snack policies. With the exception of iron all school meals meet nutritional standards. Information and guidance has been supplied to schools to meet snack obligations in short term. Fuller guidance requires to be developed once government position is clarified.</p>

Theme: Dimension 10. Promote a culture of ambition and achievement						
Strategy: Activity 01. Deliver the Moray Determined to Succeed Plan for 2006 to 2008						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08010.1 Deliver the Moray Determined to Succeed Plan for 2006 to 2008		01/06/2008	31/03/2009	John Trodden	25 %	Quarter 1 update – The underlying action has been completed. The Determined to Succeed Report for Moray has been completed and forwarded to the Scottish Government detailing our progress against the Determined to Success National recommendations for 2006-08.

Theme: Dimension 10. Promote a culture of ambition and achievement						
Strategy: Activity 03. Develop indicators of achievement for Moray and collate information on achievement						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08010.3 Develop indicators of achievement for Moray and collate information on achievement		01/04/2008	31/03/2009	Sheila Campbell; Vivienne Cross; Karen Delaney	20 %	Quarter 1 update – The underlying action is progressing within target timescales. There is nothing significant in relation to national initiatives and advice on capturing wider achievement to report in this period.


Theme: Dimension 10. Promote a culture of ambition and achievement						
Strategy: Activity 04. Ensure libraries and museums support tourism						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08010.4 Ensure libraries and museums support tourism		01/04/2008	31/03/2009	Alistair Campbell	28 %	Quarter 1 update – All 4 underlying actions are progressing within target timescales. Integration of Tourist Information Centres in Forres and Tomintoul libraries has been undertaken with Elgin planned for November. Brief issued for the redevelopment programme for Tomintoul for August – October study implementation. Local Heritage Service policies and practices have been reviewed to assist in supporting tourism and community needs. Joint working with the Museums and Heritage Forum in place and outline ancestral tourism strategy agreed.

Theme: Dimension 10. Promote a culture of ambition and achievement						
Strategy: Activity 05. Implement programme of integrated libraries to support community planning and rural development						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes

EdS08010.5 Implement programme of integrated libraries to support community planning and rural development		01/04/2008	31/03/2009	Alistair Campbell	27 %	Quarter 1 update – Both underlying actions are progressing within target timescales. Design details for programme of integrated libraries finalised in relation to Portknockie, Rothes and Findochty and European funding is being pursued. Meetings with Parents Councils are underway in relation to the planning and implementation of future integrated libraries services.
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Theme: Dimension 11. Provide high quality environments for learning and leisure

Strategy: Activity 01. Implement the School Estate Management Plan

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS08011.1 Implement the School Estate Management Plan		01/04/2008	31/03/2009	Alistair Farquhar; Nick Goodchild	33 %	Quarter 1 update – All 5 underlying actions are progressing within target timescales. Majority of condition projects instructed to enable work over school break. Suitability projects progressing as programmed with construction on synthetic turf pitches due to begin mid July. Drawings for majority of Locality team bases prepared. Leisure & Healthy living projects (Grant Park & Buckie Skate Park under construction. Moray Wheels at tender negotiation).