

**REPORT TO: CHILDREN AND YOUNG PEOPLE'S SERVICES  
COMMITTEE ON 7 OCTOBER 2009**

**SUBJECT: SERVICE IMPROVEMENT PLAN PROGRESS UPDATE FOR  
PERIOD FROM APRIL TO JUNE 2009**

**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 2009-10.

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 2009-10 was approved at Committee on 12 August 2009.

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 20 Dimensions, which have 28 underlying Activities. An Action Plan has been created for each Activity, creating a further 184 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.

- 3.4 For the period to June 2009, progress against the 19 Activities due to have commenced in this reporting period is as follows -

<b>Progress against Activities</b>	<b>Number of Activities</b>
100% complete	0
76% to 99% complete	0
51% to 75% complete	2
26% to 50% complete	4
0% to 25% complete	13
	19

#### **4. SUMMARY OF IMPLICATIONS**

##### **(a) Single Outcome Agreement/Service Improvement Plan**

The Service Improvement Plan addresses departmental responsibilities for actions in the Single Outcome Agreement outcomes 3, 4, 5, 6, 8 and 15 and also contributes to Community Planning Strategic groups "Smarter", "Healthier" and "Safer and Stronger".

##### **(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 and their comments incorporated.

#### **5. CONCLUSION**

##### **5.1 That the Committee scrutinises the contents of this report.**

Author of Report: Aylsa Kennedy, Research and Information Officer  
 Background Papers: Held by Author  
 Ref: DMD/JR/Reports/Children and Young People's Services Committee/7 October 2009/Service Improvement Plan Progress Update for period from April to June 2009

# Educational Services Service Improvement Plan





## Quarter 1 – April to June 2009


**Report Type:** Action Report  
**Generated on:** 09 September 2009


Theme: <b>Dimension 02. Self Evaluation</b>						
Strategy: <b>Activity 01 Pre-school: Continue to develop self-evaluation to improve consistency and quality across the service.</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09002.1 Pre-school: Continue to develop self-evaluation to improve consistency and quality across the service.		01/05/2009	31/03/2010	Sheena Duffus	36 %	<b>Quarter 1 update</b> - The 3 underlying actions are progressing within target timescales. The training course for pre school providers is being placed on Bookit and May visits completed by CALA with feedback provided.

Theme: <b>Dimension 02. Self Evaluation</b>						
Strategy: <b>Activity 02. Schools: Continue to develop self-evaluation to improve consistency and quality across the service.</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09002.2 Schools: Continue to develop self-evaluation to improve consistency and quality across the service.		01/06/2009	31/03/2010	George Sinclair	20 %	<b>Quarter 1 update</b> – The underlying action is progressing within target timescale. Work is ongoing by Quality Improvement Officers and all schools reminded on minimum specification. Further support provided to schools to enable tracking of self-evaluation.


Theme: <b>Dimension 02. Self Evaluation</b>						
Strategy: <b>Activity 03. CLD: Continue to develop self-evaluation to improve consistency and quality across the service.</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09002.3 CLD: Continue to develop self-evaluation to improve consistency and quality across the service.		01/06/2009	31/03/2010	Graham Jarvis	20 %	<b>Quarter 1 update</b> – The underlying action due to start this quarter has been completed. All LISOs have undertaken initial training on self-evaluation.

Theme: <b>Dimension 02. Self Evaluation</b>						
Strategy: <b>Activity 04. Libraries &amp; Museums: Continue to develop self-evaluation to improve consistency and quality across the service</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09002.4 Libraries & Museums: Continue to develop self-evaluation to improve consistency and quality across the service		01/05/2008	31/03/2010	Alistair Campbell	8 %	<b>Quarter 1 update</b> - The underlying action due to start this quarter is progressing within target timescales with the Public Library Quality Improvement Matrix (PLQIM) indicators identified and timescales agreed for latter half of year.


Theme: <b>Dimension 04. Health Promotion</b>						
Strategy: <b>Activity 01. Continue to work to secure improvements in the health of targeted groups</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09004.1 Continue to work to secure improvements in the health of targeted groups		01/04/2009	31/03/2010	Jim Gibson	32 %	<b>Quarter 1 update</b> – All 5 of the 7 underlying actions due to start this quarter have commenced and are progressing within target timescales, with all school meals meeting nutrition guidelines. Food served in premises attached to schools either meets or is close to meeting nutrition guidelines. Oral health programme in place in Buckie and Keith primary schools. Plans being developed to extend to all remaining schools in the identified bottom 20%. Toothbrushing scheme available in all pre-school education settings. With regards to the provision of 2hrs of Physical Education for every child, revised Health and Wellbeing guidelines were issued to all schools in May 2009. Implementation phase for curricular developments starts in August 2009. Local steering group which supports the Health Care in Schools National Development Project Pilot continues to meet to develop local implementation plan. Staff recruitment expected to be completed by July 2009. Weekly health information point established by Health Service in Elgin Library. Very positive uptake with proposal to roll out health points to 3 other libraries. Libraries staff trained in Health Service website.

Theme: <b>Dimension 06. Early Years Framework</b>						
Strategy: <b>Activity 01. (EDS) With partners, identify the baseline position and devise an action plan for taking forward this initiative.</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09006.1 (EDS) With partners, identify the baseline position and devise an action plan for taking forward this initiative.		01/04/2009	31/03/2010	George Sinclair; John Carney	15 %	<b>Quarter 1 update</b> – Both underlying actions due to start this quarter have commenced and are progressing within target timescales. Attendance to multi-agency strategy group meetings continuing, with involvement broadened to include health representation. Implementing the Early Years Framework Conference attended in June 2009.


**Theme: Dimension 06. Early Years Framework**
**Strategy: Activity 02. (Libraries & Museums) With partners, identify the baseline position and devise an action plan for taking forward this initiative.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09006.2 (Libraries & Museums) With partners, identify the baseline position and devise an action plan for taking forward this initiative.		01/04/2009	31/03/2010	Alistair Campbell	10 %	<b>Quarter 1 update</b> – 3 of the 6 underlying actions due to commence this quarter are all progressing within target timescales. The current provision and effectiveness assessed of libraries and museums in supporting 0-3 age group and parents/carers. Commitment has been made to national training programme with libraries, CLD and speech & language therapists staff participating. Library Outreach Programmes have been agreed, outreach work initiated, with planning for summer holidays finalised.


**Theme: Dimension 09. Development of Locality Management Groups**
**Strategy: Activity 01. Continue to develop Local Management Groups, monitor and evaluate LIAP and process of self evaluation**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09009.1 Continue to develop Local Management Groups, monitor and evaluate LIAP and process of self evaluation		01/04/2009	31/03/2010	Graham Jarvis	53 %	<b>Quarter 1 update</b> – Of the 5 underlying actions due to commence this quarter, 3 of these have been completed, and 2 are progressing within target timescales. Locality Management Groups are meeting on an 8 week cycle and all have local action plans. Ongoing monitoring of outcomes from Locality Group Action Plans is being undertaken. Multi agency working spaces are currently under construction and Local Impact Assessment Project processes are being effectively monitored.

**Theme: Dimension 10. Corporate Parenting**
**Strategy: Activity 01. Continue to develop the Corporate Parenting Strategy at Authority Level and evaluate over time**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09010.1 Continue to develop the Corporate Parenting Strategy at Authority Level and evaluate over		01/04/2009	28/02/2010	Richard Donald	30 %	<b>Quarter 1 update</b> – 1 underlying action was completed this quarter with seminars being held for members and 1 <sup>st</sup> and 2 <sup>nd</sup> tier officers.

time


Theme: <b>Dimension 11. Curriculum for Excellence</b>						
Strategy: <b>Activity 01. Pre-School: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09011.1 Pre-School: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence		01/04/2009	31/03/2010	Sheena Duffus	25 %	<b>Quarter 1 update</b> – All 3 underlying actions due to commence this quarter are progressing within target timescales. Strategy group meetings have been attended as arranged. 2 training events have been facilitated, and with regards to sharing best practice, there has been a sharing practice event, and programme of visits scheduled.

Theme: <b>Dimension 11. Curriculum for Excellence</b>						
Strategy: <b>Activity 02. Schools: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09011.2 Schools: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence		01/04/2009	31/03/2010	George Sinclair	10 %	<b>Quarter 1 update</b> – 2 underlying actions were due to commence this quarter and both are progressing within target timescales. With regards to a Moray approach to forward planning, draft format for planning has been devised with 3 meetings held and further meeting required discussing trialling. A draft action plan has also been produced for implementing 16+ learning choices in Moray


Theme: **Dimension 11. Curriculum for Excellence**  
 Strategy: **Activity 04. Libraries & Museums: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS090011.4 Libraries & Museums: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence		01/04/2009	31/03/2010	Alistair Campbell	20 %	<b>Quarter 1 update</b> – All 3 of the underlying actions due to commence this quarter have started and are progressing within target timescales. Key information has been circulated, training days planned and the implications for service delivery researched. Exemplars prepared, included in national documentation and being added to updated primary support package. Museums Education Users Group has completed its work. Rollout of learning resources is now more clearly focussed on the Curriculum for Excellence guidelines, supported by new evaluation tools.


Theme: **Dimension 14. Attainment S4, S5, S6**  
 Strategy: **Activity 01. Continue to focus on and develop strategies to improve attainment, particularly at S5/6 and level 5 in S4.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09014.1 Continue to focus on and develop strategies to improve attainment, particularly at S5/6 and level 5 in S4.		01/06/2009	31/03/2010	George Sinclair	16 %	<b>Quarter 1 update</b> – The 3 underlying actions due to commence in this quarter are progressing within target timescales. Training sessions underway in schools for STACS and are being well received. Working group members to discuss at the next meeting. Quality Improvement Officers to attend first benchmarking meeting of the year in September. Subject Groups has been an agenda item for secondary and primary headteachers meeting, and also discussed with Quality Improvement Officers.


Theme: **Dimension 15. Glow/Management Information Systems**  
 Strategy: **Activity 01. GLOW - Support learning and teaching and wider service delivery through ICT developments.**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09015.1 GLOW - Support learning and teaching and wider service delivery through ICT developments.		01/05/2009	31/03/2010	Donnie MacDonald	42 %	<b>Quarter 1 update</b> – 3 of the 7 underlying actions completed. GLOW Support Officer and Teach appointed. Awareness raising to headteachers, LNCT and schools is ongoing. GLOW team has received feedback from schools on preferred dates.


Theme: **Dimension 15. Glow/Management Information Systems**  
 Strategy: **Activity 02. Management Information Systems - Support learning and teaching and wider service delivery through ICT developments.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09015.2 Management Information Systems - Support learning and teaching and wider service delivery through ICT developments.		01/04/2009	31/03/2010	Donnie MacDonald	53 %	<b>Quarter 1 update</b> – 4 of the 9 underlying actions have been completed. SEEMIS rolled out to all schools by 29/05/09. Local helpdesk support model put in place in June 2009. Training for 3 central staff completed 27/07/09. All school and central processes now in SEEMIS.

Theme: **Dimension 17. Sports/Arts/Leisure Development**  
 Strategy: **Activity 01. Develop the programme to provide a wide range of opportunities for participation in sports, arts and leisure activities**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09017.1 Develop the programme to provide a wide range of opportunities for participation in sports, arts and leisure activities		01/06/2009	28/02/2010	Nick Goodchild	14%	<b>Quarter 1 update</b> – 1 of the 7 underlying actions completed this quarter. Parameters of activity defined.

Theme: <b>Dimension 18. Skills Development</b>						
Strategy: <b>Activity 01. Continue to work through the Moray response to the Skills Development Strategy for Scotland</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09018.1 Continue to work through the Moray response to the Skills Development Strategy for Scotland		01/04/2009	31/03/2010	John Trodden	5 %	<p><b>Quarter 1 update</b> – Of the 2 underlying actions due to have commenced this quarter, 1 is yet to start due to a vacancy in the DtS central team, as a result of the officer with responsibility for this action having taken up a new post, no action has as yet been taken. However, two schools will be identified to trial these resources prior to the October break and an evaluation will be carried out by March 2010, with a view to taking decisions on the merits of rolling this out to other Moray schools.</p> <p>The other underlying action progressing within target timescales, following the successful joint schools/college partnership day which took place in February 2009, work continues to ensure good communications between all partners. All Moray secondary schools continue to access vocational courses as appropriate. Part of the Determined to Succeed budget is allocated to fund vocational transport costs to ensure equity of provision for all schools. Discussion continues to explore the potential for further development through the Curriculum Innovation Group and the Isla Banks Skills Centre Advisory Board.</p>

Theme: <b>Dimension 19. Value and empower staff and young people</b>						
Strategy: <b>Activity 01. Continue our work to improve parent and pupil participation in decisions which affect them and their communities</b>						
Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09019.01 Continue our work to improve parent and pupil participation in decisions which affect them and their communities		01/04/2009	31/03/2010	Graham Jarvis	3 %	<p><b>Quarter 1 update</b> – Of the 3 of the 7 underlying actions due to commence this quarter, 1 is progressing within the target timescale with the Youth Council sub committee meeting once so far. The remaining 2 actions have not yet commenced, with open space events yet to be organized in the new school year and links between the pupil and youth councils still to be developed.</p>

Theme: **Dimension 20. Library Services to Older People**

Strategy: **Activity 01. Deliver the strategy for library services to Older People to address specific needs and to encourage widest possible participation**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09020.1 Deliver the strategy for library services to Older People to address specific needs and to encourage widest possible participation		01/04/2009	31/03/2010	Alistair Campbell	5 %	<b>Quarter 1 update</b> – 2 of the 9 underlying actions due to commence this quarter are progressing within target timescales. New courses prepared, target groups identified, marketing/engagement techniques have been agreed for second quarter launch. Information profiles updating commenced to facilitate strategy delivery and increase uptake of information.