

# Educational Services Service Improvement Plan

## Quarter 2 – July to September 2009

Report Type: Action Report  
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Theme: **Dimension 01. Leadership**

Strategy: **Activity 01 Continue to develop leadership capacity in our people, particularly in headteachers or those aspiring to headship.**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09001.1 Continue to develop leadership capacity in our people, particularly in headteachers or those aspiring to headship.		01/08/2009	31/03/2010	Lynn Whitelaw	27 %	<b>Quarter 2 update</b> – Of the 3 underlying actions due to start this quarter, 1 has been completed and the remaining 2 actions are progressing within target timescales. Meetings are arranged to discuss the Leadership Learning Communities project with all promoted staff in schools. All full time staff have undertaken leading roles in at least one project. All Local Integration Support Officers have a leadership role in one area of Moray wide work projects.

Theme: **Dimension 02. Self Evaluation**


Strategy: **Activity 01 Pre-school: Continue to develop self-evaluation to improve consistency and quality across the service.**

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	44 %	<b>Quarter 2 update</b> - The 3 underlying actions are progressing within target timescales with work done with another Play Centre identified through audits, visits and inspections.


Theme: **Dimension 02. Self Evaluation**Strategy: **Activity 02. Schools: Continue to develop self-evaluation to improve consistency and quality across the service.**

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 2 update</b> – The underlying action is progressing within target timescale. Work is ongoing, Quality Improvement Officer reorganisation undertaken, which will help to focus support on schools where issues emerge.


Theme: **Dimension 02. Self Evaluation**Strategy: **Activity 03. CLD: Continue to develop self-evaluation to improve consistency and quality across the service.**

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	55 %	<b>Quarter 2 update</b> – The 2 underlying actions due to start this quarter are progressing within target timescales. Some LMG have undertaken self-evaluation training and a review of Local Integrated Assessment Planning (LIAP) has been partially undertaken and there have been minor changes to procedures.


Theme: **Dimension 02. Self Evaluation**Strategy: **Activity 04. Libraries & Museums: Continue to develop self-evaluation to improve consistency and quality across the service**

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	26 %	<b>Quarter 2 update</b> - The underlying actions are progressing within target timescales with the Public Library Quality Improvement Matrix (PLQIM) to be carried out in final quarter. The Launch of National Scottish Library Quality indicators have been delayed. The 'Inspiring Learning For All' (ILFA) framework has been reviewed, and has led to an increased schools uptake of service.


Theme: **Dimension 03. Equally Well**Strategy: **Activity 01. Devise the Educational Service strategy in response to the national document Equally Well.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09003.1 Devise the Educational Services strategy in response to the national document Equally Well.		01/08/2008	31/03/2010	Richard Donald	25 %	<b>Quarter 2 update</b> – The underlying action due to start this quarter has been completed.


Theme: **Dimension 04. Health Promotion**Strategy: **Activity 01. Continue to work to secure improvements in the health of targeted groups**

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	58 %	<b>Quarter 2 update</b> – All 7 of the underlying actions are progressing within target timescales. Oral Health Programme extended to additional schools in Speyside. All schools in bottom 20% now involved in the planned programme for toothbrushing in pre-school and early primary stages. Health Promoting School Accreditation Scheme draft revised policy position discussed by departmental SMT and local strategy group. Now circulated to Headteachers for consultation. Discussions of provision of PE with Principal Teacher group and Visiting Specialists in August/September in working towards the provision of 2 hours Physical Education for every child. Local steering group supporting the Health Care in Schools National Development Project continues to meet to implement the local plan. High usage of Health Service Point in Elgin to ensure libraries and information points support health and welfare of communities with roll out agreed for Aberlour, Buckie and Forres.


Theme: **Dimension 05. Mental Health**Strategy: **Activity 01. Participate in the Health & Wellbeing Programme and develop links and partnerships with the Rowan Centre and other organisations promoting Mental Health.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09005.1 Participate in the Health & Wellbeing Programme and develop links and partnerships with the Rowan Centre and other organisations promoting Mental Health.		01/08/2009	31/03/2010	Chris Toon	54 %	<b>Quarter 2 update</b> – 1 of the underlying actions has been completed with the others due to be progress this quarter doing so within target timescales. Consultation with stakeholders and key partners has taken place with active working links established with the Rowan Centre. A review of existing Moray policies and guidance has been carried out. Copies of national policies and guidance papers are being collected to establish a reference library of key documents.


Theme: **Dimension 06. Early Years Framework**Strategy: **Activity 01. (EDS) 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
EdS09006.1 (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	34 %	<b>Quarter 2 update</b> – 3 of the underlying actions are progressing within target timescales, the remaining action which was due to be completed this quarter is 90% complete with virtually all information received to enable identification of baseline position for age 3 & age 4 attending pre-school education.


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	52 %	<b>Quarter 2 update</b> – 1 of the 6 underlying actions has been completed with the remaining 5 actions all progressing within target timescales. Support materials produced for 0-3 age group and parents/carers and local training delivered to enable delivery of Rhymetime in and outwith libraries. Planning underway, methodologies and materials identified to ensure museum outreach supports early years. Pre-school Quality Improvement Support Package In place and being used to support developmental work with pre-school groups. There was a high uptake to holiday outreach activities with positive feedback received.


Theme: **Dimension 07. Protection of/Support for Vulnerable Learners**Strategy: **Activity 01. Continue to develop care, welfare and education of vulnerable people within the service.**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09007.1 Continue to develop care, welfare and education of vulnerable people within the service.		01/07/2009	31/03/2010	Mark Elvines	33%	<b>Quarter 2 update</b> – 2 underlying actions have been completed and the remaining 6 actions are progressing within target timescales. Opportunities to attend training events for staff dealing with pupils with severe and complex difficulties have been provided. Child Protection awareness raising and training continues with effective take-up, multiagency planning and up-to-date records of those trained.

Theme: **Dimension 08. Vulnerable Learners**Strategy: **Activity 01. Evaluation of attainment and achievement of vulnerable learners and on strategies to support their learning**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09008.1 Evaluation of attainment and achievement of vulnerable learners and on strategies to support their learning		01/09/2009	31/03/2010	Graeme Gordon	6%	<b>Quarter 2 update</b> – The 2 underlying actions due to progress this quarter are doing so within target timescales.


Theme: <b>Dimension 09. Development of Locality Management Groups</b>						
Strategy: <b>Activity 01. Continue to develop Local Management Groups, monitor and evaluate LIAP and process of self evaluation</b>						
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	55 %	<b>Quarter 2 update</b> – With 3 of the 5 underlying actions completed in quarter 1, the remaining 2 actions due to progress this quarter are doing so within target timescales. A number of units to develop multi-agency working spaces, one in each ASG area, are finished while some are still under construction.

Theme: <b>Dimension 10. Corporate Parenting</b>						
Strategy: <b>Activity 01. Continue to develop the Corporate Parenting Strategy at Authority Level and evaluate over time</b>						
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 time		01/04/2009	28/02/2010	Richard Donald	50 %	<b>Quarter 2 update</b> – An underlying actions was completed with looked after children identified and matched with CMT and Vice chair.


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	50 %	<b>Quarter 2 update</b> – All 3 underlying actions are progressing within target timescales. Strategy group meetings have been attended as arranged. Training opportunities through CPD haven ensure a training event was facilitated, and a national seminar was attended. With regards to sharing good practice through newsletters, information exchange, distribution of early level outcomes, experiences and programme of visits arranged.

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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	15 %	<b>Quarter 2 update</b> – 8 underlying actions are progressing within target timescales. Moray implementation strategy ongoing with work continuing on cultural and methodological developments. An initial session, in September 2009, was organized for all primary Head Teachers on Building the Curriculum 3 with a second seminar scheduled for November 2009. A further meeting was held to develop a Moray approach to forward planning and Groups will report progress to the Curriculum for Excellence Representatives meeting. Finalisation and distribution of action plan for implementing 16+ Learning Choices in Moray awaiting 16+ learning choices Development Officer taking up post. 16+ Officer will pursue feedback received from pre summer experiences when they take up post on 2 November 2009 in identifying offers of educational provision for 16+ leavers.

Theme: <b>Dimension 11. Curriculum for Excellence</b>						
Strategy: <b>Activity 03. CLD: 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
EdS09011.3 CLD: Continue to develop the vision and strategies for the implementation of Curriculum for Excellence		01/04/2009	31/03/2010	Graham Jarvis	20%	<b>Quarter 2 update</b> - The 2 underlying actions are progressing within target timescales. Youth Team has delivered various awards including the John Muir Award and Arts Award, with the latter being the first delivery/moderation in Scotland.

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	53 %	<b>Quarter 2 update</b> – Although the Integrated libraries programme in supporting the implementation of Curriculum for Excellence has been slightly delayed. The 4 remaining actions are progressing within target timescales with further training undertaken for Library Service, exemplars to be circulated to primary schools by end of November 2009 and further discussions with Museum Service and Moray Museums & Heritage forum partners to take awareness forward.

Theme: **Dimension 12. Teaching Methodology**  
 Strategy: **Activity 01. Includes AifL, Critical Skills, links with the Tapestry Partnership and enterprise.**

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS090012.1 Includes AifL, Critical Skills, links with the Tapestry Partnership and enterprise		01/08/2009	31/03/2010	Lynn Whitelaw	27 %	<b>Quarter 2 update</b> – All 6 of the underlying actions due to progress this quarter are doing so within target timescales. All Teacher Learning communities have been established and all have had training for leaders and individual communities have started to meet. A group has been established that will review the Critical Skills Programme. New Mentor training and support programmes have been developed and begun and evaluations are positive. In developing documentation on teaching and learning, a Philosophy paper has been written and a group is arranged to work on paper for school policy. Draft Enterprise Policies have been provided to all schools and Enterprise Groups have been established in all ASGs with Officer support provided to take forward identified projects.


## APPENDIX 1

Theme: **Dimension 13. Literacy & Numeracy**  
 Strategy: **Activity 01. Developing the delivery of literacy & numeracy across all areas of the service.**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS090013.1 Developing the delivery of literacy & numeracy across all areas of the service		01/07/2009	31/03/2010	Paul Watson	26 %	<p><b>Quarter 2 update</b> – All 7 of the underlying actions due to progress this quarter are doing so within target timescales. First meeting has taken place and an initial draft operational guideline for literacy across the curriculum in schools has been produced. An initial meeting has taken place and the pilot schools are beginning to implement Moving Image Education to support pupils' literacy through the use of new technologies. With regards the research and development of alternative assessment strategies in maths, all diagnostic interviews have been completed and data is now being analysed. Initial planning has taken place in developing a model for delivering cross-curricular literacy &amp; numeracy in schools. "Get Moray Reading" Campaign brand was launched; inter school book quiz held; summer reading scheme attracted positive parental support and highest ever numbers (1,700); highly successful book festival attracted over 1,400 with positive feedback, good sponsorship and interest of local businesses; issues increased by 5% for year thus far. Programmes are underway to promote and deliver information handling skills via libraries.</p>

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**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	38 %	<b>Quarter 2 update</b> – 2 of the 8 underlying actions have been completed with the remaining 6 actions all progressing within target timescales. In developing future use of baseline data, a meeting with personnel from the Cem Centre and officers in other authorities took place with Incas (Baseline assessment system) pilot underway in 3 primary schools involving LTOs, report findings will be presented to Headteachers in due course. Training sessions complete for STACS. QIO attended first Benchmarking CAB/STACs meeting of year in September. Data Working group to further build capacity meeting arranged for early December. STACs training was rolled out to all schools. Data collection on secondary school groups underway to support decision making and ensure focus on sharing and improvement. Reviews of attainment including QIOs and secondary Senior Management Teams have taken place.


**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	65 %	<b>Quarter 2 update</b> – 4 of the 5 underlying actions have been completed with all pupil and staff accounts created and training for schools underway. The remaining 2 actions are due to commence in Quarters 3 and 4.


**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	66 %	<b>Quarter 2 update</b> – 5 of the 9 underlying actions have now been completed. Changeover of all activities to SEEMIS complete. Development of central use of SEEMIS has progressed with further work continuing to widen its use.


**Theme: Dimension 16. Wider Achievement**
**Strategy: Activity 01. Use the experience from the national pilots to develop policy and practice in capturing wider achievement**


Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09016.1 Use the experience from the national pilots to develop policy and practice in capturing wider achievement.		01/08/2009	31/03/2010	Vivienne Cross	26 %	<b>Quarter 2 update</b> – All 6 of the underlying actions due to have progressed this quarter are doing so within target timescales. Collation of current position with regards to celebrating achievement in schools has been completed and shared with schools and District Inspector with QIO attending seminar in November regarding the national pilot. Highest ever participation in summer Reading challenge particularly among boys with over 110 new members recruited. Good response from schools to 'Get Moray Reading Book Festival' with schools celebrating summer reading scheme through presentation of certificates. There are increased numbers of pupils and schools at 16+ stage taking library learning courses. There is growing awareness of how schools could benefit from Youth Team delivery with 50% of secondary schools having core curriculum delivery. Recording wider achievement to identify and support SOA specifically relates to National Outcomes 3,4,6,7,8,9,11,and 15. This is tracked in Youth Achievement Summaries, accreditation and Illuminating Practice. This will improve when Cognisoft is available post March.


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 2 update</b> – 1 of the 4 underlying actions is complete. The 3 remaining actions have not progressed, in light of budget saving proposals this project is currently being reviewed.

Theme: **Dimension 18. Skills Development**Strategy: **Activity 01. Continue to work through the Moray response to the Skills Development Strategy for Scotland**

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	28 %	<b>Quarter 2 update</b> – All 10 underlying actions due to have progressed this quarter are doing so within target timescales. Two schools in the Lossiemouth ASG have now been identified to take forward a Pilot Project on skills development using the Skills Ladder. The Isla Bank Skills Centre Advisory Board has been disbanded. Students from Keith and Buckie continue to attend vocational courses at the Skills Centre, options continue to be explored with Moray College through the joint College-Authority Strategy Group which meets regularly to review the provision. To encourage, promote and support the development of practical and applied learning within courses in secondary schools, a number of ASG interdisciplinary projects involving partner employers are underway; these will provide examples of good practice in practical and applied learning. A STEM Project (Science Technology, Engineering and Maths) is underway and will see all schools in the Authority using K'Nex kits as a context for practical and applied learning and 21 science and engineering ambassadors, from local companies, will be working with schools to develop young engineers clubs. The employment support service is working with schools to provide support vulnerable young people into appropriate work experience opportunities. Agreed courses at each Library Learning Centre meeting targets. New family history course developed with over 65 pre-enrolling to further develop and widen content of courses at Library Learning Centres and deliver to new communities and audiences. New lifelong learning strategies being developed and joint promotions with college continue with increased involvement with 16+ groups.

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	33 %	<b>Quarter 2 update</b> – Of the 5 of the 7 underlying actions due to commence this quarter, 2 have been completed. The remaining 3 actions are progressing within target timescales. The Parental Involvement Strategy has undergone consultation. It will now be re-drafted to take account of comments and will be the subject of a committee paper. A full programme of workshops has now been provided to all Moray schools and their parent councils. A series of workshop sessions was delivered by a team of officers, covering all ASGs. Parent councils and schools have been provided with the workshop resources necessary to develop their own Curriculum For Excellence events for parents

Theme: <b>Dimension 20. Library Services to Older People</b>						
Strategy: <b>Activity 01. Deliver the strategy for library services to Older People to address specific needs and to encourage widest possible participation</b>						
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	36 %	<b>Quarter 2 update</b> – 1 of the 9 underlying actions has been completed. The remaining 8 actions are progressing within target timescales. Targeted campaigns attracting increasing number of older people. ICT Programmes being delivered with good uptake by older people. Strategy agreed to increase uptake of information. Implementation of arrangements for homes and housebound delayed until future of mobiles determined, but proposals finalised and agreed. Programme content agreed, programmes being prepared for delivery of library based and outreach activities. Libraries Volunteer Programme updated for October relaunch. Effective Consultation Strategy prepared.