





Educational Services Service Improvement Plan Quarter 4 – January to March 2010


Generated on: 18 May 2010

Theme 01. Leadership						
Strategy 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 Aug 2009	31 Mar 2010	Alistair Campbell; Graham Jarvis	100 %	Quarter 4 update – All underlying actions have been completed. Support pack for Professional Development leaders has been completed. Team leadership development programme has been developed for library and museum staff. Continuous professional development and practice opportunities continue to be provided to all CLD staff.

Theme 02. Self Evaluation						
Strategy 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 Continue to develop self-evaluation to improve consistency and quality across the service.		01 May 2009	31 Mar 2010	Sheena Duffus; George Sinclair; Graham Jarvis	86%	Quarter 4 update – Thirteen of the 16 underlying actions have been completed with significant work in self evaluation having been undertaken across Pre-school and School Education, Community Learning and Development and Libraries and Museums. However three underlying actions remain outstanding; the rubric for schools self evaluation is well progressed in draft form. Integrating self evaluation into Arts and Sports Development remains unfinished in the meantime due to resource changes within Arts Development. Implementation of school library quality indicators can not be delivered within current resources.


Theme 03. Equally Well

Strategy Devise the Educational Services strategy in response to the national document.

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 Aug 2009	31 Mar 2010	Jim Gibson; Bill Lundie	88 %	Quarter 4 update – Two of the 4 underlying actions have been completed. Implications and requirements of the authority have been identified. The 2 remaining underlying actions are well progressed although not complete as at March 2010. Drafting the strategy document is underway and with presentation to Educational Service Senior Management Team expected by June 2010.


Theme 04. Health Promotion

Strategy 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 Apr 2009	31 Mar 2010	Alistair Campbell; Jim Gibson; Nick Goodchild	100 %	Quarter 4 update – All underlying actions have been completed. Programme of oral health development in early years and primary schools is now operational. Health Promoting School Accreditation Scheme will cease by agreement across NHS Grampian area in July 2010 with local authority specific schemes likely to be developed in future. Work continues towards the provision of 2 hours of physical education for every child with presentation and meetings held with primary headteachers and surveys undertaken to establish current levels. Support of the Health Care in Schools National Development Pilot Project continues. Usage of Health Service Point in Elgin library very high, development across other libraries is planned during 2010/11. Development of Health and Wellbeing Policy for Schools and Early Years deferred until summer 2010.


Theme 05. Mental Health

Strategy 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 Aug 2009	31 Mar 2010	Sandra Black; Susan Dean	100 %	Quarter 4 update – All underlying actions have been completed. Links between education and other agencies have been established through the Mental Health Practitioners' Forum and the Mental Health Cabinet and through the Health and Well-being in Schools programme. The "Healthy Minds" project (part of the Health & Well-being project) is now being rolled out in schools. This project is consistent with national guidance on mental health and will be evaluated over the course of 2010/11.


Theme 06. Early Years Framework

Strategy 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 With partners, identify the baseline position and devise an action plan for taking forward this initiative.		01 Apr 2009	31 Mar 2010	Alistair Campbell; Sheena Duffus; Graham Jarvis	100 %	Quarter 4 update – All underlying actions have been completed. Baseline position for age 3 and age 4 attending pre-school education and multi-agency role for involvement with early years identified and action plans complete. Impact of libraries and museums increased in supporting 0-3 age group and parents/carers.

Theme 07. Protection of/Support for Vulnerable Learners


Strategy 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 Jul 2009	31 Mar 2010	Mark Elvines; Graham Jarvis; Bill Lundie	87 %	Quarter 4 update – Six of the 10 underlying actions have been completed. Staged intervention model has been reviewed. Coordinated Support Plans procedures have been reviewed, intranet child protection site has been created, Looked After Children data and information has been strengthened and improved, training has been provided, and policies have been reviewed and adapted where necessary. The remaining underlying actions are well progressed and are areas where work is ongoing; expanding the range of educational opportunities for vulnerable pupils, development of pupil planning and development of recording and flagging strategies within SEEMIS for vulnerable pupils.


Theme 08. Vulnerable Learners
Strategy 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 Sep 2009	31 Mar 2010	Mark Elvines; Graeme Gordon	43 %	Quarter 4 update – One of the 4 underlying actions has been completed. Inclusion and Support Services Working Group to move to formal consultation on Attendance and Exclusions Policy including Children Missing from Education and Educational Maintenance Allowances in August 2010. Due to resource arrangements the production of a Care and Welfare Policy and report monitoring on Looked After Children remains under review.


Theme 09. Development of Locality Management Groups
Strategy 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 Apr 2009	31 Mar 2010	Graham Jarvis	72 %	Quarter 4 update – Four of the 7 underlying actions have been completed. The remaining underlying actions areas are at varying stages of completion. The development of multi-agency working spaces across associated school group areas is progressing with new bases complete in Elgin High and Elgin Academy, Forres continues within existing accommodation, construction is underway at Milne's, Lossiemouth and Buckie and Keith remain at a planning and design stage. Monitoring the use of the multi-agency spaces will be undertaken in future years to provide meaningful analysis. Self evaluation training carried out with evaluations to be conducted during 2010/11.

Theme 10. Corporate Parenting
Strategy 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 time		01 Apr 2009	28 Feb 2010	Richard Donald; Mark Elvines	76 %	Quarter 4 update – Three of the 4 underlying actions have been completed. First reports presented to Corporate Parents with the second report scheduled to be presented in September 2010.

Theme 11. Curriculum for Excellence
Strategy 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
EdS09011.1 (1. Pre-School): Continue to develop the vision and strategies for the implementation of Curriculum for Excellence		01 Apr 2009	31 Mar 2010	Sheena Duffus, George Sinclair, Graham Jarvis, Alistair Campbell	95 %	Quarter 4 update – Eighteen of the 22 underlying actions have been completed. Implementation of Curriculum for Excellence has significantly progressed across Pre-School, School Education, Community Learning and Development and Libraries and Museums. A pilot across a group of schools to develop Moray plans for skills development will be reported on in June 2010 and work continues with target timescales. Development of the Duke of Edinburgh Award Scheme in schools is well progressed with a report on future direction in Moray submitted to the Senior Management Team for consideration. Due to resource challenges, Educational Library Service's support of Curriculum for Excellence has not progressed as planned, although restructuring will ensure essential professional knowledge of young people's / education matters are addressed. Due to delays in the programme of integrated libraries, support is provided in two integrated libraries, with planning of learning materials / book stock for remaining libraries undertaken to ensure the level of support is provided.

Theme 12. Teaching Methodology & Development

Strategy includes AifL, Critical Skills, links with the Tapestry Partnership and enterprise

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09012.1 includes AifL, Critical Skills, links with the Tapestry Partnership and enterprise		01 Aug 2009	31 Mar 2010	John Trodden; Lynn Whitelaw	100 %	Quarter 4 update – All underlying actions have been completed. Training was reviewed and developed for Critical Skills Programme. Documentation on teaching and learning has been completed. Determined to Succeed Officers have worked with associated school groups and school coordinators to implement Enterprise Policies. Science, Technology, Engineering and Maths (STEM) projects developed in primary and secondary education and following a very successful first year, plans are in place to continue the delivery of this programme.


Theme 13. Literacy & Numeracy

Strategy 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
EdS09013.1 Developing the delivery of literacy & numeracy across all areas of the service		01 Jul 2009	31 Mar 2010	Alistair Campbell; Marion Davidson; Graham Jarvis; Craig Lowther; Paul Watson	100 %	Quarter 4 update – All underlying actions have been completed. Operational guidelines for literacy and numeracy across the curriculum in schools have been developed and issued. Course to support pupils' literacy's through the use of new technologies developed and to be delivered in 2010/11. "Get Moray Reading" campaign to support reading, literacy and numeracy was delivered, with increased borrowing results across libraries service by adults and children. Planning for 2010 Book

						Festival, Summer Reading Scheme underway. Learners continue to engage in literacy learning within the 16-25 age group.
--	--	--	--	--	--	--


Theme 14. Attainment S4, S5, S6
Strategy 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 Jun 2009	31 Mar 2010	Vivienne Cross; George Sinclair	95 %	Quarter 4 update – Seven of 8 underlying actions have been completed. Future use of baseline data was established. Data working group continues to meet to further build capacity. The remaining action is well progressed, albeit out with original timescales, with a draft report and proposals on the review of the role of secondary subject groups being presented to Headteachers meeting in May.

Theme 15. Glow/Management Information Systems
Strategy 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 May 2009	31 Mar 2010	Donnie MacDonald; Allan Reid; Ross Watson	97 %	Quarter 4 update – Fifteen of the 16 underlying actions have been completed. GLOW Support Officer appointed, awareness raising continues, roll-out dates agreed and all training undertaken. SEEMIS rolled out to all schools. Local helpdesk support model in place. Registration, reporting and tracking developments ensure schools are able to complete reporting. The remaining action to develop the use of SEEMIS centrally has progressed, although DBS priorities have superseded this area of development.

Theme 16. Wider Achievement
Strategy 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 Aug 2009	31 Mar 2010	Sheila Campbell; Vivienne Cross; Karen Delaney	100 %	Quarter 4 update – All underlying actions have been completed. Position paper being sent to schools after feedback on national pilot. Primary Schools continue to offer quality involvement in museum and heritage events with good practice identified. Increase in number of secondary school pupils and schools taking Learning Centre courses.


Theme 17. Sports/Arts/Leisure Development

Strategy 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 Jun 2009	28 Feb 2010	Ken Brown; Nick Fearne; Nick Goodchild; Graham Jarvis; John McMulkin; Kim Paterson;	14 %	Quarter 4 update – One of the 7 underlying actions has been completed. No progress has been made across the remaining actions with the proposal to discontinue this area of work as agreed budget savings have resulted in a reduction in opening hours of facilities and the range of activities available.


Theme 18. Skills Development

Strategy 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 Apr 2009	31 Mar 2010	Alistair Campbell; Graham Jarvis; John Trodden	91 %	Quarter 4 update – Nine of the 12 underlying actions have been completed. Report on pilot project on skills development using the Skills Ladder to be submitted in Jun 2010. Very successful flip camera work undertaken by schools to exemplify work in practical and applied learning. Development of practical and applied learning within courses in secondary schools continues to be taken forward through business engagement strategy. Uptake of Library Learning Centre courses exceeded targets with new courses launched and targeting even more effective. The remaining underlying action to deliver learning to target groups in integrated libraries has been delayed due to ICT provision, although this will become available during 2010/11. Two actions not undertaken due to a member of staff leaving the Council.


Theme 19. Parent/Pupil Voice

Strategy Continue our work to improve parent and pupil participation in decisions which affect them and their communities

Action Code & Title	Status Icon	Start Date	Due Date	Assigned To	Progress	Notes
EdS09019.1 Continue our work to improve parent and pupil participation in decisions which affect them and their communities		01 Apr 2009	31 Mar 2010	Graham Jarvis; John Trodden	82 %	Quarter 4 update – Five of the 7 underlying actions have been completed. Training for new Parent Council members established. Moray Youth Council has been established and new committee formed and a change of name to Moray Youth Voices agreed. Developing links between Pupil Councils and local Youth Councils has progressed with a Youth Council proposal on self evaluation created to be discussed at Headteacher meeting in June 2010. Moray Good Practice Guide of Case Studies in involving parents has not been developed due to capacity issues, but is planned to be undertaken during 2010/11.

Theme 20. Library Services to Older People

Strategy 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 Apr 2009	31 Mar 2010	Alistair Campbell; Sheila Campbell; Carol Grant	94 %	Quarter 4 update – Seven of the 9 underlying actions have been completed. Targeted learning programmes embedded in service delivery meeting the needs of individuals. Uptake of ICT by older people continues to exceed targets. Library and outreach activities organised and delivered with poet partnership being a particular success. Good response to promotion of Libraries Volunteer Programme with increased number volunteering. The remaining two underlying actions have progressed although review of arrangements for homes and housebound delayed by uncertainty over mobile service with completion anticipated in July 2010. Review of mobile library policy and routes to ensure improved targeting and access for older people underway with report to committee anticipated in August 2010.