

**EAST AYRSHIRE COUNCIL****EDUCATION COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 3 SEPTEMBER 1998 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Tommy Farrell, Gordon Cree, Ronald Brailsford, Jane Darnbrough, Ann Hay, John Knapp, Daniel Coffey, David Macrae, Kim Nicoll, Eric Ross and Eric Jackson; and Church Representatives John McHugh and Matthew Sullivan; Teacher Representative Iain Harvey and Parent Representative Andrew Torrance.

**ATTENDING:** Fiona Lees, Depute Chief Executive; John Mulgrew, Director of Education; Barbara Haughan, Director of Support Services; Margaret Burnell, Senior Depute Director of Education; Graham Short, Depute Director of Education; Kate McVey, Head of Legal Services; Ian Arnott, Chief Accountant; Euan Cooperwhite, Accountant; Tom Wilkie, Head of Contracting and Technical Services; Anne Jackson, Principal Community Education Officer; Ken Hathaway, Principal Client Services; Bill Walkinshaw, Principal Administrative Officer; Frank Green, Principal Officer (Finance and Resources); Peter Hessett, Senior Solicitor; Graham Kerr, Public Relations Officer; Anne Marie Carr, Administrative Officer; Marilyn Miller, Administrative Officer (Education).

**APOLOGIES:** Councillors Gordon McCredie, Drew McIntyre, Irene Reeves, Douglas Reid, David Fulton, George Turnbull, David Sneller, George Smith and John Paterson.

**CHAIR:** Councillor Tommy Farrell, Chair.

**CHAIR'S REMARKS**

1. In welcoming Members and the newly elected Parent Representative, Andrew Torrance to the first Education Committee following the recess, the Chair highlighted some good news for the Education Service for the information of Committee Members.

**1.1 PARENTS CONFERENCE**

It was noted that it focused on the pupils themselves and the work done in schools in East Ayrshire. 'Education on Display' gave parents and the wider community the opportunity to see the projects, artwork, displays, audio and visual productions etc that the young people in East Ayrshire had produced over the last year.

**1.2 NEW PRE-FIVE PROVISION**

The Chair expressed his delight in welcoming youngsters into the new pre-5 provision recently established in Crosshouse Nursery. He stated that the nursery was first class and that the new team of staff were very enthusiastic about the new class and that he looked forward to welcoming the new starts at the nursery classes in Logan, Barshare, Greenmill and the Gaelic class in the very near future.

### 1.3 HEAD TEACHER APPOINTMENTS

The Chair was pleased to inform the Committee of Head Teacher appointments which had been made prior to the summer break, viz:-

Catrine Primary	Campbell McClinton
Hillhead Primary	Sheena Roan
Lainshaw Primary	Duncan Bicket
Littlemill Primary	Elizabeth Harvey
Hillside School, Cumnock	Jim McCaffrey
St Xavier's Primary	Jim Campbell
Crosshouse Nursery	Heather Speirs

### 1.4 SUMMER SCHOOLS

It was noted that this year's range of summer schools had been described as an outstanding success by pupils, staff and parents. A range of opportunities had been made available to pupils during the summer break including enterprise, dance and music. Many letters of support from parents had been received commending the Council on this initiative. Taken with the Easter schools, it was planned to help all students within East Ayrshire to develop their educational potential.

### 1.5 SCOTLAND AND NORTHERN IRELAND SMITHKLINE BEECHAM HEALTH AWARDS

It was noted that a team of S3/S4 pupils at Grange Academy had won the Scotland and Northern Ireland Smithkline Beecham Health Awards with their project entitled "C Your Way to Health". They won a trophy, individual prizes and £500 for the school. The Chair advised that the project would now go forward for the national award and the team would be invited to London in the autumn to learn the results of the national competition. The school had also received funding through Barclays New Futures Awards to be used for a project which would tackle social or educational issues of local concern which would support their learning and personal development.

### 1.6 YOUNG ENTREPRENEUR OF THE YEAR COMPETITION

The Chair expressed his delight in presenting prizes to pupils from Kilmarnock Academy and Grange Academy who had been successful with their innovative ideas at the Ayrshire Schools Young Entrepreneur of the Year Competition held in June. He advised that the quality of the submissions had been a great credit to the pupils involved and it was noted that the examples of the excellent enterprise work would encourage more young entrepreneurs in the future.

### ELECTION OF THE PARENT REPRESENTATIVE TO THE EDUCATION COMMITTEE (Item 3, Page 3240)

2. There was submitted a report dated 20 August 1998 (circulated) by the Director of Education which advised of the results of the Election of the Parent Representative to the Education Committee.

It was agreed:-

- (i) that the outcome of the By-Election of the Parent Representative to the Education Committee be noted; and
- (ii) that Andrew J Torrance be appointed as the Parent Representative to serve on the Education Committee.

### **SUB-COMMITTEE MINUTES**

3. There were submitted and approved both as a correct record and in respect of the recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as detailed in Appendices I and II of these Minutes.

#### **3.1 JOINT CONSULTATIVE COMMITTEE (TEACHERS) - 17 JUNE 1998 - APPENDIX I**

##### **3.1.1 HEALTH AND SAFETY COMMITTEE**

It was reported and noted that a Departmental Health and Safety Committee for the Education Service had now been established.

#### **3.2 CHAIR'S SUB-COMMITTEE OF THE EDUCATION COMMITTEE - 13 AUGUST 1998 - APPENDIX II.**

### **BUDGETARY CONTROL SUMMARY STATEMENT - PERIOD 4**

4. There was submitted a joint report dated 28 August 1998 (circulated) by the Acting Director of Finance and the Director of Education which advised of the current budgetary control position and the projected out-turn for the year for the Education Department for the period ended 17 July 1998 (Period 4).

It was agreed that the contents of the report be noted pending the overall review of the budget by the Policy and Resources Committee in due course.

### **BUDGETARY CONTROL SUMMARY STATEMENT - COMMUNITY EDUCATION STEWARDS - TRADING SERVICES TO 17 JULY 1998 (PERIOD 4)**

5. There was submitted and noted a joint report dated 28 August 1998 (circulated) by the Acting Director of Finance and the Director of Education which advised of the current budgetary control position and projected out-turn for the year for the Community Education Stewards budget for the period ended 17 July 1998 (Period 4).

### **VIREMENT - 1998/99 REVENUE BUDGET**

6. There was submitted a report dated 21 August 1998 (circulated) by the Director of Education which sought approval for the referral to the Policy and Resources Committee of the virement of resources within the Education budget for 1998/99 in order to match the allocations processed by the Finance Department to the allocations required to deliver the various education services.

It was agreed:-

- (i) that the virement adjustment detailed in section 3.1 of the report be approved and that this matter be remitted to the Policy and Resources Committee for approval; and
- (ii) otherwise, to note the contents of the report.

### AWARDING OF TENDERS

7. There was submitted and noted a report dated 20 August 1998 (circulated) by the Director of Support Services which provided, for information, details of tenders which had been awarded in respect of the Education Department, viz:-

<u>CONTRACT</u>	<u>SUCCESSFUL CONTRACTOR</u>	<u>AMOUNT</u>
Proposed Alterations to Doon Academy, Dalmellington Phase 2	Dawn Construction Ltd, Prestwick	£378,518.76
Re-roofing of Grange Academy, Kilmarnock	Allander Roofing Ltd, Clydebank	£115,449.25
Re-roofing of Barshare Primary School, Cumnock	Braedale Roofing Ltd, Wishaw	£38,374.92
Re-roofing and upgrade of Annanhill Primary School Phase 2	Allander Roofing Ltd, Clydebank	£117,428.82
Re-roofing of Hillhead Primary School and Shortlees Primary School, Kilmarnock	Braedale Roofing Ltd, Wishaw	£41,863.71
Replacement Boiler Plant, Hillhead Primary School, Kilmarnock	C & D Heating Services Ltd, Irvine	£63,577.50
Heating Upgrade and Associated Works, Grange Academy, Kilmarnock	James Frew Ltd, Glasgow	£42,855.16
Replacement Boiler Plant, Grange Academy, Kilmarnock	East Ayrshire Council, Commercial Operations, Kilmarnock	£105,691.05

### TENDERS RECEIVED FOR THE PROVISION OF A NEW PRIMARY AND NURSERY FACILITY AT AUCHINLECK (Item 16.1, Page 2876)

8. There was submitted a report dated 26 August 1998 (circulated) by the Director of Support Services which advised of the outcome of the tendering process for the construction of a new primary school and nursery facility at Auchinleck.

Having heard the Director of Support Services and in response to Members' queries:-

Councillor Farrell, seconded by Councillor Jackson then moved:-

- (i) that provision be made for the additional budgetary allocation from £2,500,000 to £2,929,169 to support the development; and
- (ii) that the offer submitted by A C Moir Limited dated 8 June 1998 in the corrected amount of £2,280,144.14 be accepted.

Councillor Nicoll, seconded by Councillor Coffey, moved that consideration of this item be continued.

On a division by a show of hands, the motion was carried by 6 votes to 4.

**PRE-FIVE ADMISSIONS POLICY (Item 5, Page 495)**

9. There was submitted a report dated 1 July 1998 (circulated) by the Director of Education which recommended changes to the current East Ayrshire Council Pre-Five Admissions Policy.

It was agreed:-

- C** (i) to recommend that the proposed revised Pre-Five Admissions Policy as detailed in the report be approved, subject to all other children living in East Ayrshire being given priority over children coming from outwith East Ayrshire other than those who live outwith the boundary of East Ayrshire but within the catchment area of an East Ayrshire Primary School; **C**
- (ii) that the Director of Education monitor the implementation of the revised policy;
- (iii) that the Director of Education advise Heads of Pre-Five establishments of the revised policy and arrange for the implementation of the policy from 24 September 1998; and
- (iv) otherwise, to note the contents of the report.

**NATIONAL YEAR OF READING IN SCOTLAND**

10. There was submitted a report dated 22 July 1998 (circulated) by the Director of Education which advised of the contribution currently being made by the Education Department to reading initiatives and which sought approval for a programme specifically linked to the National Year of Reading for Scotland.

It was agreed:-

- (i) that the Council's participation in the National Year of Reading for Scotland be approved;
- (ii) that the Director of Education promote the initiative in consultation with the Head of Public Relations and Marketing;
- (iii) that the Director of Education be authorised to seek permission to use the national logo on relevant documents and publications;
- (iv) that the use of the national logo on relevant documents including that produced by individual establishments be approved;
- (v) that the Director of Education allocate appropriate funding within existing resources from the financial year 1998/99; and
- (vi) otherwise, to note the contents of the report.

**SPECIAL EDUCATIONAL NEEDS IN SCOTLAND: A DISCUSSION PAPER:  
RESPONSE TO CONSULTATION (Item 10, Page 3419)**

11. There was submitted a report dated 21 July 1998 (circulated) by the Director of Education which advised of the results of an exercise to ascertain views on the document, "Special Educational Needs in Scotland: A Discussion Paper".

It was agreed:-

- (i) that the response detailed in the report to the Government's exercise "Special Educational Needs in Scotland: A Discussion Paper" be approved;

- (ii) that the Director of Education be authorised to write to The Scottish Office to emphasise the need to consider resource implications including those associated with inter-agency working; and
- (iii) otherwise, to note the contents of the report.

#### **UPDATE ON TAXATION OF PAYMENTS IN LIEU OF NOTICE**

- 12.** There was submitted a report dated 13 August 1998 (circulated) by the Director of Education which advised of information received in respect of taxation of "in lieu of notice" payments.

It was agreed:-

- (i) that the report detailed at Appendix I of the report be noted; and
- (ii) that the Director of Education continue to monitor closely personnel matters.

#### **SCHOOL HOLIDAY ARRANGEMENTS 1999/2000**

- 13.** There was submitted a report dated 19 August 1998 (circulated) by the Director of Education which advised of the consultation exercise carried out regarding school holiday arrangements for the school session 1999/2000 and which sought agreement to implement the preferred school holiday option as detailed in Appendix 2 of the report.

It was agreed:-

- (i) that Appendix 2 of the report be approved as the school holiday arrangements for school session 1999/2000 subject to the revision detailed at Section 3.2 of the report;
- (ii) that teachers return to school on 18 August 2000 and pupils return on 21 August 2000; and
- (iii) otherwise, to note the contents of the report.

#### **CARING FOR OUR CUSTOMERS: CUSTOMER CARE PROCEDURE IN THE EDUCATION SERVICE**

- 14.** There was submitted a report dated 3 August 1998 (circulated) by the Director of Education which sought approval for the draft Customer Care Procedure to be circulated for consultation to Heads of Educational Establishments and Services, School Boards, Trades Unions and Staff.

It was agreed:-

- (i) that the Director of Education issue the draft Customer Care Procedure for consultation to Heads of Establishments/Services, School Boards, Trades Unions and staff within the Education Service;
- (ii) that, following integration of comments received through the consultation process, the Director of Education implement the Customer Care Procedure within educational establishments, services and offices; and
- (iii) otherwise, to note the contents of the report.

**HIGHER STILL IMPLEMENTATION: ADDITIONAL IN-SERVICE DAYS (Item 7, Page 3418)**

15. There was submitted a report dated 5 August 1998 (circulated) by the Director of Education which sought approval for an application to the Secretary of State for an additional two in-service days in support of Higher Still in session 1998/99.

Arising from a query from Councillor Darnbrough regarding paragraph 4.3 of the report, the Director of Education confirmed that Special Schools would not close on the 2 additional days which were yet to be set aside for Higher Still implementation.

It was agreed:-

- (i) that the Director of Education be authorised to apply for two additional in-service days for session 1998/99 for secondary schools in support of Higher Still during session 1998/99;
- (ii) that should the request be granted for additional in-service days, such days would be used by teaching staff exclusively for Higher Still work;
- (iii) that specific arrangements be implemented in respect of special schools; and
- (iv) otherwise, to note the contents of the report.

**THE SECRETARY OF STATE'S DECISION ON THE RESULTS OF CONSULTATION ON THE FUTURE EDUCATIONAL PROVISION FOR SECONDARY AGED DENOMINATIONAL PUPILS IN THE AREA SERVED BY ST CONVAL'S HIGH SCHOOL, CUMNOCK (Item 16.4, Page 2877)**

16. There was submitted a report dated 20 August 1998 (circulated) by the Director of Education which advised of the Secretary of State's decision on the future arrangements agreed by the Education Committee for the educational provision for secondary aged denominational pupils in the area served by St Conval's High School, Cumnock.

Councillor Farrell, seconded by Councillor Jackson, moved:-

- (i) that the Secretary of State's consent to implement the Education Committee's decision of 15 January 1998 on the results of the consultation of the future educational provision for secondary aged denominational pupils in the area served by St Conval's High School, Cumnock, be noted;
- (ii) that St Conval's High School cease to exist from 9 October 1998 and that the Head Teacher of St Joseph's Academy assume responsibility for the management of the new arrangement for St Joseph's Academy (Kilmarnock and Cumnock Campus) from 9 October 1998; and
- (iii) that the Director of Education, in consultation and discussion with all interested parties, make the necessary arrangements for effective implementation of these new arrangements.

Iain Harvey, Teacher Representative, seconded by John McHugh, Church Representative, moved as a first amendment the recommendations subject to the following amendment; that "as a separate entity" be inserted after "exist" and that "or as soon as practicable thereafter" be inserted after "9 October 1998" in recommendation (ii) above.

Councillor Nicoll, seconded by Councillor Coffey, moved as a second amendment:-

- (i) to note with regret the Secretary of State's consent to the take-over of St Conval's with the loss of its curriculum and the increased travel involved for senior pupils; and
- (ii) otherwise, to note the contents of the report.

A vote was taken on all the proposals in line with Standing Order 34.

On a division by a show of hands, the votes were recorded as follows, viz:-

First Amendment - 2

Second Amendment - 4

Motion - 6

As no proposal received the support of a majority of the Members taking part in the vote, Amendment 1 having received the least support fell and a further vote was taken on the surviving Amendment 2 and the motion.

On a division by a show of hands, the motion was carried by 6 votes to 5.

Councillor Ross left the meeting during discussion of this item and did not participate in the vote.

### **CLASS SIZE REDUCTIONS**

17. There was submitted a report dated 25 August 1998 (circulated) by the Director of Education which advised of the allocation of a grant of £121,918 from The Scottish Office for the purposes of reducing primary class sizes.

It was agreed:-

- (i) that the Director of Education conduct a consultation exercise with Primary Head Teachers regarding the best use of the Scottish Office grant of £121,918 during the financial year 1998/99;
- (ii) that further reports be submitted to the Education Sub-Committee on the steps to be taken and on plans for future years; and
- (iii) otherwise, to note the contents of the report.

### **INFORMING PARENTS OF TARGETS FOR IMPROVEMENT**

18. There was submitted a report dated 20 August 1998 (circulated) by the Director of Education which advised of recommendations to schools regarding the publication and communication of educational targets to parents.

It was agreed:-

- (i) that the Director of Education provide advice to schools on communicating information on targets to parents and School Boards based on the contents of the report;
- (ii) that the Director of Education organise a Seminar for Elected Members on target setting; and
- (iii) otherwise, to note the contents of the report.

Matthew Sullivan left the meeting at this point.

### **CLASSROOM ASSISTANTS**

19. There was submitted a report dated 25 August 1998 (circulated) by the Director of Education which advised of the Government's intention to pilot the introduction of classroom assistants and which proposed the way forward for East Ayrshire.

It was agreed:-

- (i) that the proposals for implementing the pilot scheme for the introduction of classroom assistants in 1998/99 be approved;
- (ii) that the Director of Education submit a further report regarding classroom assistants to the Education Committee; and
- (iii) otherwise, to note the contents of the report.

Councillor Brailsford left the meeting during consideration of this item.

### **REVIEW OF LETTING POLICY FOR EDUCATIONAL ESTABLISHMENTS**

20. There was submitted a joint report dated 20 August 1998 (circulated) by the Directors of Education and of Community Services which sought agreement to implement the revised joint letting policy for premises operated by the Education Department within East Ayrshire.

It was agreed:-

- (i) to recommend that the implementation of the joint letting policy within educational establishments as detailed in Appendix II of the report be approved; and
- (ii) otherwise, to note the contents of the report and the Chair's comments regarding the monitoring of category 4 of the joint letting policy (Parents Groups' Fund-raising).

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### **STATUTORY PERFORMANCE INDICATORS FOR THE EDUCATION DEPARTMENT 1997/98**

21. There was submitted a report dated 28 August 1998 (circulated) by the Director of Education which advised of the results for the Statutory Performance Indicators which applied to the Education Department for 1997/98.

It was agreed:-

- (i) that the report be submitted to the Policy and Resources Committee for its consideration; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1158 hours.

**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

**JOINT CONSULTATIVE COMMITTEE (TEACHERS)**

**MINUTES OF MEETING HELD ON WEDNESDAY 17 JUNE 1998 AT 1000 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Tommy Farrell, Drew McIntyre, Ronald Brailsford, Eric Jackson and Iain Harvey, John McCracken, Bryce Wilson, Marie Clowes and Sandra Smith (representing EIS); Alan Scott, (EIS Officer); Robert Vandal (representing PAT); Andrew Batton (representing SSTA) and John McCallum, (representing NASUWT).

**ATTENDING:** John Mulgrew, Director of Education; Margaret Burnell, Senior Depute Director of Education; Graham Haugh, Depute Director of Personnel Services; Janice Shaw, Principal Administrative Officer (Education) and Anne Marie Carr, Administrative Officer.

**APOLOGIES:** Councillors Irene Reeves, David Sneller and Robert Taylor.

**CHAIR:** Councillor Tommy Farrell, Chair.

**CHAIR'S REMARKS**

1. The Chair welcomed Marie Clowes (representing EIS) to her first meeting of the Joint Consultative Committee (Teachers).

**EXCLUSION OF PRESS AND PUBLIC**

2. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act.

**PREVIOUS MEETING**

3. There was submitted and noted the Minutes of the meeting held on 19 March 1998 (circulated).

**4 MATTERS ARISING**

**4.1 ESTABLISHMENT OF HEALTH AND SAFETY COMMITTEE (Item 9, Page 3464)**

It was reported and noted that progress was currently being made towards the establishment of a departmental Health and Safety Committee for the Education Department and that it was intended that the new Committee would be in place at the beginning of the next school session.

#### **4.2 AMENDMENT TO MEMBERSHIP OF THE JOINT CONSULTATIVE COMMITTEE (TEACHERS) FOR 1998 - EDUCATIONAL INSTITUTE FOR SCOTLAND (EIS) REPRESENTATIVE**

It was reported, for information, and noted that Marie Clowes had replaced Mandy Fullerton as the EIS Trade Union Representative on the Joint Consultative Committee (Teachers) for 1998.

#### **ABSENCE COVER ARRANGEMENTS FOR TEACHERS IN PRIMARY, SECONDARY AND SPECIAL SCHOOLS (Item 6, Page 1373)**

5. There was submitted a report dated 9 June 1998 (circulated) by the Director of Education which sought agreement on the absence cover arrangements to apply to Teachers in Primary, Secondary and Special Schools in East Ayrshire.

It was agreed to recommend:-

- (i) that the terms of the agreement outlined in the Appendix to the report for the financial year 1998/99 be approved; and
- (ii) otherwise, to note the contents of the report.

#### **PROPOSED SCHOOL HOLIDAY ARRANGEMENTS 1999/2000**

6. There was submitted a report dated 9 June 1998 (circulated) by the Director of Education which advised of proposals for school holiday arrangements which had been issued for consultation and which sought the views of the Joint Consultative Committee.

It was reported and noted that efforts were being made so far as possible to achieve consistency in school holiday arrangements for the period 1999/2000 across the 3 Ayrshire local authorities.

It was agreed:-

- (i) that members of the Joint Consultative Committee submit their views on the proposed school holiday arrangements for 1999/2000 to the Director of Education by 30 June 1998; and
- (ii) otherwise, to note the contents of the report.

#### **SCHEME FOR APPOINTMENT OF TEACHERS TO PROMOTED POSTS IN PRIMARY, SECONDARY AND SPECIAL SCHOOLS**

7. There was submitted a report dated 9 June 1998 (circulated) by the Director of Education which sought the views of the Joint Consultative Committee prior to the issue of the guidelines for the recruitment of teaching staff as detailed in Standard Circulars 16 and 16(a).

It was noted that page 3 of Standard Circular 16, line one should read:- "a Head Teacher from the appropriate sector in East Ayrshire".

It was agreed to recommend:-

- (i) that the appointments procedure detailed in the report and outlined in Standard Circulars 16 and 16(a) be approved; and

- (ii) otherwise, to note the contents of the report.

**PREMATURE RETIREMENT FOR TEACHERS - FEASIBILITY STUDY  
(Item 10, Page 3254)**

8. There was submitted a report dated 10 June 1998 (circulated) by the Director of Education analysing the cost of allowing teachers to retire early in light of the amendment to the Scottish Teachers Superannuation Scheme for 1 September 1997.

It was agreed to continue consideration of this item to allow the Director of Education to make the necessary arrangements to establish a Working Party comprising representatives from the staff side and appropriate Officers from the Education Department to discuss the details of the feasibility study relating to costs of granting premature retirement to Teachers aged 50 and over.

The meeting terminated at 1010 hours.