

# Public Document Pack



To: Councillor Wheeler, Convener; Councillor Malik, Vice Convener; Councillor Jennifer Stewart, the Depute Provost; and Councillors Alphonse, Bell, Cameron, Lesley Dunbar, Greig, Hutchison, Imrie, Macdonald, MacGregor and Mennie; and Mrs Tracey Blackie (Parent Representative - Primary / ASN), Reverend Shuna Dicks (Church of Scotland Religious Representative), Mr John Murray (Roman Catholic Religious Representative), Mr Mike Paul (Teacher Representative - Secondary Schools), Mr Rick Sansom (Parent Representative - Secondary / ASN) and Miss Pamela Scott (Teacher Representative - Primary Schools) and one vacancy (Third Religious Representative).

Town House,  
ABERDEEN, 9 March 2021

## **EDUCATION OPERATIONAL DELIVERY COMMITTEE**

The Members of the **EDUCATION OPERATIONAL DELIVERY COMMITTEE** are requested to meet remotely on **WEDNESDAY, 17 MARCH 2021 at 10.00 am.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

In accordance with UK and Scottish Government guidance, meetings of this Committee will be held remotely as required. In these circumstances the meetings will be recorded and available on the Committee page on the website.

### **B U S I N E S S**

#### **NOTIFICATION OF URGENT BUSINESS**

1.1 There are no items of urgent business at this time

#### **DETERMINATION OF EXEMPT BUSINESS**

2.1 Members are requested to determine that any exempt business be considered with the press and public excluded

## **DECLARATIONS OF INTEREST**

- 3.1 Members are requested to declare any interests (Pages 3 - 4)

## **DEPUTATIONS**

- 4.1 There are no requests for deputation at this time

## **MINUTES OF PREVIOUS MEETINGS**

- 5.1 Minute of Previous Meeting of 20 January 2021 (Pages 5 - 10)

## **NOTICES OF MOTION**

- 6.1 There are no notices of motion at this time

## **COMMITTEE PLANNER**

- 7.1 Committee Business Planner (Pages 11 - 14)

## **REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES**

- 8.1 There are no referrals at this time

## **PERFORMANCE AND RISK**

- 9.1 Education Operations Performance Management Framework - CUS/21/061  
(Pages 15 - 34)

## **GENERAL BUSINESS**

- 10.1 Additional Closure Days for Secondary Schools - OPE/21/077 (Pages 35 - 40)

Impact Assessments related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

Website Address: [aberdeencity.gov.uk](http://aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)

## **DECLARATIONS OF INTEREST**

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons .....

*For example, I know the applicant / I am a member of the Board of X / I am employed by...*

and I will therefore withdraw from the meeting room during any discussion and voting on that item.

**OR**

I have considered whether I require to declare an interest in item (x) for the following reasons ..... however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

**OR**

I declare an interest in item (x) for the following reasons ..... however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
  - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
  - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

**OR**

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

## EDUCATION OPERATIONAL DELIVERY COMMITTEE

ABERDEEN, 20 January 2021. Minute of Meeting of the EDUCATION OPERATIONAL DELIVERY COMMITTEE. Present:- Councillor Wheeler, Convener; Councillor Malik, Vice-Convener; and Councillors Alphonse, Bell, Cameron, Lesley Dunbar, Greig, Hutchison, Imrie, Macdonald, MacGregor, Mennie and Councillor Stewart, the Depute Provost. External Members:- Mrs Tracey Blackie (Parent Representative - Primary / ASN), Reverend Shuna Dicks (Church of Scotland Religious Representative), Mr John Murray (Roman Catholic Religious Representative), Mr Mike Paul (Teacher Representative - Secondary Schools), Mr Rick Sansom (Parent Representative - Secondary / ASN) and Miss Pamela Scott (Teacher Representative - Primary Schools).

**The agenda and reports associated with this minute can be found [here](#).**

**Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

### DETERMINATION OF EXEMPT BUSINESS

1. The Convener proposed that the Committee consider item 11.1 (Extension to Bucksburn Academy – Exempt Appendix) with the press and public excluded.

#### **The Committee resolved:-**

in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of item 11.1 on today's agenda so as to avoid disclosure of exempt information of the class described in paragraph 8 of Schedule 7(A) of the Act.

### DECLARATIONS OF INTEREST

2. The Committee noted the following declarations of interest intimated at this stage:-
  - (i) Mr Paul declared an interest in respect of item 10.3 (Extension of Bucksburn Academy) by virtue of his position as Headteacher of Bucksburn Academy, but did not consider that the nature of his interest required him to leave the meeting during consideration of the item as his role was a professional one and he was in attendance at the meeting as a teacher representative; and
  - (ii) Mrs Blackie also declared an interest in respect of item 10.3 as she had a child who attended Bucksburn Academy but did not consider that the nature of her interest required her to leave the meeting during consideration of the item as she was in attendance at the meeting in her role as a representative of the Aberdeen City Parent Forum.

EDUCATION OPERATIONAL DELIVERY COMMITTEE  
20 January 2021

**MINUTE OF PREVIOUS MEETING OF 26 NOVEMBER 2020**

3. The Committee had before it the minute of its previous meeting of 26 November 2020 for approval.

**The Committee resolved:-**

- (i) in relation to article 6 (Minimising Exclusion Policy), to note that the Clerk would recirculate the service update which had included the requested information on children who had been excluded on more than one occasion to Councillor Mennie; and
- (ii) to approve the minute as a correct record.

**COMMITTEE BUSINESS PLANNER**

4. The Committee had before it the committee business planner as prepared by the Chief Officer – Governance.

Councillor Cameron, seconded by Councillor Mennie, moved as a procedural motion:-

In relation to item 31 on the planner (School Estate Plan), that the Chief Officer – Corporate Landlord be instructed to report back to the next meeting of the Committee rather than in June 2022 as outlined in the planner.

On a division, there voted:- for the procedural motion (10) – Councillors Alphonse, Cameron, Greig, Hutchison, MacGregor and Mennie; and Mrs Tracey Blackie, Mr John Murray, Mr Rick Sansom and Miss Pamela Scott; against the procedural motion (8) the Convener; the Vice Convener; and Councillors Bell, Lesley Dunbar, Imrie, Macdonald and Stewart; and Reverend Shuna Dicks; declined to vote (1) – Mr Mike Paul.

**At this juncture, the Vice Convener intimated that he wished to refer the decision to Council in terms of Standing Order 34.1 and was supported in this regard by Councillors Lesley Dunbar, Imrie and Macdonald. As the requisite number of members for a referral (7) was not reached, the referral fell.**

**The Committee resolved:-**

- (i) to approve the procedural motion, and instruct the Chief Officer – Corporate Landlord to report back on the School Estate Plan to the next meeting of the Committee in March rather than June 2022;
- (ii) in relation to item 22 on the planner (Senior Phase), to note that the Chief Officer – Education would circulate a service update to Members in relation to any update to national guidance;
- (iii) in relation to the query on the ongoing Business Case pertaining to Additional Support Needs and Outreach Services, to note that the Chief Officer – Education would arrange for officer attendance at a future Aberdeen Parent Council Forum

EDUCATION OPERATIONAL DELIVERY COMMITTEE  
20 January 2021

- meeting to update on progress, and that a further update would be included in the Supporting Learners report due to Committee in June; and
- (iv) to otherwise note the planner.

**EDUCATION OPERATIONS PERFORMANCE MANAGEMENT FRAMEWORK - CUS/21/006**

5. The Committee had before it a report by the Director of Customer Services which presented an update on the status of key performance measures relating to the Education Operational cluster.

**The report recommended:-**

that Committee –

note the report and provide comments and observations on the performance information contained in the report Appendix.

**The Committee resolved:-**

- (i) to note that the Chief Officer – Education would advise Members when there was any update on the more limited risk-based schedule of inspections which was awaited from the Care Inspectorate / Education Scotland;
- (ii) in relation to secondary school pupils who met the eligibility criteria for free school meals, to instruct the Chief Officer - Early Intervention and Community Empowerment to provide detail of the steps being taken to identify how we could engage with eligible pupils and families to maximise uptake; and include that in the Free School Meals report due to Committee in June 2021; and
- (iii) to otherwise note the report.

**SUPPORTING LEARNERS DATA CAPTURE - OPE/21/008**

6. With reference to article 7 of the minute of its previous meeting, the Committee had before it a report by the Chief Operating Officer which presented further analysis of local and national data which had been undertaken to better understand the changing needs of children and young people in Aberdeen City, in the context of Request for Assistance data, particularly that pertaining to Child's Planning Support.

**The report recommended:-**

that Committee –

- (a) note the ongoing analysis work to better understand the changing needs of children, young people and their families;
- (b) endorse the delivery of two primary and two secondary enhanced provisions in order to meet the increasing demand for specialist level Child's Planning Support; and

EDUCATION OPERATIONAL DELIVERY COMMITTEE  
20 January 2021

- (c) instruct the Programme Manager to report progress, including supporting data, as part of the Supporting Learners programme update, which is scheduled for Education Operational Delivery Committee in two committee cycles (June 2021).

**The Committee resolved:-**

to approve the recommendations.

**EARLY LEARNING AND CHILDCARE EXPANSION: REINSTATEMENT OF 1140 HOURS - OPE/21/007**

7. The Committee had before it a report by the Chief Operating Officer which provided an update on the reinstatement of the statutory duty on Local Authorities to provide 1140 hours per annum of Early Learning and Childcare (ELC) to eligible 2-year olds and all 3 and 4 year old children from August 2021. The report further sought to provide assurance around the ongoing works to support the delivery of ELC expansion and meet the implementation date of August 2021.

**The report recommended:-**

that Committee –

- (a) acknowledge the work to date and agree to the new date of August 2021 for the reinstatement and implementation of 1140 hours of ELC provision; and
- (b) note that service updates would be regularly circulated to Members to advise of ongoing works to support the delivery of ELC expansion.

The Convener, seconded by Councillor Bell, moved the recommendations as set out in the report.

Councillor Mennie, seconded by Councillor Cameron, moved as an amendment:-

That Committee:-

- (i) approve recommendations (a) and (b); and
- (ii) welcome the multi-year funding package from the Scottish Government to fully fund this expansion of Early Learning Provision.

On a division, there voted:- for the motion (9) – the Convener; the Vice Convener; Councillors Bell, Lesley Dunbar, Imrie, Macdonald and Stewart; and Reverend Shuna Dicks and Mr Rick Sansom; for the amendment (6) – Councillors Alphonse, Cameron, Hutchison, MacGregor and Mennie; and Mrs Tracey Blackie; declined to vote (4) – Councillor Greig; and Mr John Murray, Mr Mike Paul and Miss Pamela Scott.

**The Committee resolved:-**

- (i) to request that a service update be circulated meantime to Members to advise whether the 23 remaining capital projects were still on budget and on schedule for completion by August 2021; and
- (ii) to approve the motion.



EDUCATION OPERATIONAL DELIVERY COMMITTEE  
20 January 2021

**EARLY LEARNING AND CHILDCARE ADMISSIONS POLICY 2021 - OPE/20/243**

8. With reference to article 11 of the minute of its meeting of 12 November 2019, the Committee had before it a report by the Chief Operating Officer which sought approval for the updated Early Learning and Childcare (ELC) Admissions Policy which had been amended to take account of the ELC expansion programme and the phasing in of additional hours up to 1140 hours funded ELC provision.

**The report recommended:-**

that Committee approve the updated Aberdeen City Council ELC Admissions Policy 2021 and instruct the Chief Operating Officer to implement the policy with effect from 21 January 2021.

**The Committee resolved:-**

- (i) to note that there would be a review of the operation of the flexible models for nursery provision which would be concluded by December 2021, and to request that the Chief Officer – Education report back to Committee in January 2022 on the evaluation undertaken; and
- (ii) to approve the recommendation.

**EXTENSION OF BUCKSBURN ACADEMY - OUTLINE BUSINESS CASE - RES/21/010**

9. With reference to article 3 of the minute of the meeting of Council of 3 March 2020, the Committee had before it a report by the Director of Resources which set out the proposals for the future anticipated school roll increase at Bucksburn Academy and sought approval to endorse the preferred design option.

**The report recommended:-**

that Committee –

- (a) note and endorse the preferred design option to increase the capacity of Bucksburn Academy; and
- (b) note that the report would be presented to the City Growth and Resources Committee to seek approval of the preferred design option and referral to the budget process for the funding required for the preferred design option to progress.

**The Committee resolved:-**

- (i) to note that officers would advise Members once the new school roll information was available; and
- (ii) to approve the recommendations.

EDUCATION OPERATIONAL DELIVERY COMMITTEE  
20 January 2021

**In accordance with the decision recorded under article 1 of this minute, the following item of business was considered with the press and public excluded.**

**EXTENSION TO BUCKSBURN ACADEMY - OUTLINE BUSINESS CASE - EXEMPT APPENDIX**

**10.** The Committee had before it an exempt appendix relating to the Extension of Bucksburn Academy report on the agenda (article 9 of this minute refers).

**The Committee resolved:-**

to note the exempt appendix.

- **COUNCILLOR JOHN WHEELER, Convener**

	A	B	C	D	E	F	G	H	I
1	<b>EDUCATION OPERATIONAL DELIVERY COMMITTEE BUSINESS PLANNER</b> The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	<b>17 March 2021</b>								
4	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
5	Additional closure days for secondary schools	To seek approval for the dates of two 'assessment and moderation support days' for secondary schools to support successful delivery of the Alternative Certification Model in place for session 2020/2021.		Alex Duncan	Education	Operations	1.1.1		
6	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6	R	No inspection activity is currently taking place - this is therefore recommended for removal for this cycle as it is listed as a standing item for each future meeting. Service Updates are circulated to Members with any updates on the current position.
7	<b>03 June 2021</b>								
8	Education Improvement Journey	EOD Committee 19/04/18 - to instruct the Chief Operating Officer to track progress against the proposed KPIs in order to report progress to the Education Operational Delivery Committee. Reporting will comprise (a) a yearly progress report based on validated data and (b) a six monthly update to provide an indication of progress to that point. This report will also cover an update on the National Improvement Framework Plan	Reports will be presented approx May and November each year	Reyna Stewart	Data and Insights	Customer	1.1.3		
9	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
10	Supporting Learners	EOD Committee 26/11/20 - The Committee resolved to note the approach being taken and progress made to date; and instruct the Programme Manager to report on the programme within 3 committee cycles.  EOD Committee 20/01/21 - In relation to the update on Request for Assistance data, to instruct the Programme Manager to report progress, including supporting data, as part of the Supporting Learners programme update, which is scheduled for Education Operational Delivery Committee in two committee cycles (June 2021).		Craig McDermott	Education	Operations	1.1.1		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
11	Lochside Academy - Transport & Safe Routes to Schools Annual Update	E&CS Committee 16/11/17 - The Committee resolved to instruct the Interim Head of Planning & Sustainable Dev & the Head of Public Infrastructure & Environment to undertake annual updates reviewing the success of provision of free bus travel & the safe routes to school, with the first review to be undertaken in March 2019 (and thereafter annually & reported to Committee at the earliest possible opportunity prior to the end of the fourth school term each year).		Chris Cormack / Vycki Ritson	Strategic Place Planning / Operations and Protective Services	Commissioning / Operations	1.1.1		
12	Free School Meals Annual Update	EOD Committee 19/04/18 - to instruct the Chief Officer - Early Intervention and Community Empowerment to bring a report to Committee prior to the close of each school year (a) detailing the numbers registered for and taking free school meals by school and (b) assessing the progress made by implementing the new workstreams and detailing any required adjustments for the following school year		Derek McGowan	Early Intervention and Community Empowerment	Customer	1.1.1		
13	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Rob Polkinghorne	Operations	Operations	GD 8.5	D	This report will now be presented in November to allow sufficient data to be collected due to the cancellation of some meetings in 2020
14	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
15	<b>23 September 2021</b>								
16	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
17	Senior Phase	EOD Committee 26/11/20 - The Committee resolved to note the analysis of performance across the senior phase and how the COVID-19 pandemic had impacted on employability and training options for young people leaving school; approve the proposed direction of travel to ensure that the partnership curriculum ideally supported school leavers into further, higher education or employment; approve the education service framework in Appendix B and instruct the Chief Education Officer to update the framework in Appendix B if updated national guidance was published; and instruct the Chief Education Officer to report on progress within 3 Committee cycles.		Alex Duncan	Education	Operations	1.1.1		
18	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
19	<b>25 November 2021</b>								
20	Education Improvement Journey	EOD Committee 19/04/18 - to instruct the Chief Operating Officer to track progress against the proposed KPIs in order to report progress to the Education Operational Delivery Committee. Reporting will comprise (a) a yearly progress report based on validated data and (b) a six monthly update to provide an indication of progress to that point.	Reports will be presented approx May and November each year	Reyna Stewart	Data and Insights	Customer	1.1.3		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
21	Campus Model for School Provision	Council Budget 03/03/20 - To instruct the Chief Officer Corporate Landlord to take forward the proposals for a campus model for future school provision to the Education Operational Delivery Committee on 26 November 2020	Service update was circulated in November 2020 advising that report would be presented November 2021	Andrew Jones	Corporate Landlord	Resources	1.1.2		
22	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
23	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
24	Cluster Risk Register - Education / Integrated Children's & Family Services	To report on the cluster risk register		Eleanor Sheppard	Education	Operations	1.1.4		
25	<b>2022</b>								
26	ELC - Evaluation of Expansion of 1140 Hours	EOD Committee 20/01/2021 - to note that officers would be undertaking a review of the expansion to be concluded by December 2021 and to request that the evaluation be taken to Committee thereafter.	January 2022	TBC	Education	Operations			
27	School Estate Plan	Council 6/3/18 - to instruct the Chief Officer – Corporate Landlord to bring a review of the School Estate report within the next 9 months to the Education Operational Delivery Committee, thereafter to forward the report to the Capital Programme Committee (now to be submitted to City Growth and Resources Committee instead of CPC in line with the changes to the Terms of Reference agreed by Council in March 2019)  EOD Committee 20/01/21 - to instruct the Chief Officer – Corporate Landlord to report back to the next meeting of the Committee rather than in June 2022 as outlined in the planner  Council 03/03/21 - (i) to note the process and timeline required to be followed in delivering the School Estate Plan, and instruct the Chief Officer - Corporate Landlord to present the finalised School Estate Plan to the Education Operational Delivery Committee in Summer 2022, in line with this timetable; and (ii) to instruct officers to arrange a meeting with the External Members of EODC before 17 March to advise them of this report and to explain why officers cannot deliver the School Estate Plan until Summer 2022.		Andrew Jones	Corporate Landlord	Resources	1.1.2		
28	<b>2023</b>								
29	Accessibility Plan	EOD Committee 17/09/20 - to instruct the Chief Education Officer to review the impact of the plan in three years' time		Eleanor Sheppard	Education	Operations	1.1.5		
30	Minimising Exclusion Policy	To present the revised exclusion policy for approval		Mhairi Shewan	Education	Operations	1.1.5		

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

---

<b>COMMITTEE</b>	Education Operational Delivery Committee
<b>DATE</b>	17 March 2021
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Performance Management Framework Report – Education Operations
<b>REPORT NUMBER</b>	CUS/21/061
<b>DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Martin Murchie
<b>REPORT AUTHOR</b>	Alex Paterson
<b>TERMS OF REFERENCE</b>	1.1.3

---

### 1. PURPOSE OF REPORT

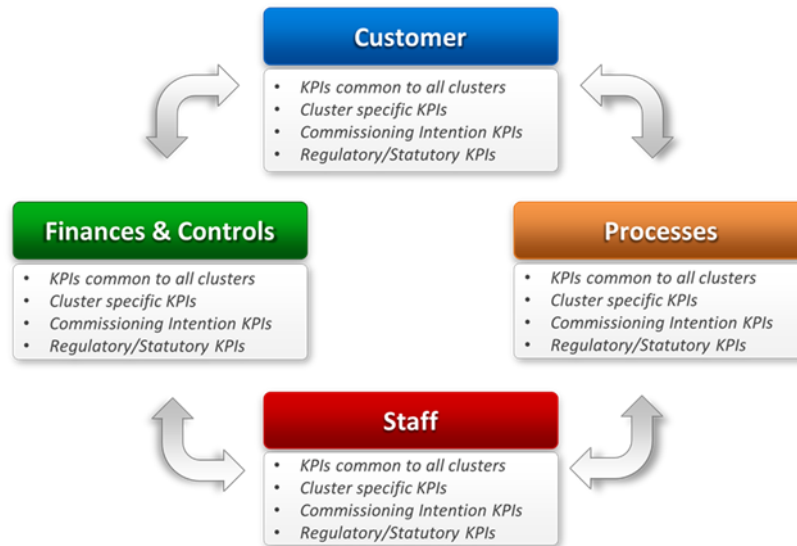
- 1.1 To present Committee with the status of key performance measures relating to the Education Operational cluster.

### 2. RECOMMENDATION

- 2.1 That the Committee note the report and provide comments and observations on the performance information contained in the report Appendix.

### 3. BACKGROUND

- 3.1 This report is to provide members with key performance measures in relation to the Education Operational cluster as originally expressed within the 2020/21 Council Delivery Plan (the Plan)
- 3.2 Introduced in 2019/20, Performance Management Framework Reporting against in-house delivery directly contributing to the City's Local Outcome Agreement Plan and Council Delivery Plan, has helped to inform development of successive iterations of the Council Delivery Plan, including the 2021/22 Plan that was noted by Council on the 10th of March 2021.
- 3.3 The 'Performance Management' section of the current Plan explains how the commitments and deliverables will be supported and scrutinised through the Council's Performance Management Framework, which establishes robust performance management of service delivery whilst ensuring everyone within the organisation knows their personal contribution towards achieving outcomes.
- 3.4 The Performance Management Framework provides for a structured approach within which performance will be reported to Committees. This presents performance data and analysis within four core perspectives, as shown below, which provides for uniformity of performance reporting across Committees.







## Data Context

- 3.5 With recognition of the continued impact of COVID-19 related delays in data availability at national levels, it is still not possible to offer consistent reflection on the suite of outcome related Education Service key performance indicators in line with the timescales originally anticipated.
- 3.6 At the same time, the Service, along with colleagues in Analytics and Insight, has, where possible, sought to develop and incorporate additional input/output measures, alongside extended contextual narratives. which offer assurance around service delivery and performance.
- 3.7 Exceptions in performance, and areas of interest, from the data within this report are highlighted through the Service Analysis sections in Appendix A. Where there are direct service delivery risks arising from the application of the Scottish Government's COVID-19 legislation and/or COVID-19 Strategic Framework, mitigation activity, this is noted within these sections.
- 3.8 Appendix A provides a summary dashboard of current performance across the Education Operations cluster, with reference to current trends and performance against target.
- 3.9 Within the summary dashboard the following symbols are used:

### Performance Measures

#### Traffic Light Icon

-  On target or within 5% of target/benchmarked outcome
-  Within 5% and 20% of target/benchmarked outcome and being monitored
-  Below 20% of target/benchmarked outcome and being actively pursued
-  Data only – target not appropriate/benchmarked outcome not available



#### 4. FINANCIAL IMPLICATIONS

There are no direct financial implications arising out of this report.

#### 5. LEGAL IMPLICATIONS

There are no direct legal implications arising out of this report.

#### 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	None	N/A	N/A
<b>Compliance</b>	No significant related legal risks.	L	Publication of service performance information in the public domain ensures that the Council is meeting its legal obligations in the context of Best value reporting.
<b>Operational</b>	No significant related employee risks.	L	Oversight by Elected Members of core employee health and safety data supports the Council's obligations as an employer
<b>Financial</b>	No significant related financial risks.	L	Overview data on specific limited aspects of the cluster's financial performance is provided within this report
<b>Reputational</b>	Lack of sufficient access to information for citizens	L	Placing of information in the public domain is contributed to by this report. Reporting of service performance serves to enhance the Council's reputation for transparency and accountability.
<b>Environment / Climate</b>	None		N/A

#### 7. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	The provision of information on cluster performance supports scrutiny of progress against the delivery of the following Policy Statements:  2 - UNICEF Child Friendly accreditation

	<p>3 -Work with the Scottish Government to provide flexible and affordable childcare for working families on the lowest incomes</p> <p>4 - Support the implementation of Developing the Young Workforce, seek to gain the highest level of investors in young people accreditation and ensure there is a focus on supporting pupils excel in STEM subjects</p> <p>7 – Commit to closing the attainment gap in education while working with partners in the city.</p>
--	--

### Aberdeen City Local Outcome Improvement Plan

<p><b>Prosperous Economy</b> 10% increase in employment across priority and volume growth sectors by 2026.</p>	<p>The data within this report supports the delivery of Children &amp; Young People Stretch Outcomes in the LOIP, and informs many of the improvement projects within the LOIP including to increase the number of people employed in growth sectors (digital/ creative; food and drink, life sciences; tourism; social care and health and construction) by 5% by 2021</p>
<p><b>Prosperous People</b> 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026.</p> <p>90% of children and young people will report that they feel mentally well by 2026.</p> <p>95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.</p> <p>95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.</p> <p>Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.</p> <p>25% fewer young people (under 18) charged</p>	<p>The detail within this report supports the delivery of each of the Children &amp; Young People Stretch Outcomes 3 to 7 in the LOIP. This includes the following projects:</p> <p>Increase the confidence of school-based staff to recognise and respond to children who require support and directing them to the school Nursing Service to 90% by 2021.</p> <p>Increase the confidence of parents and young people to recognise and seek support in response to deteriorating mental wellbeing by 2022.</p> <p>Increase the number of young people who effectively transition from primary school to secondary school by 2021.</p> <p>Increase the range and number of accredited courses being provided by schools &amp; partners by 25% by 2021.</p> <p>Increase the number of young people taking up foundation apprenticeships to 142 by 2021.</p> <p>Reduce the number of winter leavers with no positive destination by 50% by 2021.</p> <p>Increase the number of young people who leave school with a minimum of SVQ 3 in literacy and numeracy and 4 other qualifications to 98% 2021.</p>

with an offence by 2026.	<p>Increase the number of young people living in Quintiles 1,2 and 3 who achieve a sustained positive destination by working with communities to 90% 2022.</p> <p>Increase the number of curricular offerings shaped by school communities by 20%, by 2021.</p> <p>Increase the number of opportunities to discuss and record skills for life, learning and work from S1 by 20%, by 2021.</p> <p>Increase children, young people, and families' awareness and understanding of future skill requirements by June 2021.</p>
Prosperous Place Stretch Outcomes	<p>The data in this report also impacts on LOIP Stretch Outcome 11- Healthy life expectancy (time lived in good health) is five years longer by 2026.</p> <p>Respectively, this informs delivery of the following improvement projects:</p> <p>Increase the number of people with autism who are supported to be in education, employment or training by 2021.</p> <p>Increase number of people in local communities promoting wellbeing and good health choices by 2021.</p> <p>100% of schools have a progressive, cohesive and relevant substance misuse curriculum by 2021.</p>
<b>Regional and City Strategies</b>	The report reflects outcomes aligned to the City's National Improvement Framework for education
<b>UK and Scottish Legislative and Policy Programmes</b>	The report reflects outcomes aligned to the Scottish Government's National Improvement Framework and Early Learning and Childcare Expansion Programme

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Impact Assessment</b>	The recommendations arising from this report do not require that a full Integrated Impact Assessment be completed
<b>Data Protection Impact Assessment</b>	Not required

## **9. BACKGROUND PAPERS**

- Council Delivery Plan 2021/2022 - COM/21/054
- Scheme of Governance Review 2021 – COM/21/046
- Performance Management Framework – COM/20/108
- Council Delivery Plan 2019-20 Annual Review Report – COM/20/193
- Refreshed Aberdeen City Local Outcome Improvement Plan 2016-26 - COM/19/164

## **10. APPENDICES**

Appendix A – Performance Summary Dashboard

## **11. REPORT AUTHOR CONTACT DETAILS**

Alex Paterson  
Strategic Performance and Improvement Officer  
apaterson@[aberdeencity.gov.uk](mailto:apaterson@aberdeencity.gov.uk)  
01224 522137

## Appendix A - Performance Management Framework Report – Education Operations

## 1. Customer

## Cluster Level Measures – Local Indicators (Service Standards)

Performance Indicator	Current Status	2020/21 Target
<b>Early learning and childcare settings will meet the National Standard *</b>	No activity in Q3	100%
See commentary below		
<b>Primary, secondary, and special schools will achieve an average evaluation of ‘good’ or better in core QI *</b>	No activity in Q3	100%
See commentary below		

## Service Analysis

## Formal Inspection Outcomes

\*Due to COVID-19 provisions, no routine inspections of either Early Learning and Childcare settings or schools-based provision have been undertaken by the Care Inspectorate or Education Scotland since March 2020. It is presently envisaged that a more limited risk-based schedule of inspections will be fully outlined to local authorities as the country transitions from the current phase of COVID restrictions.

The Service's continued engagement with formal inspection agencies was outlined in the [Inspections Service Update](#) offered to Committee Members on 25<sup>th</sup> January 2021

Performance Measure	2019/20	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Status	Long Trend	2020/21 Target
	Value	Value	Value	Value			
Total No. complaints received (stage 1 and 2) – Education	93	8	13	26			
% of complaints resolved within timescale stage 1 and 2) – Education	59.1%	37.5%	25.0%	92.4%			75%*
% of complaints with at least one point upheld (stage 1 and 2) – Education	24.7%	25.0%	53.8%	34.6%			
Total No. of lessons learnt identified (stage 1 and 2) – Education**	12	1	0	5			

**Service Analysis**

**Complaints Handling**

Drill-down data for Quarter 3, which is the most recently available, indicated that the Service was meeting the corporate complaint resolution target of 75%, and substantially exceeding the corporate figure of 66.2%, with incremental improvements across each monthly period which aggregates up to the Quarter 3 outcome.

This is suggestive of not only a full recovery from the Response phase where operation of the Service and management of complaints handling was materially affected by COVID provisions but a clear focus on delivering improvements in complaints handling. The number of complaints received were slightly higher in relation to the same period in 2019-20 ( 23) and at the same time, the proportion of Complaints that were upheld, either in part or as a whole, was amongst the lowest of the monitored services and below the corporate level for Q3.

The Year-to-Date total of 47 complaints is below comparative figures for both of the prior years (61 and 74 respectively) with an improved response time, although the proportion of complaints upheld is slightly higher than in 2019-20 at this point.

**Cluster Level Measures – 2019/20 National Benchmarking Indicator (Local Government Benchmarking Framework)**

Performance Measure	2017-18	2018/19	2019/20	Status	Short Trend	Long Trend	2019/20 National Figure

	Value	Value	Value				
Percentage of adult population expressing satisfaction with schools per year (three year rolling figure)	67.0%	67.1%	68.4%				71.8%

**Service Analysis**

**Community Satisfaction with Schools**

The SLGBF figure for the percentage of adult population with primary and secondary school aged children expressing satisfaction with schools, reflects a three-year rolling figure drawn from Scottish Household Survey outcomes which mitigates against reduced sample sizes for smaller local authorities. This data indicates an improving trend which bucks the national pattern although with an outcome at a slightly lower level than the Scotland figure.

**Cluster Level Measures – 2020/21 National COVID-19 Performance Indicators Childcare Services\***

Page 23

Performance Measure	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	Status	Monthly Long Trend	Urban LA Monthly Figure	National Figure
	Value	Value	Value	Value	Value	Value				
% of LA childcare services open	67.0%	93.0%	98.0%	98.0%	98.0%	97.0%			96.3%	93.0%
% of total childcare services open	68.0%	90.0%	96.0%	96.0%	96.0%	80.0%			80.4%	82.0%

**Service Analysis**

**Childcare Settings**

As at the end of January 2021, Aberdeen City sat just outside in the upper quartile of Local Authorities for the proportion of LA managed/funded childcare settings which are open (i.e., accepting placements up to their full present capacity) which, comparatively, is a downwards movement from November 2020 but above the National and Urban LA figures

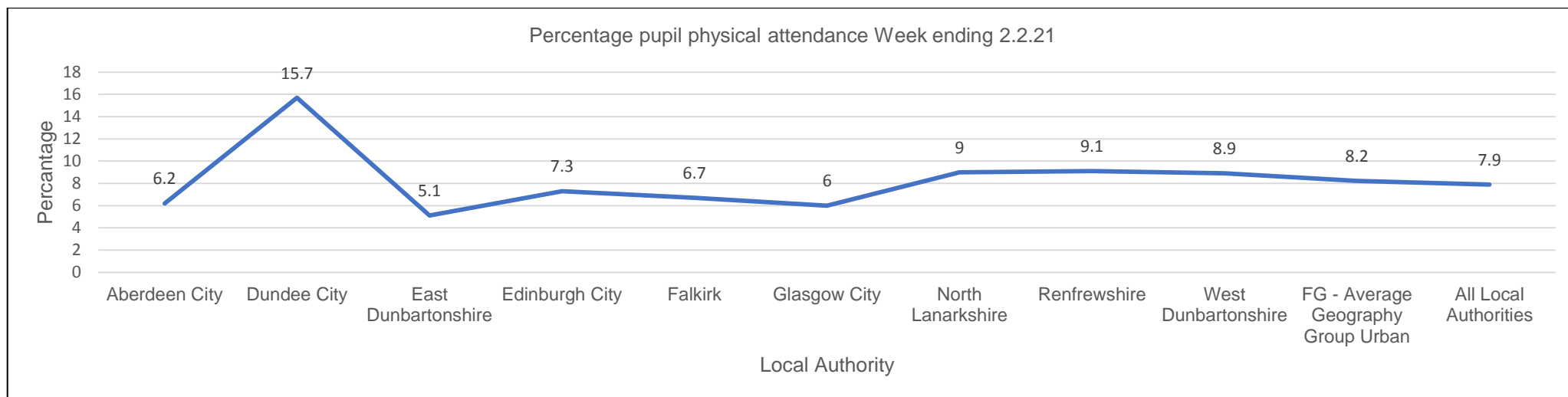
The proportion of Total Day Care of Children provision within the community (including childminding, private and no-profit provision) which was open, has experienced a wider dip in relative and absolute performance. In turn, the Aberdeen figures reflected that 75% (-3 p.p.) of childminding settings were open, 77.0% (-19 p.p.) of private day care settings were available, as were 52% of voluntary/not for profit settings, which saw the greatest reduction of -39 p.p.

It is worth noting that the day care of children delivery models differ in each local authority and can materially influence the overall outcomes so some caution requires to be exercised when comparing even 'nearest-neighbour' authorities through these datasets.

\*These rounded figures relate to childcare settings at month end snapshot points which are benchmarked with both the national outcomes and those of other Scottish local authorities. Source: Scottish Government Education Analytical Services. The most recent data covers the period up to 2<sup>nd</sup> February 2021. Urban LA data refers to the average of all local authorities classed as Urban by 3-fold geography measures applied by COSLA.

**Cluster Level Measures – 2020/21 National COVID-19 Performance Indicators Pupil Attendance Metrics** Source: [SG Education Analytical Datasets](#)

**Table 1.**





Cluster Level Measures – 2020-21 Local Indicators

Table 2

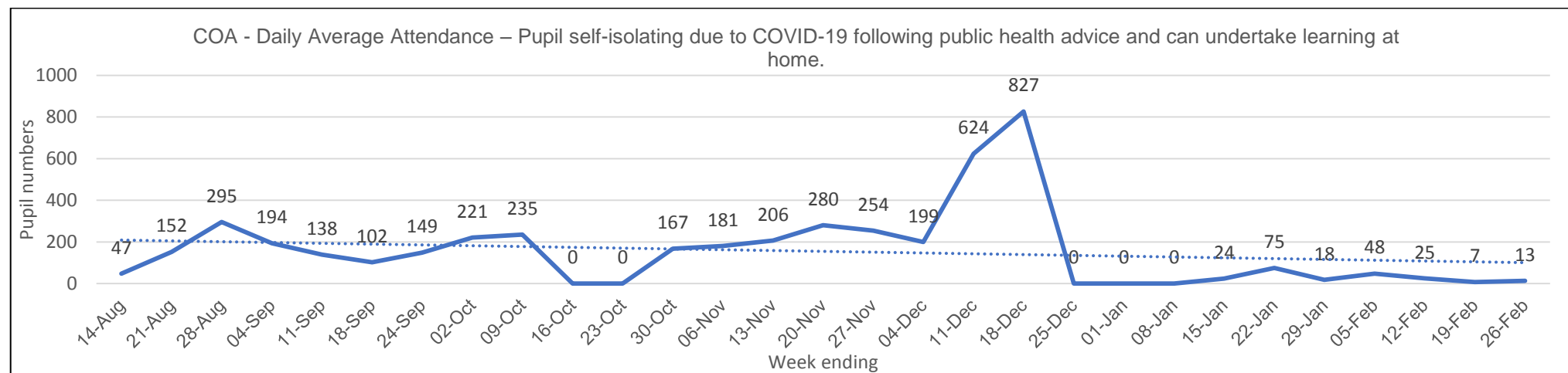


Table 3.

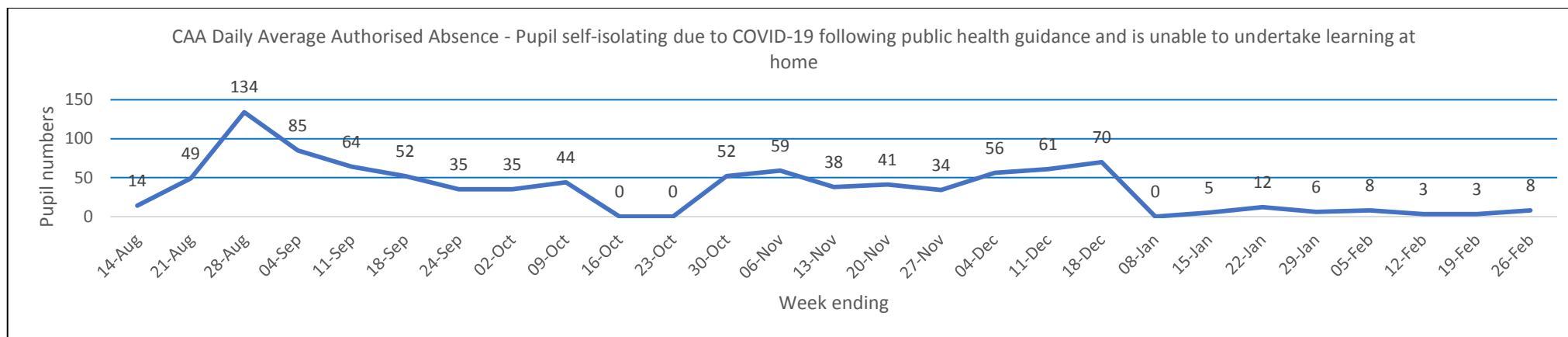


Table 4.

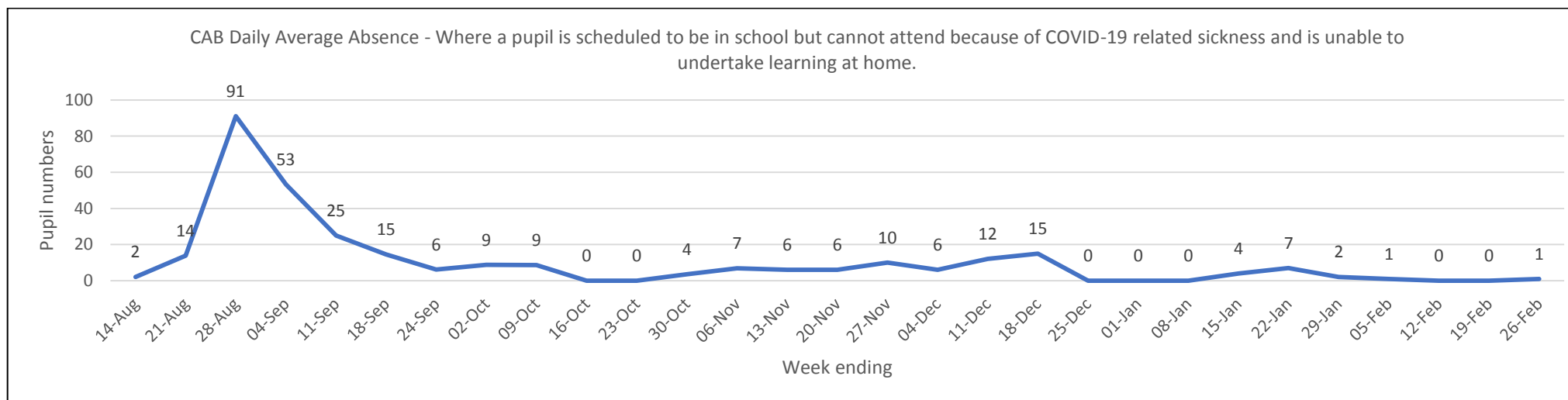
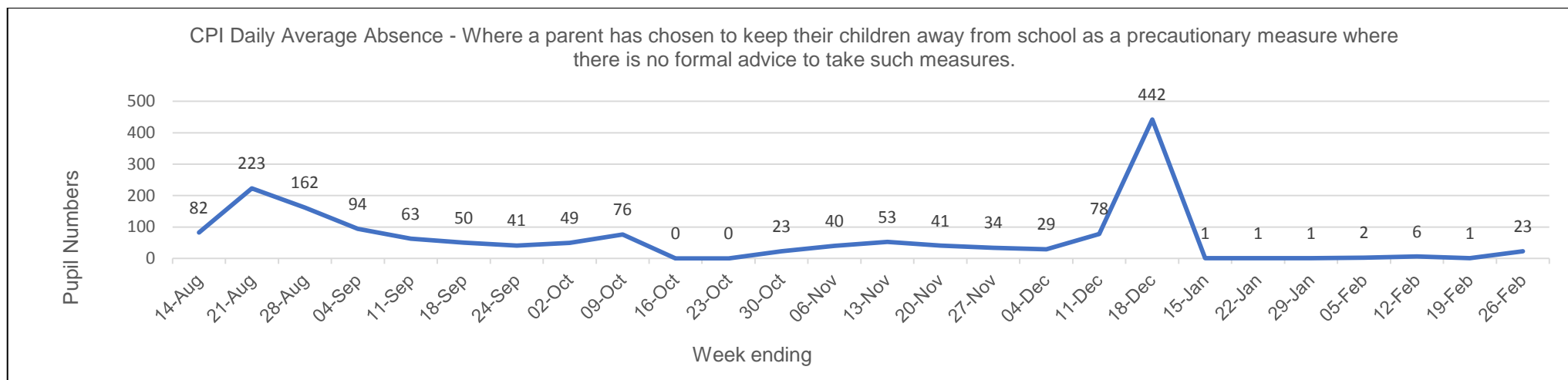


Table 5.



**Service Analysis**

**School Pupil Attendance and Absence**

The national Education Analytics service suspended the previous National COVID-19 School Attendance and Absence submissions and dashboard at the conclusion of the previous term but is maintaining an overview of physical attendances which has a more limited scope/data time series in terms of benchmarking like-for-like provision. (see Table 1 above. The last nationally complete dataset for this measure concluded on 2<sup>nd</sup> February 2021.

In the meantime, and with the recent Scottish Government announcement linked to the extended re-opening of schools as of 15<sup>th</sup> March that will result in the re-commencement of the detailed national data monitoring in mind, the Service is making continued use of extended local management information to review and manage both access to physical provision supporting eligible parents/carers and vulnerable pupils, whilst retaining an overview of attendance and absence of pupils through the present blended learning model.



Early Learning and Childcare and Primary pupils in P1-3 returned to physical provision on 22<sup>nd</sup> February, along with select numbers of Senior Phase pupils, which is being monitored through the management information systems in place. In the week-ending 26<sup>th</sup> February, there were 22,389 P1-3 pupil physical attendances (a daily average of 4,678) and 1,598 Senior Phase pupil attendances. At these levels, this constitutes roughly 30% of the overall school roll attending as a daily average but with variations across the school week, dependant on meeting Senior Phase pupil curriculum needs.


Extracts from critical management information in respect of pupils self-isolating/experiencing COVID -19 symptoms, and their ability to undertake learning, are reflected at Tables 2-5 which demonstrate, and put in context, initial outcomes from the first full week of re-opening. The data are indicative of a continuation of low levels of negative impact on pupil learning linked to COVID19, although with a marginal rise in the numbers of parents who chose not to send their children to attend physical provision.

From commencement of the current term, an average of around 770 children of Keyworkers and over 400 Vulnerable pupils have been in physical attendance on each school day, which is in line with the national picture, taking account of the known proportions of each cohort within the community. Attendance of Vulnerable pupils, where physical attendance is prevented, is also supplemented by specialist online measures where learners are enabled to access targeted support provided by school based or other professional staff.

1. Processes



Cluster Level Measures – Local Indicators (Service Standards)

Performance Indicator	Current Status	2020/21 Target
<p><b>We will meet all requests for early learning and childcare placements</b></p>		<p>100%</p>
<p>The Scottish Government published updated guidance on the operation of Early Learning and Childminding provision on 30<sup>th</sup> October <a href="#">Covid-19 Early Learning and Childcare Services Guidance</a> to reflect the implementation of the <a href="#">Covid-19 Strategic Framework</a> which adjusted the initial provisions, based on evidence gained from the early re-opening phases of ELC and additional scientific evidence.</p> <p>The national ELC Joint Delivery Board made a recommendation to COSLA leaders and Scottish Ministers on 14<sup>th</sup> December to reinstate the 1140 hours national duty by commencement of Term 1 in 2021, ( subject to COVID-19 Strategic Framework provisions current at the time) which was accepted.</p> <p>The Term 2 phase of placings is complete, with all requests having been provided with an offer under the terms of the ELC Admissions Policy. Digitalisation of the ELC admissions system has been rolled out and is accepting applications for August 2021 onwards. Learning is being taken from the initial roll-out period to evaluate and adjust placing effectiveness through this new system. <a href="#">Applying for a Nursery School Place 2021-22</a></p>		
<p><b>We will meet all requests for primary and secondary school placements</b></p>		<p>100%</p>
<p>Presently all requests for primary and secondary placements are being met with a small number of requests being addressed through the placing appeals system.</p>		

<p><b>We will process requests for additional support to meet the wellbeing needs of children and young people within 40 days</b></p>		<p>100%</p>
<p><b>Additional Support Applications</b></p> <p>The request for assistance procedure has been restructured with a move to a single, electronic system, which incorporates: Children’s Social Work, Child’s Planning Support, Outreach Education Services, Multi-Agency ‘Fit Like’ Family Wellbeing Hubs, Language Support Provision and the School Nursing Service.</p> <p>There is not as yet a “set” turn-around time for the revised request system, however, aspirationally it is hoped a response can be issued between 10-15 days. This figure, on testing, would offer a revision to the current Service Standard, In the meantime, COVID-19 restrictions continue to impose limitations as to the number of schools peripatetic services can physically attend in a one-week period, however, services have adapted service delivery to maximise their reach e.g. virtual consultation, targeted-intensive support offer.</p> <p>The position captured within the previous version of the Performance Management Framework report is relatively unchanged, in particular with reference to the transition from Nursery to P1 as a result of current COVID restrictions but with the proportion of pending requests having been met with completion of an appropriate individual education plan or other additional support programme having improved marginally. With the re-instatement of ELC provision on 22<sup>nd</sup> February, it is anticipated that the remainder of assessments will be concluded in early course.</p>		

**3. Staff**





**Cluster Level Measures – 2020-21 Local Indicators**

Performance Measure	Quarter 1 2020-21	Quarter 2 2020-21	Quarter 3 2020-21	Status	Long Trend - Monthly
	Value	Value	Value		
Establishment actual FTE – Education	2835.22	2,841.26	2,867.32		

**Service Analysis**

<p><b>Establishment Staffing</b></p> <p>At the national return publication date of 23<sup>rd</sup> November, Aberdeen City Council recorded an additional 26 teaching staff had been recruited in response to the Scottish Government’s provision of ring-fenced funding provided to local authorities through the Covid-19 Education Recovery grant. The Scottish Government intended to publish</p>
---



additional national information around the implementation of the School Counsellor commitment early in 2021 on validation of the Local Authority submissions but this has been delayed.

Performance Measure	2019/20	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Status	Long Trend - Quarterly
	Annual Baseline Value	Value	Value	Value		
H&S Employee Reportable by Cluster – Education	6	0	0	0		
H&S Employee Non-Reportable by Cluster – Education	344	0	53	68		

## Service Analysis

### Health and Safety Incidents

Notwithstanding the October and December holiday periods, Quarter 3 data reflects the most complete quarterly outcome from 2020/21 with schools operating as near to normal throughout this sustained period. This accounts for the increase in Non-Reportable incidents between Q2 and the current quarter, although at 68 incidents. this figure is substantially below that in Quarter 3 of 2019/20 (113)

Performance Measure	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Status	Long Trend - Quarterly
	Value	Value	Value		
Average number of working days lost due to sickness absence per FTE – Education (12 month rolling figure at quarter end)	3.71	3.63	3.69		

Performance Measure	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Status	Long Trend - Quarterly
	Value	Value	Value		
Average number of working days lost due to sickness absence per FTE – Primary and Secondary Schools (12 month rolling figure at quarter end)	3.81	3.63	3.61		
Average number of working days lost due to sickness absence per FTE – Early Learning and Childcare (12 month rolling figure at quarter end)	2.59	3.59	4.14		

**Service Analysis**

**Absence Levels**

As at the end of December 2020, the Education Service, as a whole, recorded an average of 3.69 days sickness absence per FTE, which was below the Council level figure of 4.31 for the same period. Education absence has been consistently below the corporate level since the new 12 month rolling period measure was introduced (March 2021).

The trend for absence in Primary and Secondary Schools sits just below the Service level figure and has been consistently improving throughout this period whilst levels of absence in Early Learning and Childcare have shown some deterioration which is heavily influenced by the extent to which the proportion of facilities operating at capacity had grown since the re-instatement of local authority services in Summer 2020.

**4. Finance & Controls ^**

**Cluster Level Measures – 2020-21 Local Indicators**

Performance Indicator	Quarter 1 202/21		Quarter 2 2020/21		Quarter 3 20/21	
	Value	Status	Value	Status	Value	Status
Staff Expenditure – % spend to full year budget profile – Education*	26.04%		51.06%		76.14%	

**Cluster Level Measures – 2019/20 National Benchmarking Indicators (Local Government Benchmarking Framework)**

Performance Measure	2017/18	2018/19	2019/20	Status	Long Trend – Annual Value	National Figure
	Value	Value	Value			
Cost per Primary School Pupil	£5,162	£5,166	£5,367			£5,595
Cost per Secondary School Pupil	£7,237	£7,445	£7,712			£7,531

**Service Analysis**

**Costs Per Pupil**

Whilst it is important to note that it is for each Authority to prioritise, and model, spend in support of the education of pupils, and this is primarily influenced by the overriding needs and characteristics of its children and young people, Local Government Benchmarking Framework (LGBF) reporting, through its Family Group structure\*, offers broad comparisons between authorities which have points of similarity in terms of relative community deprivation levels.

Locally, a steady reduction in comparative cost against the Scotland level, and with benchmarked authority data, is evident in the trend data with costs per pupil increasing less quickly than the Scottish average. With expenditure of £74.682m (£72.315m in 2018-19), the Cost Per Primary School Pupil is at the lower end of Council’s Family Group from Local Government Benchmarking data and ranked 10th out of the 32 Local Authorities for cost efficiency.( Aberdeen was ranked 14<sup>th</sup> in 2018-19)

Secondary spend of £70.226m (+3.3% on 2018-19) with Cost Per Place sitting in the middle of the Family Group, marginally below the Group Median and is ranked 20th out of 32 authorities compared to 24<sup>th</sup> in the previous year, with a closing to the national average. The proportionately higher spend in secondary education in comparison with the Scotland level is thought, in large part, to be a result of reduced economies of scale arising from relatively smaller, less cost efficient, secondary school establishment infrastructures.

Cost related data is published by the Local Government Benchmarking Framework group prior to completion of the validation audit of Local Finance Return submissions and release of Scottish Local Government Finance Statistics for 2019-20 and is subject to the document revision policies of the data owners, the Scottish Government’s Local Government and Communities Directorate












\*The Council’s LGBF Family Group for Children’s Services include Aberdeenshire, Orkney, and Shetland Islands Councils, East Renfrewshire, East Dunbartonshire, Edinburgh, and Perth & Kinross.

PI Status

Long Term Trends

Short Term Trends



	Alert		Improving/Increasing		Improving/Increasing
	Warning		No or Limited Change		No or Limited Change
	OK		Getting Worse/Decreasing		Getting Worse/Decreasing
	Unknown				
	Data Only				

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Education Operational Delivery Committee
<b>DATE</b>	17 March 2021
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Additional closure days for secondary schools
<b>REPORT NUMBER</b>	OPE/21/077
<b>DIRECTOR</b>	Rob Polkinghorne
<b>CHIEF OFFICER</b>	Eleanor Sheppard
<b>REPORT AUTHOR</b>	Alex Duncan
<b>TERMS OF REFERENCE</b>	1.1.1

### 1. PURPOSE OF REPORT

- 1.1 To seek approval for the dates of two ‘assessment and moderation support days’ for secondary schools to support successful delivery of the Alternative Certification Model in place for session 2020/2021.

### 2. RECOMMENDATIONS

That the Committee:-

- 2.1 note the Alternative Certification Model timeline in place across the city; and
- 2.2 instruct the Chief Education Officer to make a formal request to Scottish Government for two ‘assessment support days’ on 28 May and 4 June 2021.

### 3. BACKGROUND

- 3.1 On 16 February, the First Minister announced that an additional two days will be set aside for teachers to engage with the assessment, moderation and quality assurance process required for awarding National Qualifications. These two days are additional in-service days specifically for assessment, moderation and quality assurance purposes, and are therefore termed ‘assessment support days’.
- 3.2 The two days can be deployed at the discretion of the Local Authority as they see best, depending on the requirements of the Alternative Certification Model (ACM) that is replacing National 5, Higher and Advanced Higher exams in session 2020-21.
- 3.3 Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, requires schools to be open for a minimum of 190 days in a school year. However, Section 133 (4) of the Education (Scotland) Act 1980 allows Scottish Ministers, on application; to modify this regulation providing they are satisfied that it would be unreasonable for Regulation 5 to apply, or to apply without modification.

- 3.4 Education authorities are therefore requested to apply for an exemption in order that relevant schools can close for the two additional in-service days. Applications are invited by 19 March 2021.

### Alternative Certification Model

- 3.5 On 16 February, the National Qualifications Group 2021 (NQ21) published [revised arrangements for the Alternative Certification Model and the timeline for delivering National 5, Higher and Advanced Higher results in session 2020-21](#). Secondary colleagues and the central team have agreed a timeline of activity based on this guidance to ensure that it meets the requirements of the Alternative Certification Model.
- 3.6 The following timeline outlines the processes in place to support the moderation of provisional results across Aberdeen City’s 11 secondary schools. The key purpose is to provide the SQA with robust, quality assured provisional results which will stand up to external scrutiny by June 25. The moderation approach being used across Aberdeen City is rigorous as it is imperative that staff, parent/carers, and young people have confidence in the provisional results.

### Timeline

- 3.7 The Alternative Certification Model timeline satisfies all of the national requirements and makes good use of local expertise. The approach provides opportunities for moderation at class, faculty and school level in addition to moderation between city schools and as a Local Authority. This approach will help ensure a high level of consistency against the SQA Standards.

Date	Process/Event
10 August – 7 June	<ul style="list-style-type: none"> <li>• Schools to focus on learning and teaching to consolidate understanding.</li> <li>• Schools to use formative assessment to help inform teacher judgement and provide pupils with valuable feedback to secure improvement.</li> <li>• Schools to remain agile: approach to capturing assessment evidence will adapt in response to the pandemic and any associated mitigations (e.g. lockdown, L4 restrictions).</li> <li>• Schools to plan for the return of some young people undertaking subject(s) with a high level of practical activity from 22 February and those who are not strongly placed for certification from 15 March. Assessment will only take place when sufficient learning and teaching has taken place.</li> <li>• Data and Insights to develop a Power BI Moderation dashboard to support moderation practices.</li> <li>• Schools to make use of previous trend data held in Insight and data held in Power BI to review previous estimate judgement. Combined, this allows for rigorous data</li> </ul>

	<p>analysis to support the submission of fair and accurate provisional results.</p> <ul style="list-style-type: none"> <li>• Schools to manage the dual process whereby learning and teaching will continue, and assessments will run as and when appropriate to capture demonstrated attainment when young people are ready.</li> <li>• Faculty Principal Teachers to consider the SQA advice to split assessment pieces to allow greater flexibility in capturing assessment evidence to demonstrate attainment when planning opportunities for assessment evidence.</li> <li>• Schools to lead in school moderation including cross marking and sampling of pupil evidence.</li> <li>• Schools to undertake analysis of evidence as it is being gathered at individual pupil, class, faculty and school level and input of data.</li> </ul>
<p>February In Service</p> <p>February Senior Leader Peer Moderation</p>	<p>N5/H/AH School and LA Moderation:</p> <ul style="list-style-type: none"> <li>• Central Team to support the establishment of a series of, 'Understanding the Standard' In Service events for all secondary class teachers to ensure all staff work to a common standard.</li> <li>• Senior Leader Peer Moderation meetings to share best practice in the effective use of data to support moderation of provisional results.</li> </ul>
<p>4 May In Service</p>	<p>In school moderation including cross marking and sampling of pupil evidence.</p> <p>Central team to work across sites where there are insufficient numbers of staff at individual school level to support this process.</p>
<p><b>Assessment Support Days</b></p> <p><b>28 May</b></p> <p><b>4 June</b></p>	<p>On 28 May, teaching staff led by the Faculty PT will continue with marking and moderation of pupil work to support consistent decision-making regarding provisional results.</p> <p>On 4 June, Faculty Principal Teachers will undertake final data checks for each individual pupil. Senior Leadership Teams will also check this data in partnership with Principal Teachers. The final provisional results will be submitted to the Data and Insight and central education teams for input into Power BI.</p>
<p><b>Date</b></p>	<p><b>Process/Event</b></p>
<p>7 - 14 June</p>	<ul style="list-style-type: none"> <li>• Schools review faculty and whole school data and report to central team. This is a live document which will allow schools to continue moderation activities at the same time as Data and Insights/central education teamwork through the data.</li> <li>• The central team will provide schools with individual pupil data on Power BI. Schools will use this to pick up on any individual anomalies. For example, schools may ask</li> </ul>

	<p>House Teams to review data for individual pupils and report back any anomalies.</p> <ul style="list-style-type: none"> <li>• Schools receive feedback on data submitted from the central team. For example, the central team may spot a significant drop in a whole school measure or a significant increase in a subject specific measure.</li> <li>• Following feedback received, the Head Teacher may decide to further check the provisional results. This is the responsibility of the Head Teacher based on their knowledge of subjects and cohorts. Any such decision will be made in partnership with the Faculty Principal Teacher and Senior Leadership Team.</li> <li>• It may also be the case that schools continue to assess and gather demonstrated attainment for pupils where they have missed learning, teaching and assessment opportunities (e.g. self-isolation).</li> </ul>
25 June	<ul style="list-style-type: none"> <li>• Final Submission of provisional results to SQA</li> <li>• Individual schools will agree their own internal administration dates to allow for the final deadline to be met.</li> </ul>

3.8 The Assessment Support Days would most benefit the certification of young people if taken on 28 May and 4 June as outlined in the timeline above. Trade Union colleagues have been advised of provisional arrangements.

3.9 With Committee approval, application will be made to Scottish Government for the two Assessment Support Days on 28 May and 4 June 2021.

#### **4. FINANCIAL IMPLICATIONS**

4.1 There are no financial implications associated with this report.

#### **5. LEGAL IMPLICATIONS**

5.1 Regulation 5 of the Schools General (Scotland) Regulations 1975, as amended, requires schools to be open for a minimum of 190 days in a school year. However, Section 133 (4) of the Education (Scotland) Act 1980 allows Scottish Ministers, on application; to modify this regulation providing they are satisfied that it would be unreasonable for Regulation 5 to apply, or to apply without modification. By applying for the Assessment Support Days the service would fully comply with the legislation.

## 6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
<b>Strategic Risk</b>	N/A	N/A	N/A
<b>Compliance</b>	N/A	N/A	N/A
<b>Operational</b>	Risk of not having capacity to undertake moderation activities to ensure consistency with allocation of provisional grades. Risk of not achieving positive outcomes for all young people	M	Mitigated by providing time to allow in school moderation including cross marking and sampling of pupil evidence, both in school and across schools.
<b>Financial</b>	N/A	N/A	N/A
<b>Reputational</b>	Risk of not effectively being fair and consistent with the allocation of provisional grades for all learners by not ensuring equity in terms of allocation of provisional grades.	M	Ensuring appropriate collaboration will take place with marking and moderation of pupil work to support consistent decision-making regarding provisional results.
<b>Environment / Climate</b>	N/A	N/A	N/A

## 7. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	Ensuring a curriculum that is fit for purpose, by providing flexible pathways and considering the local economy, will contribute towards an increase in employment.
Prosperous People Stretch Outcomes	The proposals within this report support the delivery of LOIP Stretch Outcome 6 – Improving Pathways to education, employment and training for identified groups (including Care Experienced young people and those with additional support needs)
Prosperous Place Stretch Outcomes	Underpinning the work of all schools in Aberdeen City is achieving excellence and equity for all

<p><b>UK and Scottish Legislative and Policy Programmes</b></p>	<p><b>The Education (Additional Support for Learning) (Scotland) Act 2004</b></p> <ul style="list-style-type: none"> <li>• Duties with regard to meeting the needs of children and young people with additional support needs.</li> </ul> <p><b>The Equality Act 2010</b></p> <ul style="list-style-type: none"> <li>• Duty to ensure we are not discriminating disabled learners</li> </ul> <p><b>The Standards in Scotland's Schools Etc. Act 2000</b></p> <p><b>The National Improvement Framework</b></p> <ul style="list-style-type: none"> <li>• Education Authorities are under a duty to endeavour to secure improvement in the quality of education of school education which is provided in the schools managed by them and to carry out the duty with a view to achieving the strategic priorities set out in the National Improvement Framework.</li> </ul>
---	---

## 8. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required

## 9. BACKGROUND PAPERS

None

## 10. APPENDICES

None

## 11. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Alex Duncan
<b>Title</b>	Quality Improvement Manager
<b>Email Address</b>	Alexduncan@aberdeencity.gov.uk
<b>Tel</b>	07920595027