

	A	B	C	D	E	F	G	H	I
1	EDUCATION OPERATIONAL DELIVERY COMMITTEE BUSINESS PLANNER 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	17 March 2021								
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	03 June 2021								
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		

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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	23 September 2021								
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	25 November 2021								
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		

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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	2022								
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	2023								
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		