	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	**03 June 2021**								
4	Education Improvement Journey and National Improvement Framework	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		Reyna Stewart	Data and Insights	Customer	1.1.3		
5	Summer of Play Programme 2021/2022	To seek approval for a proposed summer programme to support the wellbeing of children and young people across Aberdeen City who have been most impacted by the pandemic		Eleanor Sheppard	Education	Operations	1.1.1		
6	Proposed consultation to establish catchment areas for Gaelic Medium Education	To seek committee approval to launch a statutory consultation on proposals to establish catchment areas for Gaelic Medium Education provision at Hazlehead Academy and Gilcomstoun School		Andrew Jones	Corporate Landlord	Resources	1.1.1		
7	Parental Engagement Plan 2021-2024	To present the refreshed plan to Committee		Donna Cuthill	Education	Operations	1.1.1		
8	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
9	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 | | |
| 10 | 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 | | |

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11	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 / Neil Carnegie	Early Intervention and Community Empowerment	Customer	1.1.1		
12	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Gael Simpson	Education	Operations	1.1.6		
13			23 September 2021						
14	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
15	Digitalisation of Music Service	Council Budget 11/03/21 - to reject the £200,000 saving for the Music Service and instruct the Chief Education Officer to report to the Education Operational Delivery Committee by September 2021 on how the Music Service could use digitalisation to offer a more affordable offer to families and extend the reach of the service. As part of any redesign the Music Service should explore opportunities to collaborate to establish an online Music Service to ensure opportunities are open for all wanting to use the Music Service		Eleanor Sheppard	Education	Operations	TBC		
16	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		
17	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
18			25 November 2021						
19	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		
20	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Rob Polkinghorne	Operations	Operations	GD 8.5		

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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	DATE TO BE CONFIRMED - DEPENDENT ON START DATE OF CONCESSION CONTRACTS								
26	ELC Concession Agreements	Strategic Commissioning Committee 15/04/21 - in relation to the Early Learning & Childcare Concession (Tillydrone and Northfield Cummings Park Nurseries) business case, instruct the Chief Officer - Education to review the operation of the concession agreements, 12 months from their commencement, and report the findings of that review to the Education Operational Delivery Committee		Eleanor Sheppard / Aisling MacQuarrie	Education	Operations	TBC		
27	2022								
28	ELC - 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. Council Budget 11/03/21 - to instruct the Chief Education Officer to report to the first meeting of the Education Operational Delivery Committee in 2022 on the suitability of the provision of 1,140 hours of Early Learning and Childcare in the city	January 2022	TBC	Education	Operations			
29	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		

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	2023								
31	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		
32	Minimising Exclusion Policy	To present the revised exclusion policy for approval		Mhairi Shewan	Education	Operations	1.1.5		