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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	23 September 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	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	Deferred from June 2021 to September meeting	Reyna Stewart	Data and Insights	Customer	1.1.3		
6	Platinum Jubilee Public Holiday	To seek authority to apply to the Scottish Government for an additional closure to celebrate the Queen's Platinum Jubilee subject to the decision taken at the Staff Governance Committee on 28 September 2021		Eleanor Sheppard	Education	Customer	1.1.1		
7	Summer of Play Evaluation	EOD Committee 23/06/21 - to request that an evaluation of the Aberdeen City Council Summer of Play 2021/22 be shared with Committee at the end of the programme		Eleanor Sheppard	Education	Operations	1.1.1		
8	Digitisation 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	1.1.1		
9	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		
10	Organisation for Economic Co-operation and Development Organisation (OECD) on Curriculum for Excellence	The report aims to provide Elected Members with oversight of the published OECD report which was instructed by Scottish Government to help assess the impact of Curriculum for Excellence. This report is presented in place of the standing 'Inspection Reporting' report.		Eleanor Sheppard	Education	Operations	1.1.1		

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2	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6	R	There have been no inspections to report
11									
12	25 November 2021								
13	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		
14	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.		Rob Polkinghorne / Andy MacDonald	Operations / Customer	Operations	GD 8.5		
15	Uptake of Free School Meals in Secondary Schools	EODC 03/06/21 - to note that secondary school free school meals uptake is still below primary school level and instruct the Chief Officer – Early Intervention and Community Empowerment to further investigate how to improve uptake in our secondary schools and report back to a future meeting of the committee		Derek McGowan / Neil Carnegie	Early Intervention and Community Empowerment	Operations	1.1.1		
16	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 EODC 17/03/21 - to note the comments from officers in respect of the school estate including that an update would be provided on Bucksburn later in the year, and in respect of the query from the Parent Forum about an update on Countesswells, to note that this would be included in the Community Campus report due to Committee in November	Service update was circulated in November 2020 advising that report would be presented November 2021	Andrew Jones	Corporate Landlord	Resources	1.1.2		
17	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
18	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
19	Cluster Risk Register - Education / Integrated Children's & Family Services	To report on the cluster risk register		Eleanor Sheppard	Education	Operations	1.1.4		

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20	26 January 2022								
21	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		Eleanor Sheppard	Education	Operations	1.1.1		
22	Gaelic Medium Education Catchment Areas	EODC 03/06/21 - to instruct the Chief Officer - Corporate Landlord to report back to the Committee on the outcomes of the consultation at its next available meeting following conclusion of the consultation process		Andrew Jones	Corporate Landlord	Resources	1.1.1 / 1.1.2		
23	Supporting Learners	EODC 03/06/21 - The Committee resolved to (a) note the approach being taken and progress made to date; and instruct the Programme Manager to report on the programme within 3 committee cycles; and (b) to note that officers would include an update on the work being done to promote the use of the Early Intervention Consultation option and the impact of this in the next report back to Committee.		Craig McDermott	Education	Operations	1.1.1		
24	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
25	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
26	14 June 2022								
27	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		

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38	Cluster Risk Register - Education / Integrated Children's & Family Services	To report on the cluster risk register		Eleanor Sheppard	Education	Operations	1.1.4		
39	DATE TO BE CONFIRMED - DEPENDENT ON START DATE OF CONCESSION CONTRACTS								
40	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	1.1.1		
41	2023								
42	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		
43	Minimising Exclusion Policy	To present the revised exclusion policy for approval		Mhairi Shewan	Education	Operations	1.1.5		