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1		EDUCA' The Business Planner details the reports which have	TION AND CHILDREN'S Se been instructed by the Co				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			20	February 2024					
4	Autumn in the City	E&CS 23/05/23 - to instruct the Chief Officer – Education to report to Committee on the impact of the summer, autumn (2023) and spring (2024) programmes following delivery.		Sharon Skene	Education	Children's and Family Services	1.1.1		
5	School Holiday Pattern	To seek approval of the school holiday pattern to 2030		Caroline Johnstone	Education	Children's and Family Services	1.1.1		
6	National Delivery Framework for School Age Children	EC&S 24/01/23 - to instruct the Chief Education Officer to report on the National Delivery Framework for School Age Childcare and local delivery plans in 2023		Louise Beaton	Education	Integrated Children's and Family Services	1.1.1		
7	Education and Children's Services Performance Management Franework	To present the regular performance update		Alex Paterson	Data and Insights	Commissioning	1.1.3		
8	Secure Care Pathway Review Inspection	E&CS 08/11/22 - to note the 'Secure Care Pathway Review' thematic inspection currently being undertaken by the Care Inspectorate and instruct the Chief Social Work Officer to report back to committee on the findings of the inspection when it is published in Autumn 2023 and learning for Aberdeen City		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.1		
9	Autism Strategy and Action Plan	ODC 17/01/19 - To instruct that annual reports be submitted on the progress of implementation of the Action Plan. Reported 5 March 2020 and will then be annually, however 2021 was delayed to May due to pandemic impact. Was reported to former Operational Delivery Committee on 31 August 2022, thereafter annually.		Jenny Rae	Health and Social Care Partnership	Health and Social Care Partnership	GD 8.1	D	Updated guidance is still awaited from Scottish Government therefore the report will be presented to a future meeting. A service update will be provided in the interim
10	Inspection Reporting	A standing item to report on the outcome of Early Learning and Childcare and school inspections and any changes in the approach of inspection agencies if required		Shona Milne	Education	Children's and Family Services	1.1.6		
	Northfield ASG Primary Schools Excess Capacity	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for reducing the number of primary schools in the Northfield ASG, in order to minimise excess pupil capacity, and to report back to the Education and Children's Services Committee with recommendations as appropriate. E&CS 08/11/22 - to note that the approved motion in September 2022 included an instruction to officers to report on the feasibility study to identify options for reducing the number of primary schools in the Northfield ASG and Oldmachar ASG areas and to agree that officers should fully explore and exhaust all options in order to avoid any such school closures where possible.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.2		
11	Update on Reinforced Autoclaved Aerated Concrete (RAAC) in School Buildings	Council 11/09/23 - amongst other decisions, (i) agrees that costed proposals will be considered within the ongoing School Estate Plan to address the presence of RAAC in city schools; (ii) instructs the Chief Officer - Corporate Landlord to issue regular service updates; and (iii) instructs the Chief Officer - Corporate Landlord to report to the Education and Children's Services Committee on the outcome of inspections and identified risks.		Andrew Jones	Corporate Landlord	Resources	1.1.1		

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13	Collaborative Improvement	To present an update to Committee		Shona Milne	Education	Children's and Family Services	1.1.1		
14	Bairns Hoose	E&CS 12/09/23 - to instruct the Chief Officer – Integrated Children's and Family Services/Chief Social Work Officer to provide a service update in early 2024 on the outcome of the Pathfinder application and progress to develop Aberdeen City's Bairns Hoose. E&CS 21/11/23 - to note that officers would arrange a workshop and a site visit around the time of the Bairns Hoose report being presented to Committee in February 2024		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.1		
15	School Estate Plan Revised Timeline	To present a report on the re-ordering of the school estate		Andrew Jones	Corporate Landlord	Resource	1.1.1, 1.1.5, 1.3		
16	Services reforms	A standing item if required - To provide Committee with an update E&CS 24/01/23 - to instruct the Chief Education Officer to update Committee on further developments within one calendar year or earlier if on-going education reform triggered a change in the current operating model		Eleanor Sheppard	Children's and Family Services	Children's and Family Services	1.1.1/2.1	R	This is a standing item and there is no report required this cycle
17	Update	E&CS 21/03/23 - to instruct the Interim Director Children's and Family Services to ensure that yearly progress reports are presented to Committee & thereafter for approval by the Community Planning Management Board over the lifetime of the Plan; and in relation to the action to improve breastfeeding initiation from 20 to 30% in targeted communities (Sheddocksley, Summerhill and Mastrick) and decrease drop off at 6-8 weeks, to note that officers could include further detail around this in the next report. E&CS 04/07/23 - to instruct the Interim Director Children's and Family Services to report progress in developing a Family Support Model and progress on the impact of delivering improved multi-agency support to Kinship Carers through the Children's Services Plan annual progress report. E&CS 21/11/23 - in relation to page 459 of the report and the statement around consideration being given as to how best to make clear the offer to families given the varied range of provisions available through the Pupil Equity Funding resource, to note that officers would provide an update on this in the Integrated Children's Services Plan - Annual Update report due to Committee in April 2024	Moved from April 2024 meeting	Eleanor Sheppard	Education/ICFS	Children's and Family Services	1.1.1		
18		To provide assurance to members on Aberdeen City's response to support and protect UASYP transferred to Aberdeen City via the National Transfer Scheme in addition to UASYP who arrive spontaneously.		Alison McAlpine	Integrated Children's and Family Services	Children's and Family Services	2.1.1		
19				30 April 2024					
		A standing item to report on the outcome of Early Learning and Childcare and school inspections and any changes in the approach of inspection agencies if required		Shona Milne	Education	Children's and Family Services	1.1.6		
20		To include the update on Northfield Academy							

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21	Education and Children's Services Performance Management Franework	To present the regular performance update		Alex Paterson	Data and Insights	Commissioning	1.1.3		
22	Education and Children's Services reforms	A standing item if required - To provide Committee with an update		Eleanor Sheppard	Children's and Family Services	Children's and Family Services	1.1.1/2.1		
23	Education Climate Change Annual Report	E&CS 21/03/23 - to instruct the Chief Officer - Education to report back on progress in one calendar year; and to request that the report back include further detail about the work of the various eco-groups in schools		Stuart Craig	Education	Children's and Family Services	1.1.1		
24	Inspection Reporting – Inspection of Regulatory Care Services	E&CS 21/03/23 - to instruct the Chief Officer – Children's & Family Services to bring an updated report to Committee in March 2024.		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.2		
25	Health and Wellbeing	E&CS 23/05/23 - to instruct the Interim Director of Children's and Family Services to consider the findings of the report and plan next steps as part of work being taken forward through the Children's Services Plan and associated National Improvement Framework Plan; and to instruct the Chief Officer – Education to report the findings of the next Health and Wellbeing surveys to Committee within one calendar year. To include the update on the Health and Wellbeing summit		Gael Simpson	Education	Children's and Family Services	1.1.1		
26	Corporate Parenting Annual Report	To present the Corporate Parenting Annual Report for assurance		Amy Evans	Integrated Children's and Family Services	Children's and Family Services	2.1		
27	ABZCampus	E&CS 23/05/23 - to instruct the Chief Officer – Education to report back on progress within one calendar year. E&CS 12/09/23 - to instruct the Interim Director of Children's and Family Services to report back to committee detailing specific deliverables on how Phase 2 of Abz Campus, the expansion of the edge of care pilot to St Machar Academy, and the expansion of Pathways co-ordinators will support a larger group of care experienced young people before any agreement by Committee to support this change in allocation of Attainment Challenge funding. This will be reported as part of the ABZCampus report in April 2024		Mark Jones	Education	Children's and Family Services	1.1.1		
28				2 July 2024					
29	Spring in the City	E&CS 23/05/23 - to instruct the Chief Officer – Education to report to Committee on the impact of the summer, autumn (2023) and spring (2024) programmes following delivery.		Sharon Skene	Education	Children's and Family Services	1.1.1		
30	Education and Children's Services Performance Management Franework	To present the regular performance update		Alex Paterson	Data and Insights	Commissioning	1.1.3		
31	Edge of Care Pilots	E&CS 04/07/23 - to instruct the Interim Director of Children's and Family Services to bring a final evaluative report to committee in early 2024 to include recommendations of how to scale up the Edge of Care pilots in a sustainable manner, subject to positive final evaluation		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.1		

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32	Education and Children's Services reforms	A standing item if required - To provide Committee with an update		Eleanor Sheppard	Children's and Family Services	Children's and Family Services	1.1.1/2.1		
33	Early Learning and Childcare Delivery Plan 2022-2024 - progress / outcomes / Evaluation of Early Learning and Childcare Service	EODC 14/06/22 - to instruct the Chief Officer – Education to report on the progress and outcomes of the Early Learning and Childcare Delivery Plan 2022-24 in 2 years' time E&CS 24/01/23 - to instruct the Chief Education Officer to report on the progress and outcomes of the Early Learning and Childcare Delivery Plan 2022-24, and to prepare an updated Delivery Plan for 2024-26, in June 2024, to dovetail with the Strategic Plan for Scotland E&CS 24/01/23 - to instruct the Director of Education & Children's Services to report back to committee in early 2024 with the outcomes of the evaluation (March 2023 report refers) and any recommendations that may need to be considered.		Louise Beaton	Education	Children's and Family Services	1.1.1		
33	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		Paul Tytler	Early Intervention and Community Empowerment	Customer	1.1.1		
34	Consultation on proposed new school at Bucksburn / Newhills	EC&S 04/07/23 - to instruct the Chief Officer - Corporate Landlord to carry out a statutory public consultation on the proposal to establish a new primary school at Bucksburn / Newhills, and on propsed changes to the existing school catchment area for Brimmond School, to create a new catchment areas which would be served by the proposed new school; to provide Members with a firm date for the statutory consultation and to report the date to the next Committee meeting; and to report back to the Committee on the outcomes of the consultation at the first available meeting following conclusion of the consultation process. E&CS 12/09/23 - in relation to the proposal to establish a new primary school at Bucksburn / Newhills, and on proposed changes to the catchment area for Brimmond School, to note that the statutory consultation for the proposed new school at Bucksburn / Newhills will be carried out from 5 February 2024 to 22 March 2024. To note in the School Estate Plan that the Committee would consider consultation feedback & confirm decision on implementing proposals in July 2024		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
35	Loirston Loch Additional Primary Provision - Outline Business Case (L1)	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for creating the required additional school capacity to serve the planned Loirston Loch development, and report back to the Education and Children's Services Committee with recommendations as appropriate.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.3, 1.5		
37	Inspection Reporting	A standing item to report on the outcome of Early Learning and Childcare and school inspections and any changes in the approach of inspection agencies if required		Shona Milne	Education	Children's and Family Services	1.1.6		

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38	Approaches to Quality Improvement	E&CS 04/07/23 - to instruct the Chief Officer - Education to review the impact of the arrangements on evaluations of core Quality Indicators over school session 2023/24, amending approaches as required, and report back to Committee in advance of the 2024/25 school session		Shona Milne	Education	Children's and Family Services	1.1.1		
39				September 2024					
40	Grandhome / Oldmachar / Bridge of Don Secondary Provision - Outline Business Case (NA1)	EODC 08/09/22 - to instruct the Chief Officer — Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for reducing the predicted long term excess secondary school capacity in Grandhome, Oldmachar and Bridge of Don, and report back with an outline business case for consideration by the Education and Children's Services Committee	Autumn/Winter 2024 - may be November	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
	Secondary Provision -	E&CS 21/11/23 - to note the recommended option within the Outline Business Case and instruct the Chief Officer - Corporate Landlord to carry out a statutory public consultation on the proposal to establish a new campus on the Hazlehead Academy playing fields and on proposed changes to the existing Countesswells and Hazlehead secondary school catchment areas, to create a new catchment area which would be served by the proposed new school provision; and 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 the conclusion of the consultation process, in July 2024		Maria Thies	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
41	Education and Children's Services Performance Management Franework	To present the regular performance update		Alex Paterson	Data and Insights	Commissioning	1.1.3		
42	Inspection Reporting	A standing item to report on the outcome of Early Learning and Childcare and school inspections and any changes in the approach of inspection agencies if required To include the update on Northfield Academy		Shona Milne	Education	Children's and Family Services	1.1.6		
44	Denominational Primary Schools Feasibility - Outline Business Case (Rec RC1)	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for ensuring appropriate and sustainable long term denominational primary school provision for the city to meet forecast demand, and report back to the Education and Children's Services Committee with recommendations.	Autumn/Winter 2024 - may be November	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
45	Riverbank School Excess Capacity - Options Appraisal (S1)	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to carry out an options appraisal on potential uses of the additional capacity to be provided by the new school at Tillydrone, and to report back to the Education and Children's Services Committee with recommendations as appropriate	The options appraisal is scheduled to be carried out in Winter 2023/24	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
	School Estate Plan - Victorian Schools - feasibility study & options appraisal (CA1)	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study and options appraisal to improve the suitability, accessibility and capacity levels of Victorian schools within Aberdeen City, and to report back to the Education and Children's Services Committee with recommendations and estimated costs.	Autumn/Winter 2024	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
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47	Sunnybank School Relocation of Additional Services - Options Appraisal (S2)	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to consider the options for relocating other services accommodated within the Sunnybank School building, and to report back to the Education and Children's Services Committee with recommendations.	The options appraisal is scheduled to be carried out in Winter 2023/24	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
48	New primary school places required to serve new housing at Loirston Loch (L1)	E&CS 12/09/23 - Instructs the Chief Officer — Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for creating the required additional school capacity to serve the planned Loirston Loch development, and report back to the Education and Children's Services Committee with recommendations as appropriate.(Recommendation L1)	The feasibility study is scheduled to be carried out in Autumn/Winter 2023/24	Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
49	Performance Management Framework Report / National Improvement Framework – Education and Children's Services	To present the latest performance for the cycle and update on the progress made delivering the National Improvement Framework Plan 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.		Alex Paterson	Data and Insights	Customer	1.1.3		
50	Children's Social Work Statistics	ODC 31/08/22 - to instruct the Chief Officer – Integrated Children's and Family Services, to report annually to the relevant Committee, sharing the published Children's Social Work Statistics, Scotland and providing a comparison with performance in Aberdeen City.		Graeme Simpson	Integrated Children's and Family Services	Operations	2.3		
51	Aberdeen City National Improvement Framework Plan	This report will cover the instruction from EODC 25/11/21 - to instruct the Chief Officer - Education to present an annual report on the progress of care experienced children and young people to the Committee, commencing in September 2022, and will will also cover the yearly self evaluation.		Eleanor Sheppard	Education	Children's and Family Services	1.1.1		
52	Community Learning and Development Plan	E&CS 12/09/23 - to instruct the Chief Officer – Early Intervention and Community Empowerment to report to the Education and Children's Services Committee with an annual update on progress.		Margaret Stewart	Early Intervention and Community Empowerment	Customer	1.1.1		
<u>53</u>	School Estate Plan Annual Update	EODC 08/09/22 - to instruct the Chief Officer - Corporate Landlord to present an annual update to the School Estate Plan to the Education and Children's Services Committee, commencing from September 2023, to report on progress with the agreed actions and to update these as appropriate, in light of the most recently available data.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
54	Music Service Update	E&CS 12/09/23 - to instruct the Interim Chief Officer – Education to continue to extend opportunities for music making through partnership working between the Music Service and Aberdeen Music School and others; and to instruct the Interim Chief Officer – Education to report back on progress within one calendar year. E&CS 24/01/23 - to instruct the Chief Education Officer to work with stakeholders to develop a strategic vision for the provision of Music across the city to inform next steps; and to instruct the Chief Education Officer to report back on progress within one calendar year (Agreed at E&CS Committee 22/11/23 that this be merged with the above report)		Beth Edwards / Shona Milne	Education	Children's and Family Services	1.1.1		

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55	Education and Children's Services reforms	A standing item if required - To provide Committee with an update		Eleanor Sheppard	Children's and Family Services	Children's and Family Services	1.1.1/2.1		
56	Bucksburn & Dyce Secondary Provision - Outline Business Case (NA2)	EODC 08/09/22 - to instruct the Chief Officer — Corporate Landlord to make arrangements to carry out a feasibility study and stakeholder engagement to identify options for ensuring appropriate long term secondary school provision for Bucksburn and Dyce, and report back with an outline business case for consideration by the Education and Children's Services Committee		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
57			26	November 2024					
5.	Education and Children's Services reforms	A standing item if required - To provide Committee with an update		Eleanor Sheppard	Children's and Family Services	Children's and Family Services	1.1.1/2.1		
59	Education and Children's Services Performance Management Franework	To present the regular performance update		Alex Paterson	Data and Insights	Commissioning	1.1.3		
60	Child Protection Committee Annual Report	E&CS 21/11/23 - to instruct the Chief Social Work Officer to provide Committee with a further report in November 2024 detailing the continuing impact and effectiveness of partnership work in relation to child protection		Amy Anderson	Integrated Children's and Family Services	Children's and Family Services	2.1		
61	Keeping the Promise	E&CS 21/11/23 - to instruct the Chief Officer – Integrated Children's and Family Services to provide a progress report in Autumn 2024 in relation to the partnership's implementation of Plan 21-24 and subsequent Promise plans		Amy Evans	Integrated Children's and Family Services	Children's and Family Services	2.1		
62	Inspection Reporting	A standing item to report on the outcome of Early Learning and Childcare and school inspections and any changes in the approach of inspection agencies if required		Shona Milne	Education	Children's and Family Services	1.1.6		
63	Cluster Risk Register - Education / Integrated Children's & Family Services	To report on the cluster risk register		Eleanor Sheppard	Education	Children's and Family Services	1.1.4		
64	Chief Social Work Officer Annual Report	To present the Chief Social Work Officer annual report.		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.5		
65				TBC / BEYOND 2					
65	Northfield Advisory Group	Services to routinely report the outputs of each meeting of the Advisory	Dates for reports to be confirmed once meeting dates are arranged	Eleanor Sheppard	Integrated Children's and Family Services	Children's and Family Services	TBC		

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67	Academy Improvements - feasibility study	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study to identify potential future options for improving the condition and suitability of the Harlaw Academy building, and to report back to the Education and Children's Services Committee with recommendations and costs. (Rec H2) E&CS 12/09/23 - Officers now consider that it would be more appropriate to include a review of the Harlaw Road facilities within the separate feasibility study to improve the suitability of facilities at Harlaw Academy (see Rec H2 above). Recommendations for PE facility improvements will be included within the findings of the overall feasibility study.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		In light of recent developments with RAAC concrete in school buildings, and the impact this may have on timescales for the delivery of projects, officers are reviewing the overall programme of work for the School Estate Plan. Due to the work the team has been undertaking in relation to RAAC at the start of the school session, these reports will not be ready to present to committee in February. An updated timescale for when they will be ready cannot be given until officers have completed the review of the School Estate Plan programme.
60	School - feasibility study	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to make arrangements to carry out a feasibility study to identify potential options for improving the dining capacity, layout and ELC facilities at Ferryhill School, and to report back to the Education and Children's Services Committee with recommendations and costs. (Rec H3) E&CS 12/09/23 - The feasibility study has been carried out and an outline business case is scheduled to be presented for consideration by Committee in November 2023		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		In light of recent developments with RAAC concrete in school buildings, and the impact this may have on timescales for the delivery of projects, officers are reviewing the overall programme of work for the School Estate Plan. Due to the work the team has been undertaking in relation to RAAC at the start of the school session, these reports will not be ready to present to committee in November. An updated timescale for when they will be ready cannot be given until officers have completed the review of the School Estate Plan programme.
69	Term Education Provision	E&CS 21/11/23 - subject to approval of recommendation 2.4 (for the Finance and Resources Committee), to note that a progress report would be presented to a future meeting of the Education and Children's Services Committee in 2024							
70	Oldmachar Primary Schools Excess Capacity	E&CS 12/09/23 - to instruct the Chief Officer - Corporate Landlord to carry out further work to identify potential future options for improving and consolidating primary school provision in the Oldmachar ASG, alongside the planned work to review secondary school provision in this area of the city, and to report back to the Committee with recommendations and next steps as appropriate.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
71	Plan for implementation of the United Nations Convention on the Rights of	E&CS 24/01/23 - to instruct the Chief Education Officer to present a refreshed Local Authority Plan for implementation of the United Nations Convention on the Rights of the Child to the Education and Children's Services Committee following receipt of the anticipated Statutory Guidance in 2023	Date to be confirmed - dependent on date when Statutory Guidance received	Shona Milne	Education	Children's and Family Services	1.1.1		
72	Minimising Exclusion Policy	To present the revised exclusion policy for approval		Mhairi Shewan	Education	Children's and Family Services	1.1.5		
73	Concession Agreements	E&CS 24/01/23 - to instruct the Chief Education Officer to continue to monitor the concession contracts and report back to Committee at the end of the first 3 full years of the current concession agreement.	January 2026	Louise Beaton / Fiona Lawrie	Education	Children's and Family Services			
74	Accessibility Plan	E&CS 12/09/23 - to instruct the Interim Chief Officer - Education to present an updated Accessibility Plan to the Education and Children's Services Committee within 3 calendar years.		Mhairi Shewan	Education	Children's and Family Services	1.1.5		