

	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	25 November 2021								
4	Education Improvement Journey	EODC 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. EODC 23/09/21 - in relation to the uptake of Early Talkboost and Talkboost Training and the need to better understand the issues to develop a more robust plan to address this area at the earliest opportunity, to note that an update on this would be provided in the Education Improvement Journey report due to Committee in November 2021	On agenda	Reyna Stewart	Data and Insights	Customer	1.1.3		
5	Academies of Nashville Study Visit	To seek permission for education staff to participate in an all-expenses paid Academies of Nashville Study Visit.	On agenda	Eleanor Sheppard	Education	Operations	GD 5		
6	Outcomes for Care Experienced Children and Young People	EODC 23/09/21 - to instruct the Chief Officer - Education to undertake a separate evaluation of education among care experienced young people, taking into account the individual and often complex needs of looked after children; and report back to committee with recommendations on how to improve outcomes and attainment among care experienced children and young people in Aberdeen City	On agenda	Larissa Gordon	Education	Operations	1.1.1		
7	Annual Committee Effectiveness Report	To present the annual effectiveness report for the Committee.	On agenda	Rob Polkinghorne / Andy MacDonald	Operations / Customer	Operations	GD 8.5		
8	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	On agenda	Derek McGowan / Neil Carnegie	Early Intervention and Community Empowerment	Operations	1.1.1		
9	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	On agenda	Maria Thies	Corporate Landlord	Resources	1.1.2		
10	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle	On agenda	Alex Paterson	Data and Insights	Customer	1.1.3		

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	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	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
19									
20	14 June 2022								
21	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		
22	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		
23	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.		Reyna Stewart	Data and Insights	Customer	1.1.3		
24	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
25	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
26	08 September 2022								
27	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		

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2									
28	Digitisation of Music Service	EODC 23/09/21 - to instruct the Chief Officer – Education to present an evaluation of the impact of the changes to Committee within one calendar year; and to instruct the Chief Officer - Education to implement the continuity of instructors for the provision of musical education noting that this is a vital component in the delivery of the music curriculum		Shona Milne	Education	Operations	1.1.1		
29	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
30	08 November 2022								
31	Performance Management Framework Report – Education Operations	To present the latest performance for the cycle		Alex Paterson	Data and Insights	Customer	1.1.3		
32	Inspection Reporting	A standing item to report on the outcome of school inspections if required		Eleanor Sheppard	Education	Operations	1.1.6		
33	Cluster Risk Register - Education / Integrated Children's & Family Services	To report on the cluster risk register		Eleanor Sheppard	Education	Operations	1.1.4		
34	DATE TO BE CONFIRMED - DEPENDENT ON START DATE OF CONCESSION CONTRACTS								
35	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		
36	2023								
37	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		
38	Minimising Exclusion Policy	To present the revised exclusion policy for approval		Mhairi Shewan	Education	Operations	1.1.5		