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1	<b>EDUCATION AND CHILDREN'S SERVICES COMMITTEE BUSINESS PLANNER</b> 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	<b>08 November 2022</b>								
4	Performance Management Framework Report – Education & Children's Services	To present the latest performance for the cycle and update on the progress made delivering the National Improvement Framework Plan		Alex Paterson	Data and Insights	Customer	1.1.3		
5	School Estate Plan - Implementation Plan	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to present a delivery plan for implementing the agreed actions in this report to the next meeting of the Education and Children's Services Committee		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
6	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		
7	Keeping The Promise – Year One of Plan 21-24	ODC 18/11/21 - to instruct that the Chief Officer of Integrated Children & Family Services provides an annual report to the Committee on the Council's progress in delivering Plan 21-24; the first of these being in June 2022. At the 31 August ODC, it was noted that a report would be submitted to the November cycle, as officers were awaiting input from key partnership agencies before the report could be finalised.		Amy Evans	Integrated Children's and Family Services	Children's and Family Services	2.1		
8	Gaelic Medium Education	EODC 26/01/22 - to acknowledge that Aberdeen is not in line with the national trend of increasing uptake for GME provision across Scotland and to instruct the Chief Officer - Education to undertake an evaluation of how we can improve uptake in the city and report back to committee (other decisions relating to this report superseded by Sept 22 EODC decisions on school estate)		Eleanor Sheppard	Education	Children's and Family Services	1.1.1		
9	Health & Wellbeing Summit	EODC 08/09/22 - to instruct the Chief Officer – Education to report the outcome of the multi-agency health and Wellbeing Summit to Committee as soon as reasonably practicable		Gael Simpson	Education	Children's and Family Services	1.1.1		
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		Eleanor Sheppard	Education	Children's and Family Services	1.1.6		
11	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		

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2	National Hub for Reviewing and Learning from the Deaths of Children and Young People	At its meeting on 7 December 2021, the Committee instructed the Chief Social Work Officer to provide the Committee with the National Hub's Annual Report when it was published in approximately 12 months from December 2021		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.1.2	R	The National Hub for Reviewing & Learning from the Deaths of C&YP went live in Oct 2021. The National Hub is led by the NHS with Council and other partners engaging in this as required. The first annual report from the Hub is anticipated in Spring 2023. Given the majority of deaths of children and young people have no relevance to the business of the Council it is proposed that a service update is provided to Members on the functioning of the Hub and how it aligns to other reviewing processes for children and young people
12	Implementation of the National Guidance for Child Protection in Scotland 2021	PPC 07/12/21 - to instruct the Chief Social Work Officer to provide an update within next year's CPC Annual Report on progress made implementing the updated National Guidance for Child Protection		Amy Anderson	Integrated Children's and Family Services	Children's and Family Services	2.1.2		
13	Secure Care - Children's Rights	PPC 07/12/21 - to request an update report at the end of 2022 on the use of Secure Care and compliance with the Secure Care regulations. .		Graeme Simpson	Integrated Children's and Family Services	Children's and Family Services	2.1		
14									
15	<b>24 January 2023</b>								
16	Early Learning and Childcare 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		Aisling MacQuarrie	Education	Children's and Family Services	1.1.1		
17	Music Centre	EODC 08/09/22 - to instruct the Chief Officer – Education to explore models and costings in order to create a Music Centre and report back to Education and Children's Services Committee prior to referral to the budget process.		Shona Milne / Eleanor Sheppard	Education	Children's and Family Services	1.1.1		
18	October Programme	EODC 08/09/22 - to instruct the Chief Officer – Education to report to Committee on the impact of the October 2022 programme following delivery.		Sharon Skene	Education	Children's and Family Services	1.1.1		
19	Performance Management Framework Report – 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		Alex Paterson	Data and Insights	Customer	1.1.3		



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2	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		Eleanor Sheppard	Education	Children's and Family Services	1.1.6		
38									
39	<b>4 July 2023</b>								
40	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		
41	Edge of Care Pilot	EODC 08/09/22 - to instruct the Chief Officer - Education and Chief Social Work Officer to report back on the learning from the pilot and any plans to scale up approaches before the end of the 2022/23 school session.		Eleanor Sheppard / Graeme Simpson	Education / ICFS	Children's and Family Services	1.1.1		
42	Family Support Model	EODC 08/09/22 - to instruct the Chief Officer - Integrated Children's and Family Services to report back on progress and learning from the tests of change.		Aisling MacQuarrie / Graeme Simpson	Education / ICFS	Children's and Family Services	1.1.1.		
43	Performance Management Framework Report – 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		Alex Paterson	Data and Insights	Customer	1.1.3		
44	Anti-Bullying Policy	To present the updated Anti-bullying policy for approval		Mark Hearn	Education	Children's and Family Services	1.1.5		
45	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		Eleanor Sheppard	Education	Children's and Family Services	1.1.6		
46	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		
47	<b>12 September 2023</b>								
48	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 also cover the yearly self evaluation.		Eleanor Sheppard	Education	Children's and Family Services	1.1.1		
49	Annual Committee Effectiveness Report	To present the annual effectiveness report		Eleanor Sheppard / Graeme Simpson	Operations / Customer	Operations / Customer	GD 8.5		
50	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		



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65	School Estate Plan - Grandhome, Oldmachar, Bridge of Don - feasibility study and stakeholder engagement	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		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
66	School Estate Plan - Bucksburn & Dyce - feasibility study and stakeholder engagement	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		
67	School Estate Plan - Victorian Schools - feasibility study & options appraisal	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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
68	School Estate Plan - Bucksburn / Newhills Developments	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to engage with developers to track progress with the Bucksburn / Newhills developments, in order to determine options and appropriate timing for new primary school provision to serve the new housing developments, and to report back to the Education and Children’s Services Committee with an outline business case.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
69	School Estate Plan - Oldmachar ASG Statutory Consultation - realignment of school boundaries	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to carry out a statutory consultation on proposals to re-align primary school zone boundaries within the Oldmachar ASG, to relieve future pressure on pupil numbers at Greenbrae School, and to report back to the Education and Children’s Services Committee with the outcomes of the consultation and recommendations as appropriate.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
70	School Estate Plan - Oldmachar ASG Statutory consultation - reduction in primary schools	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 Oldmachar ASG, in order to minimise potential excess pupil capacity, and to report back to the Education and Children’s Services Committee as appropriate.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
71	School Estate Plan - St Machar ASG - options appraisal on additional capacity at Tillydrone	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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
72	School Estate Plan - St Machar ASG - options to relocate services within Sunnybank School	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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
73	School Estate Plan - Northfield ASG - feasibility study and stakeholder engagement to reduce the number of primary schools in ASG	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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		

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74	School Estate Plan - Learning Estate Investment Programme - Hazlehead & Countesswells	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to assess the feasibility of creating new secondary school provision to serve the communities of Hazlehead and Countesswells, to put this forward to the Scottish Government as a priority project for funding in Phase 3 of the Learning Estate Investment Programme, and to report back to the Education and Children’s Services Committee with an update on the outcomes of the funding bid and recommendations on next steps.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
75	Statutory Consultation - School Catchment Zone - Gaelic Medium Education - Hazlehead Academy	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to carry out a further statutory consultation on the creation of a school catchment zone for Gaelic Medium Education provision at Hazlehead Academy.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
76	Statutory Consultation - School Catchment Zone - Gaelic Medium Education - Gilcomstoun School	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to carry out a further statutory consultation on the creation of a school catchment zone for Gaelic Medium Education provision at Gilcomstoun School.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
77	School Estate Plan - Harlaw ASG - 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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
78	School Estate Plan - Ferryhill 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.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
79	School Estate Plan - Loirston Loch Development - feasibility study and stakeholder engagement	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, 1.1.5, 1.3		
80	School Estate Plan - Walker Road School - statutory consultation	EODC 08/09/22 - to instruct the Chief Officer – Corporate Landlord to carry out a statutory consultation on proposals to relocate Walker Road School to the new primary school building in Torry, following its completion, and to report back to the Education and Children’s Services Committee with the outcomes of the consultation and recommendations as appropriate.		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		
81	School Estate Plan - Riverbank School - Learning Estate Investment Programme funding update	EODC 08/09/22 - to instruct the Chief Officer – Capital to put forward to the Scottish Government details of the planned refurbishment of the existing Riverbank School building ahead of the relocation of St Peter’s School, for this to be considered as a priority project for funding in Phase 3 of the Learning Estate Investment Programme, and to report back to the Education and Children’s Services Committee with an update on the outcomes of the funding bid and recommendations on next steps		Andrew Jones	Corporate Landlord	Resources	1.1.1, 1.1.5, 1.3		