

Management Board

Minutes of meeting

Date: 10/06/2016
Time: 1100 - 1400
Location: Boardroom, Denholm House, Livingston

1. Apologies/welcome*

Attendees:
Bill Maxwell (Chair)
Moi Ali
Alan Armstrong
Lesley Brown
Laura Burman
Alastair Delaney
Kate Dunlop
Mike Ewart
Maureen Gore
Paul Johnston
Graeme Logan
Janie McManus
Linn Phipps
Daniel Waddell (secretariat)

Apologies:

Welcome to Paul Johnston – DG Learning and Justice who is attending this meeting in his role as Fraser figure. Janie McManus – Assistant Director is also attending as she is currently shadowing Lesley Brown.

2. Minutes of previous meeting and action log 20 April 2016

Agreed 1 - More detail is added to the minutes so that those not able to attend can have a clearer picture of the meeting.

Action 1 - Corporate plan workshop to be no later than August.

Action 2 - Framework document to be circulated to Management Board for comments.

Items for discussion

3. The new Government – challenges and opportunities

Noted 1: Deputy First Minister is heavily engaged with education. He has been visiting schools and reading useful documents to bring him up to speed with his new remit. DFM presented narrative that he is in listening mode and learning and will be meeting with key stakeholders with autumn date for strategic improvements.

Noted 2: The CE is to meet with DFM on 28th June to discuss strategic direction of change in Education Scotland from increased inspection and focus on Scottish Attainment Challenge and National Improvement Framework.

Noted 3: The First Minister's key messages are collaboration, clarity and change. That raising attainment is much more than just the school. It includes early years, family and youth work and the whole community working together.

4. Local authorities

Noted 1: Education Scotland have a long history of collaboration with Local Authorities. There is a high expectation on ES Area Lead Officers to understand what is going on in the local authority and act as a relationship manager to flag up any issues. This role is crucial to the effective functioning of Education Scotland.

Noted 2: In 2009 a review took place on the burden and scrutiny on local authorities. This led to local authority inspections ceasing and a validated self-evaluation process put in place alongside participation in the Shared Risk Assessment process along with other scrutiny bodies. The result of that process this year is that one local authority is at significant risk which will require to be inspected. In addition to this, an aspect review will be carried out to understand how well local authorities are fulfilling their duties under the Education in Scotland (2000) Act.

5. Improving our Organisation Programme

Noted 1: Amber status for the programme overall. Risk register is still work in progress.

Noted 2: Milestone report shows that there are 86 milestones in total until November 2016. 25 complete so far with a few at risk and others superseded.

Noted 3: Route map has been published on the intranet. eRDM is in place with support and floorwalkers in place. New VC equipment project complete and being used really well.

Noted 4: Continue to focus on business plan due to the organisation going through a cultural change. Resources have been clearly identified against each programme. Business plan will be a working document as changes will be made when requirements change.

Noted 5: Portfolio Board took place for the first time with the terms of reference set out for the new board. Portfolio Board will assess progress of outcomes as well as outputs and resource use and allocation.

Noted 6: Focus groups are taking place to capture true reflection of how staff feel on culture and leadership.

6. Review of approaches to inspection

- Noted 1: There is a requirement to deliver sufficient school inspections to generate 3 QI evaluations on a 6 point scale for the National Improvement Framework. There is also a demand to increase numbers of school inspections overall. There is a tension between these two aims which is being actively managed through such approaches as developing a short inspection model and maximizing the inspection time of current staff.
- Noted 2: One result of the current review of inspection approaches is that a menu of approaches to how we inspect schools has been created. This provides greater flexibility to respond to both risk and competing pressures.
- Noted 3: During the review process, Education Scotland have engaged heavily with stakeholders. Much work has been done to ensure greater focus on the learner rather than establishment during the inspection process. Shorter reports have been agreed with national parents bodies, and the more detailed evidence template will now routinely be published..
- Noted 4: Policy colleagues in the Scottish Government have been briefed on the new approaches to inspection and Ministers will also be briefed shortly. This will be discussed with DFM when the CE meets with him.

7. Annual accounts

Noted 1: Minor amendments to be made to the annual accounts.

Agreed 1: The Management Board are happy with the annual accounts once amendments made.

Items for noting

8. Audit and Risk Committee report

- Noted 1: Paper sets out what has happened through the year regarding Audit and Risk Committee. A new Audit Scotland support team will be in place from September. The internal audit support will remain the same. Internal Audit have provided a new Memorandum of Understanding.
- Noted 2: The CE would like to thank Kate Dunlop for chairing the Audit and Risk Committee.

No other business was discussed. The next meeting of the group will be held 27 September, Boardroom, Denholm House.