

PERTH AND KINROSS COUNCIL
LIFELONG LEARNING COMMITTEE

13 January 2010

LIFELONG LEARNING COMMITTEE

Minute of Meeting of the Lifelong Learning Committee held in the Council Chambers, Fourth Floor, Council Building, 2 High Street, Perth on Wednesday 13 January 2010 at 2.00pm.

Present: Councillors G Hayton, B Band, K Baird, E Maclachlan, A MacLellan, D Melloy, S Miller, L Simpson, A Stewart, B Vaughan, W Wilson and A Wylie; Mrs H Bridge, Mr S Clark, Mrs A McAuley and Mr D Stewart.

In attendance: Councillor M Roberts; B Malone, Chief Executive; J Fyffe, Executive Director (Education and Children's Services); M Walker, Deputy Director (Education and Children's Services); H Stuart, B Atkinson, P McAvoy, A Taylor, K Robertson, S Devlin, W Wood, W McCulloch, S Younie, K Lawrie and J Gilchrist (all Education and Children's Services); A Wilson, S Hendry, J Cockburn, J Jarvie and S Grant (all Chief Executive's Service).

Apologies for Absence: Councillor E Grant; Mr I Jackson and Monsignor K McCaffrey.

Councillor G Hayton, Vice-Convenor, Presiding.

Prior to the commencement of business, the Vice-Convenor congratulated both Peter McAvoy, Head of Education – Secondary and Inclusion, and Sheena Devlin, Head of Education – Early Years and Primary, on their recent appointments, and welcomed them to the Committee.

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

2. MINUTES OF PREVIOUS MEETINGS

(i) Lifelong Learning Committee

The Minute of Meeting of the Lifelong Learning Committee of 28 October 2009 (Arts. 539-550) was submitted, approved as a correct record, and authorised for signature.

(ii) Joint Negotiating Committee for Teaching Staff

The Minute of Meeting of the Joint Negotiating Committee for Teaching Staff of 29 September 2009 was submitted and noted. (**Appendix I**)

(iii) Attendance Sub-Committee

The Minute of Meeting of the Attendance Sub-Committee of 5 November 2009 was submitted and noted. (**Appendix II**)

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(iv) Executive Sub-Committee

The Minute of Meeting of the Executive Sub-Committee of 9 September 2009 was submitted and noted. **(Appendix III)**

(v) School Estate Sub-Committee

The Minute of Meeting of the School Estate Sub-Committee of 25 November 2009 was submitted and noted. **(Appendix IV)**

Members noted a correction to the second paragraph of Section 3.3 of report 10/2 "Attendance Recording and Management Guidance", with the first sentence to be amended as follows: "The Attendance Sub-Committee comprises 3 members of the Council, not being the Convener or Vice-Convener of the Lifelong Learning Committee, and one non-Council member."

3. STANDARDS AND QUALITY REPORT 2008/2009

There was submitted a report by the Executive Director (Education and Children's Services) (10/1), (1) setting out Education and Children's Service's key strengths and identifying areas for improvement to be used to inform the development of the Service's Business Management and Improvement Plan 2010-2013; and (2) reflecting on some of the diverse and innovative work which the Service had delivered over the past year, making a difference to learning, participants, children, young people and communities.

Resolved:

- (i) The Standards and Quality Report 2008/2009, as appended to Report 10/1, be accepted, with copies made available to staff, parents, carers, Parent Councils, external agencies and the wider community in Perth and Kinross.
- (ii) The Standards and Quality Report 2008/2009, as appended to Report 10/1, be submitted to the next meeting of the Scrutiny Committee on 10 February 2010 for scrutiny and comment as appropriate.

4. ATTENDANCE RECORDING AND MANAGEMENT GUIDANCE

There was submitted a report by the Executive Director (Education and Children's Services) (10/2) detailing the revised guidance to be issued to schools in respect of the attendance management of young people within Perth and Kinross.

Resolved:

- (i) The implementation of the Attendance Recording and Management Guidance, from January 2010, as appended to Report 10/2, be agreed.
- (ii) It be agreed that an evaluation of the revised procedures take place after one academic year, with the results of the impact on attendance to be reported to the Lifelong Learning Committee thereafter.

5. PLANNING, MANAGING AND EVALUATING YOUR EXCURSION

There was submitted a report by the Executive Director (Education and Children's Services) (10/3) seeking approval of the revised *Planning, Managing and Evaluating your Excursion* document, and its implementation across the Council area.

Resolved:

- (i) The contents of the *Planning, Managing and Evaluating your Excursion Document*, as outlined in Appendix 1 to Report 10/3, be approved.
- (ii) Officers be instructed to implement the guidance in the document through an awareness-raising campaign and staff training programme.
- (iii) The revised *Planning, Managing and Evaluating Your Excursion Document* be submitted to the Strategic Policy and Resources Committee to note the Council-wide implications of the document.

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