



**Note of ADES Executive Committee Meeting
held on 30 January 2020 in the offices of
A&DS (Architecture & Design Scotland)
9 Bakehouse Close, 146 Canongate, Edinburgh. EH8 8DD**

Carrie Lindsay, as the new President of ADES, welcomed everyone to the meeting and was grateful that 12 out of 14 members of the Executive were able to attend this her first meeting.

In Attendance

Mary Arthur	Glasgow City
Helen Budge	Shetland Islands
Sheena Devlin	P&K – by tele-confernece
Lesley Gibb	Dundee City
Colin Grant	ADES Executive Support Officer
Gary Greenhorn	Falkirk
Douglas Hutchison	South Ayrshire
Jennifer King	Dundee City
Carrie Lindsay	Fife, President and Chair of the Meeting
Steven Quinn	Renfrewshire
Mark Ratter	East Renfrewshire
Michael Wood	ADES General Secretary
Catherine Thomson	ADES Administrator and note taker
Zoe Anderson	Shetland Islands and Finance

1. **Apologies**

Craig Clement	Aberdeenshire
Laurence Findlay	Aberdeenshire
Peter McNaughton	ADES Executive Support Officer

2. **Note of meeting held on 25 October 2019**

Agreed.

3. **Matters Arising**

Item 2 (7): Religious Observance

Noted that no further meeting has taken place on this issue.

Item 5: President's Update: SEC

Carrie Lindsay reported that she had spoken to Graeme Logan about representation on SEC. At present there are 6 Directors on the membership but ADES does not have an independent representative. It was agreed that as there are 6 Director's on the Council ADES is well represented. However it should be noted that the remit of SEC is at present being looked and, if necessary, ADES will ask for further representation.

Item 6: Home-School Link Worker

It was agreed that Peter McNaughton follow up this item.

ACTION: Peter McNaughton

Item 5: SQA Headship Qualification

It was noted that Peter McNaughton had had discussions on this matter but no conclusion had yet been reached.

ACTION: Peter McNaughton

Teacher Induction Scheme

Mary Arthur reported that a response had been received from the GTCS on this matter but it had not answered the funding question. It was agreed that the allocation of students does not meet the needs of local authorities. Helen Budge advised that Shetland is having real difficulties recruiting staff and could have taken students but had not been given the opportunity. It was also agreed that students need to be encouraged to go to where the vacancies are.

It was further agreed that:

- As Helen Budge is on the strategic board of the GTCS she will speak to the Board on the matter of allocation of students and the 5 area choices students can make
- Michael Wood will take this forward with the NQT SBTE group that he sits on as the ADES rep
- Mary Arthur will speak to Scottish Government and continue the dialogue with the Personnel Network
- any discussions that takes place on this matter should be reported to each other by email.

ACTION: Helen Budge, Michael Wood and Mary Arthur

4. Treasurers Report

Noted. It should also be noted that a tremendous amount of work by the Treasurers office had gone into the finances to modernise it. Zoe Anderson reported that:

- there will be a deficit this year due to the General Secretary carrying out more work than normal.
- the funds from the VSCS will be transferred from the joint VSCS/VSCE bank account into the ADES bank account meaning that ADES will have only one bank account as opposed to two making it easier for all
- Zoe, Helen, Carrie, Michael and Colin are meeting following this Executive meeting to agree the 2020 budget

ACTION: Zoe Anderson, Helen Budge, Carrie Lindsay, Michael Wood, Colin Grant

5. President's Update

Taken under item 6 and 13.

6. **ADES as an Enabler and Partnership with ES**

Two reports on this matter had been circulated with the agenda.

**Moving Forward on the Improvement Agenda:
an ADES response to evolving work around Collaboration and Improvement Support**

Michael Wood advised that this paper summaries some of the key issues which ADES needs to consider on the best way to move forward in a collective and effective way with the other agencies involved in the improvement agenda.

Carrie advised that she, Michael Wood and Peter McNaughton had attended a meeting with the agencies involved, eg.,ES, COSLA, SOLACE, SQA and SG a few months ago to discuss how to take forward the key principles set out in the paper by ADES.

Carrie Lindsay sought any comment/views from the Executive on the ADES paper. Some observations made were:

- there will be variations across each LA's
- different views will come from different Directors
- if you know there are issues in the system you would address them
- there is a need to look at the best way to support LAs who are challenged
- ADES does need to be involved in the process
- it is the LA that makes improvements not ES
- the Directors Forum will have further discussion at its meeting on 31 January 2020
- Directors would be concerned if it was ES doing the one year review progress
- not convinced the model will work
- because of the drastic cuts in staffing in LA's it can be a struggle to improve systems
- we need better, collegiate support
- what are ES going to do to improve the system
- why only one partner accessing the programme
- there is a need to get the timing of this right

Report by ES on Collaboration and Improvement Support

The report by ES was discussed. Douglas Hutchison stated he was not comfortable with some of the language used in this report and he fundamentally disagreed with it as he feels it has gone in a different direction from what ADES initially agreed. Other observations on this report:

- the wording on page 5 of the ES report is concerning, particularly the bullet points
- it implies that the system in LA's are at fault
- why should ES be the agency to review LA's

- there is a need to get temperate language
- the ES report looks like an INEA report

It was agreed that ADES requires to have further discussions to clarify their own views before meeting with Gayle Gorman. Carrie Lindsay undertook to be in touch with Gayle Gorman.

ACTION: **Carrie Lindsay**

7. **Update on ASL Review**

This item was taken under a discussion on ADES Networks.

8. **2020 ADES Constitution Launch**

Michael Wood reported that the revised 2020 ADES Constitution had been approved at the 2019 AGM. Michael advised that he intends to circulate the updated Constitution to all ADES members with a note advising them where changes have been made.

It was agreed that Michael, Colin, Peter, Carrie and Douglas arrange a meeting with the TES to seek some publicity on the launch of the 2020 ADES Constitution not least that it will flag up that one of the main changes in the Constitution is that membership is now open to various organisations.

A good starting point for a publicity campaign on membership of ADES would be to ask Directors to advise their Headteachers that membership would be open to them.

ACTION: **Michael Wood, Colin Grant, Peter McNaughton, Carrie Lindsay and Douglas Hutchison**

9. **Emerging Roles of Peter McNaughton, Colin Grant and Michael Wood**

This interim report outlined specific areas of work and how they are being taken forward by the 2 new officers on behalf of ADES. Current key areas being taken forward were noted.

Michael Wood tabled a report on the role of the ADES General Secretary and the work he is taking forward on behalf of ADES.

It should also be noted that as this is a new way of working for the Association the work commitments at present are interchangeable between all 3 officers until a clear sense of their roles emerge. Michael, Peter and Colin will prepare a summary of their work for Executive meetings.

ACTION: **Michael Wood, Colin Grant and Peter McNaughton**

10. **Executive Officer Report**

Colin Grant reported that he was going to Manchester on 6 February 2020 to meet with David Tilbrook of the VSC in order to get himself acquainted with the work they do for ADES. Colin intended to discuss with David new ways of communicating with ADES members, eg digitally.

It was felt that ADES officers have the knowledge and expertise to offer a range of services to its members, eg:

- liason with individual colleagues as and when it is needed
- informal support and mentoring for senior colleagues

- a “call” centre could be established which would allow members to ask questions and receive a response on any number of issues
- a bespoke, customised service could be offered for training purposes at a much reduced cost to members

There was discussion on sending out a tweet to all members following Network meetings which could update them what had been discussed at that meeting. The tweet could be distributed by the Chair or by Michael, Colin or Peter.

Colin Grant will report back to the Executive in March 2020 on his suggestions for the theme of the 2020 summer school, eg perhaps masterclasses – noted there is a wide range of themes that could be offered at a masterclass or sharing expertise with colleagues.

It was agreed that Colin would report back on new ways of communicating in the first instance to the Executive in March 2020 and the Directors Forum in April 2020.

ACTION: Colin Grant

11. **ADES 2019 Conference Evaluation**

It was agreed that the evaluations of the 2019 conference were excellent and members who attended had found it a very positive experience.

It was noted that there was a need to start thinking about the 2020 conference. It was also noted that a sub-group needs to be established to plan the 2020 conference. A theme for the conference needs to be confirmed. Some suggestions were:

- the early years agenda. It may be better to wait and see what impact the early years agenda will have on LAs.
- Curriculum for Excellence
- Senior Phase
- ASL
- look at improvement in LA’s – where are we now and where are we going

ADES is 100 years old in September 2020 and this should be included on the agenda.

It was agreed that Scottish speakers should be used. The Networks could have a workshop on a specific theme. There was discussion on allocating places at tables.

Colin Grant will report back to the Executive meeting on 6th March 2020 with suggestions for the 2020 conference for the Executive to consider.

ACTION: Colin Grant

12. **Draft ADES Calendar of Events 2020/21**

Noted.

13. **AOB Executive Committee Meetings**

Carrie Lindsay took this opportunity to seek the views of the Executive on the timing and venue of their meetings. The meetings were normally held in Glasgow or Edinburgh and Carrie wanted to make sure this was best for all.

All members present were happy with the arrangements as they were.

Network Meetings

It was agreed that the meeting of each Network had different numbers of members who attended and this determined the location and venue for meetings.

It was further agreed that an audit be carried out to check on which LA's are being represented at each Network meeting. It should be noted that any new member is asked to join the membership of a Network of their choice. They can, of course, join as many Network groups as they wish and some do. To allow an audit to be made Catherine Thomson will ask Dave Tilbrook to send Colin Grant a list of those who attendees at each Network.

ACTION: Catherine Thomson

Michael Wood agreed to issue a request to ADES members to ask if they would advise of any Committees/Groups/Councils they are a member of as a representative of ADES. Michael will also request them to advise if they sit on any other groups as an individual.

ACTION: Michael Wood/Catherine Thomson

Cost of Network Meetings

Network Chairs were asked to be aware of the costs of their meetings. It was agreed to share information on venues which are free of charge. However they are few and far between. It was thought that accommodation in the COSLA offices was free on a Monday and Friday.

The accommodation in the offices of the AD&S is free however it should be noted that it can only hold up to a maximum of 40 and you need a member of AD&S staff to sponsor you. This is never an issue.

ACTION: All

Network Meetings Update

Carrie Lindsay asked each Network Chair in attendance to give a brief update on their Network.

PIN Network Mark Ratter

Mark has just taken over from Donna McMaster as Chair of this Network. He has attended a CAQ Network meeting. Mark advised that the PI Network was looking at:

- Guidance on the good use of data in Scotland (following the SNSA Review)
- Insight Testing
- Revising the NIF Template
- Development of the Excellence and Equity Paper

Personnel Mary Arthur

Mary Arthur advised that the Network is involved in:

- the Code of Professionalism with the GTCS
- Early Years Expansion – staffing and implications
- alternative routes into teaching
- diversity in the workforce.

Mary also advised that a knowledge hub has been set up and is well used.

Resources Gary Greenhorn

Gary advised that he co-chairs the Resources with Craig Clement. They are supporting:

- Audit Scotland
- DSM Benchmarking
- Government licencing/copyright
- Learning Estate/Investment Board
- ICT
- conditions of buildings – this is becoming an extremely challenging and technical area due to the climate control criteria that requires to be taken into account when a new build takes place. It should be noted that there could be huge costs associated with new buildings if they do not meet the standards set.
- ELC Finance Group

Noted that a joint Resource/Early Years Network meeting and a joint Resources/Personnel Network meeting has been arranged as there are cross over issues their remits.

Gary undertook to establish what Directors of Finance are on the COSLA Finance and Settlement meeting.

ACTION: Gary Greenhorn

ASN/CYPS Jennifer King

Jennifer reported that attendance of the Network has dropped. A draft of the ASL Review concludes in February 2020. Jennifer undertook to share the recommendations with the Executive when she receives them. Jennifer has submitted an ADES response to the Transitions Bill which she circulated to the Executive. Educational Psychology and Workforce Planning – the work of this has moved on considerably and the contractual issue is being looked at for year 3. The National Child Protection Guidance should become clearer in the next few months. GIRFEC and Physical Intervention and Restraint are also on the agenda of the meetings of the ASN/CYPS Network.

Douglas Hutchison advised that he had responded to the ES report on Educational Psychology and Workforce Planning and had met with them to discuss where educational psychology sat within the education system. Douglas was advised by Graeme Logan that his report would be taken forward but this has not happened yet. Douglas will take this up with Graeme Logan

ACTION: Douglas Hutchison

Early Years Lesley Gibb

Lesley advised that this Network is a busy one and membership is always expanding. Often SG staff ask to come along to the meeting. ES and Care Inspectorate staff had attended the last meeting. The Care Inspectorate advised they have progressed their own framework. There are change to the criteria for deferred entry and it was noted that the timing of this was not good due to nursery expansion. If the Network is asked for a representative to become a member of any group or committee Lesley does seek a member to do that. It was agreed that early years expansion is one of the biggest changes to education is some 20 years and will have lots of implications.

