

**Note of the ADES Executive Committee Meeting
held on 6th March 2020 in the offices of
A&DS (Architecture & Design Scotland)
9 Bakehouse Close, 146 Canongate, Edinburgh. EH8 8DD**

In attendance

Mary Arthur	Glasgow City
Lesley Gibb	Dundee City
Colin Grant	ADES Professional Development Officer
Carrie Lindsay	Fife Council, Chair and President of ADES
Peter McNaughton	ADES Executive Officer
Michael Wood	ADES General Secretary
Catherine Thomson	ADES Administrator (Notes)

Joined by Teleconference

Helen Budge	Shetland Islands
Craig Clement	Aberdeenshire
Jennifer King	Dundee City

1. **Apologies:**

Sheena Devlin	P&K
Laurence Findlay	Aberdeenshire
Garry Greenhorn	Falkirk
Douglas Hutchison	South Ayrshire
Steven Quinn	Renfrewshire
Mark Ratter	West Lothian

2. **Note of meeting held on 30 January 2020**

Agreed.

3. **Matters Arising**

SQA Headship Qualifications

Peter McNaughton undertook to seek clarification about this matter. It was noted that a Headteacher could be appointed without the qualification but they would require to obtain it if appointed to a Headteacher post. This was a serious issue that requires to be addressed and accordingly should be placed on the Directors Forum agenda.

ACTION: Peter McNaughton

Teacher Induction Scheme

Carrie Lindsay received an email from the GTCS seeking an ADES representative for this Group. Noted that Helen Budge is a member of this Group as the Northern Alliance RIC representative. Colin Grant agreed to be the ADES representative.

4. **Treasurers Report**

Noted that all finances have been streamlined and will be easier to understand. A report will be available for the next Executive Committee meeting.

5. **President's Update**

Carrie Lindsay reported that

- SG had contacted her regarding the coronavirus to discuss the potential impact it could have on education. Carrie was advised that a letter is to be issued by the SG to all Education Authorities
- the International Council of Education Advisers are very positive about Scottish education
- COSLA/SG: they are concerned about a small number of authorities who are not able to deliver 1140hrs by August 2020. Carrie had suggested that an offer of help could be available from other authorities to assist these Authorities. Noted that recruitment is now taking place for nursery education staff
- Carrie has been asked to meet with John Swinney next week to discuss the Equity and Excellence report (now known as Performance issues)
- Carrie has been asked by the TESS to do a podcast about ADES

6. **ADES Officers Meeting Note and Matters Arising**

There was discussion on the 3 ADES Officers reports, copies of which were included with the papers for this meeting. Discussion took place as undernoted but it should be noted that there are full details on each individual report:

(i) **Progress on Collaborative Improvement**

Peter McNaughton gave an outline of his report on Collaborative Improvement which was attached to the agenda of this meeting. Peter advised that a meeting had taken place on 25 February 2020 involving:

Janie McManus	ES
Maria Walker	ES
Mhairi Shaw	ADES
Steven Quinn	ADES
Maureen McKenna	ADES
Peter McNaughton	ADES

regarding the principles and methodology of the process. Peter reported that, in his opinion, the meeting had been a very good, positive one and had turned a negative into a positive. A further meeting has been arranged to take place with the senior officers named above in late March 2020.

It was agreed that the report on Collaborative Improvement be taken forward to the March 2020 meeting to allow further progress to be made.

It was noted that this piece of work had been financed by ADES and it was felt that a financial contribution should be sought from SG/ES. Michael Wood undertook to draft an initial request to support this.

ACTION: *Peter McNaughton/Michael Wood*

(ii) **Professional Learning Strategy and Next Steps Systems Leadership**

The professional learning strategy will be based around 4 strands - communication, collaborative learning groups, conference and events and courses.

Systems Leadership

Working with ES to look at this issue with a view to offering short courses on current strategic issues. Other areas are also being explored.

Summer School 2020

Colin advised he is working with Anton Florek on the 2020 summer school which will be held on 3/4 August 2020 with the theme "different perspectives" The venue for the summer school is Collesios Hotel, Stirling.

ADES Annual Conference 2020

This theme of the 2020 annual conference is "Curriculum – Then, Now and the Future". ADES is 100 years old this year and this will be celebrated at the conference. Douglas Hutchison has agreed to Chair the Steering/Planning Group for the 2020 conference.

ADES Networks

Colin tabled an analysis of the number of ADES members from each Local Authority who had attended Network meetings from 19 March 2019 – present.

It was noted that as staff numbers in Authorities are shrinking it could be challenging for some Authorities to attend Network meetings. It was agreed that Colin contact Local Authorities to see if there was a way of communicating to allow ADES members to be more involved with the Association. This would allow members to get the most out of their ADES membership. There could be an opportunity to modernise ADES by communicating more digitally with members.

ACTION: Colin Grant

(iii) **Communications Update**

Colin Grant reported that he had met with David Tilbrook of the VSC to discuss developing a bespoke ADES/VSC platform based on the new Microsoft Teams. This system is available now, been tested and is easy to use. Colin is working with the VSC to develop a pilot system initially involving 2 ADES Networks. Colin will seek 2 volunteer Networks and report to the Directors Forum on how the pilot went.

ACTION: Colin Grant

(iv) **Policy Items**

Peter McNaughton reported that there is a plethora of activities on-going, vis:

- Chief Education Officer: Peter working in the first instance with SG colleagues regarding legislation
- COP 26 Climate Summit: agreed this would give youngsters opportunities to be heard at the national event on climate change taking place in Glasgow on ??????but it was also agreed that a day of action could be held within schools for those students who could not/did not want to travel to attend the event. Transport would be a major issue if thousands of students descended on Glasgow. It was agreed that there should be a discussion on this matter at the Directors Forum meeting on 30 April 2020.

ACTION: Sheena Devlin for Directors Forum agenda

- School Empowerment Guidance: Peter McNaughton undertook to ask Fiona Robertson to write to Directors to seek their views on the Guidance.
- ACTION: Peter McNaughton**
- Curriculum for Excellence Review: noted that a tremendous amount of work has been done behind the scenes by ADES. Peter will work with Steven Quinn and Mark Ratter on CfE.
 - Education Scotland: noted that ES have contacted Peter McNaughton and Mark Ratter to discuss NIF returns. It should be noted that ES are listening/working with ADES. It was agreed that Mark Ratter advise Directors of this.
- ACTION: Mark Ratter**

(v) **RIC Support**

Colin Grant reported that following a meeting he had with RIC Leads further clarity had been given on the role of how ADES could assist the RIC agenda. Colin has a further meeting on 23 March 2020 with the 6 RIC Policy Officers to take this forward. It was noted that RIC's have all developed differently and all have different views.

(vi) **ADES Officer Activities and Role Descriptions**

A "Meet the Team" information bulletin outlining the roles of ADES Officers was approved to circulate to all ADES members subject to the inclusion of the undernoted additions:

- an introduction from Carrie Lindsay, President of ADES
- photographs of the ADES officers

It is intended to compile a further two "Meet the Team" information bulletins which will advise members who their Office Bearers and Chairs of Networks are.

These further information bulletins will be circulated in due course to all ADES members.

ACTION: *Carrie Lindsay/Michael Wood/Catherine Thomson*

Michael Wood advised that he had been invited to join the undernoted groups:

- Post Independent Care Review Group Mentoring and Coaching Strategy Group (SBTE sub Group)
- Gender Violence Strategy Group
- Child Protection Strategy Group

7. **Improvement & Collaboration (Funding)**

Taken under item 6 (i).

8. **Network Chair: Updates**

It was agreed that getting an update from each Network Chair was very helpful.

ASN/CYPS

Update noted.

ASL Review

Jennifer King joined the meeting by tele-conference to discuss the ASL draft report. It was noted that this was a 74 page report.

Jennifer advised that

- broadly speaking 15-40 responses had been received, mainly from parents
- it will be published at the end of April 2020
- there had not been a strong ES presence at any of the meetings held to discuss the report
- ADES requires to do a written responses
- it was a long report, as was the recommendations, and an Executive summary would be welcome
- it will be interesting to see how it is taken forward across Local Authorities

Michael Wood reported that the EIS is currently doing a financial analysis of the report which will be helpful for all.

It was agreed that there required to be an ADES Executive member nominated to be on the Team which will draft the ADES response. It was further agreed that Douglas Hutchison had the expertise in this area. Michael Wood agreed to be in touch with Douglas to request that he do this piece of work.

ACTION: *Michael Wood/Douglas Hutchison*

CAQ

Update noted.

Early Years

Update noted.

Executive members had a copy of a draft report entitled Think Piece – Deferred Entry which had been prepared by Heather Douglas and Janice Collins for ADES.

Lesley Gibb advised that the group Give Them Time had found out about the report through a reference made about it by North Lanarkshire Council. They have requested a copy of that report and Lesley asked the Executive their views on this.

It was agreed not to release the report until it was finalised and accordingly Give Them Time should be advised that, as the report had been written for ADES membership and was still in draft form, they would get a copy when it was finalised.

Lesley Gibb advised that a range of officers are involved in a working group to explore the potential implications of the report. Craig Clement reminded that any resource/financial implications be noted. Lesley requested a couple of Executive members read the report and, where necessary, "soften" the language. It was agreed that Peter McNaughton and Douglas Hutchison be nominated for this task. Peter McNaughton also agreed to join the membership of the Group.

ACTION: *Peter McNaughton & Douglas Hutchison*

Lesley suggested she ask Professor Aline Wendy-Dunlop to join the group as she has a huge range of knowledge in the early years area. However it was thought that the Professor was a supporter of Give Them Time and Lesley agreed to check this out.

ACTION: *Lesley Gibb*

Michael Wood undertook to write to Directors to remind them if they intend to use extracts from any ADES reports they need to speak to the Executive in the first place.

ACTION: *Michael Wood*

Care Experience 2: It was noted that the definition of care experience over the years has changed.

PIN

Update noted.

Personnel

Mary Arthur requested that 2 dates of meetings of the Personnel Network be inserted into the calendar of events, ie 20.3.20 and 15.5.20.

Mary advised that she has the GTCS lined up to attend the Network to talk about professional code of conduct. SEEMIS Executive and Peter McNaughton will also attend a network meeting.

The Good Work Plan (Taylor Report): SG are attempting to ensure that everyone has a contract of employment which states their start time/end time and location of work. This will come into effect from April 2020 and will be very challenging for Local Authorities particularly when school contracts require to be issued wef August 2020.

The Personnel Network is looking for a sensible way forward to give advice on this matter.

It should be noted that there is a potential for employers to receive huge fines if they do not carry out this legislation which had been created for rogue employers, ie zero contract hours employers. However these employers are not heeding to this requirement.

Resources

Update noted.

Directors Forum

Noted that there is a Directors Forum on 30 April/1 May 2020. It was also noted that last year Sheena had circulated a draft agenda which was found to be very useful. Michael Wood undertook to contact Sheena Devlin to ask if he could assist Sheena in any way.

ACTION: Michael Wood

9. **Accommodation Available at no charge for ADES**

List noted. It should be noted that following this meeting ADES was advised that the offices of the A&DS would no longer be available to use for meetings. This venue should be removed from the list.

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

Noted. A few dates to add to the calendar. Also to be noted that the 2021 ADES Annual Conference will be held on 11/12 November 2021

11. **AOB
GTCS**

Helen Budge advised that she has represented ADES for 4 years on the GTCS Board. Helen will attend her last meeting in that capacity in March 2020. However Helen will still sit on the Board as a Local Authority representative. Helen agreed to be a joint ADES/Local Authority member if this was agreeable to the Executive. All were in agreement. Helen will advise the GTCS accordingly and if this is not acceptable to the GTCS she will revert to the Executive.

ACTION: Helen Budge

2010 Reference Guidance Group

Peter McNaughton had attended a meeting for Carrie Lindsay with R Parry from the SG who intend to run a workshop on 19 March 2020 in Perth. Noted this request was very last minute. The SG has asked for 2 primary headteachers/2 secondary headteachers and 2 guidance staff members to attend. The location of this workshop is Perth and it was agreed to seek nominations from Sheena Devlin for this. Peter McNaughton undertook to take this forward with Sheena Devlin.

ACTION: Peter McNaughton

12. **Date of Next Meeting**

It was agreed to add a further Executive meeting in the diary but still KEEP the June meeting in the diary. The date agreed was 7th May 2020 – 10.30-13.30