

Caerphilly County Borough Council

# Annual Service Plan

## Education and Lifelong Learning

### 2016/2017

<b>Head of Service</b>	Keri Cole, Bleddyn Hopkins
<b>Director</b>	Chris Burns
<b>Author</b> (if different from above)	
<b>Date</b>	30/09/16
<b>Version Number</b>	01
<b>Status</b>	MID YEAR UPDATE



## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.'
<b>A – Priority objective</b>	<b>1. Improve standards of attainment particularly in Key Stage 4 at the Level 2+ threshold</b>	1.1, 2.1, 3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
<b>1</b>	Work with the EAS to ensure that schools set challenging targets based on secure pupil tracking.	KC JC	JC – contract until 31/8/16	Schools set and achieve challenging targets and demonstrate good knowledge of pupils. LA staff meet with EAS staff in December 2016 to agree 3 year targets in advance of the SIP.	Post re-designated to lead on links with EAS. Chief Executive and Chief Education Officer have met with secondary headteachers to discuss the concept of a Caerphilly Education Strategy.
<b>2</b>	Challenge and support schools causing concern through Intervention planning, AIB and EIB meetings.	KC JC	JC – contract until 31/8/16. £11,000 to support Leadership and Management. £150,000 for support for School Improvement.	LA attendance at all meetings and secure knowledge of schools to challenge and support and quality assure the work of the EAS. No schools categorised as Red in January 2017.	Categorisation to be finalised in January 2017.

3	To work with EAS to identify concerns through the Wider Group/ALN meetings and support schools to improve.	JC JE AD SE	JC – contract until 31/8/16. £11,000 to support Leadership and Management.	Contextual knowledge of schools and concerns identified and addressed at early stage. Effective use of data, e.g. exclusions reduced.	Wider Group meetings in place and all actions completed to date.
---	--	----------------------	--	---	--

4	LA representative to work with EAS School Improvement Group to agree joint priorities in LA/EAS.	JG	12 officer days.	Priorities agreed. Action Plans produced. Improvement in school attendance and reduction of exclusions.	<p><b>Attendance</b> Validated secondary school attendance increased from 92.7% in 2014/15 (22<sup>nd</sup> in Wales) to 93.4% in 2015/16 (Joint 19<sup>th</sup> with Merthyr). This was 0.4% below the LA target.</p> <p>Validated primary school attendance will be available in December 2016.</p> <p>2014/15 compared with 2015/16 (two term comparison) shows an increase of 0.3% from 94.5% to 94.8%.</p> <p><b>Exclusions</b> (performance in 2015/16 compared with 2014/15)</p> <p>Non validated primary school data indicates the following:</p> <ul style="list-style-type: none"> <li>• no permanent exclusions in primary schools for 5 consecutive years.</li> <li>• increases in the number of FTEs, the number of days lost due to exclusions and the number of pupils receiving exclusions.</li> </ul>
---	--	----	------------------	---	--

					<p>Non validated secondary school data indicates the following:</p> <ul style="list-style-type: none"> <li>• increases in the number of permanent exclusions from 8 to 15 (2 subject to hearings) and the number of days lost due to exclusions.</li> <li>• decreases in the number of FTEs and the number of pupils receiving exclusions.</li> </ul> <p>Non validated EOTAS data indicates increases in the number of permanent exclusions, FTEs, the number of days lost due to exclusions and the number of pupils receiving exclusions.</p>
5	Implement bespoke literacy programme to raise standards of reading in Yr6 into Yr7. (See LA annex)	JC	£19,000 resources and supply.	Target schools identified. Fewer schools in lower quarters for standardised reading tests.	The first part of the programme has been implemented. Data will be analysed in May 17.
6	Conduct joint LA/EAS visits to targeted schools to challenge and support progress towards targets.	KC JR	£15,000	Target schools identified. Monitoring challenging and supporting of groups of vulnerable learners.	KB, Assistant Director in the EAS, is now the Principal Challenge Adviser for CCBC as an interim measure. Joint visits to targeted schools have been arranged for November 16.

7	To establish bespoke programme for raising standards of pupils in St. James 3 (see appendix – WIMD Action Plan)	SM	£30,000	Family worker post secured for 2 years. Improved attendance and reduction of exclusions in St. Martins and St. James.	The post holders have delivered and coordinated interventions within the school as well as individually with families. The updated Education task group action plan provides more detail on interventions. School attendance data of St Martins shows steady improvements from 92.3% to 94.7% across 2014/15 and 2015/16. Attendance data for St. James is now 92.8% - a slight increase from previous year (91.8%)
8	Implement the Family Learning Signature in the Rhymney cluster (see LA annex in EAS Plan)	SM	£8,000	Cluster identified and engaged. Programme implemented and evaluated. An increase in parental support and impact on outcomes.	Family Learning Signature training has been delivered in Rhymney cluster and initial families worked with. Evaluation and cluster mentoring sessions are planned for summer and autumn terms. Initial indications are more positive for KS2 – KS4 age children.
9	To reduce the gap in performance between EFSM and non EFSM pupils at Key Stage 4, Level 2+ (see EAS Business Plan)	KC	£20,000	Target schools identified and additional support agreed with LA. Gap reduced as per school target.	There is an EAS Professional Learning Officer in place to support schools in closing the gap for 2016-17. A Family Learning Signature pilot programme is currently running in the Rhymney Comprehensive cluster to improve family and community engagement.

10	Deliver Adult Community Learning to improve the level of essential skills and provide opportunities to gain qualifications (formal and non-formal).	LT	Adult Community Education is delivered in partnership with the 4 other Gwent authorities and the colleges.	Improved levels of essential skills.	<p>Data relates to academic year 2015/16.</p> <p>65 accredited courses through the CG franchise in academic year 15/16:</p> <p>36 Literacy 18 Numeracy 6 Digital Literacy 5 ESOL</p> <p>Attainment 99.7 % Successful Completion 96.1%</p> <p>22 accredited courses through Direct Delivery in academic year 15/16:</p> <p>8 Literacy 9 Numeracy 4 Digital Literacy 1 ESOL</p> <p>Attainment 97% Successful completion 89%</p> <p>57 non-accredited Family Learning courses. (Families First Integrated Family Learning Project)</p> <p>226 enrolments</p> <p>210 (93%) meeting their individual targets.</p>
----	---	----	--	--------------------------------------	--

11	Continue to focus on essential skills enrolments despite a reduction in available funding and raise the level of essential skills through formal accreditation and informal assessment.	<p>LT</p> <p>Oct 2016 (Based on the 2015/16 academic year)</p>	<p>Coleg Gwent Franchise £109,710 Welsh Government Direct Grant (partial) £60,000 Families First funding £126,492.</p>	<p>600 enrolments</p> <p>300 learners to achieve essential skills qualifications.</p>	<p>756 enrolments</p> <p>415 achieving Essential Skills qualifications Entry to level 2</p> <p>Breakdown: E1 – 99 E2 – 118 E3 – 69 L1 – 109 L2 – 20</p> <p>Attainment and Successful Completion data will be verified in November 2016.</p>
----	---	--	--	---	---



## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A – Priority OBJECTIVE</b>	<b>2. Raise standards of attendance</b>	2.3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
<b>1</b>	Refine data systems to ensure accurate and timely data for attendance.	JG LB LP		Data systems produce accurate monthly reports.	The Data section is using the SIMS system to identify secondary attendance and extract relevant data as a basis for monthly meetings
<b>2</b>	Use monthly attendance meetings to monitor and report on trends. Link with EAS so that data can be used in Challenge Adviser visits.	JG LB JC		Monthly data meetings identify schools in need of support. Clear communication with EAS and feedback following visits.	Schools in need of targeted intervention identified. Progress monitored at monthly meetings. Support and challenge for schools reviewed in the light of key issues relating to for e.g. use of codes, FPNs and prosecutions
<b>3</b>	Work with SEWC School Improvement Officers to design a regional strategy for attendance. (See SEWC School Improvement Action Plan)	JG SEWC	15 officer days	Action Plan developed, implemented and evaluated. Attendance levels rise as per target. Good practice identified.	Discussions with Senior EWOs took place in the summer term 2016. Meeting scheduled for November 2016 to progress proposals regarding a revised regional strategy.

4	Challenge targets to be amended in the March School Improvement Group and agree them. Schools causing concern visited.	JG JC		LA primary / secondary challenging targets achieved. Targeted schools identified and supported to improve.	Discussions at the SEWC School Improvement Group will inform this process.
5	Share Strategy with schools and governing bodies. Education Welfare Service to monitor progress in implementation.	JG LP		Strategy implemented and schools consistent in approach. Targets achieved. Improved comparative performance.	Local attendance guidance and policy revised and implemented in the summer term 2016.
6	Identify good practice and share case studies.	JG		Good practice identified and shared in training sessions.	Draft case studies completed by each Senior EWO in SEWC. Final case studies to be collated and shared with headteachers and other relevant professionals in January 2017..

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A – Priority Objective</b>	<b>3. Reduce the impact of poverty on children and young people</b>	2.3, 2.4, 3.3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
<b>1</b>	Use performance data to target schools/communities where there is the greatest gap between EFSM and non EFSM pupils' performance.	KC		Target schools identified and agreed.	Schools identified and actions outlined in respective support plans.
<b>2</b>	Work with EAS to develop strategy to reduce this gap.	KC JR	£20,000	Strategy agreed and monitored. Gap reduced in line with targets.	Joint visits to schools have been arranged and information is being collected and collated to form a strategy.
<b>3</b>	Further develop working practices between Communities First and Education.	SM		Secure working practices and regular joint meetings. Feedback to EMT which demonstrates effective partnership working.	Regular monthly meetings are held as formal programme collaboration group and additional operational meetings are held as needed.
<b>4</b>	Re-design the Youth Service to ensure fitness for purpose as highlighted by the Youth Forum.	KC PO'N JG	CMT support for review.	Youth Service redesigned and recommendations implemented.	Model options drafted and costed, but yet to be agreed

5	Establish a dedicated NEETs team with responsibility for reduction of NEETs.	PO'N	Engagement & Progression Framework Grant £58,025	NEETs strategy reviewed and actions implemented through YEP. NEETs target achieved.	Ongoing through Youth re-design.
6	To implement the Inspire working programme. (Please see Inspire model)	LT PO'N	Inspire to Achieve £349k match . Inspire to Work £322k match.	Programme implemented. Targets met.	I2W operation has still not been approved by WEFO  Inspire to Achieve element reviewed and alternative model of pre-NEETs engagement being developed
7	Deliver the European Social Fund (ESF) Project Bridges into Work 2 in order to decrease the number of unemployed residents	LT March 31 <sup>st</sup> 2017	£1,256,436 Delivery August 2015-January 2018	BIW2: 373 Participants engaged 61 Entering employment 147 gaining a qualification 171 gaining a work experience or volunteering opportunity.	To date the operation has: <b>242</b> participants engaged. <b>34</b> have secured employment. <b>81</b> have completed a qualification. <b>95</b> are currently on work placement with a further <b>26</b> about to start this term.  This operation started 6 months late In January 2016 due to the late approval by WEFO. However targets started in August 2015.  The service is hoping to secure a six month extension with WEFO in order that the operation can catch up on targets.

8	<p>Deliver the European Social Fund (ESF) Project: Working Skills for Adults 2 in order to upskill the low skilled, low paid workforce</p>	<p>LT March 31<sup>st</sup> 2017</p>	<p>£344,215 Delivery August 2015- January 2018</p>	<p>WSA2 156 participants engaged 104 gaining a qualification.</p>	<p><b>100</b> participants engaged <b>66</b> have completed a qualification.</p> <p>This operation started 6 months late in January 2016 due to the late approval by WEFO. However targets started in August 2015</p> <p>The service is hoping to secure a six month extension with WEFO in order that the operation can catch up on targets.</p>
---	--	--	--	---	---

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A – Priority Objective</b>	<b>4. Complete review of EOTAS</b>	2.3, 3.3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
<b>1</b>	Implement changes in the registration of EOTAS pupils.	AD LB		Registration of EOTAS pupils agreed. Plasc return completed on time.	Consistent approach to registration of EOTAS pupils being pursued. Plasc return completed.
<b>2</b>	Complete procurement processes for the new EOTAS framework.	AD		Procurement process completed successfully within schedule.	Procurement process completed
<b>3</b>	Establish Regional Learning Pathways Centres for alternative curriculum collaboration.	AD/PW	£60,000 set up. £20,000 staffing. £212,319 Communities First.	Regional LPCs successfully established. Reduction of referrals to EOTAS Panel. Reduction of permanent fixed term exclusions.	LPC's established in two regions. Referrals to EOTAS and permanent exclusions to be monitored in the context of this development.
<b>4</b>	Successfully complete the statutory process for the closure of the BESD base at Newbridge.	JE April 2016 – August 2017.		Newbridge base closed in 2017. Pupils experience successful transition.	Ongoing. The consultation to close the base will commence in the Autumn term
<b>5</b>	Agree alternative accommodation for BESD at KS3.	AD		All accommodation located and move completed.	Outstanding

6	Agree appropriate alternative venue for community tuition.	AD		All accommodation located and move completed.	Proposals to be shared with CEO for approval
7	Agree alternative venue for NEP.	AD CE		All accommodation located and move completed.	Completed
8	Complete and evaluate PIVOTAL behaviour programme. Finalise policy and implement it.	JG AD		Programme evaluated and report shared. Recommendations made and implemented. Reduction of exclusions.	Evaluation to be undertaken in October 2016.  Policies to be finalised when drafts are provided by PIVOTAL.
9	Agree and implement Managed Moves Policy.	AD		Policies implemented successfully. Reduction in exclusions.	Working group established in October 2016.
10	ALN Review Working Group agree recommendations for spectrum of provision and recommendations implemented.	JE		Recommendations agreed and shared. Action Plan produced.	Ongoing – Behaviour work stream will begin in the autumn term
11	Develop capacity at PRU and review future provision.	KC	£15,000 for admin support	Full review of current situation and recommendations agreed.	Admin post in place Ongoing
12	To identify and target schools for behaviour review.	JG/JC		Schools identified and reviews completed. Support agreed and monitored. Exclusions reduced in targeted schools.	Outstanding

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A - Priority:</b>	<b>5. Complete final phase of ALN Review</b>	2.2, 3.3



<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
1.	Working group agree recommendations and share with stakeholder group; then with headteachers.	KC JE		Recommendations signed off and implemented as per timescales.	Completed – meetings held with stakeholder group and headteachers in June and July
2.	Recommendations actioned appropriately for each group.	JE		Action Plans implemented.	Partially completed – additional consultation is required for two work streams (Additional Support & EPS)
3.	Complete statutory process for relevant bases, including Hendre Junior, Cefn Fforest, and Newbridge.	JE		Statutory process completed.	Statutory process completed for Hendre Junior & Cefn Fforest. Newbridge consultation will commence in the Autumn term
4.	Agree designation and capacity for SEN across the County Borough.	JE		SEN provision mapping established with data evidence.	Ongoing – work is taking place to include robust early years data for more accurate forecasting of need in relation to provision
5.	Complete recommendations for the hub and spoke model from Trinity Fields.	JE IE	£40,000	Action Plan implemented.	The first phase of this action has been completed. A satellite base is now established in St. Cenydd to complement the KS2

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A - Priority:</b>	<b>6. Deliver 21<sup>st</sup> Century Schools Strategy &amp; Development</b>	2.4, 3.3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
1	Successfully complete the three Band A schemes to time/cost.	BH Up to August 2017	Band A (2014-2019) £20m (50/50 WG & CCBC)	Work completed to agreed specifications and in accordance with time/cost.	<b>Y Gwyndy</b> scheme due for completion by December 2016. <b>Islwyn High School</b> due for completion by end April 2017 with Years 7-10 pupils due to move into new school on 5 June 2017. <b>Abertysswg/Pontlottyn Primary</b> due to commence December 2016 and completed December 2017 with opening in January 2018.

2	<p>Develop a school place planning strategy, to include proposals for:</p> <ul style="list-style-type: none"> <li>• review of school catchment areas</li> <li>• progressing school federation options, as applicable</li> <li>• develop an all through school proposal in relation to Abertysswg/Pontlottyn Primary &amp; Rhymney Comprehensive</li> <li>• reviewing small primary schools</li> <li>• amalgamating separate infant and junior schools</li> <li>• develop Band B (2019-2022) of Welsh Government's 21<sup>st</sup> Century Schools Programme.</li> </ul>	<p>BH July 2016 (initial strategy report)</p>		<p>Strategy endorsed by Members. Statutory processes developed, as applicable.</p>	<p>An initial draft strategy has been considered by the Schools Strategy Board and a more substantive version is due to be considered by the Board at the end of December 2016.</p>
3	<p>Manage capital resources successfully.</p>	<p>BH March 2017</p>		<p>In year programme completed within budget. Proposals for 2017/18 agreed by Members.</p>	<p>The entire Capital Programme has been allocated against identified schemes, including slippage. The annual Capital Bid Pro-forma 2017/18 was distributed to all schools in September with bids required by Friday 21 October. The 2017/18 budget allocation will be considered by Scrutiny in February 2017 with subsequent consideration by Cabinet in March 2017.</p>

4	Electrical work in Secondary schools developed successfully.	BH March 2017 & on going	£2m set aside in Education Capital Programme.	Works prioritised and undertaken. Schools compliant with regulations.	A programme of works for the £2m set aside in the Education Capital Programme has been developed and progress reports are considered by the Schools Strategy Board, most recent occasion being 12 September 2016.
---	--	--------------------------------	---	---	---

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A - Priority:</b>	<b>7. Meet the requirements of the CCBC Medium Term Financial Plan</b>	3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
1	Review all agreed savings proposals and develop a detailed Action Plan to ensure successful delivery thereafter.	April – August 2016		Action Plan prepared for all savings proposals for 2016/17 and beyond.	Regular reviews. All 2016/17 proposals progressing.
2	Senior managers review their service and present a discussion paper for the Chief Education officer.	August – October 2016		Individual plans prepared by all Senior Managers.	Completed.
3	Undertake ‘challenge’ meetings with managers and the Chief Education Officer to discuss priorities and options.	April – August 2016		Meetings take place and priorities agreed.	Regular meetings take place, including updates to Senior Management Team.
4	Develop proposals in the context of the three year plan, with particular emphasis on 2018/19 and 2019/20.	October 2016		3 year forward plan developed and agreed.	Awaiting confirmation of final details.

## Part 4: Action Plan for 2016/17

<b>Service Area:</b>	<b>Education and Lifelong Learning</b>	Was this priority identified in your Self Evaluation? If so, please identify which section.
<b>A - Priority:</b>	<b>8. Maintain and further develop good practice in Safeguarding</b>	1.2, 2.3

<b>B</b>	<b>Key Actions / Tasks</b>	<b>Owner &amp; Completion Date</b>	<b>Additional resource required?</b>	<b>Success Criteria</b>	<b>Progress update</b>
1	Develop a Local Authority Self Evaluation Tool and revise the audit tool for schools and other settings	JG/HW October 2016		Safeguarding arrangements meet statutory requirements.	The SEWC Safeguarding in Education sub-group has identified this activity as a priority for the region (see Action Plan).  Draft Evaluation Tools currently subject to consideration.
2	Review and revise the current Child Protection Policy for schools and other settings	JG/HW July 2016		The policy reflects a broader safeguarding agenda with a focus on prevention in accordance with the Social Services Well Being Act (Part 7).	Model Safeguarding Policy for schools and other settings completed and circulated in October 2016..
3	Develop the Safeguarding Training Strategy	JG/HW December 2016		The Designated Safeguarding Officer role is developed to build capacity, in accordance with the Corporate Safeguarding Policy.	Ongoing discussions between the Strategic Lead and the Operation Lead for Safeguarding will progress the development of the training strategy.