

**REPORT TO EDUCATION AND CHILDREN'S SERVICES COMMITTEE –
16 FEBRUARY 2017**

**ABERDEENSHIRE'S SCHOOLS ENHANCED PROVISION - THE
ESTABLISHMENT OF AN ENHANCED PROVISION CENTRE AT MILL O' FOREST
SCHOOL, STONEHAVEN**

1 Recommendations

The Committee is recommended to:

- 1.1 Consider the consultation feedback report.**
- 1.2 Approve the officer recommendations to establish an Enhanced Provision Centre at Mill O'Forest School, Stonehaven.**

2 Background / Discussion

- 2.1 In February 2013 the Education, Learning and Leisure Committee approved the development of a nine Area model for Enhanced Provision the aim of which is to provide appropriate support for all learners. Ensuring the best possible support for children with additional support needs is a key priority for Aberdeenshire Council and over the five years there has been a comprehensive review of provision.

One aspect of the review was to consider the establishment of an Enhanced Provision Centre at Mill O'Forest School, Stonehaven.

- 2.2 A Statutory Consultation period was held including an on-line survey from 10 June 2016 to 16 September 2016 a period in excess of 30 school days. A public meeting was held at Mill O'Forest School Stonehaven on 22 June 2016. A report of the feedback from the statutory consultation is detailed in Appendix A.
- 2.3 A report detailing the proposal was sent to Education Scotland and included written representations that the Council had received and oral representations made to it by any person at the public meeting.

Education Scotland produced a report addressing educational aspects of two proposals by Aberdeenshire Council, Appendix B;

- 2.3.1 to relocate Newtonhill School Enhanced Provision Centre to Portlethen Primary School, Portlethen;
- 2.3.2 to establish an Enhanced Provision Centre at Mill O'Forest School Stonehaven.

The Education Scotland report is therefore replicated in the report to Education and Children's Services Committee - 16 February 2017, "Aberdeenshire's Schools Enhanced Provision: Report on the Statutory Consultation for the Relocation of Newtonhill School Enhanced Provision Centre to Portlethen Primary School, Portlethen".

Comments by the Inspectors in their summary included, "The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters. Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits. In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school. With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres."

In response to the Education Scotland summary as detailed in Appendix A, 5.1 and 2.2

- Aberdeenshire Council has provided additional staffing for session 2016-2017 to ensure children at Newtonhill School receive the same level of support. The formulaic needs based allocation of future teaching and PSA staffing will ensure that pupils will continue to have their needs met adequately and efficiently.
- Aberdeenshire Council has consulted with head teachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning to increase the confidence and competence of all staff.

2.4 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their observations have been included in the report.

3 Scheme of Governance

3.1 The Committee is able to take a decision on this item in terms of Section E.3.4. of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the functions of the Council under the Education (Scotland) Acts, the Education (Additional Support for Learning) (Scotland) Act 2004, and all other relevant legislation and regulations.

4 Equalities, Staffing and Financial Implications

- 4.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as Appendix C and no negative impact has been identified. The positive impact relates to an increase in capacity and equity to support a greater number of children across the Stonehaven Cluster (Appendix A, 2.2).
- 4.2 There are minimal anticipated financial implications for a reduced spend in school transportation as an outcome of this proposal. Any additional costs related to training will be funded on an invest-to-save basis through prioritisation of existing budgets as part of an authority wide capacity building programme as detailed in the Additional Support Needs Career Long Professional Learning (CLPL) Strategy. The proposed redistribution of staffing resources will promote equity, fairness and transparency and ensure a sustainable workforce for the future.

Maria Walker
Director of Education and Children's Services

Report prepared by Rhona Jarvis Quality Improvement Officer ASN
December 2016

APPENDIX A	STATUTORY CONSULTATION REPORT – THE ESTABLISHMENT OF AN ENHANCED PROVISION CENTRE AT MILL O' FOREST SCHOOL, STONEHAVEN
APPENDIX B	EDUCATION SCOTLAND REPORT
APPENDIX C	EQUALITY IMPACT ASSESSMENT

Appendix A

Aberdeenshire
COUNCIL



EDUCATION & CHILDREN'S SERVICES

**ABERDEENSHIRE SCHOOLS
ENHANCED PROVISION**

**APPENDIX A - THE ESTABLISHMENT OF AN
ENHANCED PROVISION CENTRE AT MILL
O'FOREST SCHOOL, STONEHAVEN**

CONSULTATION REPORT

DECEMBER 2016

**This Consultation Report has been issued by Education &
Children's Services of Aberdeenshire Council in accordance with
the Schools (Consultation) (Scotland) Act 2010**

- Contents -

1 BACKGROUND

2 THE PROPOSAL

Educational Benefit Statement

3 INVOLVEMENT OF STAKEHOLDERS

Public Meeting

Staff Meetings

Pupil Consultation

Online Survey for Stakeholders

Online Survey for Pupils

4 WRITTEN RESPONSES

Online Survey for Stakeholders

Online Survey for Pupils

**5 SUMMARY OF ORAL AND WRITTEN RESPONSES WITH EDUCATION
AUTHORITY RESPONSE**

6 EDUCATION SCOTLAND REPORT

7 INACCURACIES

**8 COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS
(CONSULTATION) (SCOTLAND) ACT 2010 AND
CONCLUSIONS/RECOMMENDATIONS**

9 CONCLUSIONS AND RECOMMENDATION

Appendices

Appendix 1 Note of Public Meeting

Appendix 2 Note of Staff Meetings

Appendix 3 Pupil Responses

Appendix 4 Survey Monkey Consultation Responses

1 BACKGROUND

- 1.1 In October 2013, it was agreed by Aberdeenshire Council's Education, Learning and Leisure Committee to conduct an audit of enhanced provision across Aberdeenshire. In August 2014 the findings from the Enhanced Provision informal engagement events was presented to Aberdeenshire Council's Education, Learning and Leisure Committee. Following on from this, the proposal document 'Aberdeenshire Schools Enhanced Provision – the relocation of Newtonhill School enhanced provision centre to Portlethen School, Portlethen and the establishment of a new enhanced provision centre at Mill O'Forest School, Stonehaven' was considered by Aberdeenshire Council's Education, Learning and Leisure Committee on 28 May 2015 when it was agreed that it should be issued as a basis for consultation.
- 1.2 A formal statutory consultation took place between August-October 2015 and a report was sent to Education Scotland. Education Scotland issued a report on the statutory consultation process in November 2015 finding the proposal had the potential to increase capacity to meet the higher levels of need identified at Portlethen Primary School but lacked specificity about the educational benefits and on the impact of the relocation on staffing levels, resources and training opportunities in both schools. Further, Education Scotland suggested it would also be helpful to provide specific reassurance to parents of children with significant additional support needs at Newtonhill School that they would not be disadvantaged as a result of implementation. It should be noted that Portlethen Primary School and Newtonhill School are not rural schools subject to the Rural Schools legislate.
- 1.3 It was agreed to take stock and prepare a revised statutory consultation proposal for the ELL Committee in May 2016 incorporating Education Scotland's comments to undertake a fresh formal statutory consultation process in June 2016. It was also agreed to separate the original combined proposal for Portlethen and Stonehaven and present each proposal on an individual basis. The projected timeline was over 6-12 months. This option ensured that Education Scotland's recommendations could be incorporated into a fresh formal statutory consultation process, whilst progressing the process to completion in a more timely manner.
- 1.4 The ELL Committee on 24 March 2016 agreed the following actions:
- for the duration of school session 2015/16, allocate proportionate enhanced provision staffing in both schools to ensure consistency of support until Hillside School opens.
 - to prepare a revised proposal for the May 2016 ELL Committee including clarification on implementation plans and provide a timescale for the completion of Hillside School as per Education Scotland's report recommendations and to reflect the revised Scottish government's guidance.

- subject to approval of the proposal by ELL Committee in May 2016, initiate formal statutory consultation proposal from June 2016.

- 1.5 The proposal document 'Aberdeenshire Schools Enhanced Provision – the establishment of a new enhanced provision centre at Mill O'Forest School, Stonehaven' was considered by Aberdeenshire Council's Education, Learning and Leisure Committee on 26 May 2016 when it was agreed that it should be issued as a basis for consultation.
- 1.6 Officers liaised with the Head Teacher of Mill O' Forest Primary School in April and May 2016 to ensure staff and parents were informed of the proposal and possible impact and were aware of the Statutory Consultation process.

2 THE PROPOSAL

- 2.1 The proposal document was issued week commencing 6 June 2016 to those individuals and bodies listed under Distribution within the document. The Proposal Document was also published on the Council website: www.aberdeenshire.gov.uk. The proposal document made clear to consultees that the consultation period would run from Friday 10 June 2016 until Friday 16 September 2016 covering a period in excess of 30 school days.

The proposal on which consultation took place was that:

Enhanced provision across Aberdeenshire has been reviewed and a nine area model is currently being implemented during 2014-16. Each cluster will have a primary and a secondary enhanced provision centre and each area will have a community resource hub. The aim is to provide support for all learners in the local schools through universal and targeted support and to ensure that enhanced provision is located where the need is greatest.

The new enhanced provision model aims to increase capacity at a school and cluster level for all learners to ensure greater consistency of, and equity of access to, an improved quality of provision across the authority. At present the enhanced provision centre for the Portlethen and Stonehaven clusters is located at Newtonhill School, Newtonhill.

The only cluster without primary enhanced provision is Stonehaven and the proposal is to develop a new primary enhanced provision centre at Mill O' Forest School, Stonehaven. The provision of additional support for learning in the Authority's schools is underpinned by a strategic approach to career long professional learning and training for all the workforce to ensure the Council provides the right support, in the right place, at the right time.

The document proposed that a new primary enhanced provision centre to be established at Mill O' Forest School in accordance with the new model of enhanced provision.

2.2 Educational Benefits Statement

The nine area model of enhanced provision will provide a fair, transparent and equitable service across Aberdeenshire and allows all children with additional support needs to be educated in their own communities. The new model will improve support for children and young people with additional support needs and extend existing effective inclusive practice.

<https://www.aberdeenshire.gov.uk/media/16925/education-enhanced-provision-nine-area-model.pdf>

The model will establish a continuum of provision in the Stonehaven cluster, in line with the authority-wide model and increase capacity to meet needs.

<https://www.aberdeenshire.gov.uk/media/16924/enhanced-education-provision-portlethen-stonehaven-laurencekirk.pdf>

Children living in the Stonehaven cluster and requiring enhanced provision will be able to access it locally rather than having to travel to Newtonhill. The bulk of the population within the cluster reside in the town of Stonehaven thereby reducing the travel distance.

Parents of existing pupils with significant additional support needs from the Stonehaven cluster who currently access enhanced provision at Newtonhill School will have the option to continue to be supported at Newtonhill or transfer to Mill O' Forest.

The phased implementation of the proposed changes will require a robust planning process in partnership with parents for each individual pupil attending Newtonhill School enhanced provision centre to ensure their needs continue to be met in the most appropriate location and via their Individual Education Plan.

The learning environment at Mill O' Forest School already has a nurture space which includes a life skills area. A designated quiet space / sensory space will be created during session 2016 - 2017. The enhanced provision centre will be used flexibly to meet the needs of learners and has access to an outdoor learning environment.

Resources will be used and deployed flexibly to meet a range of needs.

A mainstream setting will continue to support children to develop resilience and be active participants in the wider world, through understanding their emotions, learning coping strategies and a gradual planned supported exposure to a range of life's experiences. The social and emotional needs of individual pupils will continue to be supported through the effective transition planning process. Staff will be confident, equipped and supported to meet these needs.

Pupils will feel more supported as a result of increased investment in staff training and professional development as all schools become more autism and dyslexia friendly with an emphasis on nurturing approaches. Schools will be better able to support a child’s language, literacy, numeracy and communication needs; along with their social and emotional development. Training will be provided on a regular ongoing basis to all staff.

On-going investment in training and professional development will ensure that staff continue to further develop the competencies and skills to effectively support pupils’ needs and thereby increase capacity of all staff groups. Equalities and Respecting Diversity Council-wide training has been completed which includes all categories of staffing.

3 INVOLVEMENT OF STAKEHOLDERS

3.1 Public Meeting

A public meetings was held in Mill O’ Forest Primary School, Stonehaven on Wednesday 22 June 2016 to discuss the proposals issued for public consultation.

Stakeholders from all of the schools in the Stonehaven cluster were invited.

The pupil roll of each of the schools at this time was:

- Mackie Academy – 923
- Arduthie School – 434
- Bervie School – 287
- Catterline School – 54
- Dunnottar School – 243
- Glenbervie School – 67
- Gourdon – 95
- Johnshaven – 35
- Kinneff School – 12
- Lairhillock School – 157
- Mill O’ Forest School - 419

The table below details the numbers of attendees at the public meeting.

A full note of the public meeting is detailed in Appendix 1

Date	Time	Venue	Number of Recorded Attendees
22 June 2016	6.30 pm	Mill O’ Forest Primary School	20 stakeholders plus officers and representative from Education Scotland

Comments and questions included:

- Will this be resourced from new staff or will staff be pulled from other schools?
- What happens if a parent is determined their child would be better in a

special school?

- Is the priority of need about the child?
- Can you explain the timeline?
- Should the proposal not be approved what happens to children who need it?
- During the first consultation no one was really sure what enhanced provision meant. For this consultation the front page of the proposal has a clear definition.

3.2 Staff Meetings

Two meetings for all teaching and non-teaching staff of all schools in the Stonehaven Cluster were held in Bervie Primary School, Inverbervie at 3.30 pm on 17 August 2016 and at Mill O' Forest Primary School, Stonehaven at 3.30 pm on 18 August 2016. 16 staff attended the meeting at Bervie Primary School and 17 staff attended the meeting at Mill O' Forest Primary School.

3.3 Pupil Consultation

The Pupil Council of Mill O' Forest Primary School was given the opportunity to comment on the proposal. Pupils met with their Head Teacher and their views were forwarded to officers.

3.4 Online Survey for Stakeholders

An online survey was set up via Survey Monkey to gather responses from all interested parties. A total of 6 responses were received and collated.

4 WRITTEN RESPONSES

4.1 No written responses were received.

4.2 Survey Monkey Responses - Stakeholders

As part of the consultation process Survey Monkey was used to gather the views of interested stakeholders. The survey listed 8 questions including 4 written responses, however some of the respondents did not answer all of the questions.

1. Which school are you connected with?

4 responses.

Bervie Primary School 3, Not Applicable 1 Arduthie Primary School 0, Carronhill School 0, Catterline Primary School 0, Dunnottar Primary School 0, Glenbervie Primary School 0, Gourdon Primary School 0, Johnshaven Primary School 0, Kinneff Primary School 0, Lairhillock Primary School 0, Mackie Academy 0, Mill O' Forest School 0

<p>2. In which role are you completing this survey?</p> <p>4 responses. 4 identified as education staff and 0 parents/carers</p>
<p>3. Does your child currently access enhanced provision at Newtonhill Primary School?</p> <p>3 responses Yes 0, No 0, Not Sure 0, Not Applicable 3</p>
<p>4. Do you agree with the proposal that Stonehaven would benefit from enhanced provision being established at Mill O' Forest School</p> <p>4 responses Yes 3 , No 0</p>
<p>5. Please give reason(s) for your answer</p> <p>3 responses 3 respondents stated that pupils in the Stonehaven cluster, particularly those with more complex additional support needs would benefit from enhanced provision being established at Mill O' Forest School</p>
<p>6. Are you in favour of accepting the proposal as set out in the consultation document?</p> <p>3 responses. 3 responses were in favour of new primary Enhanced Provision Centre to be established at Mill O'Forest School in accordance with the new model of Enhanced Provision 0 responses were in favour of Retention of the status quo with Newtonhill School as Enhanced Provision Centre</p>
<p>7. Please give reason(s) for your answer</p> <p>3 responses 2 respondents stated that the establishment of enhanced provision at Mill O' Forest School would mean that provision was more accessible to pupils who live south of Stonehaven and that this would reduce travelling time for pupils accessing enhanced provision. 1 respondent felt that the proposal would lead to more pupils' needs being met.</p>
<p>8. Please detail below any further comments you wish to make on the proposal for consideration.</p> <p>3 responses 2 respondents said that the proposal would ensure that pupils' needs were appropriately met. 1 respondent commented that adequate staffing was required but that the proposal could be beneficial to all children.</p>

4.3 Survey Monkey Responses – Pupils

As part of the consultation process Survey Monkey was used to gather the views of pupils. The survey listed 5 questions including 2 written responses, however some of the respondents did not answer all of the questions.

<p>1. Do you think the proposal to have enhanced provision at Mill O'Forest School is a good idea?</p> <p>2 responses. Yes 2 No 0</p>
<p>2. What is good about the idea?</p> <p>2 responses 1 respondent thought that all aspects of the proposal were good. 1 respondent stated that the proposal would ensure children were educated in their local area, would meet the needs of all learners and would improve school facilities.</p>
<p>3. What is not good about the idea?</p> <p>2 responses 1 respondent felt that there were no negative aspects to the proposal. 1 respondent stated that adequate staffing and training were required.</p>
<p>4. What do you think Aberdeenshire Council should do?</p> <p>1 response. 1 response in favour of A new primary Enhanced Provision Centre to be set up at Mill O'Forest School 0 responses in favour of Keep things the same with Newtonhill School as Enhanced Provision Centre</p>
<p>5. Are there any other comments you would like to make about the proposed changes for Enhanced Provision?</p> <p>responses 0 responses 0 comments made</p>

5 SUMMARY OF ORAL AND WRITTEN REPRESENTATIONS WITH EDUCATION AUTHORITY RESPONSES

5.1 The referral process, transitions and decision making

There was overall support for the proposal from, pupils, parents and staff and a recognition of the benefits to all pupils. A number of questions arose about the process for accessing enhanced provision, transition arrangements, referrals to the community resource hub and how pupils' needs will be reviewed.

Pupils needs will be reviewed via the existing review arrangements and in partnership with parents, staff and other agencies. Referrals to enhanced provision will be considered by the Local Management Group which consists of headteachers, Depute headteacher (Pupil Support) and Quality Improvement Officers as appropriate.

Transition arrangements including timescales for pupils who may require to access enhanced provision and/or may wish to transfer would be fully discussed and agreed via detailed consultation with parents and staff. Friendship groups will also be given full consideration as part of any transition planning.

The role of the enhanced provision centre will include outreach support to schools within the cluster to ensure that children have their needs met as locally as possible and within their own community.

5.2 Staffing Implications, Resources and Career Long Professional Learning (Staff Training)

Comments related the need for skilled and trained workforce and how to develop competencies and skills to ensure pupils' needs are met in the immediate and longer term.

Comments were expressed about recruitment, retention and allocation of staff with related timescales and impact on staff.

Aberdeenshire Council has consulted with headteachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning (CLPL) to increase the confidence and competence of all staff.

This CLPL programme will build on the existing training and professional development programme for this session and will take account of future training needs as part of the annual professional development and review process for all staff.

Aberdeenshire Council is committed to ensuring that pupils are supported by staff who have the right combination of skills and expertise across a range of additional support needs.

Deployment of teaching and non-teaching staffing on a day to day basis remains with the headteacher.

5.2 Implementation and timeline

Respondents commented that the proposal to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven has the potential to bring educational benefits to children in the Stonehaven cluster and acknowledged that Aberdeenshire Council is striving to provide a fairer and more equitable service to children and young people in the cluster.

There was however some frustration in the length of time being taken to conduct the consultation and for property adaptations to take place. Questions also related to how the enhanced provision would work, what it would look like and how it would function.

Mill O'Forest Primary School will have a designated quiet space and sensory room in addition to the existing nurture room to provide for a wider range of needs. Aberdeenshire Council has begun to make adaptations to allow improved access for wheelchair users in Mill O'Forest Primary School.

Improvements to date include the installation of a curtain in the hall to improve pupil flow and storage facilities in the general purposes area adjacent to the hall. There have also been improvements to physical access for pupils, staff and parents.

The proposal will reduce travel time and improve access to the enhanced provision allowing greater numbers of children easier access. Options to improve car parking and drop off facility are underway

Pupils at Mill O'Forest School will also have access to facilities such as the swimming pool and outdoor Grounds for Learning space at Carronhill School (community resource hub) as appropriate.

6 REPORT BY EDUCATION SCOTLAND

- 6.1 The Education Scotland report is reproduced in full in Appendix 5. Whilst Aberdeenshire Council has consulted on the proposed changes for both the Portlethen and Stonehaven clusters and reported their findings and recommendations separately Education Scotland have included their feedback on both the Portlethen and Stonehaven proposals in one report. The Education Scotland report is therefore replicated in the Stonehaven consultation committee report. The main points from the Education Scotland Report are noted below.
- 6.2 The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters.

- 6.3 Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits.
- 6.4 In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school.
- 6.5 Response - Aberdeenshire Council has provided additional staffing for session 2016-2017 to ensure children at Newtonhill School receive the same level of support. The formulaic needs based allocation of future teaching and PSA staffing will ensure that pupils will continue to have their needs met adequately and efficiently
- 6.6 With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres.
- 6.7 Response - Aberdeenshire Council has consulted with headteachers to establish a rolling programme within the school improvement planning framework of Career Long Professional Learning to increase the confidence and competence of all staff.

7 INACCURACIES

- 7.1 Due to the change of location of some of the electronic documents on Aberdeenshire Council's website after the proposal document was finalised but prior to week beginning 6 June 2016, a small number of links in the proposal document had to be altered before copies were emailed, posted or distributed to stakeholders. Electronic versions of the proposal document were amended prior to the beginning of the formal statutory consultation and contained the correct links. However, paper copies of the document had already been printed by Design & Print so that they were ready for distribution. An 'Error Correction Note' was therefore attached to all paper copies of the document prior to them being posted or distributed to stakeholders to whom electronic versions could not be sent.

8 COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS CONSULTATION) (SCOTLAND) ACT 2010 AND CONCLUSIONS

Section 9(1) of the Schools (Consultation) (Scotland) Act 2010 states that:

After the Education Authority has received Education Scotland's report, the Authority is to review the relevant proposal having regard (in particular) to

- (i) written representations received by the Authority (from any person) during the consultation period,*
- (ii) oral representations made to it (by any person) at the public meeting,*
- (iii) Education Scotland's report.*

Officers of the Education Authority have listened carefully to the points made at the public meetings and have considered equally carefully the written representations. The Education Authority has reviewed the proposal in light of these representations and HM Inspector's report.

9 CONCLUSIONS AND RECOMMENDATION

In summary the two proposals considered as part of the statutory consultation are;

Option 1 - A new primary enhanced provision centre to be established at Mill O' Forest School in accordance with the new model of enhanced provision.

Option 2 - Retention of the status quo with Newtonhill School as enhanced provision centre.

From analysis of the consultation feedback via public meetings, survey monkey and written responses there is support for the authority proposal and any concerns can be addressed as detailed in the summary in section 5.

The recommendation of officers is that the Council should adopt Option 1 – A new primary enhanced provision centre to be established at Mill O' Forest School in accordance with the new model of enhanced provision.

APPENDIX B: EDUCATION SCOTLAND REPORT

Report by Education Scotland addressing educational aspects of the two proposals by Aberdeenshire Council to implement its model for enhanced provision.

Proposal 1: To relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School.

Proposal 2: To establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven.

1. Introduction

1.1 This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Aberdeenshire Council's two proposals shown above to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposals, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposals. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposals, it has reviewed the initial proposals, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.2 HM Inspectors considered:

- the likely effects of the proposals for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal papers; and other children and young people in the council area;
- any other likely effects of the proposals;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposals; and

- the educational benefits the council believes will result from implementation of the proposals, and the council's reasons for coming to these beliefs.

1.3 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meetings held on 14, 16 and 22 June 2016 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposals, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and
- visits to the sites of Newtonhill, Portlethen and Mill O'Forest Primary Schools, including discussion with relevant consultees.

2. Consultation Process

2.1 Aberdeenshire Council undertook the consultation on its proposals with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The formal consultation ran from 10 June until 16 September 2016. The council posted the consultation documents on its website. It issued copies of the relevant document to pupils and parents in the catchment areas of Newtonhill, Portlethen and Mill O'Forest Primary Schools and to the Parent Councils of those schools. Further copies were available to pupils attending the enhanced provision at Newtonhill Primary School as well as to all schools in the Portlethen and Stonehaven clusters and community groups. The council made appropriate arrangements to gather the views of children attending Newtonhill, Portlethen and Mill O'Forest Primary Schools. The council placed copies of the proposals in local libraries and the Council Headquarters. The meetings held for Proposal 1 on 14 and 16 June 2016 were attended by ten and 19 stakeholders. The meeting held for Proposal 2 on 22 June 2016 was attended by 20 stakeholders. Overall, the majority of stakeholders were supportive of Proposal 1. With regard to Proposal 2 to create the enhanced provision at Mill O'Forest Primary School, the strength of feeling was more positive with most stakeholders in favour. Less than ten written communications were received in response to the proposals. There were 46 respondents to the online questionnaire for Proposal 1, with the majority in favour of the proposal. There were less than ten responses to the online questionnaire for Proposal 2, all of which were in favour of the proposal.

3. Educational Aspects of the Proposals

3.1 The proposals to relocate the enhanced provision from Newtonhill Primary School to Portlethen Primary School and to establish an enhanced provision at Mill O'Forest Primary School have the potential to bring educational benefits to the children in the Portlethen and

Stonehaven clusters. The council is striving to provide a fairer and more equitable service to children and young people in these clusters.

- 3.2 **Proposal 1:** If Proposal 1 goes ahead, more children in Portlethen Primary School will have access to the provision. The learning environment there will be improved through the establishment of a designated quiet space, a sensory room and a life skills area which will better meet the wide range of needs of children accessing the provision.
- 3.3 **Proposal 2:** If Proposal 2 goes ahead in Mill O'Forest Primary School, a quiet space and sensory room will add to the existing nurture room to provide for a wider range of needs. The council has begun to make adaptations to allow improved access for wheelchair users in Mill O'Forest Primary School. However, most stakeholders feel the pace of this work has been too slow. Both proposals will, overall, reduce travel time and improve access to the enhanced provision. In terms of Proposal 1, this will allow greater numbers of children easier access.
- 3.4 With respect to Proposals 1 and 2, all parents from Portlethen and Mill O'Forest Primary Schools who met with Inspectors were supportive of the proposals. They could see the potential benefits this would bring to all children in their schools, not only for the children accessing the enhanced provision. They thought that the establishment of an enhanced provision in their schools was long overdue.
- 3.5 In terms of Proposal 1, parents from Newtonhill Primary School were opposed to the proposal to move the provision from Newtonhill to Portlethen Primary School. The whole school community, including parents, is proud of the inclusive ethos which has been developed partly due to the location of the base. They fear that this might be lost in the future. They are concerned that the children already attending the provision in Newtonhill Primary School will be able to continue to access this within Newtonhill for the remainder of their primary education. In particular, they would like to be reassured that the same level of support will be provided over the next four school sessions until all children in the provision have moved through the school.
- 3.6 In terms of Proposal 1 and 2, overall, all children from Portlethen and Mill O'Forest Primary Schools who met with HM Inspectors were in favour of the proposals. In terms of Proposal 1, the children from Newtonhill Primary School opposed the proposal, with around a third suggesting the provision should be available in both Portlethen and Newtonhill. For both Proposals, children from all three schools talked positively about the benefits to the whole school community as well as individual children accessing the provision. They recognised the importance of having a better understanding of the needs of others and for embracing an ethos of inclusion within their schools.
- 3.7 Almost all staff in all three schools were in favour of the proposals. They recognise the need for the enhanced support from which children have the potential to benefit educationally and socially. For Proposal 1 and 2, all staff in Portlethen and Mill O'Forest Primary Schools are keen to do the very best for the children who will attend should the

proposals be approved. However, they are concerned that they should have the right combination of skills and expertise to provide that support. In order to be confident, they feel that more targeted professional learning should be available to all teaching staff and pupil support assistants.

- 3.8 At the start of the consultation period the council identified inaccuracies in the electronic links provided in Proposals 1 and 2. The council took action to investigate and rectify these inaccuracies. In its final consultation report, the council will need to set out the actions it has taken to address these inaccuracies.

4. Summary

The proposals to relocate the Newtonhill Primary School enhanced provision centre to Portlethen Primary School and to establish a new enhanced provision centre at Mill O'Forest Primary School, Stonehaven have the potential to bring educational benefits to children in the Portlethen and Stonehaven clusters. Greater numbers of children will access the enhanced provision centres creating the potential for improved educational and social benefits. In taking Proposal 1 forward, the council should make clear to parents how they intend to offer the same level of support to children currently attending the Newtonhill enhanced provision centre for the remainder of their time in primary school. With regard to Proposal 1 and 2, the council will also, if they wish to realise their aspiration for the right support, in the right place at the right time, need to be clearer about how and when staff will have access to appropriate professional learning. Staff are not yet clear about how they will be supported to be confident and equipped to meet the needs of all children attending the enhanced provision centres.

In its final consultation report, the council will need to set out the actions it has taken to address any alleged inaccuracies in its proposals.

**HM Inspectors
Education Scotland
October 2016**

APPENDIX C

EQUALITY IMPACT ASSESSMENT



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education & Children’s Services
Section	Secondary Education and Additional Support Needs
Title of the activity etc.	Statutory Consultation – The Establishment of an Enhanced Provision Centre at Mill O’ Forest School
Aims of the activity	<p>Currently there is an Enhanced Provision Centre at Newtonhill School. Pupils from Stonehaven Cluster and Newtonhill Cluster currently access the Enhanced Provision Centre within Newtonhill School. There is no Enhanced Provision within Stonehaven and the surrounding area.</p> <p>The aims of the activity are:</p> <ul style="list-style-type: none"> • to establish enhanced provision centres across Aberdeenshire in line with Aberdeenshire’s Schools Enhanced Provision 9 Area model. • to provide a refreshed, equitable and transparent model of enhanced provision. • to develop an Enhanced Provision Centre within Mill O’ Forest • to hold a statutory consultation from 10 June 2016 - 16 September 2016.
Author(s) & Title(s)	Anne Marie Davies/Rhona Jarvis

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The evidence for this came from a review of enhanced provision across Aberdeenshire which included the online survey results, feedback gathered at the twenty seven engagement events on the enhanced provision nine area model.
Internal consultation with staff and other services affected.	It has been identified that the current model of provision is not meeting the needs of children and their families. Informal engagement events across Aberdeenshire included an open invitation to staff, parents and stakeholders.

External consultation (partner organisations, community groups, and councils).	NHS Occupational Health team was involved in the steering group meetings and their input was critical to the development of the proposal. The proposal is for a statutory consultation which will inform the progress or otherwise of this project.
External data (census, available statistics).	Equalities Act 2010, UN Convention on the Rights of Disabled People, UN Convention on the Rights of the Child, Children and Young People's Act and ScotXed data
Other (general information as appropriate).	Standards in Scotland's Schools 2000 Act , GIRFEC, Curriculum for Excellence, Education (Additional Support for Learning) (Scotland) Act 2009 and HIME Reports

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There are no gaps and all information held will be reviewed again as part of the statutory consultation process.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Meetings with staff	June 2015
	Statutory Consultation on the creation of a Stonehaven Enhanced Provision Centre will be carried out in the Stonehaven Cluster	10 June 2016– 16 September 2016
	Where appropriate, pupils will be consulted	September 2016

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older			Yes	
Disability	Yes			
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Age Younger - Children will be able to access support within their communities.	
	Disability – The Enhanced Provision Centres are accessible and will be able to support children with additional support needs.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	A series of informal engagement events were held across Aberdeenshire providing information for staff and parents on the proposed relocation of enhanced provision and reallocation of services throughout the local authority.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	A online survey was available to all staff and parents and informal engagement events were held	June 2014 (4 weeks)
	Development of a Lifeskills room, Gym Hall Curtain to allow freedom of movement throughout the school and an automated entry system at the rear of the school.	July 2015 – September 2016
	Statutory Consultation Process (including online survey and public meetings)	10 June 2016 – 16 September 2016
	Local Area Committee – The proposal document will be presented to Education & Children’s Services	May 2016 – October 2016

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Regular communication between schools and Enhanced Provision Team. Documentation will be made available in various formats to ensure accessibility to the documents, where requested. Staff meetings will be held to discuss the proposal and possible impact.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The consultation will support children with additional support needs across Aberdeenshire to access support within their own communities. Increased capacity and equity of service availability.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Meetings will be held to engage with staff A questionnaire will be available online. Stakeholders will be provided with the opportunity to give their views and opinions on the proposal at public meetings.

Stage 12: What is the outcome of the Assessment?	
Please complete the appropriate box/boxes	1 No negative impacts have been identified –please explain.
	No negative impacts have been identified as the proposal aims to increase equity across the Stonehaven Cluster
	2 Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	3 The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team		
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Anne Marie Davies Position: Quality Improvement Manager (Additional Support Needs) Date: 22/12/2016 Signature:	Name: Rhona Jarvis Position: Quality Improvement Officer (Additional Support Needs) Date: 22/12/2016 Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Position: Date:	Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:	
	7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

Action Plan							
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications		
Informal Consultation Events	June 2014	July 2014	Rhona Jarvis	Greater Awareness of Aberdeenshire's Schools Enhanced Provision Project	Costs of room bookings, advertising and team hours to deliver the events.		
Present Proposed Consultation Document to Education & Children's Services Committee	May 2015	May 2015	Rhona Jarvis	Agreement in principal to deliver a formal consultation on the establishment of an enhanced provision centre Mill O' Forest School Stonehaven	Cost of room bookings and refreshments, printed proposal documents from Design and Print Team, advertising in local newspapers.		
Engagement with school staff	1 June 2015	26 June 2015	Rhona Jarvis	Regular communication between schools and Enhanced Provision Team. Documentation will be made available in various formats to ensure accessibility to the documents, where requested. Staff meetings will be held to discuss the proposal and possible impact.			
Formal Consultation Events	10 June 2016	16 Sept 2016	Rhona Jarvis	Complete the formal statutory consultation process including public meetings, staff and pupil engagement sessions	Costs of room bookings, advertising and team hours to deliver the events. Cost of production of proposal document by Design and Print Team.		
Post Statutory Consultation Activities	23 Sept 2016	5 Jan 2016	Rhona Jarvis	Collation of feedback, reporting to Education Scotland			
Present consultation feedback report to ELL Committee		16 Feb 2017	Anne Marie Davies	Approval of officer recommendation by Education, Learning & Leisure Committee			

