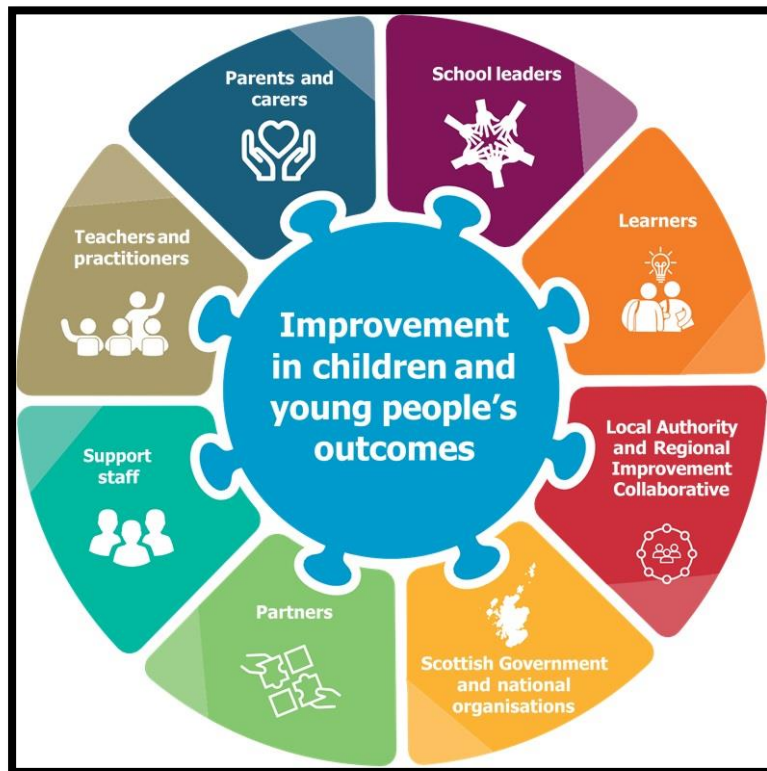# Moray Council
Standards and Quality Report 2019
Outline Project Plan

Self-Evaluation Project
September – October 2019

Moray Standards and Quality Report 2019

Possible structure/content for reporting – Each section – 1. Strengths 2. Areas for Improvement

Background – WS/KL
- Setting the Scene – Our Moray Context
- Intro
- Context
- Celebrating successes - All
- National and local priorities
- SCD plan

How good are we at ensuring the best possible outcomes for our learners?
- External inspection evidence – ES, CI, gradings and notable key strengths – WS/JS (3yrs)
- Thematic inspection evidence – Empowerment, Numeracy (LHS) – HMC/ DG
- Partner inspection evidence - CLD, Children services, SDS, DYW – snapshots – KL/WS
- Internal evidence gathering – schools SE profiles, SFF - KL/WS
- Attainment – ACEL, Senior Phase, Attainment meetings – Data/Narrative? – KL/HM
- Health and wellbeing – QI 3.1 – HM/KS
- Tracking, monitoring and moderation approaches – HT/JM
- Attendance, exclusions, LAC and ASN – SM/AS
- Achievements/Key events – AS/KS
- Case Studies - All to find

How good is the quality of care and education we offer?
- LT&A – HMC/DG
- Closing the Poverty related attainment gap/ PEF – WS/JS
- Parental engagement approaches – DT/SM
- Partnership approaches, DYW, SDS, Moray College etc. - KL/WS
- GIRFEC, ASN, Inclusion, Equality, Statutory duties – SM/AS (&LR)
- Curriculum including DYW, 1+2, outdoor learning etc. – SM/DT/WS
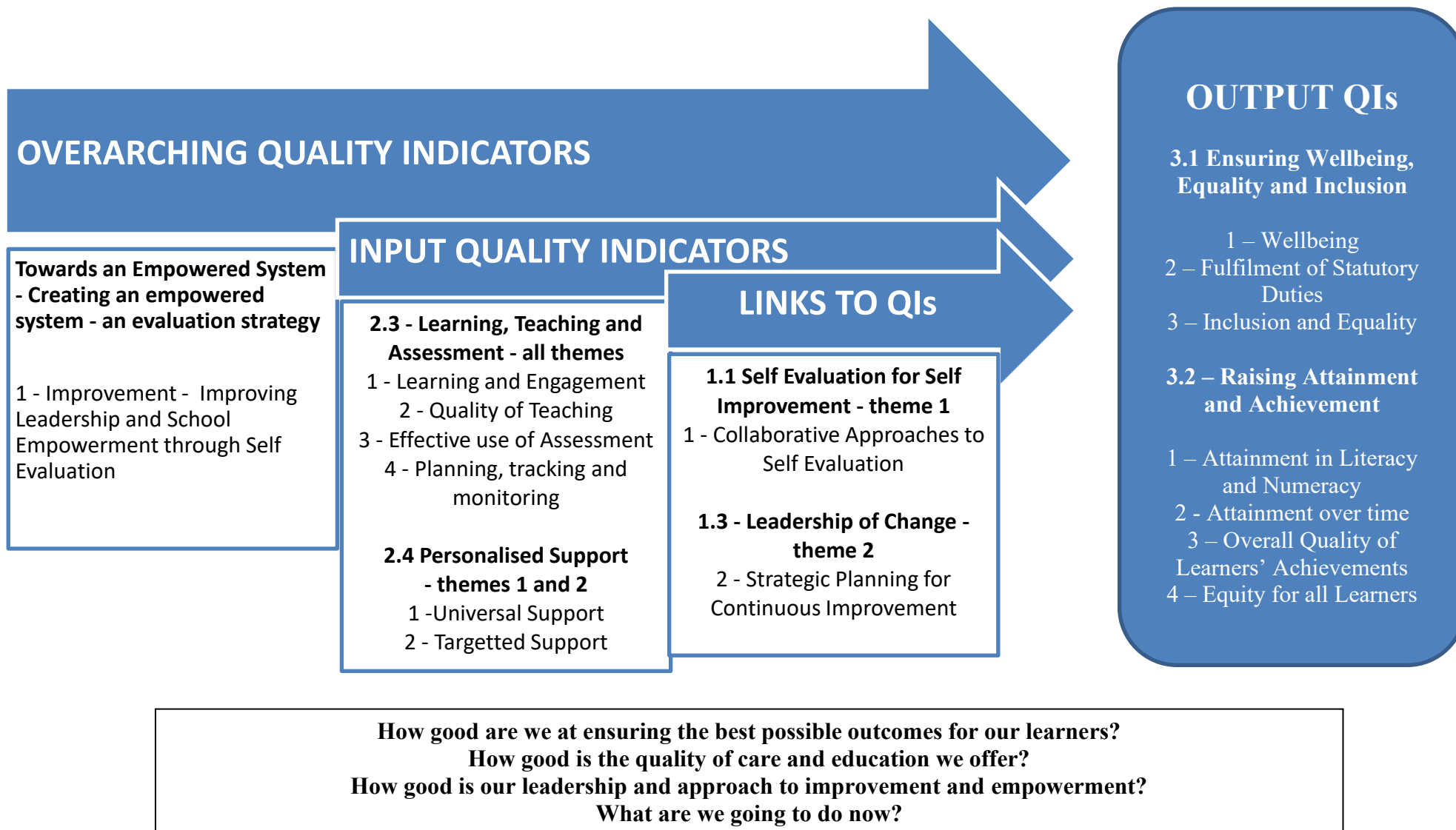- Case Studies - All to find

How good is our leadership and approach to improvement and empowerment?
- Professional development – SCEL. MC leadership and management courses etc. – WS (BMP) – BASELINE – IMPACT?
- NQTs – WS (BMP) – BASELINE – IMPACT?
- Coaching and mentoring – WS (BMP) – BASELINE – IMPACT?
- Range of data for above 1 – 3 (% across Moray)
- Ask about QI 1.3 leadership of change – Theme 2
- HT meetings and prof dev workshops, strategic working groups, RIC involvement, ES involvement/CLPL – QI 1.1 SE for SI – Theme 1 / QI 1.3 leadership of change – Theme 2 – HMC/DG
- (Empowerment)
- Aspects of interesting practice - HMC/DG

What are we going to do now? – Generic/Strategic
Next steps for improvement

Self-Evaluation Event Overview

OVERARCHING QUALITY INDICATORS

INPUT QUALITY INDICATORS

LINKS TO QIs

OUTPUT QIs

Towards an Empowered System - Creating an empowered system - an evaluation strategy

1 - Improvement - Improving Leadership and School Empowerment through Self Evaluation

2.3 - Learning, Teaching and Assessment - all themes
1 - Learning and Engagement
2 - Quality of Teaching
3 - Effective use of Assessment
4 - Planning, tracking and monitoring

2.4 Personalised Support - themes 1 and 2
1 - Universal Support
2 - Targetted Support

1.1 Self Evaluation for Self Improvement - theme 1
1 - Collaborative Approaches to Self Evaluation

1.3 - Leadership of Change - theme 2
2 - Strategic Planning for Continuous Improvement

3.1 Ensuring Wellbeing, Equality and Inclusion

1 – Wellbeing
2 – Fulfilment of Statutory Duties
3 – Inclusion and Equality

3.2 – Raising Attainment and Achievement

1 – Attainment in Literacy and Numeracy
2 - Attainment over time
3 – Overall Quality of Learners' Achievements
4 – Equity for all Learners

How good are we at ensuring the best possible outcomes for our learners?
How good is the quality of care and education we offer?
How good is our leadership and approach to improvement and empowerment?
What are we going to do now?

Project Overview and Timeline

Event	Date	Time	Venue		Notes/Documents
Planning Day	Monday 26 August 2019	0930 – 1600 hours	Conference Room, Elgin High School		• Overview of event • Roles and responsibilities – expectations and prep to analyse data (Attendance, Attainment, Exclusions, ASN, V&A etc.) • Purpose and outcomes of event • Peer groupings formed • Document preparation – lesson observations, focus group approaches • Discussion of documentation, data and evidence packs • Document s- excerpt from HGIOS4, QMIE2 etc.
Information to Elected Members	To be e-mailed w/c 2 September				• WS

Inform School Board Chairs	To be informed by Headteachers and invited to School Parent Focus Groups				• WS
Scoping	Thursday 5 & Friday 6 September	1000 – 1600 hours	Annexe Meeting Room 5		Data Packs • Attendance, exclusion, SIMD, PEF, Attainment – ACEL, SQA, ASN – IEPs, CSPs, Child Planning, CP, LAC, School SE Gradings, Inspection Data School Improvement • Self-evaluation
Scoping (continued ….)	Thursday 5 and Friday 6 September	1000 – 1600 hours	Annexe Meeting Room 5		• profiles, SIPs, SQR, WTAs School Evidence CLPL overview, QA records – observations, surveys, audits Curriculum • Rationale, Progressions Local and National Documents • HGIOS4 • Towards an Empowered System

					• SCD Strategic Plan • NIF Plan • LA relevant policies
School Visits – Please see below for Focus	Thursday 12 September	All day in schools 4-6pm at EHS - tbc	Various schools – group members to schools; 2 per school	*Buckie High School-KS/AS* *Forres Academy-JS/WS* *Tomintoul Primary-DT* *Bishopmill Primary-HT/JM* *Seafield Primary-HMcC/DG* *St Gerardine's Primary-KL* *St Thomas' Primary-SM*	• Data packs • Focus group prompts – staff, pupils, parents, partners • Agree lesson observation format • Data and evidence packs for schools
Planning, Assessment, Tracking and Monitoring	Friday 13 September	AM in schools	Various schools – group members to schools; 2 per school	*Lossiemouth High School-HMcC/DG* *Speyside High School-KS/AS* *Newmill Primary-KL/HM* *New Elgin Primary-JS/WS* *Hopeman Primary-HT/JM* *Applegrove Primary-DT/SM*	• Planning formats and exemplars • Staff discussion forum • Assessment evidence and strategy • Tracking and monitoring strategy, process and resulting interventions and impact

Team Meeting	Friday 13 September	2-4pm at HQ Committee Room		• Discussion and agree final format
Writing e-mail notes on school visits	Wednesday 18- Friday 20 September (16 and 17 September – In-service)	* Time and venue to be agreed with peer	* Time and venue to be agreed with peer	
E-mail notes to WS	Friday 11 October			• Notes to be completed by 11 October 2019 and sent to Willem
WS collate & e-mail to Team	Monday 28 October			• Willem to e-mail to team by 28 October 2019
Report section write-up & e-mail to Willem	Monday 4 November			• Team members to write up their sections by 4 November and e-mail to Willem
Team meeting	Friday 8 November	11.00am – 1.00pm	HQ	• To review report compiled from sections written by Team
Draft S&Q and accompanying Executive Summary	Monday 11 November			•

Team Meeting?	TBC				•
Share with project schools	Monday 11 November				• Deadline for comment and feedback – Friday 15 November 2019
Issue report for consultation	Monday 18 November				• Draft out to senior officers for comments
Admin Group Briefing	**TBC**				• KL/WS
Education CMT Briefing	**TBC**				• KL/WS
Report to C&YP Committee	Wednesday 18 December 2019				• Preparation of final committee report and associated appendices; consider attendance at committee
Agreed priorities feed into updated Moray Education Strategic Plan	From Term 3 2019/20				•

Focus prompts for Thursday 12 September - Arrange to go to lunch with pupils where possible

1. P4 – Literacy & Numeracy
2. S3 – ACEL 3rd Level and 4th Level (Nat4/4th Level in Literacy & Numeracy?) Moderation issue?
3. Closing the Poverty Related Attainment Gap – PEF - Gap? Interventions? Impact? Evidence?
4. LT&A – best practice? How is best practice shared? Is there action research going on – formally/informally?
5. ASN/Inclusion - % of pupils meeting targets
   Innovative practice which promotes inclusion?
   Evidence that this has impacted positively on exclusion and incidents of V&A
   Next steps to build upon good practice
6. Attendance – attendance stats
   What factors influence absence?
   What interventions are in place to encourage attendance?
7. CLPL – empowerment at all levels – learners leading learning, staff empowerment – SCEL, MC Leadership & Management Course etc.
8. Classroom observations – 1st visit together, then singly thereafter. Use observation to speak to staff/pupils about planning, learning etc.
9. Bring back examples of interesting practice

Focus prompts for Friday 13 September - Arrange to go to lunch with pupils where possible
1. Moderation focus
2. Ask teachers about the impact of planning, moderation on learners if observing lessons
3. Bring back examples of interesting practice

16.09.2019 V8

Willem Smit, Quality Improvement Officer