



## REPORT

To: Services Committee

8 October 2009

From: Head of Schools

### BLUEPRINT FOR EDUCATION IN SHETLAND - UPDATE, OCTOBER 2009

#### 1. Introduction

- 1.1 The purpose of this report is to provide Members with an update on the development of action plans within the approved areas for the Blueprint for Education.

#### 2. Link to Council Priorities

- 2.1 In July 2007, the Services Committee agreed a 4-year plan, as the service element of the Council's Corporate Plan. In relation to the Schools Service, the plan states:-

"Shetland schools population projections anticipate a substantial reduction in pupils within a relatively short time frame. The challenge for the authority is, therefore, to develop a modern "blueprint" for the shape of the Service across Shetland for 10 years time. This model will consider the educational and financial viability levels for schools, their host communities as well as important associated issues such as transport requirements. It will consider links with pre-school services and life long, vocational, further and higher education and training. It will consider the development of centres of excellence, focused on particular sectors of the economy across Shetland building on existing high quality facilities. It is anticipated that significant capital investment will be required to bring some schools and facilities up to a modern standard".

- 2.2 The Council will ensure a model for education is developed by 2009 that considers the educational and financial viability for schools and communities and its outputs are then implemented.
- 2.3 The Council will work to create and maintain a culture where individual learners can strive to realise their full potential.

### **3. Background**

- 3.1 Action plan areas and a timetable were approved at Services Committee on 12 March 2009 (Min Ref: SC22/09).
- 3.2 The areas to be considered, from July to October 2009, are as follows:
- Pre-School / Primary Strategy
  - Residential Accommodation – Learning
  - Primary Staffing Review
  - Secondary, S1 to S3.

### **4. Current Position**

- 4.1 The proposals for the Pre-School / Primary Strategy included:
- 4.1.1 National Initiatives
- The requirement for the provision for pre-school places for all three and four year olds to be 3 hours per day from 2010;
- 4.1.2 Local Issues
- A review of the staffing provision for nursery classes;
  - Continuation of composite classes
- 4.2 Increase in pre-school provision
- 4.2.1 The increase in provision for pre-school places to 3 hours will mean that the current teacher staffing levels in all pre-school settings will not be sufficient to cover the additional 30 minutes each session. The total increase for a nursery with a single session will be 2 hours and 30 minutes each week and for a nursery with two sessions it will be 5 hours per week.
- 4.2.2 Shetland currently employs teachers, early years workers and classroom assistants for pre-school education.
- 4.2.3 Single Status negotiations with unions continue for early years workers and classroom assistants with proposals to be put to unions in October 2009.
- 4.3 Primary Staffing Review
- 4.3.1 The Primary Staffing Review Working Group have proposed that the following 5 objectives be brought forward for consideration:

- To provide a core entitlement of specialist teacher input into each Primary School/Department
- To provide teaching in Modern Foreign Languages in all Primary Schools/Departments
- To establish what capacity we have for specialist teacher input in other subject areas, and to use this in an equitable way for all children.
- To explore the use of cluster based models for the delivery of core specialist input and any additional specialist input.
- To provide equality and fairness for all children in accessing instrumental and knitting tuition services provided by and funded by the Schools Service in Shetland.

4.3.2 The current cost for Music tuition to the Schools Service is approximately £700,000 per annum. This does not include music teachers. The cost for knitting instruction is £127,000 per annum.

#### 4.4 Secondary S1 – S3

4.4.1 Secondary head teachers and other senior managers were presented with a number of principles and models of delivery for consideration.

4.4.2 Following this a discussion was held at the head teachers meeting on 28 September 2009. This will inform further work on Secondary models which will form the basis of a future report.

#### 4.5 Residential Accommodation - Learning

4.5.1 The working group will meet in October 2009 to discuss recommendations and advice from the Care Commission. The advice relates to the status of young people undertaking courses at a setting other than a school but residing in the hostel accommodation in Lerwick.

## 5. Proposals

### 5.1 Increase in provision of pre-school to 3 hours in 2010

5.1.1 Children in nursery settings in schools will continue to have education delivered by a qualified teacher. The current level of teacher input in nursery classes will be maintained.

5.1.2 The number of teachers and the number of hours worked by teachers will not be increased in 2010.

- 5.1.3 The additional hours will be provided by the use of early years workers supported when necessary by classroom assistants. The curriculum will continue to be managed by a teacher.
  - 5.1.4 Early years workers have yet to agree Single Status terms and conditions. Currently we pay them as full-time employees but they work part-time hours. As a result the financial implications of increasing the hours to 37 hours cannot be accurately calculated until agreement is reached but is likely to be minimal.
- 5.2 Staffing Provision in Nurseries and Early Stage Units
- 5.2.1 It is proposed that Early Stage Units be created in settings that can accommodate the change and are educationally beneficial.
  - 5.2.2 An Early Stage Unit is one where nursery pupils (aged 3 and 4) are educated alongside younger primary aged pupils. The class teacher will be responsible for the curriculum and will be supported by an early years worker and a classroom assistant where necessary.
  - 5.2.3 Early Stage Units make the best use of qualified staff, allow better social interaction opportunities for young people and allow for better transitions from nursery to primary.
  - 5.2.4 Seven nursery settings have been identified as suitable for the introduction of Early Stage Units in August 2010.
  - 5.2.5 Potential reductions in staffing costs through the introduction of early stage units are a reflection in the reduction in the overall number of teacher posts and an increase in early years worker time at the seven identified schools.
  - 5.2.6 Potential savings of staffing costs attributed to the seven schools are approximately £160,000 per annum.
  - 5.2.7 It is proposed that a number of teachers will be redeployed within the service to meet gaps in provision and future service needs as determined by the continuing work of the Blueprint. Redeployment will be carried out in accordance with agreements reached at the Local Negotiating Committee for Teachers (LNCT) and with Human Resources.

## **6. Financial Information**

- 6.1 There are financial implications arising from this report which will take effect once Single Status terms and conditions are agreed with early years workers and an increase in pre-school provision in August 2010.

- 6.2 The cost of the early years workers agreement will be met from within existing Schools Service budgets. The cost is expected to be minimal.
- 6.3 The cost for extending pre-school provision will be met from within existing Schools Service budgets.
- 6.4 Any cost incurred through the redeployment of teachers will be met from within existing Schools Service budgets.
- 6.5 Savings made in establishing Early Stage Units will be utilised to meet the additional costs of extending pre-school provision and other areas identified within schools budgets.

## **7. Policy and Delegated Authority**

- 7.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions relating to matters within its remit for which the overall objectives have been approved by Council, in addition to appropriate budget provision.

## **8. Recommendation**

It is recommend that Services Committee:

- 8.1 agree the increase in pre-school provision using early years workers;
- 8.2 agree the introduction of Early Stage Units in schools selected as appropriate by the Schools Service (7 schools in 2010);
- 8.3 agree that the Schools Service continue to finalise proposals for the action plans according to the Blueprint timeline.

October 2009

Our Ref: HB/MM/sm

Report No: ED-30-F





## **REPORT**

**To: Services Committee**

**8 October 2009**

**From: Capital Programme Service Manager**

**Report No: CPS-17-09-F**

**Subject: Capital Projects Update – Services Committee Projects**

### **1 Introduction**

- 1.1 This report sets out the current status and activity of the Capital Projects, which fall within the remit of the Services Committee. Key issues and events are summarised to enable Members to ask for additional information and clarification on any projects.

### **2 Link to Council Priorities**

- 2.1 Investment in capital assets will enable the Council to support the aspirations set out in the Corporate Plan in respect of the following service areas – Community Care, Children's Services, Schools, Sport and Leisure, and Shetland College.
- 2.2 The Council's Corporate Plan includes reference to the following specific capital projects:
- Complete a review of services for Long Term Care, young adults with physical disabilities and the Eric Gray Resource Centre.
  - Complete strategies for Long Term Mental Health and Joint Respite Care.
  - Complete feasibility studies or necessary capital works, including Viewforth and Isleshavn Care Centres.
  - Progress the Joint Occupational Therapy Service and Resource Centre.
  - Consider investment decisions on the replacement of Leog, Laburnum and the Bruce Family Centre
  - Improve our teaching facilities by completing the new Anderson High School and Mid Yell Junior High School.

### **3 Projects Update**

- 3.1 There are a number of stages in the life a capital project, as set out in the Council's Capital Projects Procurement Guidance. The initial stages can be described as:
- The Business Case – the initial idea or concept to address a gap in service.
  - Feasibility Study – an in depth exploration of the service need and the options to best meet that service need.
  - Design – the design of the new asset, once agreement on identified service need and the best option to meet that need has been identified. Sometimes, this stage can be combined with the construction phase, as a “design and build” procurement route.
  - Tender Period – seeking and evaluating the most appropriate contractor to undertake the work, normally on a quality and price mix.
  - Construction – the actual building of the new facility/ asset.
- 3.2 Appendix 1 contains a list of all the projects within the remit of the Education and Social Care Department with comment on progress.
- 3.3 The final column of Appendix 1 indicates the main areas of progress since the previous report to this committee on 3 September 2009.
- 3.4 Appendix 2 is the most recent Capital Management Accounts for Services Committee projects (Period 5). Due to timing issues these accounts do not fully represent the progress listed in Appendix 1. Internal recharges (time spent on projects by internal services) are not applied until year-end.

### **4 Financial Implications**

- 4.1 There are no direct financial implications arising from this report. The financial performance of the Capital Programme is reported separately to the Council.

### **5 Policy and Delegated Authority**

- 5.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget.
- 5.2 The Council currently retains full authority for decisions on the Capital Programme so there is no delegated authority for Services Committee to amend the priority and funding for Capital Projects.
- 5.3 This Report is presented for information only, so no matters of policy require to be considered.



## **6 Conclusions**

- 6.1 This report is for information only to enable Members of the Services Committee to discuss and debate the Capital Projects within their remit.

## **7 Recommendations**

- 7.1 I recommend that Services Committee note the content of the Report and request any further information or analysis as required on the current and planned programme of work.

Our Ref: GMF/RS/CPS-17-09-F

25 September 2009



GENERAL FUND CAPITAL PROGRAMME		Approved Budget	Status as at September 2009	Change from previous report (03 September 2009)
Project Name		2009/10 £000		
GCA**** (Various projects)	Occupational Therapy Rolling Programme	869	Ongoing Programme (all project stages). However GCA0101 (Building Fabric RP) overspent due to Eric Gray office move - SW to advise on funding options.	Overspend due to Eric Gray office move
GCA0106	Older People's Rolling Programme for new care places	225	Brief and tender documents prepared and tenders out 25.09.09. Aiming to have consultant appointed end October to begin consultation process. The three elements are: Viewforth - investigate options for redevelopment. Taing House and Edward Thomason House - Investigate options for additional beds and St Clements Hall, investigate conversion into additional housing units associated with King Erik House. (Feasibility)	Out to tender for consultants
GCA0231	Fire Upgrades to Care Homes	342	Completed projects: Overtonlea, Nordalea, Leog, Fernlea. Tenders returned for: Isleshaven, ET House, Laburnum, Northaven, Viewforth and Taing House and being examined (but seem to be within budget). Building Services proposing to commence work on these projects from end October with completion date June 2010. (Construction)	Fernlea Completed. Tenders returned on remaining projects
GCA0233	Occupational Therapy Resource Centre	150	Redman and Sutherland appointed as Architects and CCDP as Services Engineers during September. Other services carried out in-house by CPS. Project now progressing. (Design)	Architects appointed and project progressing
GCA0234	Taing House Capital Maintenance	76.5	Shower works programmed for November.	
GCA0235	Viewforth Capital Maintenance	40.5	Shower works programmed for November.	
GCA0237	Eric Gray Replacement	290	Feasibility Study approved by Services Committee February 2009. Funding allocated by Council 20 May 2009. Seafeld site being investigated as preferred location, existing car park being reviewed.	Ongoing discussions regarding site
GCE1171	Little Tikes	383	Full funding approved at Council 16 September. Design revised following consultation & now approved. Drawings progressing for Planning submission & Building Warrant with a view to start on site early in 2010. (Design stage)	Full funding approved, project progressing for construction in 09/10
GCE1315	Mid Yell Junior High School	4,422	Contractors site agent in Shetland from 28 Sept. Work on site to commence in October, completion October 2010. (Construction)	Contractor mobilising for site start in October

GCE1500	Education Capital Maintenance	1,459	Individual projects noted below. Additional budget approved by Council on 16 September.	
XXE1001	Aith Maintenance	13	At design stage - external architects (Design)	
XXE1002	AHS Maintenance	190	New sash & case windows for the Old English Block. Detailed design complete and statutory permissions obtained. Looking at structural implications. (Design)	Design complete and statutory permissions obtained
XXE1004	Bells Brae Maintenance	585	Curtain walling project complete; on programme and on budget. Completed the design of phase 2 & 3 of the air conditioning project as the school have complained about serious over heating. Education instructed us to prioritise this latter project. (Construction)	
XXE1007	Burravoe Maintenance	55	Full electrical rewire completed	Rewire completed
XXE1009	Cunningsburgh Maintenance	40	Project complete - snagging items still to complete (Construction)	
XXE1016	Hamnavoe Maintenance	13	At design stage with internal surveyor (Design)	
XXE1017	Happyhansel Maintenance	13	At design stage with external architects (Design)	
XXE1020	Mid Yell Maintenance	10	Works to nursery completed	Completed
XXE1021	Mossbank Maintenance	80	The replacement of the gym hall roof was planned, but due to the number of people involved in the Olnafirth project it has been deferred to 2010. Also, the available monies have been allocated to Phase 2/3 heating at Bells Brae. Mossbank multicourt walls being replaced. (Construction)	Multicourt walls being replaced
XXE1024	Olnafirth Maintenance	200	General refurbishment works to roof, walling, flooring, canteen and toilet blocks completed	Completed
XXE1028	Sandwick Maintenance	85	Phase 1 complete and phase 2 going out to tender soon (Tender)	Phase 1 complete
XXE1034	Whalsay JHS Maintenance	45	New sash & case windows. Project Complete	
XXE1060	Janet Courtney Maintenance	130	Agreed with George McGhee that we can take possession of one floor at a time after the summer holidays to upgrade fire doors and to renew the services. Works to one floor as pilot on site (Construction)	Pilot works on site
GCG0232	Leog Replacement	400	Planning consent obtained 31 August. Contractor/ QS setting cost plan and if in budget building warrant in September for construction start late October/ November. (Design)	Planning consent obtained
GCH3100	Housing Staff Accommodation	10	Ongoing Programme - provision being reviewed	
GCH3102	Housing Chalet Accommodation	11	Ongoing Programme	
GCH3120	Housing Temp Accommodation (Homelessness)	14	Ongoing Programme	

GCJ3001	Capital Grants to Water Based Facilities	30	Approved commitment from 08/09 carried forward. No new budget approved 09/10. The major part of the £30k commitment has now been paid. Only retention still outstanding to be paid, small c/f to 10/11 - (Construction phase)	
GCJ3002	Knab Dyke	88	Committed project – for completion in 09/10. Works ongoing on site. (Construction stage). Works nearing completion.	Ongoing work on site
GCJ3003	Play Areas and Park Equipment	210	Ongoing Programme, on schedule	
GCJ3006	Capital Grants to Voluntary Organisations (General)	426	Ongoing Programme. 270K allocated 09/10 and 156K c/f from 08/09. Most of this budget has now been committed and furthers reports to be brought forward for funding.	
GCJ3020	Islesburgh Capital Maintenance	36	Works to tower due to start on site.	
GCL4402	Mareel	2,000	Project Management transferred to Shetland Arts. Contractor appointed, site set up has commenced. 6 July. Project ongoing with site works, piling completed and car park site levelled. Ground beams currently being formed to enable blockwork to progress. (Construction phase). Late start will result in 09/10 underspend.	Ongoing work on site
	Shetland College Extension	0	Feasibility Study completed and approved. No budget approved for further work on this project. College is progressing external funding with Estates Strategy Working Group. (Feasibility stage)	
URL	Shetland College Reception Works	College budget	Following re-tender exercise Tenders for works significantly higher than the estimated cost and it was decided not to progress with the works. The additional works were picked up by the Building Services Unit. No action.	
	Lerwick Primary Provision	0	Final draft copy of report has been sent to Education Department for comments and approval 21st August 2009 (Feasibility Stage)	
	Lerwick Library Redevelopment, including replacement premises for Adult Learning	0	Design study reported March 2009. No budget approved to progress this project. (Feasibility stage)	
	Laburnum Replacement	0	Feasibility Study reported March 2009. No budget approved for further work on this project. (Feasibility stage)	
	Replacement Viewforth	0	Part of Older People's Rolling Programme for new care places. See item above	

Replacement Isleshavn	0	Feasibility study completed, to be reported to September Services Committee meeting. No budget approved for further work on this project. (Feasibility Stage)	
Bruce Family Centre	0	Feasibility completed in draft and passed to client. Awaiting feedback. Meeting arranged for 30 September 09. (Feasibility)	Client feedback/ meeting
Sandwick JHS Additional Primary Classrooms	0	No budget approved, Council agreed no further action meantime. (Feasibility stage)	
Happyhansel Primary School Additional Classrooms	0	No budget approved, Council agreed no further action meantime.	
Indoor Children's Activity Centre (former Islesburgh Squash Courts	0	No budget approved, Council agreed no further action meantime.	
Hall of Residence	0	No budget approved, Council agreed no further action meantime.	
Scalloway Junior High School Science Block	0	No budget approved, Council agreed no further action meantime. (Design completed)	
Old Craigielee	0	New Project: Outline study to look at options for future use, started, outline survey of the building completed. (Feasibility). Will require additional maintenance budget until long term use of building identified.	New study commenced
<b>Total Services General Fund Capital Programme</b>	<b>11,482</b>		

**PROJECTS FUNDED OUTWITH CAPITAL PROGRAMME**

Project Name	Approved Budget 2009/10 £000	Status as at September 2009
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GCA0236	New Temporary Care Home for Lerwick (Montfield) - 100% NHS Funding	2,050	Phase one (Interim placement unit enabling works) completed and IPU relocated to first floor. Works commenced on phase 2 (Care Home) on 17 August 2009, anticipated completion July 2010. Costs to be reimbursed by NHS on quarterly basis. (Construction)	Ongoing work on site
GCE0134	Anderson High School Replacement, including moving Train Shetland from premises at the Knab	15,000	Refer to other reports on the agenda for this meeting.	
		<b>17,050</b>		

HOUSING REVENUE ACCOUNT		Approved Budget	Status as at September 2009	
Project Name		2009/10 £000		
HCH3303	Land & Property Acquisition	679	Engineers appointed to identify site-works for new build proposals.	
HCH3404	Environmental Improvements	259	Ongoing works: Staneyhill, North Toogs and Bayview	Ongoing work on site
HCH3512	Community Care Projects	107	Unst and North Mainland conversions on site	Ongoing work on site
HCH3525	Feasibility Studies	26	Ongoing programme	
HCH3526	Opportunity Conversion	125	Prioritised projects being progressed.	
HCH3706	Heating Replacement Programme	157	Rolling programme - Hamarsgarth.	
HCH3708	External Re-render Programme	388	Rolling programme - ongoing. Grindahoul, Brae and Steenbrae, Aywick	
HCH3710	Lerwick Crudens	1,147	Phase 1 completed, phase 2 consultant appointed	Phase 1 complete
HCH3711	Retentions/ Final Accounts	40	Ongoing.	
HCH3712	Housing Quality Standard	360	Rolling programme – ongoing. Kitchen replacement contract agreed	
HCH3714	Replacement MIS System	200	Proceeding to tender.	
HCH3800	Capital Rec/ Sale Council Houses	-890	Estimated capital receipt from Right to Buy sales.	
<b>Total HRA Capital Programme</b>		<b>2,598</b>		





**Capital Expenditure - General Fund**

Cost Centre	Description	Original Budget inc c/fwd £	YTD budget changes (dec) / inc £	Revised Budget £	YTD Actual £	Estimated Outturn £	Est Year End Variance (Adv) / Fav £	Reason for Variance/Comments	Action Required
GCJ3001	Water Based Facilities	30,000	0	30,000	21,546	29,618	382	Committed grant (£382) which is unlikely to be claimed in 09/10	Reported to Council CPS-15-09 refers
GCJ3002	Dyke Repairs	88,000	0	88,000	38,060	88,000	0		
GCJ3003	Play Areas	210,000	0	210,000	54,694	210,000	0		
GCJ3006	Grants Rolling Programme	426,000	0	426,000	51,597	426,000	0		
GCJ3020	Islesburgh CC Capital Maintenance	36,000	0	36,000	2,445	36,000	0		
<b>Sport &amp; Leisure Projects</b>		<b>790,000</b>	<b>0</b>	<b>790,000</b>	<b>168,343</b>	<b>789,618</b>	<b>382</b>		
GCL4402	Cinema/Music Venue	3,278,723	0	3,278,723	1,453,077	2,000,000	1,278,723	Slippage identified due to late start on site	Reported to Council CPS-15-09 refers
<b>Culture Projects</b>		<b>3,278,723</b>	<b>0</b>	<b>3,278,723</b>	<b>1,453,077</b>	<b>2,000,000</b>	<b>1,278,723</b>		
GCE1171	Little Tikes	38,300	0	38,300	0	383,000	(344,700)	Project to be brought forward to 09/10 Accrual for final cert.	Additional funding agreed at Council 16-09-09
GCE1240	Bells Brae Prim Alterations	0	0	0	(3,043)	0	0		
GCE1304	Anderson High School Replcmnt	15,000,000	0	15,000,000	1,472,037	15,000,000	0		
GCE1315	Mid Yell Phase 2	4,172,000	250,000	4,422,000	362,730	4,422,000	0	Contractor spend profile indicates additional funding may be required this year, however additional funding not being requested until spend finalised.	Additional funding agreed by Council CPS-15-09 refers
GCE1500	Educ Maintenance School Builds	1,354,500	0	1,354,500	294,041	1,459,000	(104,500)		
GCE1502	Reroofing	0	0	0	(8,000)	0	0		
GCE3402	Sandwick JHS - Add Support Needs	0	0	0	(7,981)	0	0	Accrual for final cert.	
<b>Education Projects</b>		<b>20,564,800</b>	<b>250,000</b>	<b>20,814,800</b>	<b>2,109,784</b>	<b>21,264,000</b>	<b>(449,200)</b>		
GCA0100	Inspection, Health & Safety	22,685	0	22,685	21,649	22,685	0	Overspend relating to SC move to Eric Gray	C Ferguson to advise on funding options
GCA0101	Building Fabric	35,871	0	35,871	82,736	68,664	(32,793)		
GCA0102	Electrical Sys Upgrade	33,036	0	33,036	21,216	33,036	0		
GCA0103	Mechanical Sys Upgrade	14,136	0	14,136	0	14,136	0		
GCA0104	Plant Equip Replacements	1,851	0	1,851	1,375	1,851	0		
GCA0105	Safety Surfaces	18,905	0	18,905	0	18,905	0	Lerwick Care Provision study brief developed - to be funded from here	
GCA0106	Care Homes (Rolling Programme)	225,000	0	225,000	0	225,000	0		
GCA0120	Special Studies	1,825	0	1,825	0	1,825	0		
GCA0231	Care Homes Fire Upgrade	342,000	0	342,000	3,639	342,000	0		
GCA0233	Joint Occupational Therapy Centre	100,000	50,000	150,000	433	150,000	0		
GCA0234	Taing House Capital Management	76,500	0	76,500	0	76,500	0		
GCA0235	Viewforth Capital Management	40,500	0	40,500	0	40,500	0		

**Capital Expenditure - General Fund**

Cost Centre	Description	Original Budget inc c/fwd £	YTD budget changes (dec) / inc £	Revised Budget £	YTD Actual £	Estimated Outturn £	Est Year End Variance (Adv) / Fav £	Reason for Variance/Comments	Action Required
GCA0236	Montfield Care Home	300,030	0	300,030	338,745	2,050,030	(1,750,000)	100% NHS Project	Additional funding (100% NHS) agreed by Council CPS-15-09 refers
GCA0237	Eric Gray Replacement	0	290,000	290,000	0	290,000	0		
GCA1000	Special Aids Stock Items	81,158	0	81,158	55,899	81,158	0		
GCA1001	Specialist Aids	237,800	0	237,800	119,001	237,800	0		
GCA1003	Minor Adaption	40,031	0	40,031	20,040	40,031	0		
GCA1004	Major Adaption	196,193	0	196,193	28,322	196,193	0		
GCA1005	Housing Renovations	124,998	0	124,998	5,795	124,998	0		
GCA1006	Professional Fees	21,024	0	21,024	8,446	21,024	0		
GCA1007	Specialist Aids Refurbishment	39,316	0	39,316	10,716	39,316	0		
GCG0232	Leog Replacement	400,000	0	400,000	0	400,000	0		
<b>Social Care Projects</b>		<b>2,352,859</b>	<b>340,000</b>	<b>2,692,859</b>	<b>718,012</b>	<b>4,475,652</b>	<b>(1,782,793)</b>		
GCH3100	Staff Accommodation	9,872	0	9,872	0	9,872	0		
GCH3102	Chalets	10,958	0	10,958	0	10,958	0		
GCH3120	Homelessness Housing	14,423	0	14,423	0	14,423	0		
<b>Housing Projects</b>		<b>35,253</b>	<b>0</b>	<b>35,253</b>	<b>0</b>	<b>35,253</b>	<b>0</b>		
<b>EDUCATION &amp; SOCIAL CARE TOTAL</b>		<b>27,021,635</b>	<b>590,000</b>	<b>27,611,635</b>	<b>4,449,216</b>	<b>28,564,523</b>	<b>(952,888)</b>		

**Capital Expenditure - General Fund**

Cost Centre	Description	Original Budget inc c/fwd £	YTD budget changes (dec) / inc £	Revised Budget £	YTD Actual £	Estimated Outturn £	Est Year End Variance (Adv) / Fav £	Reason for Variance/Comments	Action Required
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**Capital Expenditure - Housing Revenue Account**

Cost Centre	Description	Original Budget inc c/fwd £	YTD budget changes (dec) / inc £	Revised Budget £	YTD Actual £	Estimated Outturn £	Est Year End Variance (Adv) / Fav £	Reason for Variance/Comments	Action Required
HCH3303	Land/Property Acq	678,851	0	678,851	149,669	678,851	0		
HCH3404	Environmental Improvements.	259,266	0	259,266	21,699	259,266	0		
HCH3512	Community Care Projects	107,103	0	107,103	4,550	107,103	0		
HCH3525	Feasibility Studies HRA	25,655	0	25,655	1,356	25,655	0		
HCH3526	Opportunity Conversions	124,862	0	124,862	875	124,862	0		
HCH3706	Heating Replacement Program	157,103	0	157,103	267	157,103	0		
HCH3708	External Re-Render Programme	387,758	0	387,758	17,879	387,758	0		
HCH3709	Landward Crudens	0	0	0	446	0	0	Miscode - being corrected	
HCH3710	Lerwick Crudens	1,146,933	0	1,146,933	400,730	1,146,933	0		
HCH3711	Retentions/Final Accounts	40,000	0	40,000	0	40,000	0		
HCH3712	Housing Quality Standard	360,000	0	360,000	201,291	360,000	0		
HCH3713	Ladies Drive Kitchen Replace	0	0	0	96	0	0	Miscode - being corrected	
HCH3714	Replacement MIS System	200,000	0	200,000	183	200,000	0		
HCH3800	Cap Rec/Sale Council Hs	(889,886)	0	(889,886)	(382,997)	(889,886)	0		
<b>HOUSING REVENUE ACCOUNT TOTAL</b>		<b>2,597,645</b>	<b>0</b>	<b>2,597,645</b>	<b>416,045</b>	<b>2,597,645</b>	<b>0</b>		





## REPORT

To: Services Committee

8 October 2009

From: Head of Schools

### Scottish Government Announcement on Class Sizes

#### 1. Introduction

- 1.1 The purpose of this report is to highlight the announcement on 23 September 2009 by the Education Secretary, Fiona Hyslop, regarding the limiting of P1 class size to 25 pupils.

#### 2. Link to Council Priorities

- 2.1 The Council will ensure a model for education is developed by 2009 that considers the educational and financial viability for schools and communities and its outputs are then implemented.
- 2.2 The Council will work to create and maintain a culture where individual learners can strive to realise their full potential.

#### 3. Background

- 3.1 The Concordat signed in November 2007 between the Scottish Government and all local authorities determined the financial settlement for all Councils up to and including the financial year 2010 – 11.
- 3.2 It included a specified list of commitments which local authorities have agreed to deliver on. One of these commitments was to reducing class sizes in P1 – P3 to a maximum of 18 and improving early years provision.
- 3.3 This commitment was not set in legislation. This had led to parents in some Local Authorities challenging the decision of the authority to refuse their parental request to place a child in a particular school. These authorities had been trying to reduce the class sizes towards the commitment in the concordat. The Scottish Court System has ruled in favour of the parents and the authorities have had to allow for class sizes of up to 30 pupils in accordance with current legislation.

#### **4. Current Position**

- 4.1 On 23 September 2009 the Education Secretary Fiona Hyslop announced that Local Authorities are to be given the legal protection they require to limit primary one class sizes to 25 pupils.
- 4.2 The Scottish Government plans to introduce regulations to establish a maximum class size for primary one from the start of the next school year.
- 4.3 Ms Hyslop also announced the Scottish Government is establishing a Class Size Review to examine the variety of rules and regulations governing individual class sizes across primary and secondary levels, and how to make them more coherent, giving consideration as to whether primary legislation is required.

#### **5. Implications of Scottish Government Proposals**

- 5.1 In Shetland there are only two primary one classes which have more than 25 pupils this year. This is within the current legislation.
- 5.2 If the Scottish Government introduce regulations to establish a maximum class size for primary one at the start of the next school year there could be an issue for two of our schools. An admissions policy will assist with the process of allocation of places.
- 5.3 If accommodation is required for additional classrooms, this could be solved in the short term by the use of huts.

#### **6. Financial Implications**

- 6.1 If the class size of 25 pupils has to be implemented next school year then the Service may need to employ additional teachers to ensure that the regulation is met. This would be a maximum of two teachers, one for each of the two schools.
- 6.2 However, it may be possible that composite classes can be introduced in other year groups through the primary schools to allow for the reduction in maximum class size.
- 6.3 Any changes in staffing implemented to meet this legal requirement, shall be met from within existing resources.

## **7. Policy and Delegated Authority**

- 7.1 In accordance with Section 13 of the Council's Scheme of Delegations, the Services Committee has delegated authority to make decisions relating to matters within its remit for which the overall objectives have been approved by Council, in addition to appropriate budget provision.

## **8. Recommendation**

- 8.1 I recommend that Services Committee note the contents of this report.

September 2009

Our Ref: HB/sm

Report No: ED-29-F







## REPORT

To: Services Committee

8 October 2009

From: Executive Director of Education and Social Care

### NEW ANDERSON HIGH SCHOOL CAPITAL PROJECT

#### 1 Introduction and Key Decisions

- 1.1 This report sets out the tasks required to re-shape the new Anderson High School Capital project, to be built on the Lower Staney Hill site in Lerwick.

#### 2 Links to Corporate Priorities

- 2.1 The Council's Corporate Plan includes a commitment to, "improve our teaching facilities by completing the new Anderson High School...".

#### 3 Background

- 3.1 At Services Committee on 3 September 2009, Members agreed the following parameters for the new Anderson High School (minute ref: 75/09): –
- Confirm the earlier decision to build the new Anderson High School on the Lower Staney Hill (Clickimin) site;
  - Set an indicative budget for the project of no more than the current estimate for the Knab Road site;
  - Revise the design of the project in line with the recommendations of the educational and architectural consultants;
  - Recommend that the Council consider reverting to traditional procurement by competitive tender rather than Early Contractor Involvement.
- 3.2 This was confirmed at the Council meeting on 16 September 2009 (minute ref: 114/09).

## **4 Programme**

- 4.1 A number of tasks now need to be taken forward to reshape the programme, including: -
1. Establishment of governance and project management arrangements through Services Committee.
  2. Revising the Brief, in line with the Council decision, utilising external educational and architectural assistance.
  3. Reviewing the Procurement Strategy and cost/m2 assumptions.
  4. Initiating preliminary site investigation and service requirements, building on previous site surveys.
- 4.2 I envisage that the four work strands will run in parallel and will take up to 3 months to complete. I want to take time to ensure that the Brief is robust, including full consultation with all interested parties (pupils, staff, unions parents, community groups and the wider community). The balance between architectural merit and the function of the school (including the number of classrooms) will require detailed consideration. A detailed Brief will be required for Physical Education facilities, including the exploration of sharing facilities with Shetland Recreational Trust and the Clickimin Complex. The needs of the Additional Support for Learning Department will need to be reconsidered, as the previous proposal assumed the use of existing facilities and all services will need to be integrated into the new school on the Lower Staney Hill site.
- 4.3 Alongside this work, an initial review of the technical requirements of the new site will be developed, including drainage, roads and utilities.
- 4.4 For the most part, the first stage of the programme can be done by SIC staff, with external assistance secured to develop the detail of the Brief. This will be done in consultation with Members, as appropriate.

## **5 Financial Implications**

- 5.1 The Council has approved an indicative maximum budget for the project of £49M.
- 5.2 The approved budget in the current year is £15M. A revised spend programme will be developed once the Brief and Procurement Strategy is approved.
- 5.3 Previous capital expenditure on the Anderson High School Knab project will require to be written off to the Revenue Account in 2009/10 (as the costs do not form part of a capital asset).

- 5.4 The cost of engaging educational and architectural advisers will be met from the current allocation for fees.

## **6 Policy and Delegated Authority**

- 6.1 Shetland Islands Council, at its meeting in June 2008 (minute reference 94/08) made a specific recommendation to remit the detailed development of the Anderson High School project to Services Committee. This was ratified at the Council meeting on 16 September 2009, (minute reference: 114/09).
- 6.2 However, the Council holds overall responsibility for the Capital Programme so recommendations will be made from Services Committee to the Council, as the project develops.

## **7 Recommendations**

- 7.1 I recommend that Members note that the four work streams (Project Governance, Revised Brief, Procurement Strategy and Site Review) will be developed over the next 3 months, in order to develop a new Anderson High School on the Lower Staney Hill site.

Ref: HAS/sa

Report no: ESCD-98-F





**MINUTE**

**Shetland College/Train Shetland Board of Management  
Room 4, Train Shetland, Gremista, Lerwick  
Wednesday 24 June 2009 at 2.15pm**

**Present:**

A J Hughson	L F Baisley
J Irvine	W H Manson
R Nickerson	G Robinson

**Apologies:**

L Angus	J L B Smith
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**Observers:**

L Sinclair, EIS Lecturer's Representative

**In attendance (Officers):**

G Smith, Director  
M Finnie, Capital Programme Service Manager  
I Peterson, Depute Director  
M Simpson, Train Shetland Vocational Training Manager  
R Sinclair, Senior Contract Manager  
F Stirling, Train Shetland Short Courses Manager  
J Thomason, Management Accountant  
L Geddes, Committee Officer

**Chairperson**

Mr A Hughson, Chair of the Board, presided.

**Circular**

The circular calling the meeting was held as read.

**Declarations of Interest**

There were no declarations of interest.

**Minute**

Except as undernoted, the minute of the meeting held on 24 June 2009 was confirmed.

**26/09 – Director's Report**

Centre for Nordic Studies:

Mr R C Nickerson pointed out that he had queried when the next Board meeting would be held, and the Director advised that the date of the meeting had yet to be fixed, but would be held shortly. Appointments to the vacant positions were being finalised, and a meeting would be held following this. However he undertook to liaise with Orkney College to ensure that meeting dates for the rest of the year were finalised.

The Chairperson advised that he intended to consider agenda item 9 – Shetland College Operational Plan 2009/10 – first.

32/09

**Shetland College Operational Plan 2009/10**

The Board considered a report by the Director, Shetland College (Appendix 1).

The Depute Director summarised the main terms of the report, and outlined each of the sections to the Board. In response to a query, she confirmed that none of the College classes that used video-conferencing facilities had been affected by last week's communications breakdown. It was noted that the SIC was intending to make representations on this matter, and the Director undertook to make a representation on behalf of the College as the Board felt there could be potential learning loss, and a loss in business continuity, should this type of breakdown occur in the future.

In response to a further query as to whether an organiser had been appointed for the proposed music courses, the Director explained that the post had been advertised on a fixed-term employee contract basis, and that it had not been possible to shortlist to the post from the responses received. It was now intended to advertise the post on a contractual basis, as this may also attract organisations or companies. It was hoped to advertise and interview before the end of the summer holidays.

It was queried if any thought had been given to new course development, should Shetland be successful with securing Geopark status. It was felt that there would be opportunities both in developing the tourism/hospitality sector and with geological research.

The Director advised that whilst no specific course development was taking place in this area, it would be considered if it was felt to be sustainable. With regard to the funding of the development of links with schools, the Director went on to explain that whilst this did receive some SUMS funding, it was felt that it was important to develop these links so any additional funding required was considered to be worthwhile. Schools met the cost of equipment and transport, and many used "Determined to Succeed" funding for this. However this funding would come to an end in 2011.

On the motion of Mr R C Nickerson, seconded by Mr W H Manson, the Board approved the recommendation in the report.

33/09

**Director's Update**

The Board noted a report by the Director, Shetland College and Train Shetland (Appendix 2).

#### Anderson High School

The Director introduced Mr R Sinclair, Senior Contract Manager, and Mr M Finnie, Capital Programme Service Manager, who had been invited to the meeting to advise on the arrangements for relocating the college departments situated at the Anderson High School (AHS).

The Senior Contract Manager advised that whilst planning permission had been granted for the new AHS project, the Council had decided to defer the project in order to enable an independent review to take place. As a result, no further work in relation to the project was currently taking place, and this included the work relating to the decant of the College departments. However the contractor had earlier advised that there would not be a problem with relocating the existing hairdressing and sound engineering building to King Harald Street, and this would require planning permission. The possibility of relocating the vocational training section to the Bruce Hostel was being considered, and this would also require planning permission for change of use.

The Vocational Training Manager advised that she had visited the Bruce Hostel building and whilst it would require some works to be carried out, she was of the view that it would then be suitable for the short term.

The Capital Programme Service Manager advised that the longer-term move of the vocational training section to the North Ness was currently being progressed with SLAP. The contract had recently been signed and the building works would take 15 months, subject to statutory consents. In response to a query, he confirmed that the accommodation would be shared with the adult learning section, and it was noted that the adult learning section had some concerns in relation to whether there would be sufficient space. Details of the accommodation to be provided are currently being reviewed through the Executive Director – Education and Social Care.

#### Scottish Funding Council (SFC)

The Director advised that further dialogue with SFC officials would be required in order to see if there could be a more favourable outcome, and he would contact them if he had not received a response by the end of the summer holidays.

#### Estates

The application for ERDF funding would be submitted at the end of the week and, if successful, matched funding would have to be sought.

#### “Shetland Life” Article

The Director advised he had met with the Managing Director of the Shetland Times, and he had agreed to include an article in the Shetland Life magazine relating to a positive aspect of

college work or activity. It was felt that it would be appropriate to feature the nominations for the Student of the Year award, and he was hopeful that there could be a feature in the Shetland Times as well.

The Chairperson noted that, at the request of the Board, the Director had agreed to provide a written report to Board meetings rather than a verbal one. As the written report had to be produced earlier in order to meet agenda management timescales, this meant that it was not as up-to-date and comprehensive as a verbal report. He questioned if the Board still wished to receive the report in written format.

After some discussion, the Board agreed that they were happy to receive a written report in this format, but for verbal updates to be provided at the meeting as required.

34/09

**Student Enrolments – 8 June 2009**

The Board noted a report by the Director, Shetland College (Appendix 3).

The Director summarised the main terms of the report, highlighting the detrimental effect of exceeding the SUMS target on the financial settlement for 2009/10. Whilst he was hopeful that a solution could be found, it may be hard to achieve strategic growth in the SUMS allocation in the current economic climate, and he felt that there was a need to look at how the SUMS figures were arrived at. At the moment, Train Shetland short courses and adult learning evening classes were included in the calculation. However as the College did not derive any economic benefit from these, there was a need to explore if it was appropriate to include these in the SUMS calculation. Any changes to the formula would have to be done in consultation with the SFC.

The Board suggested that removing Train Shetland from the SUMS calculations may free it up to pursue additional commercial business and, in response to a query, the Director confirmed that removing evening classes from the SUMS calculation would not affect their delivery.

It was suggested that a report should be presented to the Board outlining the implications of changing the SUMS calculations, and the Director advised that he would do this once he was aware of the SFC's position.

35/09

**Train Shetland – Service Plan and Start of Year Performance Management Reports 2009-2010**

The Board noted a report by the Director, Shetland College (Appendix 4).

The Chairperson welcomed Ms F Stirling, Train Shetland Short Courses Manager, to her first meeting.



The Short Courses Manager summarised the main terms of the report, advising that it was hoped to cover expenses through the income received. With regard to short courses targets, it was felt it would be more appropriate to include the number of short courses rather than the number of training days. Efforts were being made to reduce the number of courses cancelled, and the training needs analysis being carried out in the Council would assist with this. Consideration was being given to targeting potential new markets, and one of the key issues for Train Shetland over the next year related to repairs and maintenance of the building. It was hoped to carry out works later in the year, and this may necessitate a partial shutdown.

36/09

**Train Shetland (Short Courses) – End of Year Performance Management Report 2008-09**

The Board noted a report by the Director, Shetland College (Appendix 5).

The Director summarised the main terms of the report, advising that it would be necessary to have a further look at the budget variance as it was possible there were still some recharges to be carried out. He outlined the effect that the Single Status negotiations had had on short courses, but felt that this would be resolved when Single Status was implemented and people were aware of their training requirements. Work would continue with the Council to try and match up training needs with short courses, and some new courses were being developed. Whilst it had been a difficult year for Train Shetland, he was confident that it would improve, particularly as there was now a permanent manager in place.

37/09

**Train Shetland – Service Plan and Start of Year Performance Management Reports 2009-2010**

The Board noted a report by the Director, Shetland College (Appendix 6).

The Vocational Training Manager summarised the main terms of the report, advising that targets were similar to the previous year as the focus was on maintenance of targets rather than increases. She had some concerns relating to the application of the Skills Development Scotland Agency transport policy in Shetland, and said it may be necessary to consult with them if any difficulties arose. There were also indications that there may be changes to funding arrangements, and this was an issue that may affect the service in future.

(Mr G Robinson left the meeting)

38/09

**Train Shetland – End of Year Performance Management Reports 2008-09**

The Board noted a report by the Director, Shetland College (Appendix 7).

The Vocational Training Manager summarised the main terms of the report, highlighting the negative variance that had arisen. Some internal recharging had not been carried out as advice had been received that there was a significant positive variance in the budget. However it had transpired at the end of the financial year that the costs relating to Train Shetland were being kept in suspense accounts which had not been cleared, so there was actually no underspend on the budget, and this had resulted in a variance. It was an unusual situation, and it had been compounded by higher than expected external funding figure.

The Director added that there was a need to ensure that communication relating to the management accounts was correct, as it had proved to be very misleading for Train Shetland. It was suggested that internal recharges should always be carried out, regardless of the budgetary situation.

The Vocational Training Manager went on to say that achievement rates locally were higher than the national average, and that 78% of the MA starts from 2004 had completed their qualification.

The Board congratulated students who had been successful in winning national awards.

39/09

**Shetland College 9-Month Performance Management Report**

The Board noted a report by the Director, Shetland College (Appendix 8).

In summarising the main terms of the report, the Director advised that he expected there to be no variance by the end of the year. The income figure included capital expenditure which had not been spent yet, and it might be necessary to carry some of this forward. He was confident that the income targets would be met.

The Board congratulated the College on its reduction in energy use.

40/09

**Shetland College Term Dates 2009/10 (Revised)**

The Board considered a report by the Director, Shetland College (Appendix 9) and on the motion of Mr R C Nickerson, seconded by Mrs L F Baisley, approved the recommendation in the report.

41/09

**Shetland College Budget Estimates 2009/10**

The Board considered a report by the Director, Shetland College and Train Shetland (Appendix 10).

The Director summarised the main terms of the report, advising that the reduction in the SFC settlement equated to £14,266. If the College had received the sector average settlement, it would

have resulted in an additional £56,352 in the budget, thus allowing the College to present a balanced budget for 2009/10. With regard to the implementation of the Single Status settlement, this would result in an additional £43,000 cost.

In response to a query regarding back pay relating to the Single Status agreement, the Management Accountant advised that these costs would have to be met from this year's budget and would be accrued into 2008/09, which is the current year for the College. Any underspend would be used in the first instance to meet the cost, with the remainder met from reserves.

Some concern was expressed at having to use reserves to meet this cost, and it was felt that this issue would have to be resolved as the College was effectively being penalised for being efficient.

The Director advised that he would have discussions with the Finance Service on this matter, and report back to the Board.

The Director advised that there was an error in paragraph 4.9 of the report, and pointed out that the balance, once the £51,348 deficit had been taken into account, should be £237,309.

On the motion of Mrs L F Baisley, seconded by Mr W H Manson, the Board approved the recommendations in the report.

The meeting concluded at 4.10pm.

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A J Hughson  
CHAIRPERSON





**Shetland College/Train Shetland Board of Management  
Room 4, Train Shetland, Gremista, Lerwick  
Wednesday 23 September 2009 at 2.15pm**

**Present:**

A J Hughson	L F Baisley
J Irvine	W H Manson
R C Nickerson	G Robinson
J L B Smith	

**Apologies:**

L Angus

**Observers:**

L Sinclair, EIS Lecturer's Representative  
A Carter, Careers Scotland

**In attendance (Officers):**

G Smith, Director  
I Peterson, Depute Director  
L Geddes, Committee Officer

**Chairperson**

Mr A Hughson, Chair of the Board, presided.

**Circular**

The circular calling the meeting was held as read.

The Chairperson welcomed Mr A Carter to the meeting as an observer, and advised that a report would be prepared for the next Council meeting recommending that he be appointed as a Board member.

**Declarations of Interest**

There were no declarations of interest.

**Minute**

The minute of the meeting held on 24 June 2009 was confirmed on the motion of Mrs L F Baisley.

**32/09 – Shetland College Operational Plan 2009/10**

In response to a query as to whether there was any progress regarding the appointment of a co-ordinator for the music courses, the Director advised that there would be an advertisement in this week's Shetland Times. Previous advertisements on an employee basis had been unsuccessful, so it was being advertised on a contractual basis. He was hopeful there would be a good response as he had had informal discussions with a few organisations, and went on to confirm that the fixed fee contract would be set within the overall

budget figure. With regard to timescales, it was hoped to have the contract completed by 31 March 2010, with a view to having the courses in place by September.

#### 33/09 – Director's Update: Anderson High School

The Board noted that the Council had recently agreed to build on the Lower Staney Hill site rather than the Knab, and it was questioned if the Knab site would be suitable for the College, given that it was already zoned for education purposes, and there was unlikely to be land available at the North Ness.

After some discussion, the Board agreed that given there was no immediate urgency to express an interest in the site, and there was no commitment to building a new college in the Capital Programme, they would await the outcome of the ERDF funding application for Phase 3 before discussing further. The Director advised that the College's estates sub-group would be meeting once the outcome of the funding application was known, and he would bring a report to the Board early in the new year.

The Board agreed to note its continued interest in the Knab site.

42/09

#### **Director's Update**

The Board noted a report by the Director, Shetland College (Appendix 1).

The Director updated the Board on the following:

#### **Estates**

The outcome of the ERDF funding application would be known by the end of 2009. If successful, there was a requirement to have matched funding in place, and positive discussions had taken place with SLAP in respect of this. It was noted that it would be useful to take advantage of any slippages in the budget in order to reduce the amount required from SLAP.

The planned improvements to the reception area had not gone ahead due to the high tender prices received. Whilst there was an urgent need for additional accommodation, if the funding application for the Phase 3 development was successful, any work carried out at this stage would end up being obsolete. Therefore it would be appropriate to await the outcome of the funding bid, and look for solutions to the current problems should the bid be unsuccessful.

There was also a shortage of teaching space, and it may be necessary to resort to temporary measures to alleviate this.

The Director advised he would keep the Board updated on any developments.

#### **Scottish Funding Council**

The Director outlined how the formula for the funding mechanism applied, and the efforts that were taking place to maximise the funding received locally under the current rules.

The Scottish Funding Council (SFC) had agreed to look at the financial modelling relating to the types of activity delivered locally, and could see that there were a number of multiple entries which affected the SUMS value. There was therefore a complicated exercise to be carried out to go through all the records and remove as many multiple entries as possible. The SFC had indicated that this might result in a further additional £40,000 of funding. Work would have to be carried out by 31 October, and this would determine the funding for the next financial year.

The Board expressed disappointment that the way the formula was applied effectively meant that the College was being penalised for being successful. It was noted that it was important for the College to try and meet its SUMS target, as overtrading could result in funding being taken away.

It was questioned if the SUMS target of 5,058 for Shetland College was correct, and the Director said discussions as to a viable figure for the College had taken place with the SFC.

It was noted that there had been recent publicity regarding funding given to Inverness College, and it was felt that there was a need to reiterate to UHI the position of colleges in rural areas.

The Director advised that it was also disappointing that the SFC had announced additional funding for certain colleges affected by the economic downturn, and had then gone on to award an additional £12 million capital funding to the exact same group of colleges. He understood the rural colleges, as a group, had expressed their dissatisfaction with this decision, and the Board agreed that they would not write separately to the SFC on this matter, given the current negotiations regarding funding.

#### HMIE

Mr G Robinson referred to the Sport and Leisure reports to be carried out by HMIE and declared an interest. He went on to say that there appeared to be an increasing number of students who had to leave Shetland in order to pursue courses in sport and leisure in advance of SVQ2 level. He felt that it would be worth investigating, with the Institute of Sport and Recreation Management (ISRM) and Shetland Recreational Trust, the possibility of running more advanced sport and leisure courses locally. He was aware that the ISRM were keen to operate courses beyond Loughborough, where they were currently carried out.

The Director agreed that he would follow this up.

### Awards Ceremonies

The Board noted their appreciation of the work that had gone into the ceremonies, and congratulated those who had received awards.

In response to a query, the Director explained that “Learning Assistant” was an e-portfolio tool used by students. It was particularly beneficial in rural areas, as it was possible for students to submit their work and receive feedback within a short time. It was noted that it would also be possible for students outwith Shetland to register with Shetland College, as their work could be verified locally using Learning Assistant.

43/09

### **Student Enrolments 8 September 2009**

The Board noted a report by the Director, Shetland College (Appendix 2).

The Depute Director summarised the main terms of the report, advising that further to the report being written, there were now 980 enrolments. 757 of these were FE enrolments and 223 were HE enrolments. The figure did not include the NC Engineering students at the NAFC, Train Shetland short courses or adult learning numbers. The figures were up on last year, and it was agreed that a full breakdown would be presented to the next meeting.

It was noted that there appeared to be an increase in the number of younger students, and it was suggested that this might be a response to the economic downturn. Statistics indicated that there had been a large increase in the unemployed in Shetland, albeit starting from a low base figure, and that the 19-25 age group was the most affected.

44/09

### **Shetland College Staff Development Plan 2009/10**

The Board considered a report by the Director, Shetland College (Appendix 3).

The Depute Director summarised the main terms of the report, illustrating the proposed timeframe for staff development.

In response to a query regarding the Board of Management Training Needs Analysis, referred to on page seven of the Appendix, the Director advised that he would bring a report to the Board at a later date. It was suggested that it might be more cost-effective to bring trainers to Shetland rather than Board members attending training on the mainland.

On the motion of Mr R C Nickerson, seconded by Mr G Robinson, the Board approved the recommendation in the report.

45/09

### **Advice to Colleges Following a Recent Audit Review**



The Board considered a report by the Director, Shetland College (Appendix 4).

The Director summarised the main terms of the report, and the Board noted that he was confident that Shetland College could provide the appropriate assurances required by the SFC.

On the motion of Mr A J Hughson, seconded by Mrs L F Baisley, the Board approved the recommendation in the report.

**In order to prevent the disclosure of exempt information, Mr A J Hughson moved, Mrs L F Baisley seconded, and the Board resolved, in terms of the relevant legislation, to exclude the public during consideration of the following item of business.**

*(Observers left the meeting)*

46/09

**Lecturers' Pay Award 2009-10**

The Board considered a report by the Director, Shetland College.

After some discussion, the Board agreed a proposal to put to the Unions for negotiation.

The meeting concluded at 3.40pm.

.....  
A J Hughson  
CHAIRPERSON