

LIFELONG LEARNING CARE SCRUTINY SUB-COMMITTEE

PROJECT SCOPING

1	SUBJECT	Pupil Exclusions from School
2	COMMITTEE	Lifelong Learning Scrutiny Sub-Committee
3	REVIEW GROUP	Councillors: Mitzi Green (Lead), Cllr Nana Asante, Cllr Janet Mote, Cllr Vina Mithani Co-opted Members: Mr Humphrey Epie
4	AIMS/OBJECTIVES	<ol style="list-style-type: none"> 1. To identify reasons why the exclusion rate in Harrow schools is at its current level. 2. To identify areas of best practice in Harrow in relation to the handling of exclusions. 3. To identify areas for improvement based on best practice in other authorities.
5	MEASURES OF SUCCESS	<ul style="list-style-type: none"> • Completion of the project on time to enable report to contribute to service development. • Contribution to policy development through identification of good practice in other authorities. • Active consideration of recommendations by the executive.
6	SCOPE	<ul style="list-style-type: none"> • Work of Harrow Tuition Service (with particular reference to pupils who remain in that service) • Work of Learning Support Units • Use of pupil referral units (PRUs) in other boroughs and arrangements for dealing with exclusion. • Services for pupils at risk of exclusion • Exclusions among ethnic minority groups
7	SERVICE PRIORITIES (Corporate/Dept)	Supports the corporate priority of promoting Harrow as a centre of lifelong learning as well as improving the quality of health and social care in Harrow and discharging the Council's statutory duty in this area.
8	REVIEW SPONSOR	Paul Clark, Director of Children's Services
9	LEAD OFFICER	Heather Smith, Scrutiny Officer
10	SUPPORT OFFICER	Brenda Rayson, Senior Advisor
11	ADMINISTRATIVE SUPPORT	Administrative support in arranging and recording findings of meetings to come from Scrutiny team. Much of the information support will come from People First.
12	EXTERNAL INPUT	<ul style="list-style-type: none"> • Other local education authorities

		<ul style="list-style-type: none"> • Headteachers • Harrow Tuition Service • Education welfare service (EWS) • Connexions • Ethnic minority achievement service
13	METHODOLOGY	<ul style="list-style-type: none"> • Desktop research <ul style="list-style-type: none"> - data analysis - best practice in Harrow and in other authorities • Fact-finding meeting to analyse data and to meet with staff running Harrow's services • Visit to Slough • Visit to Canons Learning Support Unit • Focus group with Head teachers
14	ASSUMPTIONS/ CONSTRAINTS	<p>Main focus of review is identifying reasons why exclusions are at the current level.</p> <p>Member and officer resources are limited.</p>
15	TIMESCALE	January - June 2005.
16	SCRUTINY RESOURCE COMMITMENT	<p><u>Scrutiny team</u></p> <ul style="list-style-type: none"> - Develop and manage the review - Carry out comparative research - Arrange/service member outreach - Draft Reports <p><u>People First</u></p> <ul style="list-style-type: none"> - Advise on work programme and make-up of fact finding meeting - Supply relevant evidence - Take part in evidence gathering - Comment on draft reports <p>Scrutiny team resources to be proactively managed, with flexible deployment, pooling of resources and re-allocation of any 'spare' resources wherever possible.</p>
17	REPORT AUTHOR	Scrutiny Officer/Review group

OUTLINE PROJECT PLAN

Activity	Member Input <i>Who is involved?</i> Estimated time commitment	Officer Resource <i>Who is involved?</i> Estimated time commitment	Date	Lead Person	Milestone
Pre-scope session	All Members of Review Group	Heather Smith Brenda Rayson	21 September 2004	Heather Smith	Completed
Finalise scope & obtain Sub-Committee endorsement	Lifelong Learning Scrutiny Sub-Committee	Heather Smith	13 October	Heather Smith	
Research/Preparation Period/Desk top data gathering					
<ul style="list-style-type: none"> • Desktop research <ul style="list-style-type: none"> - arrangements in other authorities (in similarly sized LEAs) such as number of PRUs, attitude towards pupils at risk of exclusion. - Ethnic minorities and exclusion – national context • Fact finding meeting; to include: <ul style="list-style-type: none"> - Data analysis - Procedures of exclusion - Behaviour and attendance policy - Education welfare service (EWS) - Exclusions and looked after children/SEN - Connexions worker - Ethnic minority achievement service 	<p>Review group to analyse findings</p> <p>Cllr Nana Asante</p> <p>All Members of review group</p>	<p>Heather Smith (advised by Brenda Rayson)</p> <p>Brenda Rayson/ Heather Smith</p>	<p>January 2005</p> <p>January 2005</p> <p>January 2005</p>	<p>Heather Smith</p> <p>Brenda Rayson</p>	

Activity	Member Input <i>Who is involved?</i> Estimated time commitment	Officer Resource <i>Who is involved?</i> Estimated time commitment	Date	Lead Person	Milestone
Meetings/Witnesses/Visits <ul style="list-style-type: none"> • Visit to Slough (to be undertaken along side visit for delegated funding review) • Visit to Canons Learning Support Unit • Focus group with Head teachers (primary/secondary) 	Visits shared between review group members	Heather Smith	TBA – end October/early November	Heather Smith	
Draft report		Heather Smith to complete draft report and send to review group for feedback	Draft report sent to review team for consideration late November	Heather Smith	
Review Group meets to agree to early draft of report	Members of review team meet to discuss and agree to any necessary changes to draft report.	Heather Smith to note any necessary changes to report	Thursday 2 December at 4:30pm	Chair	
Early draft report to accountable manager for confirmation of factual accuracy		Heather Smith to send draft report to Brenda Rayson	May 2005	Heather Smith	
Review Group's informal discussions of report with Head of Service / Director / relevant Portfolio Holder	Chair		May 2005	Chair	

Activity	Member Input <i>Who is involved?</i> Estimated time commitment	Officer Resource <i>Who is involved?</i> Estimated time commitment	Date	Lead Person	Milestone
Review Group sign off report & refer to Lifelong Learning Scrutiny Sub-Committee for information/approval	Report to be signed off electronically	Heather Smith	May 2005	Chair	
Presentation of report to CMT/DMT (if appropriate)		Brenda Rayson	TBA – Children’s Services Management Team	Brenda Rayson	
Final report of Group to O&S/Sub-Committee for approval (if necessary)	Report to be signed off at Lifelong Learning Scrutiny Sub-Committee		June 2005 meeting	Heather Smith	
Consider whether there is a need to publicise report findings	Chair		TBA	Chair	
Final report published & referred to Executive for consideration (Cabinet/Portfolio Holder/Directorate – depending on issues/recommendations)		Heather Smith	Likely to be July 2005 Cabinet, depending on recommendations.	Heather Smith	
Evaluation of review process	All members – agenda item		October 2005 meeting	Chair	
Follow up/Monitoring of outcomes	Lifelong Learning Scrutiny Sub-Committee		TBA		
TOTALS (excluding scoping)					