

City Chambers  
DUNDEE  
DD1 3BY

16th September, 2011

Dear Sir or Madam

**EDUCATION COMMITTEE**

You are requested to attend a MEETING of the **EDUCATION COMMITTEE** to be held in the Main Council Chamber, City Square, Dundee on Monday, 26th September, 2011 at 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

**AGENDA OF BUSINESS**

**1 PROPOSALS FOR CONSULTATION ON THE IMPLEMENTATION OF THE THIRTY THREE PERIOD WEEK IN SECONDARY SCHOOL**

(Report No 424-2011 enclosed)

**2 TENDERS RECEIVED**

(Report No 442-2011 enclosed).

**3 PROCUREMENT OF SCHOOL TRANSPORT (AN147-2011)**

To accommodate the transport needs of pupils entitled to free home to school transport for session 2011/2012, it was necessary to tender 21 education transport contracts.

Given the requirement to have contracts in place prior to the new academic session, the Director of Education and the Director of City Development, in consultation with the Convener and Spokespersons of the other Groups, accepted the following tenders:-

<b>Contract</b>	<b>Successful Tenderer</b>	<b>Value (FYE)</b>
Clepington 130	Paul Angus	£7,809.00
Craigiebarns 138	Tay Taxis	£6,080.00
Craigowl 128	Tele Taxis (Dundee) Ltd	£4,560.00

Harris 034	Tele Taxis (Dundee) Ltd	£9,500.00
Hillside 144	Tay Taxis	£6,460.00
Kingspark 046	Tay Taxis	£8,360.00
Kingspark 127	Briter Taxis	£7,600.00
Kingspark 132	Tay Taxis	£7,600.00
Menzieshill 140	Tele Taxis (Dundee) Ltd	£7,980.00
Our Lady's 134	Ross Halliday	£8,170.00
St John's 129	Dundee Private Hire 203020 Ltd	£8,170.00
St Joseph's 145	Tele Taxis (Dundee) Ltd	£8,740.00
St Pius 135	Tele Taxis (Dundee) Ltd	£3,040.00
Woodlea 133	James Costello	£7,980.00
Young Mothers' Unit 094	Barrie Geekie	£2,280.00
Gillburn Road Respite Contract	Tay Taxis	£6,460.00
Kingspark 142	Dundee 505050 Ltd	£9,500.00
Kingspark 148	Dundee 505050 Ltd	£7,600.00
Menzieshill 131	Tele Taxis (Dundee) Ltd	£7,220.00
St John's 147	Dundee 505050 Ltd	£2,280.00
Craigowl 018	Dundee 505050 Ltd	£5,320.00

The Committee is asked to note the above for information.

**REPORT TO:** EDUCATION COMMITTEE - 26 SEPTEMBER 2011

**REPORT ON:** PROPOSALS FOR CONSULTATION ON THE IMPLEMENTATION OF THE 33 PERIOD WEEK IN SECONDARY SCHOOL

**REPORT BY:** DIRECTOR OF EDUCATION

**REPORT NO:** 424-2011

## **1.0 PURPOSE OF REPORT**

1.1 The purpose of the report is to inform the Committee of a proposal for the introduction and implementation of a 33 period model across all secondary schools.

## **2.0 RECOMMENDATIONS**

2.1 The Committee is asked to:

- note the contents of the report;
- approve the rationale for the proposal; and
- agree the timescale for the consultation period; and
- instruct the Director of Education to report back on the consultation process in January 2012.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 None.

## **4.0 BACKGROUND**

4.1 With the exception of one secondary school in Dundee with a 40 period model, the remaining schools work on a 30 period model. The structure and timing of the school day, including lunchtimes, varies considerably and could be standardised through the introduction of a 33 period model in all schools. The 33 period model offers a more flexible approach to the organisation of the curriculum. In addition, the model maximises the amount of teaching time that can be delivered by staff during the course of a school week. The proposed model operates on the basis of three days with seven teaching periods and two days with six teaching periods. An illustration of this model is included as Appendix 1.

4.2 There are alternative models in operation and these have been evaluated carefully by all Secondary Head Teachers who have had meetings to discuss different options and to review the range of models being delivered in other areas. As a result of their discussions, there is a shared view that the 33 period model is the most effective model and should be introduced across all Dundee secondary schools.

## **5.0 RATIONALE FOR CHANGE**

5.1 The introduction of the 33 period model will ensure commonality across our secondary schools. It will standardise the school day, including lunchtimes, and will make timetabling arrangements easier for schools. The model takes due account of the demands of a Curriculum for Excellence and provides benefits to the current

timetable arrangements in line with the aims and aspirations of curriculum change. The revised approach to timetabling using a 33 period model would help to deliver 2 hours of Physical Education, extend opportunities for vocational education and allow more time for practical subjects. It has the potential to ensure increased flexibility for learners, an extension of personal choice and a good balance of study across each of the eight curricular subject areas.

- 5.2 The initial S1-3 experience for learners in secondary schools is intended to provide a broad general education. It is followed by the Senior Phase from S4 to S6 where learners continue to focus on academic and vocational studies as well as the development of skills for learning, life and work. At this stage, pupils will continue to undertake national qualifications and prepare for the transition to life beyond school. Based on feedback from other council areas, the 33 period model is a more flexible curriculum organiser for schools since it allows school staff to promote national entitlements such as citizenship and enrichment opportunities along with the provision of courses leading to national examinations.
- 5.3 The implementation of a Curriculum for Excellence requires a specific focus on the development of high quality and relevant vocational learning to prepare pupils for the wider world of work. The Education Department has very positive links with Dundee College and the universities of Dundee and Abertay. The move to a 33 period week and a common school day across the city will improve joint working arrangements, and make it easier for schools to timetable shared courses and provide increased choice for young people. The common school day will simplify the organisation of activities such as the work experience courses at Dundee College, the City Campus and the Scottish Baccalaureate.

## **6.0 PROPOSED CONSULTATION**

- 6.1 The change to a 33 period model will have advantages for pupils, parents and carers and staff. It has potential implications for transport arrangements given the changes to the end of the school day. In addition, consideration will have to be given to the cleaning and catering staff given the changes to lunchtime arrangements and end of day timings across schools. As a result, the proposed consultation will have to be wide ranging to ensure that all stakeholders are included.
- 6.2 The timetable for consultation is attached as Appendix 2. It is intended that the consultation period will take place between October and November 2011. Based on the outcome of the consultation process, a report will be presented to the Education Committee in January 2012 and, if approved, the new model will be introduced from August 2012.
- 6.3 The consultation arrangements will include discussion with the trade union representatives of all staff involved in the changes.

## **7.0 POLICY IMPLICATIONS**

- 7.1 This report has been screened for any policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management. There are no major issues.

## **8.0 CONSULTATION**

- 8.1 The Chief Executive, the Depute Chief Executive (Support Services) and the Director of Finance have been consulted in the compilation of this report.

## **9.0 BACKGROUND PAPERS**

- 9.1 None.

MICHAEL WOOD  
Director of Education

PC/MM

2 September 2011

**The models below are purely illustrative and should not be regarded as proposals.**

They are based on the assumption of an 8.50am start and 50 minute lunch for the two examples shown.

Current Day (30 Periods)		Current Day (40 Periods)		Example 1 (Long Day) (7 periods with Registration)		Example 2 (Short day) (6 periods with Registration)	
8.50 - 9.00	Registration	8.45 - 9.00	Registration	8.50 - 9.00	Registration	8.50 - 9.00	Registration
9.00 - 9.55	Period 1	9.00 - 9.35	Period 1	9.00 - 9.50	Period 1	9.00 - 9.50	Period 1
9.55 - 10.50	Period 2	9.35 - 10.15	Period 2	9.50 - 10.40	Period 2	9.50 - 10.40	Period 2
10.50 - 11.05	Interval	10.15 - 10.30	Interval	10.40 - 10.50	Interval	10.40 - 10.50	Interval
11.05 - 11.55	Period 3	10.30 - 11.10	Period 3	10.50 - 11.40	Period 3	10.50 - 11.40	Period 3
11.55 - 12.50	Period 4	11.10 - 11.50	Period 4	11.40 - 12.30	Period 4	11.40 - 12.30	Period 4
12.50 - 1.45	Lunch	11.50 - 12.55	Lunch	12.30 - 1.20	Lunch	12.30 - 1.20	Lunch
1.45 - 2.35	Period 5	12.55 - 1.35	Period 5	1.20 - 2.10	Period 5	1.20 - 2.10	Period 5
2.35 - 3.30	Period 6	1.35 - 2.15	Period 6	2.10 - 3.00	Period 6	2.10 - 3.00	Period 6
		2.15 - 2.25	Interval	3.00 - 3.50	Period 7		
		2.25 - 3.05	Period 7				
		3.05 - 3.45	Period 8				

Consultation Timeline		
Date	Action	Responsibility
End of September 2011	Letter to all stakeholders	Director
October - November	City Wide Parent Council	Taletta Jamieson/Paul Clancy
October – November	Open meetings in each secondary school with parents to discuss changes	Taletta Jamieson/Head Teachers
October – November	Trade Union discussion	Director/Paul Clancy/Helen Gray/Janet Robertson
October – November	Discussions with City Wide Pupil Council	Kenny McKeown/Tracey Stewart
October – November	Discussion with individual pupil councils	Head Teachers/Depute Head Teachers
October November	Discussion with City Development, National Express and Strathtay on implications for buses	Kenny McKeown
November	Discussion with Dundee College/Dundee University/University of Abertay Dundee	Kenny McKeown/Tracey Stewart
End of November	Report to Senior Management Team and Trade Unions	Secondary Head Teachers Group
January 2012	Update to Education Committee	Paul Clancy

**REPORT TO: Education Committee - 26 September 2011**

**REPORT ON: Tenders Received**

**REPORT BY: City Architectural Services Officer**

**REPORT NO: 442-2011**

## **PURPOSE OF REPORT**

This report details tenders received and requests a decision on acceptance thereof.

## **RECOMMENDATIONS**

Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project:

<b>Project Reference</b>	<b>Project</b>	<b>Contractor</b>	<b>Tender Amount</b>	<b>Total Amount</b>	<b>Finance Available</b>
11-2304	Dundee Primary Schools Project - Loose Furniture and Equipment	KM Furniture Ltd., Chesterfield	£568,046.17	£1,055,046.17	£1,146,500.00

## **FINANCIAL IMPLICATIONS**

The Director of Finance has confirmed that funding for the above projects is available as detailed on the attached sheets.

## **POLICY IMPLICATIONS**

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

## **CONSULTATIONS**

The Client Department has been consulted with regard to policy implications and the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have also been consulted in the preparation of this report. Any issues are detailed on the attached sheets.

## **BACKGROUND PAPERS**

Unless stated otherwise on the attached sheets, there are no background papers.

## **FURTHER INFORMATION**

- (1) Detailed information relating to the above Tenders is included on the attached sheets.
- (2) The construction works in this report have been procured using the general guidance contained in the following documents approved by the Council :-
  - a) Report Nr 148-2003 : Partnering Guidelines for Construction Projects
  - b) Report Nr 356-2009 : Construction Procurement Policy
  - c) Standing Orders : Tender Procedures of the Council

**Rob Pedersen**  
**City Architectural Services Officer**  
**12 September 2011**

**442-2011**

**EDUCATION COMMITTEE - 26 SEPTEMBER 2011**

<b>CLIENT</b>	Education		
<b>PROJECT REFERENCE</b>	11-2304		
<b>PROJECT</b>	Dundee Primary Schools Project		
<b>DESCRIPTION OF WORKS</b>	Loose Furniture and Equipment The works comprise the supply and delivery of loose furniture and equipment for the new Whitfield, West End and Balgarthno Road Primary Schools.		
<b>TOTAL COST</b>	Several Works	£568,046.17	
	Allowances	£487,000.00	
	<b>TOTAL</b>	<b>£1,055,046.17</b>	
<b>FUNDING SOURCE</b>	Capital		
<b>BUDGET PROVISION &amp; PHASING</b>	2010/2012	£1,146,500.00	
<b>ADDITIONAL FUNDING</b>	None		
<b>REVENUE IMPLICATIONS</b>	None		
<b>POLICY IMPLICATIONS</b>	There are no major issues.		
<b>CONSULTATIONS</b>	There are no major issues.		
<b>TENDERS</b>	Six invited; six received	<i>Received</i>	<i>Checked</i>
	1 KM Furniture Ltd., Chesterfield	£568,098.01	£568,046.17
	2 City Building (Contracts) LLP, Glasgow	£627,181.50	£627,181.50
	3 Morley's of Bicester, Bicester	£642,626.17	£632,556.05
	Highest Tender	£938,221.23	
<b>RECOMMENDATION</b>	Acceptance of lowest tender		
<b>ALLOWANCES</b>	ICT Transfers	£120,000.00	
	Catering - additional equipment	£30,000.00	
	Telephones	£60,000.00	
	Post Construction fit-out	£60,000.00	
	Miscellaneous specialist furniture	£30,000.00	
	External play equipment	£55,000.00	
	Nursery specialist equipment	£15,000.00	
	Resource Unit specialist equipment	£10,000.00	
	Off site Office Equipment at Ballumbie Primary School	£5,000.00	
	Social work furniture, equipment and fit-out	£15,000.00	
	Contingencies	£57,000.00	
	Professional Services	£30,000.00	
	<b>TOTAL</b>	<b>£487,000.00</b>	
<b>SUB-CONTRACTORS</b>	None		
<b>BACKGROUND PAPERS</b>	None		

**Dundee Primary Schools Project  
Loose Furniture and Equipment (11-2304)**

**Breakdown of Lowest Tender**

Ballumbie Primary School	£195,271.81
West End Primary School	£193,857.18
Balgarthno Road Primary School	£178,917.18
<b>TOTAL</b>	<b>£568,046.17</b>