

**ASSOCIATION OF SCOTTISH PRINCIPAL
EDUCATIONAL PSYCHOLOGISTS**
www.aspep.org.uk

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Glasgow City Council
c/o Battlefield Primary
Carmichael Place
Glasgow, G42 9SY

1st May 2015
Raploch Community Campus, Stirling
Minutes of ASPEP Main Meeting

Action

1 Present and Apologies

Present:

Carolyn Brown (Fife), Barry Syme (Glasgow), Shona Crawford (West Dunbartonshire), Michael Harker (Renfrewshire), Anne Wilson (Aberdeenshire North), Fiona Yarrow (Aberdeenshire), Bill O'Hara (Aberdeen City), Mark Wilson (South Lanarkshire), Alison Crawford (Glasgow), Fergal Doherty (Glasgow), Jennyfer McNiven (West Lothian), Tracy Colville (City of Edinburgh), Nick Smiley (East Renfrewshire), Shannon Finlayson (Western Isles), Jacqui Ward (South Ayrshire), Peter Moore (North Ayrshire), Sarah Jamieson (Shetland), Stewart Biggar (Dumfries and Galloway), Pat Daniel (Aberdeen City), Carol McGarry (East Dunbartonshire), Roslyn Redpath (Argyll & Bute), Sarah Philp (Midlothian), Nick Balchin (Falkirk), Matthew Musset (Aberdeen City), Alison MacDonald (North Lanarkshire), Shonagh Anderson (Dundee), Roger Barrow (Scottish Borders), Audrey Osborne (Angus), Yvonne Bushnell (Glasgow), Nicola Stewart (East Ayrshire), Linzi McCorkell (Education Scotland)

Apologies:

Elizabeth King (South Lanarkshire), Lesley Arthur (North Ayrshire), Nancy Ferguson (North Lanarkshire), Susan Dean (Moray), David Patrick (Glasgow), Suzie Turner (Perth), Margaret Nash (Inverclyde), Peta Barber (Highland), Gillian Dury (East Dunbartonshire), Louise McClatchey (Highland), Maura Kearney (Glasgow), Kate Watson (Inverclyde), Paula Dudgeon (Inverclyde), Vivienne Sutherland (Fife), Diane Ferguson (North Ayrshire), Melanie Rice (Angus), Gavin Stalker (East Renfrewshire), Shirley Paterson (South Lanarkshire), Frank Coletta (North Lanarkshire), Morven Graham (Stirling and Clacks), Polly Jones (Dundee), Whitney Barrett (Stirling & Clacks), Carron Douglas (Aberdeenshire), Catherine Paterson (North Ayrshire), Cathy Lyner (Orkney), Jennifer King (Dundee), Sharron Harper (Dumfries and Galloway), Louise Goodall (Aberdeenshire)

2 Minutes of previous meeting of 7.11.14

Minutes accepted as accurate and will be posted on the website.
<http://www.aspep.org.uk>

BS

3 Matters arising

4.2 There will be no draw down of funds to ASPEP from the Annual Conference; this has been agreed with the SDEP Executive.

5.2 LAC-OLA ASPEP Best Practice Guidelines – The paper has been sent to

ADES and Kate Watson has spoken to the paper at ADES. The general feedback is that the paper is helpful, any further comments should be sent to Fergal Doherty and the paper will be reviewed again in November 2015.

5.3. Training Courses Update- The re-accreditation of the Dundee M.Sc. Course will be in November /December this year. 16 places have been offered and accepted on the Strathclyde Course. A meeting of the sub-group led by Vivienne Sutherland will take place on 2nd June 2015 and will involve the 2 Course Directors. A summary paper from the SDEP review of training courses will be sent to Vivienne Sutherland by Sarah Philp.

SP

8.5 SEEMIS Proposal

Nick Balchin provided a brief update, the submission from ASPEP has been discussed by the SEMMIS Board and they have rejected the proposal. They did not feel that an electronic document storage system fitted into the work plan of the group. Services looking for an electronic system would now have to look on the open market. It was suggested that ASPEP should consider discussing this with ADES. It would be helpful to find out what services are currently using, Nick agreed to take this forward through a survey and bring back to the Executive.

NB

4 Office Bearer's Report

4.1 The Chair's Report

Carolyn Brown provided a summary report which is available on the ASPEP website. A copy is attached to this minute. The report highlighted all the work that ASPEP has been involved in over the past 6 months.

BS

4.2 Treasurer's Report

In the absence of Frank, Barry circulated the treasurer's report on the ASPEP accounts. A copy is attached to this minute. This year there have been 61 members, the highest ever. The subscriptions for 2015-16 are due and have risen to £50. This amount will allow ASPEP to continue to work over future years. The report was accepted by the meeting.

4.3 Executive Membership

4.3.1

- The position of the next ASPEP Secretary has to be identified. The executive nominates Jacqui Ward as the next Secretary, to take over this remit after the November main meeting. Proposed by Nicola Stewart and Seconded by Alison Crawford.
- A number of Executive members were re-elected last November however there is the potential for 2 new members, any expressions of interest please contact Barry.

JW

ASPEP
membership

5 General Business

- 5.1 **Members' News and Correspondence**
 Congratulations to Pat Daniels who is retiring after many years of service to Aberdeen City and also ASPEP.
 Ian Pennicard will be retiring from his post of Depute Principal in South Lanarkshire in July 2015.
 Lynn McLafferty will be Acting Depute Principal in Falkirk.
- It was noted that Tom Lowe, Senior EP is retiring from North Lanarkshire and the meeting recognises the contribution that he has made to the profession.
- 5.2 **Correspondence**
 An e-mail was received from Sarah Jamieson, Principal in Shetland asking ASPEP to consider ways of recruiting PEP and DPEP to posts in rural and island psychology services. Sarah is leaving her post in August and there will be a Principal vacancy in Shetland. Historically it has been a challenge to fill these posts. There are also currently difficulties in filling the North Ayrshire PEP post. Shona Crawford felt that guidance from the profession to support a proposal for seconding PEPs to these rural posts would be helpful. There could be benefits for both the service and also the PEP being seconded. There was discussion around where this issue fits with Work Force Planning. It was suggested that Sarah submits information as part of the staffing survey and this could be captured there and highlighted. WFP reps will also log at next NSSGEP (National Scottish Steering Group for Educational Psychologists) meeting 17th June.
- SJ
 CB/BS/FC
- 5.3 **National Conference**
 Anne Wilson gave an update on the arrangements to date, all keynote speakers have confirmed. The theme for this year is Closing the Gap and details are on the ASPEP website. The conference will be held on Friday 11th September 2015. Closing date for workshop submissions is 22nd May 2015. All bookings are being managed through the JC Jones website. Thanks again to the conference planning committee for all their work.
- AW
- 5.3 **Roles and Responsibilities paper**
 A joint paper with SDEP lists members who are involved in working on national groups. This paper was circulated and will go on the website and will be updated as required by both executives. A feedback proforma was agreed and this will now be used to report back to the ASPEP executive through the Secretary. A copy is available on the website.
- BS
- 6 **Guidance on ASN Tribunals**
 Alison Crawford gave an update on the work of the subgroup looking at how ASPEP can support services through the ASN tribunal process. The group is looking at a possible training event / seminar for the profession.
- AC
 CMcG
 TC
- 7 **Work Force Planning Update and event sampling exercise**
 Linzi McCorkell, Data Researcher, provided some background to recent WFP activity. The staffing survey has been sent out to services and the deadline for returns is 1.5.15. The returns will now be analysed and a report drafted in consultation with the WFP Project Team. The report will then go to the NSSGEP.

The event sampling exercise has gone out and will take place week beginning 11 May 2015.

While concerns were raised by some members, particularly relating to how the Currie functions were not discrete and this could skew the facts there was an acceptance that this event sampling had to go ahead. Many of the issues had already been discussed with Laura Ann Currie and Linzi at the executive meeting on the 24th April 2015.

Linzi highlighted that there was space in the form for services to add qualitative comments.

LMc/WFP
Project
Team
(BS/FC/CB
/LAC)

8 GIRFEC Update

Lynn Townsend provided a very helpful update on the GIRFEC Guidance. A copy of her presentation is available on the website.

http://www.aspep.org.uk/?page_id=228

There remains confusion around the Named Person and their role with exceptional groups e.g. travelling families.

It has been clarified that legal duties fall on the Local authority and not the individual Named Person.

National training for Named Persons is being considered with possible T for T through Education Scotland.

There was a useful discussion around targeted interventions and where the work of EPs fitted in with this. Lynn referred to the 12 TouchPoint Papers and these are available on the ASPEP website in the GIRFEC page.

http://www.aspep.org.uk/?page_id=228

There was further discussion around which groups would have a statutory plan and this still needs to be clarified.

This was a welcome presentation and discussion session that was well received by the meeting.

LT

9 VSE- Perspective from Midlothian EPS

Sarah Philp spoke of the experiences of Midlothian Psychological services as they went through the initial VSE with Education Scotland. The advice from Sarah was very helpful. The final report is available online.

Activity- Group discussion

“How are we preparing for VSE?”

Jacqui Ward led a short activity in 2 groups looking at

-How do services develop themes?

-Once you have identified a theme what activities would you undertake to evaluate them?

-How can we benchmark one service against another?

Are there national comparators?

Feedback from the group discussion was noted and will be circulated.

This exercise led to further plenary discussion around how the profession could take forward self-evaluation in the longer term, using Education Scotland in a different way to guide this. Carolyn proposed that a Self-Evaluation Development Group be established to look at this further. Expressions of interest were received from Michael Harker, Jennyfer McNiven, Shona Crawford, Sarah Philp, Carol McGarry,

Yvonne Bushnell, Alison Crawford, Tracey Colville, Nick Smillie.
Michael Harker agreed to initiate and coordinate the group
AOCB

MH
BS

10 There were no items.

Date of Next Meeting: Friday 20th November 2015, 10am – 3.30pm at Raploch
Community Campus, Stirling.

CC SDEP Exec