

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

Carolyn Brown (Chair)
Psychological Service
Fife Council
County Buildings
St. Catherine Street
Cupar, Fife
KY 15 4TA

Barry Syme (Secretary)
Psychological Service
South Area
Glasgow City Council
c/o Battlefield Primary
Carmichael Place
Glasgow, G42 9SY

ASPEP Executive Meeting
Friday 6th February 2015
(10.00 – 13.00)
(Raploch Community Centre)
Minute of Meeting

- 1. Present:** Carolyn Brown (Chair), Frank Coletta, Shona Crawford, Fergal Doherty, Barry Syme (Minutes), Jacqui Ward, Sharron Harper

Apologies: Roslyn Redpath, Kate Watson, Rodger Barrow

- 2.** Previous minutes- executive meeting 5.12.14
Minutes accepted as accurate and should be put on web site **BS**
- 3.** Matters arising
3. Communication strategy, Barry to check with SDEP prior to putting on website. **BS**
5. Carolyn has spoken to Vivienne Sutherland and a meeting has been arranged, an update will be requested for next Exec meeting
6. Barry to link with Mathew Mussett to get a copy of the form that SDEP use when a representative attends a meeting of a national group. **BS**
10. Carolyn to send comments from themed discussion on Tribunals at Novembers main meeting to Barry **CB**
11. There has been a request for an amendment to the LAC OLA paper from Dundee EPS and Perth and Kinross EPS. Carolyn will reply saying that the paper will be reviewed later this year taking into account comments from services. **CB**
- 4.** Standing items:

Treasurer's Update

There are currently 61 members of ASPEP out of 80 managers in Scotland. Membership has increased again. Frank provided an update and the accounts remain healthy. **FC**

Website

Barry gave a summary of the new pages that have been added:

- VSE

-A career in Educational Psychology, Barry to check out with other services to see what information they hold.

-New PP / DPP support page.

It was suggested that Barry contact services to ask if they had any information to share, this would fit with the categories on the website. **BS**

Correspondence

There has been a request from Scottish Govt Dyslexia "Making Sense" Working Group for an ASPEP representative. It was proposed that Melanie Rice would be a good representative. Barry to contact Melanie. Shona agreed to be a reserve if Melanie is unable to attend this group. **BS**

A request from the Scottish Paediatric Epilepsy for an ASPEP representative as Shona Munro has retired. Carolyn to respond asking that ASPEP be kept informed but no representative identified. **CB**

Matter of the EIS supporting a forthcoming conference arranged by the private sector was raised by Fergal. There was discussion around how supporting this conference does not reflect the direction that the profession is working towards. It was agreed that a letter is sent to Drew Morrice at EIS. Fergal agreed to draft a letter. Bill O'Hara to be copied in as well. **FD**

5. BPS Appraisals Document

A new document for Probationer Supervisors has been sent to services from the BPS. There was no consultation on this document prior to it going out, it was agreed that Shona would follow this up with Martin Gemmell and report back. Carolyn will get back to Jennyfer McNiven as she originally raised the issue. **SC/CB**

6. Roles and responsibilities paper- SDEP and ASPEP

Barry circulated the most recent version; Carolyn agreed to carry out some editing of the sections. Once this has been done Barry will send to SDEP and put online. **CB/BS**

This will be an agenda item at the main meeting in May.

7. PP and DPP Contact list

This was circulated an updated, Barry to make changes and send out. **BS**

8. ASPEP / SDEP Joint Development Day

Carolyn provided an update of the day in January. The Joint Development Plan is to be brought to next Exec meeting and the main meeting in May. The process of dealing with communication with elected members, etc was discussed. The Exec agreed that the quality of Carolyn's recent response to the Parliamentary debate was excellent.

9. Workforce Planning update from NSSGEP

Frank provided a summary of the 3 workstreams.

1. Staffing survey will go out at the start of April 2015 with a closing date of 1st May 2015- Lead =Barry

2. Event sampling exercise is being planned- Lead =Frank

3. Cost benefit analysis exercise- Lead=Carolyn

A copy of the business plan should be circulated to the Executive- **CB**

Fergal to follow up with Vivienne Sutherland on the issues raised by ASPEP to the EIS in November 2014. **FD**

Following the retirement of Shona Munro there is a vacancy from ASPEP on the Joint Forum. It was proposed and agreed that Fergal would be an ASPEP representative on this group along with Bill O'Hara. **FD**

10. VSE Update

A letter from Education Scotland will go to Directors of Education listing services identified for future VSE starting in April 2015. Plan is for 15 services to be carried next year.

The self evaluation tool developed by Western Isles EPS was discussed. Sharron plans to look at this with her service and agreed to feed back at the next meeting. **SH**

11. Review of Position Papers

Confidentiality- this is being taken forward by Shona **SC**
Mental Health and Wellbeing Paper- an updated version was circulated and discussed. Some suggestions were:-

- Add an exemplar of practice with clear outcomes
- In terms of Staged Intervention we should highlight the role of the EP across all stages.
- Change last section so that it starts with strategic work and then moves onto individual direct work.

Comments to Barry by 20th February, draft version to go out to membership on 28th February. **BS/EXEC**

12. National groups feedback

- a. Joint Forum
- b. Education Scotland
- c. ASD Seminar

It was proposed that this agenda item is merged with the Roles and Responsibilities Paper and that updates are discussed at each Exec meeting. Representatives on groups should use the amended SDEP proforma and submit to the Secretary. **BS**

13. WFP Data Researcher

Linzi McCorkell attended the meeting at 12:30pm and circulated draft survey and event sampling papers. Feedback and suggestions were provided. Linzi to send out papers to Exec members via Barry. **LMc/BS**

14. AOCB

1. There has been a request from Jim Boyle for an extra ASPEP representative to be on the interview panel, dates are 3rd and 6th March. This will mean that each interview panel has 2 ASPEP reps.

Jacqui Ward agreed to cover the 3rd March and Sharron Harper the 6th March, Barry will confirm with Jim. **JW / SH / BS**

2. Status of Position Papers- Frank requested clarification regards the status of ASPEP Position Papers and Guidance notes. This was following a matter that arose within his service linked to the paper. It was agreed that no position paper is binding on any service or authority. Carolyn to provide a caveat on position papers for the website. **CB**

Carolyn will contact John Butcher about taking the LAC OLA Paper to ADES for discussion.

Next meeting: 24th April 2015 10am Raploch Community Campus