

Reporting Period	April – June 2017
Local Authority	Inverclyde
Key Contact at Authority	Mairi McFarlane
Attainment Advisor	Cara Cooper

Financial Expenditure Reporting

1	Project Support Team		
2017/18 Allocation	£378,554	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
2	Health & Wellbeing		
2017/18 Allocation	£1,048,749	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
3	Literacy		
2017/18 Allocation	£91,157	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
4	Numeracy		
2017/18 Allocation	£98,487	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
5	Supported Study and Community Learning		
2017/18 Allocation	£104,139	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
6	Learning & Teaching		
2017/18 Allocation	£751,983	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£

7	Family & Communities		
2017/18 Allocation	£669,145	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
8	Meeting Learning Needs		
2017/18 Allocation	£331,249	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
9	Resources & Training		
2017/18 Allocation	£205,550	Planned Quarterly Spend	£
2017/18 Actual Spend	£	Actual Quarterly Spend	£
9	Staffing		
Staffing secured this quarter:		Staffing secured in total:	
How many GTCS registered teachers is this funding supporting?			
How many other staff is this funding supporting?			
Number of schools supported by this funding?			
How many pupils are benefiting from this funding?			
<i>What progress are you making towards being able to report on the extent to which you are achieving your short, medium and long-term outcomes and are there any challenges?</i>			

Highlights (e.g. activity this quarter, implementation progress, recruitment)

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Challenges (e.g. slippage, staffing, reporting)

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From: Whiting C (Connie) on behalf of Scottish Attainment Challenge
Sent: 30 June 2017 13:51
To: wilma.bain@inverclyde.gov.uk
Cc: Scottish Attainment Challenge; Mairi.McFarlane@inverclyde.gov.uk; Stephen.Parsons2@inverclyde.gov.uk; Ruth Binks; Cooper C (Cara)
Subject: Scottish Attainment Challenge - Inverclyde - Offer of Grant 2017/18

Dear Ms Bain,

Please find attached an Offer of Grant for the Attainment Scotland Fund Challenge Authorities Programme for 2017-18. Can you please sign the grant acceptance form on page nine and return to me by 14 July (attached separately for ease).

The total Grant shall be payable over the financial year 2017-18 in four instalments at August, October, January and March. The claim form (Schedule 2) for quarter one (Covering April to June) should be submitted alongside your grant acceptance and Highlights and Challenges Report (template is attached) by 14 July.

Please complete and return all documents to Scottishattainmentchallenge@gov.scot to draw down your grant.



Grant Letter - Inverclyde - Page 9
Grant Letter - Page 9
2017-18-06-30
Scottish Attainment Challenge - Highlights and Challenges Report

Kind regards,

Scottish Attainment Challenge Policy Unit

THE SCOTTISH ATTAINMENT CHALLENGE

Tackling educational inequity



T: [REDACTED]
[REDACTED]@gov.scot



Wilma Bain
Director of Education
Inverclyde Council

Sent by email

30 June 2017

Dear Ms Bain

OFFER OF GRANT FOR SCOTTISH ATTAINMENT CHALLENGE – CHALLENGE AUTHORITIES PROGRAMME 2017/18

The Scottish Ministers, in exercise of their powers under the Section 42 (1) of the Standards in Scotland's Schools Act 2000 and in recognition of the duty in section 3A of the Standards in Scotland's Schools etc. Act 2000, hereby offer to give Inverclyde Council ("the Grantee") a grant of up to **£3,100,200 STERLING** payable over the financial year 2017-18 in connection with the Challenge Authorities Programme. This is more particularly described in Part 1 of **Schedule 1** ("the Programme"), and is subject to the following terms and conditions.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Programme.
- 2.2 The Grant shall only be used for the purposes of the Programme and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4 The main objectives/expected outcomes of the Grant are:
- Delivery of the agreed proposals contained in the applications submitted to the Scottish Government in connection with the Attainment Scotland Fund Challenge Authorities Programme 2017/18. Should any change to the Grantee's agreed Improvement Plan be requested, the Grantee will use the template and guidance provided by the Scottish Government.
 - The Grantee will work closely with their identified Attainment Advisor on the implementation of the agreed proposals.
 - Relevant staff in receipt of funding received by the Grantee from the Attainment Scotland Fund will be expected to contribute to sharing learning and participate in collaborative working within and across other Scottish Local Authorities, as part of the Scottish Attainment Challenge.
 - The Grantee will use and report on nationally agreed tools for measurement of impact, as identified by the Scottish Government and/or Education Scotland, if required.
 - The Grantee, in delivering the Programme, will consider what steps they might take to develop sustainable improvement.
 - The Grantee will participate in nationally agreed, evidence-based interventions with a focus on closing the attainment gap, as identified by Scottish Government and/or Education Scotland.
 - In delivering the Attainment Scotland Fund Challenge Authorities Programme, the Grantee should consider steps that might be required to close the educational attainment gap for pupils affected by poverty and who also experience barriers to accessing education for other reasons, for example, rural isolation; Additional Support Needs; and / or Looked After status, or they have protected characteristic (as defined in the Equality Act 2010).
 - In delivering the Grantee's school improvement plans, consider steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
 - In delivering the Grantee's school improvement plans consider steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.
- 2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are:
- As set out in the Grantee's Improvement Plan(s); and

- As additionally agreed in writing by the Scottish Government. We can demonstrate that our policies, practices and procedures are consistent with promoting fair working practices including payment of the Living Wage.
- We can demonstrate that our policies, practices and procedures are consistent with the requirements of the UNCRCAs additionally agreed in writing by the Scottish Government.

2.6 The eligible costs for which the Grant can be claimed are as detailed in **Schedule 1**.

2.7 The eligible costs exclude reclaimable Value Added Tax.

3. Payment of Grant

3.1 The Grant shall within 4 weeks be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached, using the claim proforma attached at **Schedule 2**.

3.2 The Grantee shall submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3** by the end of April 2018. The statement shall be signed by the Grantee's Finance Director.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Programme, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interests.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in **Schedule 1** unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Programme in the form of monitoring reports to be submitted quarterly, outlining details of expenditure, and meetings as requested by Scottish Government and Education Scotland officials. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Programme as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the period of time to which the grant applies, submit a report to the Scottish Ministers summarising the outcomes and performance of the Programme at authority level. Such a report shall include such statistical and other information relating to the impact of the Programme as shall be required by the Scottish Ministers. The

information required and submission date of this report will be as agreed by Scottish Ministers and confirmed with the Grantee in writing.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Programme is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 5 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Programme or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Programme and the use of the Grant.

4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Programme.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Programme.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of

all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Programme the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Programme.

9.1.4 In the Scottish Ministers' opinion, the progress on the Programme is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Programme is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on

such basis as may be determined from time to time by the Commission of the European Union.

- 9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:
- 9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
- 9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.
- 9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.
- 9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

- 13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.
- 13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Programme, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at Area 2C (South) Victoria Quay, Edinburgh, EH6 6QQ or by email to ScottishAttainmentChallenge@gov.scot by 14 July 2017. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



Donna Bell
Deputy Director, Strategy and Performance, Learning Directorate

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**OFFER OF GRANT FOR SCOTTISH ATTAINMENT CHALLENGE
CHALLENGE AUTHORITIES 2017-18**

GRANT ACCEPTANCE

On behalf of Inverclyde Council I accept the foregoing offer of Grant by the Scottish Ministers dated 30 June 2017 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Inverclyde Council is solvent. I confirm that I hold the relevant signing authority.

Signed:

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROGRAMME

The payment of grant will be made to Inverclyde Council to deliver the agreed proposals contained in your Improvement Plan proposals submitted to the Scottish Government in connection with Attainment Scotland Fund Challenge Authorities programme by email on 3 April 2017. The conditions included in the letter from Scottish Government on 19 June 2017 which notified funding approval still apply.

The table below summarises the total funding allocations for the authority listed above, based on the agreed proposals within your improvement plan. These plans are based on expenditure committed before end of Financial Year 2017-18.

Intervention	Total Funding Allocation
Project Support team	£341,428
Health & Wellbeing	£938,724
Literacy	£75,370
Numeracy	£83,007
Supported Study & Community Learning	£97,282
Learning & Teaching	£472,409
Family & Communities	£657,333
Meeting Learning Needs	£284,909
Resources & Training	£205,550
Total Approved Spend 2017/18	£3,156,013
Reported underspend from 2016/17	-£55,813
Grant Allocation	£3,100,200

PART 2: PAYMENT OF GRANT

1. The total Grant of up to £3,100,200 shall be payable by the Scottish Ministers to the Grantee on receipt of completed grant acceptance and grant claim forms. A signed grant acceptance should be submitted to the Scottish Government by 14 July 2017.
2. The total Grant shall be payable over the financial year 2017-18 in four instalments at August, October, January and March. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March 2018 unless otherwise agreed in writing by the Scottish Ministers.
3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Programme shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Programme.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee has reasonably and properly incurred in connection with the Programme having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.
7. **Schedule 3** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant must be submitted by end of April 2018. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 14 April 2018 the amount of the Grant actually expended up to and including 31 March 2018.

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Inverclyde Council

Bank details: «Name and address, sort code, account number»

Programme: SCOTTISH ATTAINMENT CHALLENGE – CHALLENGE AUTHORITY PROGRAMME 2017/18

Total agreed grant for 2017/18: £3,100,200

Latest forecast of expenditure of grant for 2017-18: £

Claim for Grant for the period from to : £

We hereby claim grant of £ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 30 June 2017 and the Schedules attached thereto.

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted or will be made available on request to substantiate each amount.

Item (e.g. staffing, resources, training, intervention etc)	Amount (£)	Paid Invoice (Y/N)	Other (please specify, e.g. certificate of payment in kind)
TOTAL*			

* Note the total should add up to the total expenditure claimed for the period.

Completed by:

Position:

Contact Details:

Date:

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT SCOTTISH ATTAINMENT CHALLENGE CHALLENGE AUTHORITY PROGRAMME 2017/18

This is to confirm that the grant claimed by Inverclyde Council in relation to the above Programme during the financial year ended 31 March 2018 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Inverclyde Council.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“**Agreement**” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“**Conditions**” means these grant conditions;

“**Default**” means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“**Financial Year**” means a period from 1 April in one year until 31 March in the next;

“**Grant**” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“**Grantee**” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“**Intellectual Property Rights**” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Programme by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“**Programme/Programme**” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“**Payment**” means each of the payments specified in Schedule 1 hereto.

**OFFER OF GRANT FOR SCOTTISH ATTAINMENT CHALLENGE
CHALLENGE AUTHORITIES 2017-18**

GRANT ACCEPTANCE

On behalf of Inverclyde Council I accept the foregoing offer of Grant by the Scottish Ministers dated 30 June 2017 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Inverclyde Council is solvent. I confirm that I hold the relevant signing authority.

Signed:

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Inverclyde Council

Bank details: «Name and address, sort code, account number»

Programme: SCOTTISH ATTAINMENT CHALLENGE – CHALLENGE AUTHORITY PROGRAMME 2017/18

Total agreed grant for 2017/18: £3,100,200

Latest forecast of expenditure of grant for 2017-18: £

Claim for Grant for the period from to : £

We hereby claim grant of £ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 30 June 2017 and the Schedules attached thereto.

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Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted or will be made available on request to substantiate each amount.

Item (e.g. staffing, resources, training, intervention etc)	Amount (£)	Paid Invoice (Y/N)	Other (please specify, e.g. certificate of payment in kind)
TOTAL*			

* Note the total should add up to the total expenditure claimed for the period.

Completed by:

Position:

Contact Details:

Date:

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Local Authority	Inverclyde
Key Contact at Authority	Mairi McFarlane
Attainment Advisor	Cara Cooper

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<i>What progress are you making towards being able to report on the extent to which you are achieving your short, medium and long-term outcomes and are there any challenges?</i>			

Highlights (e.g. activity this quarter, implementation progress, recruitment)

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Challenges (e.g. slippage, staffing, reporting)

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Proposal Period	Financial Year - 2018/19
Local Authority	Inverclyde
Key Contact at Authority	Ruth Binks
Attainment Advisor	Carol Copstick



Challenge Authority Programme - Primary and Secondary Summary

Non-Staff Intervention/resource	Primary Cost	Secondary Cost	Staffing	PRIMARY		SECONDARY		
				FTE	COST	FTE	COST	
Project support team			Teachers/CMOs/Nurture	19.5	£920,267	12	£592 449	
Family and Communities			Education/development officers/Project leaders	1.0	£75,445	1.0	£91 067	
Nurture		£2500	Educational psychologists Youth Counsellor	1.0	£59,534	1.0 1.0	£55 655 £40 296	
Meeting learning needs		£65000	Data analysis/Seemis officers	2.0	£107,489			
Learning and Teaching			Family/home link worker	11.0	£451,100	6.0	£246 300	
Training and resources	£205,550		Speech and language therapists	1.0	£40,171			
Literacy & Numeracy		£85000	Early years professionals	2.0	£63,170			
Health and Wellbeing		£42500	Other: CLD workers	4.0	£140,197	2.4	£89 426	Total for 2018/19
Supported study and community learning		£15000	Research assistant	1.0	£30,725			
			Admin Officers	1.0	£32,707	1.0	£25 446	
			Outreach librarian	1.0	£29,005			
Non-Staff Total 2018/19	£205,550	£210000	Staff Total 2018/19	44.5	£1949810	24.4	£1 140 639	£3 505 999

Proposed Improvement Plan

1	Primary: Project support team	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£215,641	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	Project leader - £75,445 Data Officer – £51,053 Seemis Development Officer – £56,436 Admin Officer - £32,707	
If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.		
Proposed impact: <ul style="list-style-type: none"> • 		
Measures:		

2	Primary: Families and communities	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£679,835	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	11 Family Support Workers - £451,100 4 CLD workers - £140,197 Educational Psychologist - £59,534 Outreach Librarian - £29,005	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p> <ul style="list-style-type: none"> • 		

3	Primary: Nurture / HWB	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£477,995	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	CMO (Nurture) Post – £53,138 8 Nurture teachers – £361,687 2 Senior EYECOs (CMOs) for Early Years – £63,170	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p>		

4	Primary: Meeting Learning Needs	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£342,011	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	2.0 FTE CMOs (Literacy) – £108,446 2.0 FTE CMOs (Numeracy) – £108,446 CMO (Barriers to Learning) - £54,223 Research Assistant – £30,725 Speech and Language Therapist - £40,171	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p>		

5	Primary: Learning and Teaching	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£234,327	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	5.5FTE basic teachers to provide support for literacy and numeracy – £234,327	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p>		

6	Resources and training	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£205,550	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	Resources to support literacy, numeracy and Health and Wellbeing pedagogy Training in leadership, Visible Learning approaches, numeracy, literacy, nurture, Five to Thrive, Columba 1400, Roots of Empathy, Seasons for Growth, Parental Engagement (SPTC) Sessional hours from ASN bank (as necessary) CLD tutors and resources (as necessary)	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p> <ul style="list-style-type: none"> • 		

7	Secondary: Literacy and Numeracy	
Continuing Intervention from 2017/18 Plans? Y/N	Yes	
2018/19 Proposed Funding	£195 761	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	2 Coaching and Modelling Officer	£110 761
	Resources, training and professional learning	£85 000
	Resources to support literacy, numeracy and Health and Wellbeing pedagogy Training in leadership, Visible Learning approaches, numeracy, literacy, tutors and resources (as necessary)	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p> <ul style="list-style-type: none"> • Combine Literacy and Numeracy interventions/resources together bringing it into alignment with the administration of the primary bid 		

8	Secondary: Health and Wellbeing											
Continuing Intervention from 2017/18 Plans? Y/N	YES											
2018/19 Proposed Funding	£443 389											
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	<table border="0"> <tr> <td>Coaching & Modelling Officer</td> <td>£58 638</td> </tr> <tr> <td>Barnardo's</td> <td>£246 300</td> </tr> <tr> <td>Resources/Training</td> <td>£42 500</td> </tr> <tr> <td>1 fte Educational Psychologist</td> <td>£55 655</td> </tr> <tr> <td>1 Youth Counsellor</td> <td>£40 296</td> </tr> </table>		Coaching & Modelling Officer	£58 638	Barnardo's	£246 300	Resources/Training	£42 500	1 fte Educational Psychologist	£55 655	1 Youth Counsellor	£40 296
Coaching & Modelling Officer	£58 638											
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<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p> <ul style="list-style-type: none"> • The project while failing to recruit 2 additional Educational Psychologists took forward the development of the “Time to Talk” service for secondary schools and the implementation of training and intervention plans in therapeutic approaches within Lomond View Academy and Craigmarloch Secondary schools. It is anticipated that recruitment of additional 												

Educational Psychologists will continue to pose challenges and therefore the project would be better supported by employing a Youth Counsellor.

9	Secondary: Supported Study and Community learning - I-GAP							
Continuing Intervention from 2017/18 Plans? Y/N	YES							
2018/19 Proposed Funding	£104 426							
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	<table border="0"> <tr> <td>2.0 FTE CLD workers</td> <td>£66 426</td> </tr> <tr> <td>Part-time CLD workers</td> <td>£23 000</td> </tr> <tr> <td>Resources/transport/food</td> <td>£15 000</td> </tr> </table> <p>The I-GAP project will employ 2 FTE CLD workers and part-time staff.</p> <p>Staff will support identified young people to take part in this programme which will offer support for additional learning after school hours.</p> <p>This funding will also include resource, transport and food costs i.e snacks for young people/families</p>		2.0 FTE CLD workers	£66 426	Part-time CLD workers	£23 000	Resources/transport/food	£15 000
2.0 FTE CLD workers	£66 426							
Part-time CLD workers	£23 000							
Resources/transport/food	£15 000							
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<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p>								

10	Secondary: Pre School and Residential Learning Opportunities	
Continuing Intervention from 2017/18 Plans? Y/N	YES	
2018/19 Proposed Funding	£65 000	
2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff	Residential costs £60 000 Breakfast clubs £5 000	
<p>If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.</p> <p>Proposed impact:</p> <ul style="list-style-type: none"> • <p>Measures:</p> <ul style="list-style-type: none"> • 		
<p>If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18</p> <ul style="list-style-type: none"> • Reduced funding for Breakfast clubs as a number of schools are allocating PEF funding in this area 		

11	Secondary: Staff costs
Continuing Intervention from 2017/18 Plans? Y/N	YES
2018/19 Proposed Funding	£539 563
<p>2018/19 Breakdown of Resource: Please provide a breakdown of what this funding will be used for including details of teachers/others staff</p>	<p>Project Leader – £91 067</p> <p>Administration Officer - £25 446</p> <p>Digital Literacy Officer - £54 216</p> <p>8.0 FTE AC Teachers and Staff Development - £368 834</p> <p>This will available to schools to:</p> <ul style="list-style-type: none"> • Release staff for professional learning opportunities and dialogue across schools. • Improve the quality of Learning and Teaching • Targeted interventions for pupils living in SIMD 1&2 • Develop a cycle of interventions to ensure the needs of young people are more appropriately met • CAR development within schools to evidence improved practice and impact • Focus on raising attainment and reducing inequity <p>Specific staff will be employed to schools to develop more effective Learning and Teaching and share good practice, while allowing Schools the flexibility to use staff effectively to meet their establishment’s individual context. This flexible model of staffing has proved to be more successful as part of the SIPP</p>

If new for 2018/19 please provide information on the rationale for this new workstream, the proposed impact of this workstream in 2018/19 and how that will be measured.

Proposed impact:

-

Measures:

-

If new for 2018/19 please give details of the plans you have in place to deliver this workstream or provide details of changes to a workstream from 2017/18

**OFFER OF GRANT FOR SCOTTISH ATTAINMENT CHALLENGE
CHALLENGE AUTHORITIES 2017-18**

GRANT ACCEPTANCE

On behalf of Inverclyde Council I accept the foregoing offer of Grant by the Scottish Ministers dated 30 June 2017 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Inverclyde Council is solvent. I confirm that I hold the relevant signing authority.

Signed:

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Inverclyde Council

Bank details: «Name and address, sort code, account number»

Programme: SCOTTISH ATTAINMENT CHALLENGE – CHALLENGE AUTHORITY PROGRAMME 2017/18

Total agreed grant for 2017/18: £3,100,200

Latest forecast of expenditure of grant for 2017-18: £

Claim for Grant for the period from to : £

We hereby claim grant of £ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 30 June 2017 and the Schedules attached thereto.

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted or will be made available on request to substantiate each amount.

Item (e.g. staffing, resources, training, intervention etc)	Amount (£)	Paid Invoice (Y/N)	Other (please specify, e.g. certificate of payment in kind)
TOTAL*			

* Note the total should add up to the total expenditure claimed for the period.

Completed by:

Position:

Contact Details:

Date:

From: Hutchison S (Suzanne)
Sent: 11 April 2018 15:00
To: 'Mairi.McFarlane@inverclyde.gov.uk'
Cc: wilma.bain@inverclyde.gov.uk; 'Ruth.Binks@inverclyde.gov.uk'; 'Stephen.Parsons2@inverclyde.gov.uk'; Copstick C (Carol); Scott-Watson W (William); Hagan MA (Mary Ann); Begley D (David)
Subject: RE: Scottish Attainment Challenge - Confirmation of funding allocation for 2018/19

Dear Mairi

Further to my previous email, I am pleased to be able to formally confirm your funding allocation of £3,505,999 for the SAC Challenge Authorities Programme for 2018/19. This has now been approved by Ministers. We will be issuing a formal offer of grant very shortly.

Ministers may still wish to make a formal announcement about funding and, as before, I would ask that you restrict notification of your allocation to those directly involved in the delivery of the plans.

Best wishes,
Suzanne

Suzanne Hutchison
Policy Manager
Scottish Attainment Challenge Policy Unit
Strategy and Performance Division
Learning Directorate
Scottish Government

Tel: [REDACTED]

Please note that my working days are Tuesday, Wednesday, Thursday

THE SCOTTISH ATTAINMENT CHALLENGE

Tackling educational inequity



From: Hutchison S (Suzanne)
Sent: 29 March 2018 14:39
To: 'Mairi.McFarlane@inverclyde.gov.uk'
Cc: wilma.bain@inverclyde.gov.uk; 'Ruth.Binks@inverclyde.gov.uk'; 'Stephen.Parsons2@inverclyde.gov.uk'; Copstick C (Carol); Scott-Watson W (William); Hagan MA (Mary Ann)
Subject: Scottish Attainment Challenge - 2018/19 proposal

Dear Mairi

Many thanks for submitting your plan for 2018/19 funding for the Scottish Attainment Challenge, Challenge Authority Programme. I wanted to provide you with an update on progress ahead of the Easter break.

As you know, your plan has now been reviewed and I am pleased to confirm that your funding bid of £3,505,999 has been approved in principle. We are still awaiting final approval from Ministers and we hope to be able to formally confirm your allocation after the Easter holidays.

Ministers may wish to make a formal announcement about funding once all Challenge Authority plans and allocations have been approved. Therefore, we would request that, at the present time, you restrict notification and discussion to those directly involved in the delivery of plans.

Kind regards,
Suzanne

Suzanne Hutchison

Policy Manager
Scottish Attainment Challenge Policy Unit
Strategy and Performance Division
Learning Directorate
Scottish Government

Tel 

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Tackling educational inequity

<< OLE Object: Picture (Device Independent Bitmap) >>

[REDACTED]

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Policy Manager
Scottish Attainment Challenge Policy Unit
Strategy and Performance Division
Learning Directorate
Scottish Government

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Subject: Scottish Attainment Challenge - 2018/19 proposal

Dear Mairi

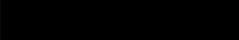
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Strategy and Performance Division
Learning Directorate
Scottish Government

Tel: 

Please note that my working days are Tuesday, Wednesday, Thursday

THE SCOTTISH ATTAINMENT CHALLENGE
Tackling educational inequity
<< OLE Object: Picture (Device Independent Bitmap) >>

[REDACTED]

From: Hutchison S (Suzanne)
Sent: 30 September 2016 16:37
To: 'wilma.bain@inverclyde.gov.uk'
Cc: 'Ruth.Binks@inverclyde.gov.uk'; 'Ruth.Binks@inverclyde.gov.uk'; Cooper C (Cara); Scott-Watson W (William); McAra K (Ken); Montgomery E (Elizabeth)
Subject: Scottish Attainment Challenge - Funding for Secondary Programme

Dear Wilma

Many thanks for submitting your plan for the Scottish Attainment Challenge Secondary Programme. We very much appreciate the time and effort that you and your schools have put into making this a priority at a busy time in the school year. The plan has now been reviewed and approved by a panel consisting of representatives from Scottish Government, Education Scotland and the programme's Academic Advisor. I am happy to confirm that your proposal has been approved, subject to the condition noted below.

An allocation of £540,894 has been approved for Inverclyde Council for financial year 2016/17 (i.e up to 31 March 2017) with the condition that the plan continues to be refined in discussion with the Attainment Advisor. This will ensure the short, medium and long term measures of impact of programmes and interventions on young people are clearly stated.

We will issue a formal grant offer letter, which will provide detail of the draw down and reporting arrangements, as soon as possible but you should consider this e-mail as approval to proceed. If you are already aware of any change to the funding requirements please let us know as soon as possible so that the grant offer reflects a realistic profile of expenditure for the remainder of this financial year.

Ministers may wish to make an announcement about the funding allocations once discussions have taken place with all of the local authorities involved. Therefore, we would request that, at the present time, you restrict notification and discussion to those directly involved in the delivery of the plan.

Please do not hesitate to get in touch with any further questions that you or your schools have. You can do this by emailing scottishattainmentchallenge@gov.scot . We look forward to keeping in touch with you and hearing about the progress that is being made.

Regards,
Suzanne

Suzanne Hutchison
Policy Manager

Raising Attainment Unit
Learning Directorate
Scottish Government
Victoria Quay
Edinburgh EH4 6QQ

Tel: [REDACTED]

Please note that my working days are Wednesday, Thursday, Friday

[REDACTED]

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Regards,
Suzanne

Suzanne Hutchison
Policy Manager

Raising Attainment Unit
Learning Directorate
Scottish Government
Victoria Quay
Edinburgh EH4 6QQ

Tel: [REDACTED]

Please note that my working days are Wednesday, Thursday, Friday

From: Whiting C (Connie) on behalf of Scottish Attainment Challenge
Sent: 30 June 2017 13:51
To: wilma.bain@inverclyde.gov.uk
Cc: Scottish Attainment Challenge; Mairi.McFarlane@inverclyde.gov.uk; Stephen.Parsons2@inverclyde.gov.uk; Ruth Binks; Cooper C (Cara)
Subject: Scottish Attainment Challenge - Inverclyde - Offer of Grant 2017/18

Dear Ms Bain,

Please find attached an Offer of Grant for the Attainment Scotland Fund Challenge Authorities Programme for 2017-18. Can you please sign the grant acceptance form on page nine and return to me by 14 July (attached separately for ease).

The total Grant shall be payable over the financial year 2017-18 in four instalments at August, October, January and March. The claim form (Schedule 2) for quarter one (Covering April to June) should be submitted alongside your grant acceptance and Highlights and Challenges Report (template is attached) by 14 July.

Please complete and return all documents to Scottishattainmentchallenge@gov.scot to draw down your grant.



Grant Letter - Inverclyde - Page 9
Grant Letter - Page 9
Grant Letter - Page 9

Kind regards,

Scottish Attainment Challenge Policy Unit

THE SCOTTISH ATTAINMENT CHALLENGE

Tackling educational inequity



From: Whiting C (Connie) on behalf of Scottish Attainment Challenge
Sent: 30 June 2017 13:51
To: wilma.bain@inverclyde.gov.uk
Cc: Scottish Attainment Challenge; Mairi.McFarlane@inverclyde.gov.uk; Stephen.Parsons2@inverclyde.gov.uk; Ruth Binks; Cooper C (Cara)
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Grant Letter - Inverclyde - Page 9
Grant Letter - Page 9
2017-18-06-30
@ScottishAttainmentChallenge

Kind regards,

Scottish Attainment Challenge Policy Unit

THE SCOTTISH ATTAINMENT CHALLENGE

Tackling educational inequity

