

RESPONSE TO FOI/19/00661

Logistics – correspondence between ICEA members and Scottish Government and booking agents.

DOCUMENT 1

From: Groups <Groups@redfern-travel.com>

Sent: 24 October 2018 12:19

To: [redacted under s38(1)(b)]

Subject: RE: 18/09 - Scot Gov – [redacted under s38(1)(b)] - Glasgow – [redacted under s38(1)(b)]

Hello [redacted under s38(1)(b)]

Thanks for your response, we will add this to your invoice.

Kind regards

[redacted under s38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s38(1)(b)]

Sent: 23 October 2018 11:30

To: Groups

Cc: [redacted under s38(1)(b)]

Subject: RE: 18/09 - Scot Gov – [redacted] - Glasgow – [redacted under s38(1)(b)]

Hi [redacted under s38(1)(b)]

I can confirm this is correct and I would be grateful if you could go ahead and pay the bill on our behalf.

Many thanks

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)

[Tel:](#) redacted under s38(1)(b) | [Blackberry:](#) [redacted under s38(1)(b)]

[My working pattern is Monday to Wednesday](#)

From: Groups <Groups@redfern-travel.com>

Sent: 22 October 2018 15:15

To: [redacted under s38(1)(b)]

Subject: RE: 18/09 - Scot Gov – [redacted under s38(1)(b)] - Glasgow – [redacted under s38(1)(b)]

Hi [redacted under s38(1)(b)],

We haven't had anyone come back to us on this one yet.

Kind regards,

[redacted under s38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s38(1)(b)]

Sent: 22 October 2018 15:10

To: Groups

Subject: RE: 18/09 - Scot Gov – [redacted under s38(1)(b)] - Glasgow – [redacted under s38(1)(b)]

Hi [redacted under s38(1)(b)]

Sorry I've been out of the office for a bit and wondered if anyone came back to you on this?

Thanks

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s38(1)(b)] | Blackberry: [redacted under s38(1)(b)]

My working pattern is Monday to Wednesday

From: Groups <Groups@redfern-travel.com>

Sent: 09 October 2018 12:00

To: [redacted under s38(1)(b)]

Subject: 18/09 - Scot Gov – [redacted under s38(1)(b)] - Glasgow – [redacted under s38(1)(b)]

Good morning [redacted under s38(1)(b)],

Please can you advise whether the attached information is correct and confirm you'd like us to pay the hotel and bill it back to your organisation?

Kind regards,

[redacted under s38(1)(b)].

Groups

d | 01274 726424 w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: Events MAL Glasgow [<mailto:events.glasgow@malmaison.com>]
Sent: 08 October 2018 17:44
To: Groups <Groups@redfern-travel.com>
Subject: Malmaison Glasgow

Good Evening,

I hope you are well.

I am just getting in touch regarding your recent stay with us. It has come to my attention that all the rooms have been settled for, however there is an outstanding balance of [redacted under s.25(1)] for a dinner on 18th September. Please see attached an itemised copy of the bill.

Please let me know if this looks correct to you and your preferred method of billing for this.

I look forward to hearing from you.

Best wishes,

[redacted under s38(1)(b)]



[REDACTED UNDER S38(1)(B)]
[redacted under s38(1)(b)]
[redacted under s38(1)(b)]
[@MalmaisonHotels](http://MALMAISON.com)

[Attachment exempt under s.25(1)]



20181008175450702
.pdf

DOCUMENT 2

From: NG Pak Tee (PLS) <paktee.ng@nie.edu.sg>
Sent: 23 October 2018 02:05
To: [redacted]
Cc: [redacted]
Subject: FW: Reimbursement for ICEA Meeting 19-20 September 2018

Dear [redacted],
[redacted – 2 sentences (s.38(1)(b))]
Could you check for me, please?
Thank you!

Best wishes,

Pak Tee

From: NG Pak Tee (PLS)
Sent: Sunday, September 23, 2018 12:07 PM
To: [redacted]
Cc: [redacted]
Subject: Reimbursement for ICEA Meeting 19-20 September 2018

Dear [redacted],
The following items are for your reimbursement please (see attachment for receipts):

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]

Could you credit into [redacted], please?

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Thank you!

Best wishes,

Pak Tee

P/S: thank you for taking care of us. Hope you have a rest!

4 attachments exempt under s.38(1)(b)

DOCUMENT 3

From: Lindsey Watt [redacted under s.38(1)(b)]
Sent: 26 September 2018 12:41
To: [redacted under s.38(1)(b)]
Subject: Train and taxi expenses

Dear [redacted under s.38(1)(b)]
Do I need to fill anything in to have my train and 2 x taxi receipts which I gave to you, to be reimbursed?
Let me know.
Hope you are having a quieter week.
Lindsey

Lindsey Watt

DOCUMENT 4

From: Andrew Hargreaves <andrew.hargreaves@bc.edu>

Sent: 20 September 2018 03:39

To: [redacted under s.38(1)(b)]

Subject: Time tomorrow?

Hi [redacted under s.38(1)(b)]

What time do you need me tomorrow, Scottish time, if at all?

Also would love to get a decision on next meeting

Andy

Andy Hargreaves

Research Professor, Lynch School of Education, Boston College, USA

Visiting Professor, University of Ottawa, Canada

President: International Congress of School Effectiveness & Improvement

Editor-in-Chief: Journal of Professional Capital & Community

Email: hargrean@bc.edu

Twitter: @hargreavesbc

From: Andrew Hargreaves <andrew.hargreaves@bc.edu>

Sent: 19 September 2018 12:35

To: [redacted under s.38(1)(B)]

Subject: Re: ICEA and skype?

Thanks [redacted under s.38(1)(b)]

Can you give me another 5?

Andy

Andy Hargreaves

Research Professor

President: International Congress of School Effectiveness & Improvement

Editor-in-Chief: Journal of Professional Capital & Community

Lynch School of Education

Boston College, Campion Hall 109

140 Commonwealth Avenue

Chestnut Hill, MA 02467

USA

Email: hargrean@bc.edu

Phone: [redacted under s.38(1)(b)]

Twitter: @hargreavesbc

On Wed, Sep 19, 2018 at 7:27 AM, [redacted] wrote:

Hi Andy

I will be calling in about 5 minutes.

[redacted under s.38(1)(b)]

From: Andrew Hargreaves [mailto:andrew.hargreaves@bc.edu]

Sent: 18 September 2018 15:20

To: [redacted under s.38(1)(b)]

Subject: Re: ICEA and skype?

Hi [redacted under s.38(1)(b)]

Thanks for all this

My number in Ottawa is [redacted under s.38(1)(b)]

I'm 5 hours behind you so the early morning slot is not practical on the 19th. Why don't I make myself available from 12.30 your time for the lunch discussion?

The time on the 20th will be fine but I'll wait for your direction on what to do about that.

If you finalize times for the 2019, February meeting, can you do it perhaps on that lunchtime session on the 19th while [redacted under s.38(1)(b)] is still there and I am online?

Andy

Andy Hargreaves

Research Professor

President: International Congress of School Effectiveness & Improvement

Editor-in-Chief: Journal of Professional Capital & Community

Lynch School of Education

Boston College, Campion Hall 109

[140 Commonwealth Avenue](#)

[Chestnut Hill, MA 02467](#)

[USA](#)

Email: hargrean@bc.edu

Phone: [redacted under s.38(1)(b)]

Twitter: @hargreavesbc

On Tue, Sep 18, 2018 at 7:24 AM, [redacted under s.38(1)(b)] wrote:

Hi Andy

It looks as though we will have to rely on teleconferencing over the 2 days. If you let me have a number on which you can be reached, we will call you for the following sessions:

19th September

9:00-10:15

12:00-15:00 (the ICEA will be having lunch at this time as well, so we may arrange to call you once lunch is over)

16:15-17:30

20th September

14:00-17:00

I will let you know if anything changes, and we are able to provide for a skype call at the parliament on the 20th.

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate| Scottish Government | 2-C (North) Victoria Quay Edinburgh EH6 6QQ| Tel: [redacted under s.38(1)(b)] Mobile: [redacted under s.38(1)(b)]

From: [redacted under s.38(1)(b)]

Sent: 18 September 2018 10:18

To: 'andrew.hargreaves@bc.edu'

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: RE: ICEA and skype?

Hi Andy

Unfortunately, we are unable to provide skype on the 19th, but we do have teleconference facilities. We should be able to provide skype for the afternoon session with the DFM on the 20th at the parliament, but we are just waiting to have that confirmed. We will be in touch shortly with the appropriate contact numbers.

Kind regards

[redacted under s.38(1)(b)]

From: Andrew Hargreaves [<mailto:andrew.hargreaves@bc.edu>]

Sent: 17 September 2018 20:44

To: [redacted under s.38(1)(b)]

Subject: ICEA and skype?

Hi [redacted under s.38(1)(b)]

The meeting is drawing very close now.

Can you give me some guidance on when I might need to be available on Skype?

Thanks

Andy

Andy Hargreaves
Research Professor
President: International Congress of School Effectiveness & Improvement
Editor-in-Chief: Journal of Professional Capital & Community
Lynch School of Education
Boston College, Campion Hall 109
[140 Commonwealth Avenue](#)
[Chestnut Hill, MA 02467](#)
[USA](#)
Email: hargrean@bc.edu
Phone: [redacted under s.38(1)(b)]
Twitter: @hargreavesbc

DOCUMENT 5

From: [redacted under s.38(1)(b)]
Sent: 12 September 2018 16:38
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Wonderful, thanks [redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]
PA to Jayne-Anne Gadhia, CEO

[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]

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facebook : facebook.com/virginmoneyuk
Visit our fundraising website: virginmoneygiving.com
28 St Andrew Square, Edinburgh, EH2 1AF

From: [redacted under s.38(1)(b)]
Sent: 12 September 2018 16:36
To: [redacted under s.38(1)(b)]
Cc: [redacted under 38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

That's great [redacted under s.38(1)(b)]. Jayne-Anne can call me on [redacted under s.38(1)(b)] and I will meet her at the reception of Broughton High School.

Thanks
[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]
Sent: 12 September 2018 16:30
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Hi [redacted under s.38(1)(b)],

Yes, Jayne-Anne will be joining for the day on Thursday 20th September.

[redacted – 3 paragraphs exempt under s.38(1)(b)]

Many thanks, [redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]
PA to Jayne-Anne Gadhia, CEO

[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]

twitter : @virginmoney
facebook : facebook.com/virginmoneyuk
Visit our fundraising website: virginmoneygiving.com
28 St Andrew Square, Edinburgh, EH2 1AF

From: [redacted under s.38(1)(b)]
Sent: 12 September 2018 16:22
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Hi [redacted under s.38(1)(b)]

Just wondered if you could confirm whether Jayne-Anne will be joining us next week?

Thanks
[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

From: [redacted under s.38(1)(b)]
Sent: 21 August 2018 16:25
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Hi [redacted under s.38(1)(b)],

Many thanks for sending through the draft programme.

Could you leave it with me – September is moving around a bit with the CYBG deal, so I hope to have some clarity soon.

Many thanks, [redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]
PA to Jayne-Anne Gadhia, CEO

[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)]

twitter : @virginmoney
facebook : facebook.com/virginmoneyuk
Visit our fundraising website: virginmoneygiving.com
28 St Andrew Square, Edinburgh, EH2 1AF

From: [redacted under s.38(1)(b)]
Sent: 21 August 2018 16:09
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Hi [redacted under s.38(1)(b)]

I was just wondering if Jayne-Anne will be able to join us on Thursday 20th September in Edinburgh? I've attached the draft programme for information.

Many thanks
[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

Draft ICEA programme – attachment exempt under s25(1), already published

FIFTH MEETING OF THE INTERNATIONAL COUNCIL OF EDUCATION ADVISERS (ICEA) 19-20 SEPTEMBER 2018 - PUBLISHED ON SCOTTISH GOVERNMENT WEBSITE.

AVAILABLE FROM THE FOLLOWING LINK:

[HTTPS://WWW.GOV.SCOT/PUBLICATIONS/INTERNATIONAL-COUNCIL-OF-EDUCATION-ADVISERS-MINUTES-SEPTEMBER-2018/](https://www.gov.scot/publications/international-council-of-education-advisers-minutes-september-2018/)

From: [redacted under s.38(1)(b)]

Sent: 06 August 2018 15:11

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)] ; [redacted under s.38(1)(b)]

Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Dear [redacted under s.38(1)(b)],

Thank you very much for your email below.

Regrettably Jayne-Anne is not able to attend the dinner in Glasgow on Tuesday 18th September, please can you pass on her apologies.

Could you also note that she has a [redacted – exempt under s.38(1)(b) commitment in London on the 19th September and will be unable to attend that day. When you have the agenda for the 20th could you please share and I will confirm what time she is able to join from that day.

Kind regards,

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

PA to Jayne-Anne Gadhia, CEO

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

twitter : @virginmoney

facebook : [facebook.com/virginmoneyuk](https://www.facebook.com/virginmoneyuk)

Visit our fundraising website: [virginmoneygiving.com](https://www.virginmoneygiving.com)

28 St Andrew Square, Edinburgh, EH2 1AF

From: [redacted]

Sent: 03 August 2018 12:44

To: ASkerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; carol.campbell@utoronto.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; Gadhia, Jayne-Anne <Jayne-Anne.Gadhia@virginmoney.com>; paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Invitation to attend informal dinner on Tuesday 18th September

Good afternoon all,

As you will be aware, the fifth meeting of the International Council of Education Advisers (ICEA) is taking place on Wednesday 19th and Thursday 20th of September 2018. [redacted under s.38(1)(b)]

and [redacted under s.38(1)(b)] will be arriving at the Malmaison Glasgow on Tuesday 18th and thought it would be an ideal to host an informal Dinner to welcome all Council member.

If you wish to attend this informal dinner it would be much appreciated if you could let me know.

Further details to follow In due course.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | ☎:[redacted under s.38(1)(b)]

DOCUMENT 6

From: Events MAL Glasgow <events.glasgow@malmaison.com>

Sent: 14 September 2018 16:32

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]

Subject: RE: 18/10

Fantastic [redacted under s.38(1)(b)],

Thanks and I hope you have a fab weekend too!

Best wishes,

[redacted under s.38(1)(b)]



278 West George St, Glasgow, G2 4LL
A member of the Frasers Hospitality Group

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

MALMAISON.com @MalmaisonHotels

From: [redacted under s.38(1)(b)]

Sent: 14 September 2018 16:28

To: Events MAL Glasgow <events.glasgow@malmaison.com>

Cc: [redacted under s.38(1)(b)]

Subject: RE: 18/10

Hi [redacted under s.38(1)(b)],

That would be grand thank you – I have copied in my colleague who will be attending the meal who can sign this.

Thanks again,

Have a lovely weekend.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C
North | Victoria Quay | EH6 6QQ | ☎:[redacted under s.38(1)(b)]

From: Events MAL Glasgow [<mailto:events.glasgow@malmaison.com>]

Sent: 14 September 2018 16:12

To: [redacted under s.38(1)(b)]

Subject: RE: 18/10

Hi [redacted under s.38(1)(b)],

Thanks for getting back to me.

If you would like to charge this to your overall bill on the evening I would just ask for you to sign for this at the end of your meal.

Please let me know if there is anything else I can help with at this stage.

Best wishes,

[redacted under s.38(1)(b)]



278 West George St, Glasgow, G2 4LL
A member of the Frasers Hospitality Group

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

MALMAISON.com @MalmaisonHotels

From: [redacted under s.38(1)(b)]

Sent: 14 September 2018 10:45

To: Events MAL Glasgow [redacted under s.38(1)(b)]

Subject: RE: 18/10

Hi [redacted under s.38(1)(b)]

Many thanks for sending this over, can I just confirm if it would be an option to add this to our overall bill? We have 13 rooms booked from Tuesday – Thursday for a meeting that colleagues will be attending so that would be the easier option. If not, don't worry I can arrange for deposit to be paid – just thought I would ask in the first instance.

I look forward to hearing from you.

Thanks

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | ☎:[redacted under s.38(1)(b)]

From: Events MAL Glasgow [<mailto:events.glasgow@malmaison.com>]

Sent: 13 September 2018 17:36

To: [redacted under s.38(1)(b)]

Subject: 18/10

Hi [redacted under s.38(1)(b)],

I got passed on your details from my receptionist [redacted under s.38(1)(b)].

I am delighted to confirm that your reservation is now in place for 10 people at 7:30pm on 18th September.

With tables of this size we would normally take a £10.00 per person deposit to guarantee the booking. Is this something that you would be able to provide?

I look forward to hearing from you.

Best wishes,

[redacted under s.38(1)(b)]



278 West George St, Glasgow, G2 4LL
A member of the Frasers Hospitality Group

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

MALMAISON.com @MalmaisonHotels

DOCUMENT 7

From: [redacted under s.38(1)(b)]

Sent: 13 September 2018 09:05

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]; Communications DFM & Education

<CommunicationsDFM&Education@gov.scot>; [redacted under s.38(1)(b)]

Subject: RE: Fifth meeting of the International Council of Education Advisers - 19-20 September

Hi [redacted under s.38(1)(b)],

With regards to [redacted under s.38(1)(b)] email below, I would be grateful if you could please confirm who will be attending the meeting from comms. It would be helpful if you could get back to me today at some point.

Please feel free to give me a ring if you want to discuss.

Thank you

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | 📞: [redacted under s.38(1)(b)]

From: [redacted under s.38(1)(b)]

Sent: 04 September 2018 10:53

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]; Communications DFM & Education; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Fifth meeting of the International Council of Education Advisers - 19-20 September

Hi [redacted under s.38(1)(b)]

The next meeting of the ICEA will be taking place on 19-20 September in Glasgow and Edinburgh and I have attached the programme for information. Can we have a chat about suggested comms handling for this meeting please?

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

[Attachment exempt under s25(1) – see document 5 of this response]

DOCUMENT 8

From: rail@redfern-travel.com <rail@redfern-travel.com>

Sent: 12 September 2018 12:28

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: CTM (North) Ltd Order Confirmation Order Ref [redacted]

Dear ,

The following order has been confirmed.

Order Ref: [redacted]

Order Date: 12 Sep 2018 12:27

Order Item Ref: [redacted]

Glasgow Central or Queen St to Edinburgh (single journey)

Print Before: 13 Sep 2018 12:27

Order Item Cost: [redacted under s.25(1)]

No. of passengers: 3
Ms Lindsay Watt (Adult)
[redacted under s.38(1)(b)] (Adult)
[redacted under s.38(1)(b)] (Adult)

OUTBOUND

Date of travel: 20 Sep 2018
Ticket type: Anytime Day Single (1st Class)
Route: Travel is allowed via any permitted route.
Arr Dep
08:30 Glasgow Queen Street
Service originates Glasgow Queen Street, final destination Edinburgh.
09:22 Edinburgh

For full terms and conditions of travel, please refer to the National Conditions of Travel on the National Rail Website at <http://www.nationalrail.co.uk/NRCOT>

NOT VALID FOR TRAVEL

This email has been generated automatically by the Evolvi system. If you have any queries, please contact CTM (North) Ltd on 03300082000 for Corporate or 01274726424 for Crown or email rail@redfern-travel.com

Best regards,

CTM (North) Ltd

From: rail@redfern-travel.com <rail@redfern-travel.com>
Sent: 12 September 2018 12:24
To: [redacted]>; [redacted]
Subject: CTM (North) Ltd Order Confirmation Order Ref [redacted]

Dear ,

The following order has been confirmed.

Order Ref: [redacted]
Order Date: 12 Sep 2018 12:23

Order Item Ref: [redacted]
Glasgow Central or Queen St to Edinburgh (single journey)
Print Before: 13 Sep 2018 12:23
[redacted under s.25(1)]

No. of passengers: 8
Ms Carol Campbell (Adult)
Mr Pak TeeNg (Adult)

Ms Allison Skerrett (Adult)
Ms Alma Harris (Adult)
Mr Chris Chapman (Adult)
Mr Graham Donaldson (Adult)
Mr Andy Bruce (Adult)
[redacted under s.38(1)(b)] (Adult)

OUTBOUND

Date of travel: 20 Sep 2018

Ticket type: Anytime Day Single (1st Class)

Route: Travel is allowed via any permitted route.

Arr Dep

08:30 Glasgow Queen Street

Service originates Glasgow Queen Street, final destination Edinburgh.

09:22 Edinburgh

For full terms and conditions of travel, please refer to the National Conditions of Travel on the National Rail Website at <http://www.nationalrail.co.uk/NRCOT>

NOT VALID FOR TRAVEL

This email has been generated automatically by the Evolvi system. If you have any queries, please contact CTM (North) Ltd on 03300082000 for Corporate or 01274726424 for Crown or email rail@redfern-travel.com

Best regards,

CTM (North) Ltd

DOCUMENT 9

From: DG Education, Communities & Justice <DGE CJ@gov.scot>

Sent: 13 September 2018 09:38

To: [redacted under s.38(1)(b)]; DG Education, Communities & Justice <DGE CJ@gov.scot>

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]>

Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

Paul has mentioned that he would be interested in attending the council meeting with DFM at 15.00 on 20 September. Would you be able to provide more details of that meeting?

Also, is there a more detailed agenda or will this be sent in the chair's brief? Paul is keen for as much information as possible for the event.

Many thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | Assistant Private Secretary for Paul Johnston | DG Education, Communities & Justice | The Scottish Government | Room 1N.11, St Andrew's House | Edinburgh | EH1 3DG | Direct Dial: [redacted under s.38(1)(b)] | Email: DGE CJ@gov.scot

From: [redacted under s.38(1)(b)]

Sent: 12 September 2018 11:51

To: DG Education, Communities & Justice <DGE CJ@gov.scot>

Cc: Griffin J (Joe) <Joe.Griffin@gov.scot>; Robertson FMG (Fiona) (Director of Learning) <Fiona.Robertson@gov.scot>; [redacted under s.38(1)(b)]

Subject: FW: Fifth Meeting of International Council of Education Advisers - 19-20 September

Hi [redacted under s.38(1)(b)]

I have just spoken to [redacted] following our conversation and wanted to confirm that Andy Bruce, Gayle Gorman and Clare Hicks (Wed am only) will be attending the ICEA meeting next Wednesday and Thursday. We didn't think Joe would be required to attend, however he is more than welcome to join us at any point over the two days should he wish.

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]

Sent: 12 September 2018 09:48

To: DG Education, Communities & Justice <DGE CJ@gov.scot>

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

As requested, please find attached the programme for the ICEA meeting next week. Paul is chairing the session with the ICEA at 3.15pm next Wednesday 19th at SLF and we will forward on the Chair's brief shortly.

Please let me know if you need any further information.

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

[Attachment exempt under s25(1) – see document 5 of this response]

From: DG Education, Communities & Justice
Sent: 05 September 2018 11:59
To: [redacted under s.38(1)(b)]
Cc: DG Education, Communities & Justice <DGE CJ@gov.scot>
Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

Apologies for not getting back to you sooner. Paul will not require any accommodation on the Tuesday night – he plans to travel through on the Wednesday.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | Assistant Private Secretary for Paul Johnston | DG Education, Communities & Justice | The Scottish Government | Room 1N.11, St Andrew's House | Edinburgh | EH1 3DG | Direct Dial: [redacted under s.38(1)(b)] | Email: DGE CJ@gov.scot

From: DG Education, Communities & Justice
Sent: 03 September 2018 11:49
To: [redacted under s.38(1)(b)]; DG Education, Communities & Justice <DGE CJ@gov.scot>
Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] on leave today and tomorrow so will get back to you on her return on Wednesday. I'm hoping she's had a chance to speak to Paul about this [redacted – 9 words exempt under s.38(1)(b)].

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | [The Scottish Government](#) | Team Leader | Support Team for DG Education, Communities & Justice and DG Organisational Development & Operations | Room 1N.11, St Andrew's House | Edinburgh | EH1 3DG | Direct Dial: [redacted under s.38(1)(b)]

From: [redacted under s.38(1)(b)]
Sent: 03 September 2018 10:19
To: DG Education, Communities & Justice <DGE CJ@gov.scot>
Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

Further to my email below, we need to confirm room allocations with the Malmaison as soon as possible so can you please confirm whether Paul will need a room on Tuesday 18th September?

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]
Sent: 20 August 2018 14:14
To: DG Education, Communities & Justice <DGECJ@gov.scot>
Subject: FW: Fifth Meeting of International Council of Education Advisers

Apologies - programme now attached.

[redacted under s.38(1)(b)]

[redacted] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted] | Blackberry: [redacted]
My working pattern is Monday to Wednesday

[Attachment exempt under s25(1) – see document 5 of this response]

From: [redacted under s.38(1)(b)]
Sent: 20 August 2018 14:13
To: DG Education, Communities & Justice <DGECJ@gov.scot>
Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

Please find attached the draft programme. It would be good to know if Paul will be joining us for the whole day on the Wednesday and if so, will he require a room in the Malmaison on the Tuesday night? We will be having an informal dinner with the Council members at the hotel on the Tuesday night and Paul is more than welcome to join us.

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

[Attachment exempt under s25(1) – see document 5 of this response]

From: DG Education, Communities & Justice
Sent: 17 August 2018 13:49
To: [redacted under s.38(1)(b)]
Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; [redacted under s.38(1)(b)]
Subject: RE: Fifth Meeting of International Council of Education Advisers

Hi [redacted under s.38(1)(b)]

Paul would be happy to chair on 19 September. Currently, we only have Paul attending on 19 September as he is due back in Edinburgh for meetings on 20 September. Is there a draft agenda for both days that we can run by Paul?

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | Assistant Private Secretary for Paul Johnston | DG Education, Communities & Justice | The Scottish Government | Room 1N.11, St Andrew's House | Edinburgh | EH1 3DG | Direct Dial: [redacted under s.38(1)(b)] | Email: DGE CJ@gov.scot

From: [redacted under s.38(1)(b)]

Sent: 07 August 2018 10:24

To: Johnston P (Paul)

Cc: [redacted under s.38(1)(b)]

Subject: Fifth Meeting of International Council of Education Advisers

Good morning Paul,

As you will know, the next meeting of ICEA is taking place on 19th and 20th September 2018. I am just dropping you this email in the hopes that you would be available to chair the ICEA's seminar at the Scottish Learning Festival, in Glasgow, on Wednesday 19th

I would also be grateful if you could confirm whether or not you plan on staying over in Glasgow for the meetings.

Please feel free to give me a ring if you want to discuss.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | 📞: [redacted under s.38(1)(b)]

DOCUMENT 10

From: Groups <Groups@redfern-travel.com>

Sent: 12 September 2018 10:04

To: [redacted under s.38(1)(b)]

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Hi [redacted under s.38(1)(b)]

I received it and I've sent the details on to the hotel.

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

Sent: 11 September 2018 16:22

To: Groups <Groups@redfern-travel.com>

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Could I just check you received my email at 13:59 today, as we only need 3 rooms cancelled now. See attached.

Many thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

From: Groups <Groups@redfern-travel.com>

Sent: 11 September 2018 16:15

To: [redacted under s.38(1)(b)]

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Hello,

Only 4 rooms have been cancelled and the name has been changed on the other room as you requested.

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: Groups <Groups@redfern-travel.com>

Sent: 11 September 2018 10:59

To: [redacted under s.38(1)(b)]

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Hi [redacted under s.38(1)(b)],

I spoke to a hotel staff member to see if they could offer any lenience but I'm afraid they're adhering to the policy in the contract so any reduction of rooms will incur a charge— sorry.

I'll contact them now to ensure they're just switching Andy for Graeme and not charging a cancellation fee for that room.

[The cancellation charges shall be imposed as follows:

CANCELLATION CHARGES SCHEDULE	
Timeframe	% of Total Cost to be Charged
Events with a Booking value equal to or greater than £2,500	
from 12 months prior to scheduled arrival	10% cancellation fee
from 6 months prior to scheduled arrival	25% cancellation fee
from 12 weeks prior to scheduled arrival	50% cancellation fee
from 8 weeks prior to scheduled arrival	75% cancellation fee
from 4 weeks prior to scheduled arrival	100% cancellation fee
Events with a Booking value below £2,500	
from 22 to 31 days prior to scheduled arrival	25% cancellation fee
from 15 to 21 days prior to scheduled arrival	50% cancellation fee
from 8 to 14 days prior to scheduled arrival	75% cancellation fee
from 0 to 7 days prior to scheduled arrival	100% cancellation fee

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

Sent: 10 September 2018 14:50

To: Groups <Groups@redfern-travel.com>

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted]) - [redacted]

Hi there

Andy Bruce is now coming in place of Graeme Logan so surely the Malmaison can just change the name on the booking rather than cancelling and then adding him on? Can you please confirm.

Thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]

Sent: 06 September 2018 18:14

To: Groups <Groups@redfern-travel.com>; [redacted under s.38(1)(b)]

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Hi

It was our understanding that we would not incur a penalty if we cancelled with 2 weeks' notice, is that not correct?

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | [National Improvement Framework Unit](#) | [Learning Directorate](#) | [Scottish Government](#) | 2-C (North) Victoria Quay Edinburgh EH6 6QQ | Tel: [redacted under s.38(1)(b)] Mobile: [redacted under s.38(1)(b)]

From: Groups [<mailto:Groups@redfern-travel.com>]

Sent: 06 September 2018 16:19

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: FW: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Good afternoon,

I've received the following email from our hotel contact. Does this all seem correct in terms of what you require?

Kind regards,

[redacted under s.38(1)(b)].

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

Hi [redacted under s.38(1)(b)],

Thank you for your email.

I have reviewed the below and can see that the below guests have dropped out of the original rooming list:

- Fiona Robertson
- Graeme Logan

- Avis Glaze
- Gayle Gorman
- Andy Hargreaves

Also, Andy Bruce is a new name which was not on the first version of the list.

Could you confirm if I can now cancel the rooms for the 5 guests as per the above and add Andy Bruce to the list, please?

Note that no refund can be made for the cancellations.

Many thanks,



[redacted under s.38(1)(b)]
Groups, Meetings and Events Administration

MALMAISON.com @MalmaisonHotels
HOTELDUVIN.com @HotelduVinBrand
HOTEL DU VIN:+44 (0)3300160391
MALMAISON:+44 (0)3300160381

54 Hagley Road, Birmingham, B16 8PE
A member of the Frasers Hospitality Group

From: Groups [<mailto:Groups@redfern-travel.com>]

Sent: 06 September 2018 08:30

To: [redacted under s.38(1)(b)]

Subject: RE: Malmaison Glasgow - 17 Sept 2018 - Redfern Travel (ref [redacted under s.38(1)(b)]) - [redacted under s.38(1)(b)]

Hi [redacted under s.38(1)(b)],

The client has sent me the following updated rooming list. Please let me know when you've made the changes to the booking and advise me whether any charges apply;

NAME	17-Sep	18-Sep	19-Sep	20-Sep	TOTAL NIGHTS - GLASGOW
Allison Skerrett	[redacted under s.38(1)(b)]				
Alma Harris					
Carol Campbell					
Chris Chapman					
Graham Donaldson					
Pak Tee Ng					
Pasi Sahlberg					
Lindsey Watt					

NAME	17-Sep	18-Sep	19-Sep	20-Sep	TOTAL NIGHTS
[redacted under s.38(1)(b)]	[redacted under s.38(1)(b)]				
[redacted under s.38(1)(b)]					
[redacted under s.38(1)(b)]					
Andy Bruce					
					[redacted under s.38(1)(b)]

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | 01274 726424 option 4 m | w | www.travelctm.co.uk

Shire House, Humboldt Street, Bradford, BD1 5HQ

DOCUMENT 11

From: [redacted under s38(1)(b)]

Sent: 29 August 2018 12:43

To: [redacted under s38(1)(b)]

Subject: FW: 20 September 2018 + 1 nts @ Apex Grassmarket Edinburgh for Mr Andrew Hargreaves

Hi [redacted under s38(1)(b)],

Cancelled that booking

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)

Tel: [redacted under s38(1)(b)]

From: Corporate Travel Management (North) Ltd [<mailto:noreply@conferma.com>]

Sent: 29 August 2018 12:40

To: [redacted under s38(1)(b)]

Subject: 20 September 2018 + 1 nts @ Apex Grassmarket Edinburgh for Mr Andrew Hargreaves

Corporate Travel Management (North) Ltd, Shire House, 2 Humboldt Street, Bradford, BD1 5HQ

Tel: 01274 760650 | Fax: 01274 760 633 | Email: gov.scot@redfern-travel.com

Out of Hours: for emergency use ONLY, please call 01274 726424 - calls may be charged

[Attachment redacted under s38(1)(b)]

DOCUMENT 12

From: Andrew Hargreaves <andrew.hargreaves@bc.edu>

Sent: 28 August 2018 13:02

To: [redacted under s.38(1)(b)]

Subject: Re: ICEA Plan B

Hi [redacted under s.38(1)(b)]

I'll look at the March dates. We'll try and sort out our flight situation in the next few days.

I appreciate your support

Andy

Andy Hargreaves

Research Professor

President: International Congress of School Effectiveness & Improvement

Editor-in-Chief: Journal of Professional Capital & Community

Lynch School of Education

Boston College, Campion Hall 109

140 Commonwealth Avenue

Chestnut Hill, MA 02467

USA

Email: hargrean@bc.edu

Phone: [redacted under s.38(1)(b)]

Twitter: @hargreavesbc

On Tue, Aug 28, 2018 at 7:13 AM, [redacted under s.38(1)(b)] wrote:

Hi Andy

Sorry to hear you won't be attending the next ICEA meeting in person. Can you let us know once your flight has been cancelled and you have been reimbursed and we can sort things out at our end.

[redacted – 1 paragraph – out of scope]

Many thanks

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]

Sent: 28 August 2018 10:34

To: [redacted under s.38(1)(b)]

Subject: FW: ICEA Plan B

For info. Looks like we're down to 8 for the September meeting.

[redacted under s.38(1)(b)]

From: Andrew Hargreaves [<mailto:andrew.hargreaves@bc.edu>]

Sent: 27 August 2018 17:30

To: [redacted under s.38(1)(b)]

Subject: ICEA Plan B

Dear [redacted under s.38(1)(b)],

Thanks for your good wishes. [redacted – 1 sentence exempt under s.38(1)(b)]

[redacted – 13 words exempt under s.38(1)(b)] I should not come to ICEA though should be available as much as possible to support the meeting.

[redacted – 3 paragraphs exempt under s.38(1)(b)]

2. More importantly, [redacted – 7 words exempt under s.38(1)(b)], is the question of whether the group will perform better and get better outcomes with me there as I am (not as we would want me to be), rather than the team doing its work on the ground and me coming in at key points from a distance (I can be completely available as much as required for the whole meeting). [redacted – 2 sentences exempt under s.38(1)(b)] We have a very strong and dynamic team who I believe can deliver ICEA results well together with my own input from a distance.

I'm trying to be optimistic but realistic. The work must be the best it can be with the resources at hand. It will show we truly are a strong team. [redacted – 1 sentence exempt under s.38(1)(b)]

[redacted – one paragraph exempt under s.38(1)(b)]

In November, I shall be speaking and have an extra day when I will be delighted to meet with the Scottish team - it might also be a moment to consider a mini-ICEA working group with myself and the UK based members and yourselves if you wish.

[redacted – 1 sentence – out of scope]

I apologize for this but believe it is the right decision not just for myself but for the ICEA.

With very best regards

Andy

Andy Hargreaves

Research Professor

President: International Congress of School Effectiveness & Improvement

Editor-in-Chief: Journal of Professional Capital & Community

Lynch School of Education

Boston College, Campion Hall 109

140 Commonwealth Avenue

Chestnut Hill, MA 02467

USA

Email: hargrean@bc.edu

Phone: [redacted under s.38(1)(b)]

Twitter: @hargreavesbc

From: Andrew Hargreaves <andrew.hargreaves@bc.edu>

Sent: 23 August 2018 20:26

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: [redacted under s.38(1)(b)]

Hi [redacted under s38(1)(b)]

[redacted – 3 paragraphs exempt under s.38(1)(b)]

If all is good, I still plan to get to Scotland as planned but perhaps a day earlier and I'll now need to stay on at the hotel for 3 days or so after before going on to the Netherlands. So I'll need a centrally located hotel, [redacted – exempt under s.38(1)(b)].

[redacted – 1 paragraph exempt under s.38(1)(b)]

Thanks for getting in touch.

Let's try and stay positive.

Andy

Andy Hargreaves
Research Professor
President: International Congress of School Effectiveness & Improvement
Editor-in-Chief: Journal of Professional Capital & Community
Lynch School of Education
Boston College, Campion Hall 109
140 Commonwealth Avenue
Chestnut Hill, MA 02467
USA
Email: hargrean@bc.edu
Phone: [redacted under s38(1)(b)]
Twitter: @hargreavesbc

DOCUMENT 13

From: [redacted under s38(1)(b)]
Sent: 28 August 2018 10:58
To: [redacted under s38(1)(b)]
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)] ; [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: Payment to Alma Harris - ICEA - flight reimbursement - Sep 2018

Hi

Grateful if this payment could be processed.

[redacted – 1 paragraph exempt under s.38(1)(b)]

Thanks,

[redacted under s.38(1)(b)]
National Improvement Framework Unit
Learning Directorate
Area 2C North, Victoria Quay, Leith, EH6 6QQ
Internal Ext: [redacted under s.38(1)(b)]
External Ext: [redacted under s.38(1)(b)]



FW FW easyJet Copy of SEAS One
booking reference E Off Payment Reques

[Attachments exempt under s.38(1)(b)]

From: [redacted under s.38(1)(b)]
Sent: 28 August 2018 10:40
To: [redacted under s.38(1)(b)]
Subject: FW: FW: easyJet booking reference: [redacted]

Thanks for processing this [redacted under s.38(1)(b)].

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

From: [redacted under s.38(1)(b)]
Sent: 28 August 2018 10:44
To: [under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Re: Flight Reimbursement for ICEA meeting

Yes [redacted under s.38(1)(b)] all good. Thank you.
Will bring car parking receipt :)

Best to all

Alma

[Professor Alma Harris](#)

On Tue, 28 Aug 2018 at 10:26, [redacted under s.38(1)(b)] wrote:

Hi Alma

Thanks for that. We'll get the payment progressed as quickly as possible. [redacted – 1 sentence exempt under s.38(1)(b)]

[Cheers](#)

[redacted under s.38(1)(b)]

From: Harris Alma [redacted under s.38(1)(b)]
Sent: 28 August 2018 09:46
To: [redacted under s.38(1)(b)]
Subject: Re: Flight Reimbursement for ICEA meeting

Dear [redacted under s38(1)(b)]

[redacted – 6 lines exempt under s.38(1)(b)]

Best
Alma
[Professor Alma Harris](#)

From: [redacted under s.38(1)(b)]
Sent: 27 August 2018 13:53
To: Alma Harris (A.Harris@bath.ac.uk) <A.Harris@bath.ac.uk>
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: FW: Flight Reimbursement for ICEA meeting

[Hi Alma](#)

[\[redacted – 1 sentence exempt under s.38\(1\)\(b\)\]](#)

[Cheers](#)

[redacted under s38(1)(b)]

From: [redacted under s.38(1)(b)]
Sent: 22 August 2018 14:40
To: Alma Harris
Cc: [redacted under s.38(1)(b)]
Subject: Flight Reimbursement for ICEA meeting

Hi Alma

[redacted – 1 sentence exempt under s.38(1)(b)] and we are having a slight issue with your reimbursement. In order to process a BACS transfer quickly, can you just confirm the following details for your account please?

[redacted – 3 lines exempt under s.38(1)(b)]

And can you let us have the name and address of your Bank, including the postcode?

Cheers

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Scottish Government | 2-C (North) Victoria Quay Edinburgh EH6 6QQ | Tel: [redacted under s38(1)(b)] Mobile: [redacted under s38(1)(b)]

DOCUMENT 14

From: [redacted under s.38(1)(b)] **On Behalf Of** First Minister
Sent: 22 August 2018 09:31
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: RE: Next meeting of ICEA - September

Hi [redacted under s.38(1)(b)]

Thanks for sending on the programme. Unfortunately FM won't be able to attend the meeting on this occasion due to her current commitments.

Thanks

[redacted under s38(1)(b)]

[redacted under s38(1)(b)]

Assistant Diary Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | [redacted under s.38(1)(b)]

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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: [redacted under s.38(1)(b)]
Sent: 07 August 2018 10:59
To: First Minister <firstminister@gov.scot>
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: RE: Next meeting of ICEA - September

Hi [redacted under s.38(1)(b)],

Following on from our phone call and email below, I have attached a copy of a draft programme you may find useful for logistics etc.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | ☎: [redacted under s.38(1)(b)]

(Attachment exempt under s25(1) – see document 5 of this response)

From: [redacted under s38(1)(b)] **On Behalf Of** First Minister
Sent: 03 August 2018 17:00

To: [redacted under s38(1)(b)]
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: RE: Next meeting of ICEA - September

Hi [redacted under s38(1)(b)],

[Redacted – 1 paragraph exempt under s.30(b)(i) and 30(b)(ii)]

Best,
[redacted under s38(1)(b)]

[redacted under s38(1)(b)]

Diary Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | [redacted under s.38(1)(b)]

From: [redacted under s38(1)(b)]
Sent: 03 August 2018 13:00
To: First Minister
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: RE: Next meeting of ICEA - September

Hi again,

Apologies, I forgot to mention that the council members will be at Parliament on the Thursday.

Kind regards
[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North |
Victoria Quay | EH6 6QQ | ☎:[redacted under s.38(1)(b)]

From: [redacted under s38(1)(b)]
Sent: 03 August 2018 12:59
To: First Minister
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: Next meeting of ICEA - September

Good afternoon,

As you may be aware, the next meeting of International Council of Education Advisers is scheduled for Wednesday 19th and Thursday 20th September 2018. Just looking for some advice regarding FMs involvements in this? Is FM free on the afternoon of Thursday 20th September? It would be good to have FM meet the council members if possible.

Kind regards
[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | ☎:[redacted under s38(1)(b)]

DOCUMENT 15

From: [redacted under s.38(1)(b)]

Sent: 07 August 2018 11:17

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; carol.campbell@utoronto.ca

Cc: [redacted under s.38(1)(b)]; askerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]

Subject: Re: Invitation to attend informal dinner on Tuesday 18th September

Thanks [redacted under s.38(1)(b)] this is very helpful.

Lindsey

Lindsey Watt

From: [redacted under s.38(1)(b)]

Sent: Tuesday, August 7, 2018 10:55 am

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; carol.campbell@utoronto.ca

Cc: [redacted under s.38(1)(b)]; askerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; chris.chapman@glasgow.ac.uk; [redacted]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]

Subject: RE: Invitation to attend informal dinner on Tuesday 18th September

Hi Lindsey

This is a rough itinerary for the next meeting. We will be sending out a more detailed programme closer to the dates.

[redacted under s.38(1)(b)]

From: Lindsey Watt [redacted under s.38(1)(b)]

Sent: 06 August 2018 23:00

To: Graham Donaldson; Carol Campbell

Cc: [redacted under s.38(1)(b)]; askerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Re: Invitation to attend informal dinner on Tuesday 18th September

Dear [redacted under s.38(1)(b)]

I will attend the dinner on Tuesday 18th.

It would be helpful to have an idea of the ICEA itinerary to plan for transport arrangements.

Best wishes

Lindsey

Lindsey Watt

From: Graham Donaldson [redacted under s.38(1)(b)]
Sent: Monday, August 6, 2018 10:07 pm
To: Carol Campbell
Cc: [redacted under s.38(1)(b)]; askerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Re: Invitation to attend informal dinner on Tuesday 18th September

I will attend also.

Graham
Sent from my iPad

On 6 Aug 2018, at 21:30, Carol Campbell <carol.campbell@utoronto.ca> wrote:
Dear [redacted under s.38(1)(b)]

Thank you for the invitation. I would like to attend dinner on Tuesday 18th. Does this mean that we will be staying at Malmaison as our hotel?

Best wishes
Carol

From: [redacted under s.38(1)(b)]
Sent: August 3, 2018 7:44:08 AM
To: ASkerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; Carol Campbell; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; Jayne-Anne.Gadhia@virginmoney.com; paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; pasi.sahlberg@unsw.edu.au; andrew.hargreaves@bc.edu
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Invitation to attend informal dinner on Tuesday 18th September


Good afternoon all,

As you will be aware, the fifth meeting of the International Council of Education Advisers (ICEA) is taking place on Wednesday 19th and Thursday 20th of September 2018. [redacted under s.38(1)(b)] and [redacted under s.38(1)(b)] will be arriving at the Malmaison Glasgow on Tuesday 18th and thought it would be an ideal to host an informal Dinner to welcome all Council member.

If you wish to attend this informal dinner it would be much appreciated if you could let me know.

Further details to follow In due course.

Kind regards
[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | : [redacted under s.38(1)(b)]

DOCUMENT 16

From: [redacted under s38(1)(b)]
Sent: 01 August 2018 14:35
To: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: Re-imbursement of ICEA members - Fifth Meeting

Good afternoon [redacted under s38(1)(b)]/ [redacted under s38(1)(b)],

I am sending up batch 594 to be processed for payment. It should contain batch control number 48 for Alma Harris.

Here are the payment details:

[redacted under s38(1)(b) – 3 lines]

I would be grateful for confirmation once this has been processed.

Please feel free to give me a ring if you require further details.

Kind regards

[redacted under s38(1)(b)]

[redacted] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | [redacted]



Confirmation.pdf

[Attachment exempt under s.25(1)(b)]

From: Harris Alma [redacted under s.38(1)(b)]
Sent: 30 July 2018 10:07
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: [redacted under s.38(1)(b)]

Thanks so much. There will be a car parking fee at the airport but I can bring that with me.

Hope you have a good Summer

Alma

On Mon, 30 Jul 2018 09:55 , [redacted under s38(1)(b)] wrote:

Thanks for this Alma. We will get this processed today.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

From: Harris Alma [redacted under s.38(1)(b)]
Sent: Saturday, 28 July 2018 20:04
To: [redacted under s.38(1)(b)]
Subject: Fwd: easyJet booking reference: [redacted]

Dear [redacted under s.38(1)(b)]
Here is my flight -[redacted under s.38(1)(b)] -I will also need to book car parking and mileage.
Thanks
Alma

Professor Alma Harris

----- Forwarded message -----

From: confirmation@easyJet.com <donotreply@easyjet.com>
Date: 28 July 2018 at 19:58
Subject: easyJet booking reference: [redacted under s.38(1)(b)]
To: [redacted under s.38(1)(b)]

[Redacted – exemption under s.38(1)(b)]

DOCUMENT 17

From: [redacted under s38(1)(b)]
Sent: 20 July 2018 10:53
To: Robertson FMG (Fiona) (Director of Learning) <Fiona.Robertson@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gsi.gov.uk>; Logan G (Graeme) <Graeme.Logan@gov.scot>; Johnston P (Paul) <Paul.Johnston@gov.scot>
Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Fifth Meeting of the International Council of Education Advisers

Good morning all,

As you will be aware, the next meeting of the International Council of Education Advisers is scheduled for 19 and 20 September 2018 during the Scottish Learning Festival. I am just emailing today to ensure you have this scheduled in your diaries.

Please note that further details will follow in due course

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | 📞:[redacted under s.38(1)(b)]

DOCUMENT 18

From: groups@redfern-travel.com <groups@redfern-travel.com>

Sent: 11 July 2018 15:35

To: [redacted under s38(1)(b)]

Subject: Confirmation [redacted under s38(1)(b)]

Good afternoon,

Please see below link for your confirmation.

Kind Regards,

[redacted under s38(1)(b)].

Venue: Malmaison Glasgow

Venue Address: 278 West George Street, , Glasgow, Lanarkshire, G2 4LL, United Kingdom

Venue Tel: 0141 572 1000

Lead Name: .

Number of Guests: 15

Arrival Date: 18 September 2018

CXL Policy: See cancellation policy notes

Total Cost Inc Tax: [redacted under s.38(1)(b)]

Billing: B&B TO BOOKING AGENT TO SETTLE A/C, EXTRAS ON DEPARTURE BY GUEST

To view this reservation in full, please visit this link:

[redacted under s.33(2)(b)]

If you are unable to open the link above by simply clicking it, your firewall settings may have prevented it opening automatically. If this is the case please copy and paste the link into your internet browser.

If you have difficulty retrieving your documentation, please contact Corporate Travel Management (North) Ltd (formerly Redfern) for assistance.

[redacted under s.38(1)(b)] | Groups/MICE

Event Travel Management, Shire House, Humboldt Street, Bradford, BD1 5HQ

Tel: 01274 726424

DOCUMENT 19

From: [redacted under s.38(1)(b)]

Sent: 10 July 2018 15:01

To: Groups@redfern-travel.com

Cc: [redacted under s.38(1)(b)]

Subject: FW: [redacted under s.38(1)(b)]- 18th September 2018 - Malmaison Glasgow

Good morning,

With reference to your email below, I can confirm that we are content with the attached contract including the terms and conditions.

Please see account details below:

[redacted – 5 lines exempt under (s.33(2)(b))]

Let me know if you require any further details.

Kind regards

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Area 2C North | Victoria Quay | EH6 6QQ | 📞:[redacted]



Redfern Travel.pdf



Malmaison
T&Cs.pdf

[First attachment exempt under s.25(1)(b)]

TERMS & CONDITIONS

GROUPS, MEETINGS & EVENTS



These terms and conditions form an agreement ("Agreement") between (i) Malmaison Trading Limited (incorporated and registered in England and Wales with company number 8980725, whose registered office is at 3rd Floor, 95 Cromwell Road, London, SW7 4DL with VAT number 684780105) ("Hotel"); and (ii) the company or individual ("Client"), by its signature below, wishing to make arrangements for the booking ("Booking") of group bedrooms, meeting rooms, food and beverage and any other supplementary services provided ("Event").

By making a Booking with the Hotel, the Client agrees to be legally bound by these terms and conditions.

A legally binding agreement will only be in place between the Hotel and the Client once a copy of this Agreement, duly signed by the Client, has been received and acknowledged in writing by the Hotel (notwithstanding that this Agreement itself is not required to be signed by the Hotel).

Group Bedrooms

Group bedroom reservations are to be finalised with a rooming list, provided by the Client to the Hotel, no less than fourteen (14) calendar days prior to the arrival date.

Catering Services

Menu selections and pre-ordering of beverages in respect of the Event must be confirmed by the Client no less than fourteen (14) calendar days prior to the arrival date, in order to enable the Hotel to make reasonable efforts to ensure the availability of the Client's preferred choices. Should the preferred choices not be available for any reason, the Hotel may substitute items of a similar nature and quality.

Should the Client wish to consume any alternative food and beverage items other than those provided by the Hotel, they must seek prior written approval no less than seven (7) working days prior to the date of arrival. Should approval be granted by the Hotel, the Hotel reserves the right to apply a cover charge.

The Hotel will make reasonable efforts to cater for special dietary requirements, providing the Client has given no less than three (3) working days' notice of any such needs.

Event Order

The final timings, numbers and requirements in respect of the Event must be provided by the Client to the Hotel no less than fourteen (14) calendar days prior to the arrival date. An event order ("Event Order") will be sent to the Client no less than seven (7) calendar days prior to the arrival date, as a reminder of all of the requirements, timings and final numbers.

Modifications

In a situation where the Client requires changes in their attendee numbers, event space and/or food and beverage requirements or supplementary services for the Event after final confirmation, the Hotel will make reasonable efforts to accommodate the revised requirements. Any such amendments may result in cancellation charges, according to the scale highlighted in the cancellation terms below.

The Hotel reserves the right, in its absolute discretion, to change the Event space based on suitability and on the final numbers.

Check-in / Check-out

The standard check-in time for bedrooms is 15:00 and check-out time is 11:00

The standard check-in time for day events is 08:00 and check-out time is 17:30

The standard check-in time for evening events is 18:30 and check-out time is 23:00

The Hotel will make reasonable efforts to accommodate early arrivals and late departures, however the Client must provide details of these no less than seven (7) calendar days prior to the date of arrival. The Hotel will confirm the availability of such early and late check-in/out times and any relevant charges that will be incurred as a result.

The Hotel will provide reasonable storage space for guests to store luggage and other items in a secured area at no additional charge and make sure reasonable security procedures are in place to safeguard these items.

Payment Terms

The Client is obliged to pay for all services detailed in the Event Order, including the costs for any additional or third-party services provided in connection with the Event.

All prices are quoted in Pounds Sterling and are inclusive of VAT, unless otherwise specified. VAT is charged at the prevailing rate at the date of invoice, and is currently 20%, but may be subject to change.

From: Groups <Groups@redfern-travel.com>
Sent: 10 July 2018 12:14
To: [redacted under s.38(1)(b)]
Subject: RE: [redacted under s.38(1)(b)]- 18th September 2018 - Malmaison Glasgow

Hi [redacted under s.38(1)(b)],

Please find attached a copy of the contract and terms and conditions. Please ensure you check the content, including:

- Cancellation Policy
- Date of arrival and departure
- Number of rooms
- Room Rate

Once you are satisfied with the details please advise that you agree and I will arrange for the contract to be signed on your behalf. At this point can you also provide me with the names of all the guests along with your departmental validations, if you haven't already done so.

We will require:

- Cost Centre
- Account Code
- Entity Code
- Programme Code
- Reason for travel

Once this is completed I will arrange for full payment of bed and breakfast for all guests, any additional extras incurred by the guests must be settled directly with the hotel.

If I can be of any further assistance please do not hesitate to contact myself directly.

Kind regards

[redacted under s.38(1)(b)]

Groups

d | m | w | www.redfern-travel.com

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted]
Sent: 10 July 2018 09:42
To: Groups
Subject: RE: [redacted under s.38(1)(b)]- 18th September 2018 - Malmaison Glasgow

Yes, that's fine.

Thanks

[redacted under s.38(1)(b)]

[redacted] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted] | Blackberry: [redacted]
My working pattern is Monday to Wednesday

From: Groups [<mailto:Groups@redfern-travel.com>]
Sent: 10 July 2018 09:41
To: [redacted]
Subject: RE: [redacted under s.38(1)(b)] - 18th September 2018 - Malmaison Glasgow

Thanks [redacted under s.38(1)(b)],

I am in contact with Malmaison now, the rate for the 17th is £167.00 per room. Is this still ok to proceed?

Kind regards,
[redacted under s.38(1)(b)]

Groups

d | m | w | www.redfern-travel.com
Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s38(1)(b)]
Sent: 09 July 2018 10:26
To: Groups
Cc: [redacted under s.38(1)(b)]
Subject: RE: [redacted under s.38(1)(b)] - 18th September 2018 - Malmaison Glasgow

Hi [redacted under s.38(1)(b)]

I have attached my previous email dated 4 July confirming we would like to book the Malmaison. I then received a contract and t&c's from [redacted under s.38(1)(b)] for the Raddison Blu on 5 July. Can you please confirm that the Malmaison has been booked for the dates stated in my original e-mail please?

Thanks
[redacted under s38(1)(b)]

[redacted under s38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

From: Groups [<mailto:Groups@redfern-travel.com>]

Sent: 07 July 2018 10:04

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]

Subject: RE: [redacted under s.38(1)(b)]- 18th September 2018 - Malmaison Glasgow

Hi [redacted under s.38(1)(b)]

Please can I just double check if you still need this booking confirming at the Malmaison Glasgow?

They are chasing for an update and need to know by 4pm on Monday.

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | m | w | www.redfern-travel.com

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

Sent: 04 July 2018 14:45

To: Groups

Cc: [redacted under s.38(1)(b)]

Subject: RE: [redacted under s.38(1)(b)]- 18th September 2018 - Malmaison Glasgow

Hi [redacted under s.38(1)(b)]

Our preference would be the Malmaison so grateful if you could go ahead and book this for us please. I have attached a slightly updated room list below.

Thanks

[redacted under s.38(1)(b)]

	NAME	17-Sep	18-Sep	19-Sep	20-Sep	TOTAL NIGHTS - GLASGOW
1	Allison Skerrett	[redacted under s.38(1)(b)]				
2	Alma Harris					
3	Andy Hargreaves					
4	Avis Glaze					
5	Carol Campbell					
6	Chris Chapman					
7	Graham Donaldson					
8	Pak Tee Ng					

9	Pasi Sahlberg					
10	Lindsey Watt					
	NAME	17-Sep	18-Sep	19-Sep	20-Sep	TOTAL NIGHTS
11	[redacted under s.38(1)(b)]					
12	[redacted under s.38(1)(b)]					
13	[redacted under s.38(1)(b)]					
14	Fiona Robertson					
15	Graeme Logan					
16	Gayle Gorman					

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)

Tel: [redacted under s.38(1)(b)] | [Blackberry](#): [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

From: Groups [<mailto:Groups@redfern-travel.com>]

Sent: 04 July 2018 14:06

To: [redacted under s.38(1)(b)]

Subject: FW: [redacted under s.38(1)(b)] - 18th September 2018 - Malmaison Glasgow

Hello [redacted under s.38(1)(b)],

I've also heard back from the Malmaison – please let me know which one you'd prefer.

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | m | w | www.redfern-travel.com

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

Sent: 04 July 2018 11:40

To: Groups <Groups@redfern-travel.com>

Subject: RE: [redacted]- 18th September 2018 - Malmaison Glasgow

Hi [redacted under s.38(1)(b)],

Thank you for your email.

Yes, we can accommodate the below. We would need confirmation asap due to limited availability:

18th & 19th September:

[redacted – 1 line under s.25(1)]

20th September:

[redacted – 1 lines under s.25(1)]

Our cancellation policy is as follows:

Booking value equal to or greater than £2,500:

From 12 months prior to scheduled arrival 10% cancellation fee

From 6 months prior to scheduled arrival 25% cancellation fee

From 12 weeks prior to scheduled arrival 50% cancellation fee

From 8 weeks prior to scheduled arrival 75% cancellation fee

From 4 weeks prior to scheduled arrival 100% cancellation fee

Booking value below £2,500

From 22 to 31 days prior to scheduled arrival 25% cancellation fee

From 15 to 21 days prior to scheduled arrival 50% cancellation fee

From 8 to 14 days prior to scheduled arrival 75% cancellation fee

From 0 to 7 days prior to scheduled arrival 100% cancellation fee

Kind regards,



[redacted under s.38(1)(b)]

Groups Meetings & Events

RFP Sales Agent

HOTEL DU VIN: +44 (0)3300160391

MALMAISON: +44 (0)3300160381

FAX: +44 (0)121 456 8603

[@MalmaisonHotels](http://MALMAISON.com)

[@HotelduVinBrand](http://HOTELDUVIN.com)

Malmaison & Hotel du Vin, 54 Hagley Road, Birmingham, B16 8PE

A member of the Frasers Hospitality Group

From: Groups [<mailto:Groups@redfern-travel.com>]

Sent: 04 July 2018 09:26

To: Eventsdesk MAL <eventsdesk@malmaison.com>

Subject: FW: [redacted]- 18th September 2018 - Malmaison Glasgow

Good morning,

We obtained a quote from you recently but the details of what the client requires have now changed.

Please could you advise me whether you can accommodate with regard to the request below and let me know what the rate will be? They would like breakfast to be included. Please also confirm your cancellation policy.

Kind regards,

[redacted under s.38(1)(b)]

Groups

d | m | w | www.redfern-travel.com

Shire House, Humboldt Street, Bradford, BD1 5HQ

From: [redacted under s.38(1)(b)]

NAME	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	TOTAL NIGHTS - GLASGOW
Allison Skerrett	[redacted under s.38(1)(b)]					
Alma Harris						
Andy Hargreaves						
Avis Glaze						
Carol Campbell						
Chris Chapman						
Graham Donaldson						
Pak Tee Ng						
Pasi Sahlberg						
Lindsey Watt						
NAME	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	TOTAL NIGHTS
[redacted under s.38(1)(b)]	[redacted under s.38(1)(b)]					
[redacted under s.38(1)(b)]						
[redacted under s.38(1)(b)]						
Fiona Robertson						
Graeme Logan						
Gayle Gorman						

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DOCUMENT 20

From: Carol Campbell [redacted under s.38(1)(b)]
Sent: 03 July 2018 18:42
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: Fwd: [redacted under s.38(1)(b)]

Hi [redacted under s.38(1)(b)]

Below is my flight booking for the ICEA meeting in September.

[redacted – 1 sentence exempt under s.38(1)(b)]

Many thanks,
Carol

Begin forwarded message:

From: Icelandair North America <ca@icelandair.is>
Date: July 03, 2018 1:25:19 PM
To: [redacted under s.38(1)(b)]
Subject: [redacted under s.38(1)(b)]

[Redacted – exempt under s.38(1)(b)]

DOCUMENT 21

From: [redacted under s38(1)(b)]>
Sent: 03 July 2018 15:08
To: John Wilson (John.Wilson@broughton.edin.sch.uk) <John.Wilson@broughton.edin.sch.uk>
Cc: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Subject: Scottish Education Council meeting 20 September 2018

Dear John

It was good to meet with you, [redacted under s.38(1)(b)] and [redacted under s.38(1)(b)] last Thursday 28 June. As agreed, I will contact you after the summer holidays to discuss the requirements for holding the Scottish Education Council meeting on 20 September at your school.

I have attached an overview of our requirements and hopefully by the end of August I will be in a better position to confirm numbers. If you have any further questions or concerns please contact me at any time.

Best regards

[redacted under s38(1)(b)]

[redacted under s38(1)(b)] \ Policy Manager \ Scottish Government \ Learning Directorate \ National Improvement Framework Unit \ 2-C North \ Victoria Quay \ EDINBURGH \ EH6 6QQ \ Tel [redacted under s.38(1)(b)] \ Mob [redacted under s.38(1)(b)]
E-mail: [redacted under s.38(1)(b)]

Attachment:

Broughton High School, Forthview Primary School
29 East Fettes Avenue, Edinburgh, EH4 1EG
0131 332 7805
John Wilson - headteacher
John.Wilson@broughton.edin.sch.uk

Scottish Education Council meeting to be held on 20 September 2018 at Broughton High School

Time	Meeting	Requirements
09:00 – 10:00	RIC Leads meeting	<ul style="list-style-type: none"> 1 room set up boardroom style for up to 18 persons. Tea and coffee available from 09:00 for 18 persons
10:00 - 13:00	Car parking on arrival	1 parking space to be provided for ministerial car – car may require to leave premises prior to 13:00.
09:30 – 10:00	Pre-meet for DFM and Scottish Government officials	1 room with a meeting table for up to 8
10:00 – 13:00	Scottish Education Council meeting with International Council of Education Advisers	<ul style="list-style-type: none"> 1 large room set up boardroom style for up to 45 persons. (Recital room) Row of chairs (and tables if possible) for 12 secretariat staff Tea/coffee/water/biscuits on arrival Buffet area – finger buffet, tea, coffee, water and fruit juice available from 12:15 for networking lunch for up to 55 persons
Earliest arrival time?		

	[redacted under s.38(1)(b)] will arrive by 08:30 to welcome RIC leads and provide a full register of expected attendees for the day.
Will any young people be available to escort attendees to the meeting room on arrival?	
Young people to present at the Council meeting	<ul style="list-style-type: none"> There may be an opportunity for some young people from the school to provide a musical introduction to the meeting and perhaps a short presentation about their school – to be discussed after summer holidays.
Register of attendees	I can provide a full list of delegates attending
Are there any planned fire drills etc that may interrupt meeting?	
Paying for services –Invoice SG direct via [redacted under s.38(1)(b)], Scottish Government, Victoria Quay, Area 2C North, Edinburgh, EH6 6QQ	
Are there parking facilities for delegates?	
Date agreed for follow up meeting to confirm requirements	

DOCUMENT 22

From: Allison Skerrett <ASkerrett@utexas.edu>

Sent: 28 June 2018 20:30

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: FW: [redacted under s.38(1)(b)]

Dear [redacted under s.38(1)(b)] and [redacted under s.38(1)(b)],

Below you will find my airfare arrangements and cost of the flight. [redacted – 4 sentences exempt under s.38(1)(b)]

[redacted – 9 lines exempt under s.38(1)(b)]

Best,
Allison

Allison Skerrett, Associate Professor
Department of Curriculum & Instruction
The University of Texas at Austin

Teaching Transnational Youth—Literacy and Education in a Changing World

<https://www.tcpres.com/teaching-transnational-youth%E2%80%94literacy-and-education-in-a-changing-world-9780807756584>

From: American Airlines <no-reply@notify.email.aa.com>
Date: Thursday, June 28, 2018 at 2:19 PM
To: Allison Skerrett <ASkerrett@utexas.edu>
Subject: Your trip confirmation-[redacted]

[Attachment exempt under s.38(1)(b)]

DOCUMENT 23

From: Pasi Sahlberg <Pasi.Sahlberg@unsw.edu.au>
Sent: 21 June 2018 09:50
To: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]; [redacted under s38(1)(b)]
Cc: ASkerrett@utexas.edu; edu-quest@avisglaze.ca; carol.campbell@utoronto.ca; chris.chapman@glasgow.ac.uk; [redacted]; [redacted under s.38(1)(b)]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]
Subject: Re: Fifth meeting of the ICEA

[redacted under s38(1)(b)],

Could you schedule the time for our full team on the Wednesday agenda so that people don't make any other arrangements during the day.

Thanks.

Pasi

From: Harris Alma [redacted under s.38(1)(b)]
Sent: 21 June 2018 09:50
To: [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]; Allison Skerrett <ASkerrett@utexas.edu>; Avis Glaze <edu-quest@avisglaze.ca>; Carol Campbell <carol.campbell@utoronto.ca>; Chris Chapman <chris.chapman@glasgow.ac.uk>; [redacted under s.38(1)(b)]; Graham Donaldson <[redacted under s.38(1)(b)]>; Gadhia, Jayne-Anne <jayne-anne.gadhia@virginmoney.com>; NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>; Lindsey Watt <[redacted under s.38(1)(b)]>; pasi.sahlberg@unsw.edu.au; Andrew Hargreaves <andrew.hargreaves@bc.edu>; [redacted]
Subject: Re: Fifth meeting of the ICEA

Thanks [redacted under s.38(1)(b)], I was so looking forward to another bus trip :)

[redacted 1 sentence – out of scope]

Thanks
Alma

Professor Alma Harris

From: [redacted under s.38(1)(b)]
Date: Thursday, June 21, 2018 at 9:47 AM
To: [redacted under s.38(1)(b)], [redacted under s.38(1)(b)]
Cc: "ASkerrett@utexas.edu" <ASkerrett@utexas.edu>, "edu-quest@avisglaze.ca" <edu-quest@avisglaze.ca>, "carol.campbell@utoronto.ca" <carol.campbell@utoronto.ca>, "chris.chapman@glasgow.ac.uk" <chris.chapman@glasgow.ac.uk>, [redacted under s.38(1)(b)], [redacted under s.38(1)(b)], "jayne-anne.gadhia@virginmoney.com" <jayne-anne.gadhia@virginmoney.com>, "paktee.ng@nie.edu.sg" <paktee.ng@nie.edu.sg>, [redacted under s.38(1)(b)], Pasi Sahlberg <Pasi.Sahlberg@unsw.edu.au>, Andrew Hargreaves <andrew.hargreaves@bc.edu>

Subject: RE: Fifth meeting of the ICEA

Hi Alma

After our last bus experience, we will be travelling by train this time ☺ It is only 50 minutes by train from Glasgow to Edinburgh.

At SLF, the Council will be able to attend the DFM's keynote address, and will have the 45 minute presentation slot that [redacted under s.38(1)(b)] mentioned. Other than that, there are no commitments for the first day, so there will be plenty of time for the Council to work together.

Kind regards

[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)] | National Improvement Framework Unit | Learning Directorate | Scottish Government | 2-C (North) Victoria Quay Edinburgh EH6 6QQ | Tel: [redacted under s.38(1)(b)] Mobile: [redacted under s.38(1)(b)]

From: Harris Alma [<mailto:>] [redacted under s.38(1)(b)]
Sent: 21 June 2018 09:36
To: [redacted under s.38(1)(b)]
Cc: Allison Skerrett; Avis Glaze; Carol Campbell; Chris Chapman; [redacted under s.38(1)(b)]; Graham Donaldson; Gadhia, Jayne-Anne; NG Pak Tee (GPL, PLS); Lindsey Watt; pasi.sahlberg@unsw.edu.au; Andrew Hargreaves; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Re: Fifth meeting of the ICEA

Many thanks

I agree with Pasi ,totally, we need more time together as a Council.

So we are travelling from Glasgow to Edinburgh and back again by bus on the second day? Just to be clear.

Also at the Scottish Festival - we have a session alongside other workshops- is that our only contribution to the Festival?

Many thanks
Alma

Professor Alma Harris

On 21 June 2018 at 08:19, <[redacted under s.38(1)(b)]> wrote:
Dear Council Members,

As you know, the fifth meeting will take place on Wednesday 19th September and Thursday 20th September to coincide with the Scottish Learning Festival. We are still working on the programme but I have provided a very brief outline of how the 2 days might look below.

We will be staying in Glasgow so grateful if you could book your flights to Glasgow Airport. The first day will be spent at the Scottish Learning Festival but the second will most likely be in Edinburgh and will include a meeting with the Scottish Education Council. If you are planning on leaving at the end of the second day, this means you would have the option to fly back from Edinburgh airport.

We will provide more details as soon as possible but I would be grateful if you could confirm how many nights you are planning to stay as soon as possible, so that we can go ahead and book the hotel.

Kind regards

[redacted under s.38(1)(b)]
[redacted] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)
[Tel:](#) [redacted under s.38(1)(b)] | [Blackberry:](#) [redacted under s.38(1)(b)]
[My working pattern is Monday to Wednesday](#)

DOCUMENT 24

From: Harris Alma <[redacted under s.38(1)(b)]>
Sent: 21 June 2018 09:48
To: Lindsey Watt <[redacted under s.38(1)(b)]>
Cc: [redacted under s.38(1)(b)]; Allison Skerrett <askerrett@utexas.edu>; Avis Glaze <edu-quest@avisglaze.ca>; Carol Campbell <carol.campbell@utoronto.ca>; Chris Chapman <chris.chapman@glasgow.ac.uk>; [redacted under s.38(1)(b)]; Graham Donaldson <[redacted under s.38(1)(b)]>; Gadhia, Jayne-Anne <jayne-anne.gadhia@virginmoney.com>; NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>; pasi.sahlberg@unsw.edu.au; Andrew Hargreaves <andrew.hargreaves@bc.edu>; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Re: Fifth meeting of the ICEA

Thanks Lindsey- last time the ICEA had a panel session and this worked very well.

Alma

Professor Alma Harris

On 21 June 2018 at 09:40, Lindsey Watt <[redacted under s.38(1)(b)]> wrote:

[redacted under s.38(1)(b)]

Can you confirm that ICEA members will be booked into the DFM's keynote on the first day?

I think it is important that we view this. I also agree that the Council need protected time to meet and discuss.,

Thanks

Lindsey

Lindsey Watt

From: Harris Alma <[redacted under s.38(1)(b)]>

Sent: Thursday, June 21, 2018 9:36:19 AM

To: [redacted under s.38(1)(b)]

Cc: Allison Skerrett; Avis Glaze; Carol Campbell; Chris Chapman; [redacted under s.38(1)(b)]; Graham Donaldson; Gadhia, Jayne-Anne; NG Pak Tee (GPL, PLS); Lindsey Watt; pasi.sahlberg@unsw.edu.au;

Andrew Hargreaves; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Re: Fifth meeting of the ICEA

Many thanks

I agree with Pasi ,totally, we need more time together as a Council.

So we are travelling from Glasgow to Edinburgh and back again by bus on the second day? Just to be clear.

Also at the Scottish Festival - we have a session alongside other workshops- is that our only contribution to the Festival?

Many thanks

Alma

Professor Alma Harris

On 21 June 2018 at 08:19, <[redacted under s.38(1)(b)]> wrote:

Dear Council Members,

As you know, the fifth meeting will take place on Wednesday 19th September and Thursday 20th September to coincide with the Scottish Learning Festival. We are still working on the programme but I have provided a very brief outline of how the 2 days might look below.

We will be staying in Glasgow so grateful if you could book your flights to Glasgow Airport. The first day will be spent at the Scottish Learning Festival but the second will most likely be in Edinburgh and will include a meeting with the Scottish Education Council. If you are planning on leaving at the end of the second day, this means you would have the option to fly back from Edinburgh airport.

We will provide more details as soon as possible but I would be grateful if you could confirm how many nights you are planning to stay as soon as possible, so that we can go ahead and book the hotel.

Kind regards

[redacted under s.38(1)(b)]
[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ
Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]
My working pattern is Monday to Wednesday

DOCUMENT 25

From: Pasi Sahlberg <Pasi.Sahlberg@unsw.edu.au>
Sent: 21 June 2018 08:57
To: [redacted under s.38(1)(b)]
Cc: ASkerrett@utexas.edu; [redacted under s.38(1)(b)]; edu-quest@avisglaze.ca; carol.campbell@utoronto.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]; jayne-anne.gadhia@virginmoney.com; paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; andrew.hargreaves@bc.edu; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Subject: Re: Fifth meeting of the ICEA

[redacted under s.38(1)(b)],

I would suggest that the team would spend as much of the first day (Wed the 19th) together and that we would limit other activities at SLF to necessary minimum. [redacted – 1 sentence exempt under s.30(b)(i)].

Best,

Pasi
Sent from my iPhone

On Jun 21, 2018, at 08:20, [redacted under s.38(1)(b)] wrote:

Dear Council Members,

As you know, the fifth meeting will take place on Wednesday 19th September and Thursday 20th September to coincide with the Scottish Learning Festival. We are still working on the programme but I have provided a very brief outline of how the 2 days might look below.

We will be staying in Glasgow so grateful if you could book your flights to Glasgow Airport. The first day will be spent at the Scottish Learning Festival but the second will most likely be in Edinburgh and will include a meeting with the Scottish Education Council. If you are planning on leaving at the end of the second day, this means you would have the option to fly back from Edinburgh airport.

We will provide more details as soon as possible but I would be grateful if you could confirm how many nights you are planning to stay as soon as possible, so that we can go ahead and book the hotel.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | National Improvement Framework Unit | Scottish Government | Learning Directorate | Area 2-C North | Victoria Quay | Edinburgh | EH6 6QQ

Tel: [redacted under s.38(1)(b)] | Blackberry: [redacted under s.38(1)(b)]

My working pattern is Monday to Wednesday

DOCUMENT 26

From: [redacted under s.38(1)(b)]

Sent: 21 June 2018 08:47

To: [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: RE: Fifth meeting of the ICEA

Dear [redacted under s.38(1)(b)],

Thank you very much for your email regarding the next meeting of the ICEA.

I have the dates noted in Jayne-Anne's diary – she had a Board commitment in London on the 19th September in London so I will confirm what she is able to attend a little closer to the time.

She will not require a hotel.

Many thanks, [redacted under s38(1)(b)]

[redacted under s38(1)(b)]

PA to Jayne-Anne Gadhia, CEO

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)]

twitter : @virginmoney

facebook : facebook.com/virginmoneyuk

Visit our fundraising website: virginmoneygiving.com

28 St Andrew Square, Edinburgh, EH2 1AF

From: [redacted under s.38(1)(b)]

Sent: 21 June 2018 08:19

To: ASkerrett@utexas.edu; almaharriswag@gmail.com; edu-quest@avisglaze.ca;

carol.campbell@utoronto.ca; chris.chapman@glasgow.ac.uk; [redacted under s.38(1)(b)]; [redacted

under s.38(1)(b)]; Gadhia, Jayne-Anne <Jayne-Anne.Gadhia@virginmoney.com>;

paktee.ng@nie.edu.sg; [redacted under s.38(1)(b)]; pasi.sahlberg@unsw.edu.au;

andrew.hargreaves@bc.edu

Cc: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Fifth meeting of the ICEA

Dear Council Members,

As you know, the fifth meeting will take place on Wednesday 19th September and Thursday 20th September to coincide with the Scottish Learning Festival. We are still working on the programme but I have provided a very brief outline of how the 2 days might look below.

We will be staying in Glasgow so grateful if you could book your flights to Glasgow Airport. The first day will be spent at the Scottish Learning Festival but the second will most likely be in Edinburgh and will include a meeting with the Scottish Education Council. If you are planning on leaving at the end of the second day, this means you would have the option to fly back from Edinburgh airport.

We will provide more details as soon as possible but I would be grateful if you could confirm how many nights you are planning to stay as soon as possible, so that we can go ahead and book the hotel.

Kind regards

[redacted under s.38(1)(b)]

[redacted under s.38(1)(b)] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)

Tel: [redacted under s.38(1)(b)] | [Blackberry](#): [redacted under s.38(1)(b)]

[My working pattern is Monday to Wednesday](#)

DOCUMENT 27

From: NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>

Sent: 21 June 2018 08:26

To: [redacted under s38(1)(b)]; [redacted under s38(1)(b)]

Cc: [redacted under s38(1)(b)]

Subject: ICEA Meeting 19-20 September 2018 Glasgow

Dear [redacted under s38(1)(b)] and [redacted under s38(1)(b)],

I have booked my flights. [redacted – 3 sentences exempt under s.38(1)(b)]

Thank you,
Pak Tee

From: NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>

Sent: 20 June 2018 10:51

To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Cc: [redacted under s.38(1)(b)]

Subject: RE: Your booking confirmation [redacted under s.38(1)(b)]

Dear all,

[redacted under s38(1)(b) – 8 lines]

Thank you for your help!

Best wishes,
Pak Tee

From: NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>
Sent: 20 June 2018 10:33
To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: FW: Your booking confirmation [redacted under s.38(1)(b)]

Dear all,

[redacted – 1 line exempt under s.38(1)(b)]

Thank you!

Best wishes,
Pak Tee

From: booking@singaporeair.com.sg <booking@singaporeair.com.sg>
Sent: Monday, June 18, 2018 9:30 PM
To: NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>
Subject: Your booking confirmation [redacted under s.38(1)(b)]

[Confirmation document redacted – s.38(1)(b)]

From: NG Pak Tee (GPL, PLS) <paktee.ng@nie.edu.sg>
Sent: 20 June 2018 10:30
To: [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]
Cc: [redacted under s.38(1)(b)]
Subject: ICEA Meeting 19-20 September 2018 Glasgow

Dear [redacted under s.38(1)(b)] and [redacted under s.38(1)(b)],

I have booked my flights. [redacted – 4 lines exempt under s.38(1)(b)]
I will forward the details and invoices in my next e-mail for reimbursement.

Thank you,
Pak Tee

DOCUMENT 28

From: [redacted under s.38(1)(b)]
Sent: 19 June 2018 11:19
To: [redacted under s.38(1)(b)]
Subject: Fifth ICEA meeting

Hi [redacted under s.38(1)(b)]

I have attached the updated draft programme and the action list for the next meeting so see what you think.

I'm going to a school visit tomorrow morning but we can chat tomorrow afternoon about e-mailing the council re. flights/accommodation etc.

Thanks

[redacted under s.38(1)(b)]



ICEA - Fifth meeting
- Action list - 28 Aug

[redacted] | [National Improvement Framework Unit](#) | [Scottish Government](#) | [Learning Directorate](#) | [Area 2-C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)

Tel: [redacted] | [Blackberry](#): [redacted]

My working pattern is Monday to Wednesday

Fifth Meeting of the ICEA - 19 & 20 September 2018 - Glasgow/Edinburgh				
Action	Owner	Action	Status/ Comments	
1	redacted under s38(1)(b)	Contact DFM's office to finalise dates of 5th meeting	Done - 2 days blocked out in diary	
2	redacted under s38(1)(b)	Publish minutes of 4th meeting on the SG website	Done	
3	redacted under s38(1)(b)	Confirm dates and location with ICEA	Done	
4	redacted under s38(1)(b)	Ensure dates are in everyone's diaries	Fiona Robertson, Graeme Logan, Paul Johnston, Gay	
5	redacted under s38(1)(b)	Keep track of travel arrangements	awaiting flight details from Pasi and confirmation when	
6	redacted under s38(1)(b)	Consider suitable schools for SEC meeting on the Thursday morning	20th Broughton High School confirmed	
7	redacted under s38(1)(b)	Consider suitable hotels in Glasgow	Malmaison booked	
8	redacted under s38(1)(b)	Arrange travel from Glasgow to Edinburgh on Thursday morning (8.30am train)	Book first class train tickets	
9	redacted under s38(1)(b)	Set up monthly meetings with Fiona	Done	
10	redacted under s38(1)(b)	Note to Fiona about the proposed arrangements and draft programme	Done - discussed at meeting on 31/7/18	
11	redacted under s38(1)(b)	Consider transport arrangements between venues	1st day - Malmaison to SLF, SLF to Oran Mor, Oran Mor to Queen Street Station, Waverley to Broughton High School, Broughton High School to Parliament - [redacted s38(1)(b)] to ask if we can pick up [redacted s38(1)(b)]	
12	redacted under s38(1)(b)	Update Fiona's presentation from last year for the breakfast meeting on the Wednesday morning	Gayle, Andy and Clare to do the presentation in Fiona's name. Needs updated.	
13	redacted under s38(1)(b)	Ask Council members if they wish to join us for an informal dinner on the Tuesday night and book a table	Book table at the Malmaison for dinner at 8pm for 10 people	
14	redacted under s38(1)(b)	Liaise with Comms about handling	[redacted s38(1)(b)] emailed comms on 4/9 - await response	
15	redacted under s38(1)(b)	Remember nameplates and make up any others that are needed	Noted - set reminder in calendar to arrange nearer the time	
16	redacted under s38(1)(b)	Liaise with [redacted s38(1)(b)] re. SLF	Hicks. Confirmed to [redacted s38(1)(b)] that we will use the room	
17	redacted under s38(1)(b)	Visit the SEC night before and ensure room is set up correctly	Need to get there early before the room is locked up (8pm)	
18	redacted under s38(1)(b)	Liaise with FM's office about her involvement	Done - FM not available on Wed or Thurs however the afternoon as a hold -[redacted s.29(1)(d)]	
19	redacted under s38(1)(b)	Liaise with ICEA members over who will be media spokesperson(s) and help draft news release with comms on the Thursday at parliament.		
20	redacted under s38(1)(b)	Speak to Private Office and ask them to book room in Parliament for meetings on Thursday	Q1.04 booked at parliament from 2pm-5pm	
21	redacted under s38(1)(b)	Liaise with [redacted S38(1)(b)]/Broughton HS re. logisitcs and requirements and do another recce	Done 10/8	
22	redacted under s38(1)(b)	Check whether Andy Bruce will be staying at the hotel for 2 nights	Done - Andy will stay for 2 nights	
23	redacted under s38(1)(b)	Produce SG's formal response to the ICEA report before next meeting		
24	redacted under s38(1)(b)	[redacted - out of scope]		
25	redacted under s38(1)(b)	SG's formal response should be a "for information" paper at the ICEA meeting.		
26	redacted under s38(1)(b)	Need to focus on the education reform priorities at the meeting. to speak to Lesley Sheppard about a possible paper.		
27	redacted under s38(1)(b)	Also need to discuss the NIF review (that could be the focus of the joint meeting with the SEC on the 20 th).		
28	redacted under s38(1)(b)	[redacted s38(1)(b)] to let Education Scotland know that the ICEA will not have time to meet SCEL on the 19 th	Done	
29	redacted under s38(1)(b)	Amend programme to state that we will finish at 17.30 on the 19 th , to allow the ICEA time to return to the hotel before dinner.	Done	
30	redacted under s38(1)(b)	Check if Paul Johnston is available to chair the ICEA's session at SLF on the 19 th .	Paul confirmed he can chair the ICEA session so wait to see if he can stay in Glasgow and whether he can attend all day. Paul Johnston - 28/8	
31	redacted under s38(1)(b)	Make a decision on whether to have a paper on the research strategy once we see a draft of the paper.		
32	redacted under s38(1)(b)	Confirm final numbers and names to Redfern for Malmaison 2 weeks before meeting	Elaine sent final numbers on 28/8	
33	redacted under s38(1)(b)	Book a hotel in Edinburgh for Andy Hargreaves on 20th Sep	Done - Apex Grassmarket booked. [redacted s38(1)(b)]	
34	redacted under s38(1)(b)	redacted - out of scope	redacted - out of scope	
35	redacted under s38(1)(b)	redacted - out of scope		
36	redacted under s38(1)(b)	Ask Pasi what time he will be leaving on the 19th	Emailed on 28/8 -[redacted s38(1)(b)]	
37	redacted under s38(1)(b)	Cancel Andy's booking at the Apex Grassmarket	Done - 29/8	
38	redacted under s38(1)(b)	Once Andy has been reimbursed for his flight sort out how he reimburses us	Andy looking into this	
39	redacted under s38(1)(b)	Liaise with [redacted s38(1)(b)]at speakeasy re. requirememnrts for ICEA session at SLF	Advised that we need a top table for 8 people with mic for Paul Johnston - 28/8	
40	redacted under s38(1)(b)	Produce Chair's brief for Paul Johnston	[redacted s38(1)(b)] updating	
41	redacted under s38(1)(b)	Send briefing pack to DFM		
42	redacted under s38(1)(b)	Let [redacted s38(1)(b)] know who needs VIP passes for SLF and ask where lunch will be served	Emailed [redacted s38(1)(b)] on 11/9	
43	redacted under s38(1)(b)	Request briefing notes on Reform, Exam results, Programme for Government, SNSA, Health and Wellbeing, SAC		
44	redacted under s38(1)(b)	Ask if Skype is available at SLF and room in parliament	No access to scots in SEC	

[Second attachment exempt under s25(1) – see document 5 of this response]

DOCUMENT 29

From: [redacted under s.38(1)(b)]

Sent: 14 June 2018 08:03

To: Robertson FMG (Fiona) (Director of Learning) <Fiona.Robertson@gov.scot>

Cc: Logan G (Graeme) <Graeme.Logan@gov.scot>; [redacted under s.38(1)(b)]; [redacted under s.38(1)(b)]

Subject: Fifth meeting of the ICEA

Hi Fiona

As you know the fifth meeting of the ICEA will take place on Wednesday 19 and Thursday 20 September to coincide with SLF. We have provided the Council members with the dates, however they have not booked their flights as yet. As the Council will probably have to be in Glasgow for the 19th and Edinburgh for the 20th, they could be based in either city. However, it would probably be best if they were based in Glasgow, as this would allow them to have a breakfast meeting with you and Gayle Gorman before the start of SLF (which is what we did last year) and stay on for the SLF dinner in the evening. Whereas, if they were based in Edinburgh, we would have to try to get them through to Glasgow very early in the morning, and they would not be returning to their hotel until very late. Given the delayed coach journey they had from Edinburgh to Glasgow last year, I don't think they would be very keen on that idea.

Hotels

We have considered possible hotels in Glasgow city centre and based on 2 nights for 15 people, the options are –

- Glasgow Marriott Hotel (4 stars) - £4,080

- Hotel Indigo (4 stars)

https://www.ihg.com/hotelindigo/hotels/gb/en/glasgow/glwin/hoteldetail?cm_mmc=YextLocal- - GBR- -GLWIN - £4,293

- Doubletree by Hilton Glasgow Central (4 stars) – £4,500

- Malmaison Glasgow (4 stars) - £5,430 (they only have a limited number of rooms at a lower daily rate)

- Citizen M (4 stars) <https://www.citizenm.com/> – still awaiting a quote from Redfern

- Radisson Blu (5 stars) - £5,670

The best option seems to be the Doubletree Hilton as it is only 8 miles from Glasgow airport and 2 miles to the SEC. [redacted – 1 sentence exempt under s.38(1)(b)].

Draft Work Programme

We propose the following initial draft programme for the 2 days -

Wednesday 19 September - Glasgow

Council members arrive at Glasgow airport w/b 17 September

08:30-10:00 Breakfast meeting with senior officials at the SEC
10:30-12:00 DFM keynote address to SLF
12:00-15:00 Lunch and time for them to work as a Council
15:15-16:00 ICEA session at SLF
16:15-18:00 Initial session with DFM
Evening: SLF Dinner hosted by DFM – Venue TBC

Thursday 20 September – Edinburgh

There are 2 options –

- Remain in Glasgow on the Thursday and have a joint meeting with the Scottish Education Council at a school in Glasgow in the morning, and a further session with the DFM in the afternoon. However, it is unlikely that the Parliamentary business would allow the DFM to spend two days in Glasgow and, once again, the ICEA would not get to spend any time with the FM.

- Travel through to Edinburgh by train on Thursday and have a joint meeting with the SEC at a school in Edinburgh in the morning. The ICEA would then be able to have their final session with FM and DFM that afternoon in Parliament. We would then arrange for the ICEA to go back to Glasgow by train or, if any members were leaving that day, they would have the option to fly from Edinburgh airport. Spending the second day in Edinburgh would, therefore, be the preferred option.

I would be grateful if you could let us know whether you are content for the ICEA to be based in Glasgow, whether you have any preference for which hotel they should stay in, and the draft work programme.

Thanks

[redacted under s38(1)(b)]

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My working pattern is Monday to Wednesday