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Enclosure 02 – Word document and spreadsheet: Reduced Class Contact Time Analysis Jan 2022 paper	~	Identical or substantially similar	s14(2)
Enclosure 03 – Spreadsheet: Class contact time reduction survey by COSLA	~	Policy formulation and development	s29(1)(a)
Enclosure 04 – Email: RE: Class Contact Time reduction	06 January 2022 14:59	Free and frank exchange Personal Information	s30(b)(ii) s38(1)(b)
Enclosure 05 – Email: RE: SNCT Support Group Meeting 22 March 2022 - CCT reduction (002)	16 March 2022 15:59	Policy formulation and development Free and frank exchange Personal Information	s29(1)(a) s30(b)(ii) s38(1)(b)
Enclosure 05.1 – Word attachment: RCCT and Workforce Planning	~	Policy formulation and development Free and frank exchange	s29(1)(a) s30(b)(ii)
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Enclosure 01 – Meetings held to discuss the policy of reducing class contact time for teachers

12 January 2022, class contact time reduction

There were four invitees: Simon Cameron (CoSLA), Stuart Bain (CoSLA) and two Scottish Government officials [Redacted s38(1)(b)]

19 January 2022, RCCT discussion

There were six invitees: Graeme Logan (Director of Learning), Andrew Drought (Deputy Director (Workforce and Infrastructure), Directorate for Learning) and four Scottish Government officials [Redacted s38(1)(b)]

25 January 2022, Mtg with officials on Teacher Contact time

There were seven invitees: the Cabinet Secretary for Education and Skills, David Lively (Special Adviser), Graeme Logan, Andrew Drought and three Scottish Government officials [Redacted s38(1)(b)]

9 March 2022, class contact time reduction – chat with ES

There were four invitees: Andrew Creamer (Head of Learning, Teaching and Assessment, Education Scotland) and three Scottish Government officials [Redacted s38(1)(b)]

10 March 2022, RCCT pre-meet

There were five invitees: Graeme Logan, Andrew Drought and three Scottish Government officials [Redacted s38(1)(b)]

14 March 2022, 21 Hours of Teacher Contact

There were eight invitees: Derek Brown (Director of Education), Tony McDaid (Director of Education), Gerry Lyons (Director of Education), Colin Grant (ADES), Graeme Logan, Andrew Drought and two Scottish Government officials [Redacted s38(1)(b)]

16 March 2022, CCT reduction paper

There were five invitees: Simon Cameron, Stuart Bain and three Scottish Government officials [Redacted s38(1)(b)]

8 April 2022, Mtg with officials – Class Contact Time/**Out of scope**

There were seven invitees: the Cabinet Secretary for Education and Skills, David Lively, Graeme Logan, Andrew Drought and three Scottish Government officials [Redacted s38(1)(b)]

An action point was recorded from this meeting for the Cabinet Secretary to send a note to the First Minister.

Enclosure 01.1 – Word document (draft, provided for the meeting on 9 March 2022): Implementation of the commitment to reduce teacher contact time

[Redacted s29(1)(a)]

Enclosure 02 – Reduced Class Contact Time Analysis Jan 2022 paper

[Redacted s14(2)]

Enclosure 03 – Class contact time reduction survey by COSLA

[Redacted s29(1)(a)]

Enclosure 04 – RE: Class Contact Time reduction

From: [Redacted s38(1)(b)]
Sent: 06 January 2022 14:59
To: [Redacted s38(1)(b)]
Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]
Subject: RE: Class Contact Time reduction

[Redacted s30(b)(ii)]

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]
Sent: 06 January 2022 14:54
To: [Redacted s38(1)(b)]
Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]
Subject: RE: Class Contact Time reduction

[Redacted s30(b)(ii)]

Cheers,

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]
Sent: 06 January 2022 14:34
To: [Redacted s38(1)(b)]
Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]
Subject: Class Contact Time reduction

Hi [Redacted s38(1)(b)]

We are beginning to turn our minds to the reduction in class contact time and will need to pull together a scoping paper with COSLA for the next SNCT support group in March.

[Redacted s30(b)(ii)]. Do you want to join in those chats with COSLA? Happy for you to come along. I have asked Simon for his availability next week as we are beginning to get calls from LAs asking when we intend to introduce it – think they forget they are part of the decision making process through the SNCT.

[Redacted s30(b)(ii)]

Grateful for your thoughts. Happy to chat.

[Redacted s38(1)(b)]

Enclosure 05 – Email: RE: SNCT Support Group Meeting 22 March 2022 - CCT reduction (002)

From: [Redacted s38(1)(b)]

Sent: 16 March 2022 15:59

To: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]

Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]

Subject: RE: SNCT Support Group Meeting 22 March 2022 - CCT reduction (002)

[Redacted s38(1)(b)],

[Redacted s29(1)(a)]

[Redacted s30(b)(ii)]

Cheers,

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]

Sent: 15 March 2022 10:28

To: Simon Cameron; Stuart Bain

Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]

Subject: SNCT Support Group Meeting 22 March 2022 - CCT reduction (002)

Importance: High

Hi Simon

[Redacted s30(b)(ii)]

[Redacted s30(b)(ii)]

[Redacted s38(1)(b)] it would be good if we could get to the unions by close Thursday or you liaise with [Redacted s38(1)(b)] and clear by Friday. Whatever happens it needs to go out by Friday as the meeting is next Tuesday and unions pre-meet is on Monday.

Happy to discuss.

[Redacted s38(1)(b)]

Enclosure 05.1 – Word attachment: RCCT and Workforce Planning

RCCT and Workforce Planning

[Redacted s29(1)(a)]

Conclusions

[Redacted s30(b)(ii)]

**Enclosure 06 – Word document: SNCT support group meeting 22 March 2022
final paper**

[Redacted s29(1)(a)]