

**Curriculum for Excellence
Management Board Meeting
1 October 2008, 14.30 - 16.30 pm
Beardmore Hotel, Clydebank**

Note of meeting

Attended – Board members

Name	Role	Organisation
Colin MacLean	Director, Schools	Scottish Government (Chair)
Graeme Hyslop	Principal, Langside College	ASC
Marie Allan	Convenor of Education/ Holy Rood High School	SSTA
Ronnie Summers	Headteacher, Musselburgh Grammar School	SLS
Irene Matier	Caledonia Primary School	AHDS
Myra Pearson	Head of School of Education, University of Aberdeen	Deans of Education Faculties/ Departments
David Cameron	Director of Children's Services, Stirling Council	ADES
Alison Coull	Deputy Director, Qualifications, Assessment & Skills	Scottish Government
Claire Monaghan	Deputy Director, Curriculum	Scottish Government
Chris McIlroy (deputising for Graham Donaldson)	Acting Chief Inspector	HMIE
Michael Kellet	Deputy Director, Teachers	Scottish Government
John Ireland	Deputy Director, Education Analytical Services	Scottish Government
Larry Flanagan	Education Convenor / Hill Head High School	EIS
Vivienne Brown	Head of Policy & Strategy, Careers Scotland	Skills Development Scotland
Bernard McLeary	Chief Executive	LTS
Judith Sischy	Director	SCIS
Gill Stewart (deputising for Janet Brown)	Director for Qualifications Development	SQA

Attended - officials

Helen Fearon	Policy & Finance Manager, Schools Directorate	Scottish Government (Secretariat)
Sandra Campbell	CfE Programme Manager	Scottish Government (Programme Management)
Gill Robinson [in part]	Chief Professional Adviser	LTS

Apologies – Board members

Christine Pollock	Executive Director of Learning and Leisure Services, North Lanarkshire Council	ADES
Graham Donaldson	Senior Chief Inspector	HMIE
Janet Brown	Chief Executive	SQA
Forbes Mitchell	Head of Service, Education & Communities	SOLACE

1. Welcome and introductions

Colin MacLean (CML) welcomed everyone to the meeting, including new members and substitutes, and introductions were made round the table. Colin began the meeting by giving an update on recent events relating to CfE:

- LTS area events
- ADES event
- CfE stakeholder meeting
- Scottish Learning Festival

Members were provided with summaries from the LTS area events and EA contacts meeting with Board papers for information. CML advised the Board that the next Gateway Review of the CfE programme will take place 7 – 9 October. The output of the review will be brought to the next meeting and there may be issues which the Board needs to address.

2. Minutes of meeting held on 29 August 2008

The minutes as drafted were amended by Graham Donaldson and the Association of Scotland's Colleges. The amended minutes were agreed with one further amendment on page 4 (typo). Members also agreed:

- the success criteria as drafted in the minutes;
- the roles and responsibilities document as amended by the Programme Manager;
- to return to the Curriculum for Excellence structure paper at a future meeting; that comments in future minutes would be unattributable to individual Board members unless otherwise agreed;
- that the minutes of the 29 August meeting can be published as amended on the CfE website;
- that future papers would be published once the minutes were agreed.

3. Programme Management

CML introduced the paper on Programme Planning and invited Sandra Campbell (SC) to speak to the paper. SC set out the key points, emphasising that dates for many actions were yet to be confirmed by project leads. It was agreed in principle that based on the paper, a timetable would be developed before the next meeting and circulated to Board members with a view to agreeing it at the next Board meeting and submitting it to the Cabinet Secretary for her agreement. This plan should provide a schedule of what will be released nationally into the system, as well

as highlighting those things that schools, colleges and others need in place to make delivery possible.

It was agreed that the provisional conclusion on the timetable for implementing the qualifications changes (based on the work of the CfE Programme Manager) is that those children in S4 in 2013-14 would be the first to sit the new exams. For the next Board Meeting a timetable with all the building blocks which need to be in place will be produced and agreed before being brought to Ministers for their agreement, subject to all other detailed planning work being done.

This decision does not impact on the experiences and outcomes being published early 2009, with schools starting to adopt these from August 2009. It was also agreed that schools should be planning on the basis of the outcomes and experiences.

The Risk Register template tabled at the last meeting has been populated with the risks that were agreed by the previous Management Board. This will be further developed by SC with project leads, including issues logs for the next meeting in conjunction with the Programme Plan.

4. Proposals for development of the Experiences and outcomes

Gill Robinson (GR) joined the meeting for this item. CML invited Bernard McLeary (BL) to introduce this item. GR then spoke in more detail about the proposals. There was some discussion on the description of exemplification in the proposals. GR clarified that "elaboration" referred to insertion of one or two explanatory comments against some of the outcomes. Elaboration did not extend to anything more than this and Board members were keen to ensure that it was made clear that elaboration would not involve further materials in addition to the Experiences & Outcomes.

Board members agreed that LTS:

- Should continue as proposed with the editing of the Experiences and Outcomes for this first set (modern languages, mathematics, numeracy, classical languages and science).

The Scottish Government will review the overall proposals. In addition the Scottish Government will develop the scope of exemplification work with LTS.

5. Project reports

CML to invite individual project leads for items to report to the Board on progress and issues, identifying key risks and dependencies and proposing actions.

Recognising achievement

Alison Coull (AC) introduced the paper circulated at the last meeting of the Board on Recognising Achievement. The Board gave comments which AC will consider. The following points were raised, :

- Whilst the culmination of a broad general education at S3 was an important staging point, it was important to see the work on wider achievement as a

continuous process which took account of the emerging profile of a young person at other key stages, including beyond S3.

- There is potential for this proposal to be less one dimensional – e.g. widen the scope of SCQF to encourage wider use and/or acceptance of the S3 profile.

On the S3 profile the Board noted that care would need to be taken to ensure that the profile did not become a tick box exercise or that it gave the impression that S3 was seen as the point when a young person had completed all of their learning. In relation to the purpose of the profile, consideration would also need to be given to the practicalities, including timing. For example, decisions about next steps for young people might need to be taken before the end of S3.

Engagement governance

Claire Monaghan (CM) introduced the paper circulated at the last meeting of the Board on engagement. The Board agreed that a communications and engagement strategy should be developed with clear next steps for discussion at the next Board meeting. This will include proposals as to who should be involved, to reflect the current position of the Programme and the shift in emphasis away from central government communication to local leadership and drive within local authorities and schools. The existing Engagement Governing Group was not deemed to be the appropriate forum for driving this work forward.

Teacher development

Michael Kellet (MK) introduced the paper on teacher development. The Board agreed that this paper should be discussed in more detail at the next meeting. In the interim it should be revised to include some of the issues arising from the Programme Teams event on 30 September. It was also agreed that MK would undertake a series of bilaterals before the next meeting with members of the Management Board. It was agreed that this paper would not be published in this initial format.

Evaluation

John Ireland (JI) introduced the paper on evaluation which seeks to give the Board a real time evaluation of the Programme on:

- Impact of Management Board/ the Programme;
- The impact of both on the behaviours/ practice of professionals/ organisations;
- Impact of the Programme on changing the outcomes and experiences [in their broadest sense] of children, young people and learners.

The Board commented that Local Authorities and others, including HMIE had significant responsibilities in this area and that their activities needed to be factored in. The Board agreed that JI would take account of existing evidence and planned work across the piece in developing a further paper for the Board.

6. Summary of agreed actions

Helen Fearon (HF) summarised actions agreed at the meeting at Annex A.

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1 October 2008**

Actions

Item	Owner	Action	Report back by
Item 2	Helen Fearon	Amended minutes and publish on CfE website	31/10/2008 meeting
Item 2	Claire Monaghan	Return to the Curriculum Structure paper discussed at 29 August meeting of the Board	31/10/2008 meeting
Item 3	Sandra Campbell, All Board members	Timetable to be developed before the next meeting and circulated to Board members for views for agreement at the next meeting	31/10/2008 meeting
Item 3	Sandra Campbell, Project leads	Risk register, issues logs and programme log to be updated for the next meeting	31/10/2008 meeting
Item 4	Bernard McLeary	Should continue as proposed with the editing of the outcomes and experiences on modern languages, mathematics, numeracy, classical languages and science (this excludes exemplification)	31/10/2008 meeting
Item 4	Claire Monaghan	To develop the scope of exemplification work.	31/10/2008 meeting
Item 5	Alison Coull	To consider the Board's comments on the Recognising Achievement paper	31/10/2008 meeting
Item 5	Claire Monaghan	To bring an outline of a Communication & Engagement Strategy to the next meeting for discussion	31/10/2008 meeting
Item 5	Michael Kellet	To undertake a series of bilaterals with Board members on the teacher development paper	31/10/2008 meeting
Item 5	John Ireland	To provide a follow up paper that takes account of existing evidence and planned work across LAs, HMIE, the SG and others.	17/12/2008 meeting