

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
17 DECEMBER 2008
COSLA, ROSEBERY HOUSE, HAYMARKET TERRACE, EDINBURGH**

NOTE OF MEETING

Attended – Board members

Name	Organisation
Marie Allan	SSTA
Janet Brown	SQA
David Cameron	ADES
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Larry Flanagan	EIS
Graeme Hyslop	ASC
John Ireland	Scottish Government
Michael Kellet	Scottish Government
Colin MacLean	Scottish Government (Chair)
Irene Matier	AHDS
Bernard McLeary	LTS
Forbes Mitchell	SOLACE
Claire Monaghan	Scottish Government
Myra Pearson	Deans of Education Faculties/ Departments
Christine Pollock	ADES
Ronnie Summers	SLS
Judith Sischy	SCIS

Attended - officials

Sandra Campbell Scottish Government (Programme Management)

Apologies – officials

Helen Fearon Scottish Government (Secretariat)

Apologies – Board members

Vivienne Brown SDS

1. Welcome and introductions

Colin MacLean (CML) welcomed board members. Introductions were made round the table and apologies given. CML noted the recent TIMSS survey and the GTCS survey of teachers in employment.

CML advised Board members that the focus of today's meeting would be on the consideration of the issues arising from the National Qualifications consultation

responses and how these would be taken forward to inform the design of the new set of qualifications.

2. Notes and actions from last meeting

The minutes of the last meeting were agreed.

CML invited SC to follow up the actions from the 25 November meeting

Item 1	Bernard McLeary	To provide Board Members with details of QA process that was carried out in the development of the Experiences & Outcomes.	Done
Item 1	Colin MacLean	To discuss with Ministers the question of whether CfE principles should be applied explicitly beyond the 3-18 scope to include all learners.	Discussion to be had
Item 2	Sandra Campbell	To progress the set up of a password protected system to allow Board members to exchange information in between meetings (such as SharePoint)	Aim to have SharePoint facility in place by January meeting
Item 2	Sandra Campbell	Programme Framework (currently work-in-progress) to be developed to include a flag to show those items that have not yet been formally agreed. Correction re final certification of Highers/Advanced Highers to be made.	Done – latest work in progress version included with meeting papers
Item 2	Claire Monaghan	To explore the possibility of a change management workstream and the interface with the teacher development workstream.	Covered by item 3
Item 2	Claire Monaghan	To explore the work to be undertaken in relation to resources as highlighted in the Gateway Review report.	Covered by item 3
Item 2	Michael Kellet	To develop the teacher development paper with Board Members' comments on links with other parts of the sector (universities, Colleges and nursery schools), taking account of the needs of the individual teacher, recognising the contribution of current activity and clarifying the overall purpose and scope.	Covered by item 5
Item 2	Michael Kellet	To pull together the threads of the discussion re in-service days for CfE, including the points raised re early years	Covered by item 5

		providers, colleges and universities. MK to draft an approach and agree the recommendation in correspondence with Board members before the next meeting.	
Item 2	David Cameron	To provide electronic version of suggested changes to Recognising Achievement paper.	Done
Item 3	Sandra Campbell	To update Risk Register to record the assessments of each risk agreed by the Board and update the text within each template to reflect the Board discussion.	Done
Item 4	Alison Coull	To provide Board members with a reminder of the set of principles to be applied in testing proposals for the Qualifications [as contained in the consultation paper]	21/01/09 meeting
Item 4	Alison Coull	To bring proposals to the Board on a range of assessment issues, including interim arrangements and longer term policy proposals.	21/01/09 meeting
Item 4	Alison Coull	To amend the title of the Skills paper to reflect that this is an outline of what the BtC paper will deliver, to avoid confusion over the status of this.	Done
Item 5	Sandra Campbell	To arrange for the publication of the following papers: <ul style="list-style-type: none"> • Minutes of 31 October meeting • Skills paper (when title amended) • Programme Management update (without Annex) 	Done
Item 6	Sandra Campbell	To issue list of items to be discussed at the next meeting	SC to provide oral update. (Paper for Jan meeting)
Item 6	Sandra Campbell	To issue an Executive Summary of the decisions taken at today's meeting	Done

Board members discussed how to ensure institutions and individuals were ready to deliver CfE. (This work is shown as the 'middle column' in the programme plan). Three components were identified. First, national advice on what needed to be done – a refinement / elaboration of the existing middle column - would be issued by April / May 2009. Scottish Government would convene a meeting to agree how that would be done. Second, ADES would lead a network involving key organisations represented on MB. The network would agree the appropriate balance between coordinated implementation of that work and sharing of good practice. Third, detailed planning and implementation would be the responsibility of local

organisations working in partnership as appropriate, with key leadership roles for Directors of Education and headteachers.

It was agreed that, until more detailed planning exists around the “middle column”, the Programme Framework document would not be published (either in whole or in part).

3. CfE Overview

Due to time constraints at the meeting, it was agreed that Claire Monaghan’s presentation providing an overview of the programme would be emailed to Board members rather than discussed at today’s meeting.

4. National Qualifications and Assessment

CML invited Alison Coull (AC) to present a summary of the questions and issues that need to be considered following the recent consultation. (Board members were provided with a copy of the presentation for reference.)

Following the presentation, CML invited Board members to consider each of the key headings in more detail, with a view to identifying issues that the Board needed to provide advice to Ministers on and which issues early decisions would be needed on. These would fall into two categories:

- Design principles
- Local and/or operational issues.

Board members discussed this in the context of the following slide headings:

Content of existing qualifications
Features of new qualifications including structure and design principles
Assessment of units
Compensatory arrangements
Literacy and Numeracy awards
Increased flexibilities.

The issues raised from the discussion will be revisited at the January meeting.

The key points raised by Board members were noted and actions agreed for both Janet Brown (JB) and AC to consider and report back on. (See Annex A)

5. Strategic Risks

CML invited Board members to review the updated Risk Register and asked that they provide specific feedback on the Cost risk to ensure that it reflects accurately the discussion from the November meeting. CML advised that Sandra Campbell will be populating the actions section and will bring this to the January meeting.

6. Project Reports

- **Curriculum Review Project** – CM informed Board members that this project is currently on track for finalising the Experiences and Outcomes in line with plans. The aim is to have these published on-line at Easter, with the printed copies being made available as soon as possible thereafter.
- **Teacher Development** – this will be linked with the change management and “middle column” activity and an update provided at the January meeting.

7. Summary of agreed actions

SC summarised the actions agreed at the meeting at Annex A.

8. Dates for future meetings – 2009

The next meeting of the Management Board is at 10.30 on 21 January 2009 at the Royal College of Physicians in Edinburgh.

**Curriculum for Excellence
Management Board Meeting
17 December 2008
COSLA, Roseberry House, Haymarket Terrace, Edinburgh**

Item	Owner	Action	Report back by
Item 2	Colin MacLean	To discuss with Ministers the question of whether CfE approaches should be formally extended beyond the 3-18 scope to include all learners.	Action carried forward TBA
Item 2	Alison Coull	To provide Board members with a reminder of the set of principles to be applied in testing proposals for the Qualifications [as contained in the consultation paper] together with the assessment principles.	21/01/09 meeting
Item 2	Alison Coull	To discuss with relevant Board members proposals with regard to the interim assessment resource arrangements at National level.	TBA
Item 2	Colin MacLean/Claire Monaghan	To convene a meeting of key people to agree how to develop advice and guidance on the 'middle column' tasks. This advice/guidance needs to be issued by April/May 2009	Update Board at 21/01/09 meeting
Item 3	Claire Monaghan	To email the programme overview presentation to Board members. Not covered at meeting due to time constraints.	21/01/09 meeting
Item 4	Alison Coull	Paper re the Senior Phase to be brought to January meeting.	21/01/09 meeting
Item 4	Janet Brown	To develop paper outlining how the S1 to S6 experience can be coherent in terms of the qualifications route, identifying how the refresh process for Higher/Advanced Higher and Access will reflect CfE and provide progression in learning.	February Meeting
Item 4	Alison Coull/Janet Brown	Taking account of feedback from the discussion and the consultation, set out a statement of the design principles that might apply to the new qualifications at SCQF 4 and 5 Test this with Graeme Hyslop to ensure that the college sector views are incorporated (GH not present during this discussion). This should also set out the outcomes that are to be achieved from a unit based qualification and possible models to achieve those	21/01/09 meeting

Item	Owner	Action	Report back by
		outcomes	
Item 4	Alison Coull	Set out proposals for literacy and numeracy which make clear the distinction between assessment from 3-18 and formal explicit recognition of a young person's achievement at some point in S3/4 and the link with a profile of the young person in S3. Proposals to include the options for assessment for the purpose of providing explicit recognition of the achievement	21/01/09 meeting
Item 5	Sandra Campbell	To update the Strategic Risk Register with proposed actions.	21/01/09
Item 6	Sandra Campbell	To issue an Executive Summary of the decisions taken at today's meeting	19/12/08