

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
20 AUGUST 2009**

CONFERENCE ROOM 1, VICTORIA QUAY, EDINBURGH EH6 6QQ

NOTE OF THE MEETING

Attended - Board Members

Name	Organisation
Marie Allan	SSTA
Gill Stewart	SQA (Deputising for Janet Brown)
Abigail Kinsella	SDS (Deputising for Vivienne Brown)
David Cameron	ADES
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Larry Flanagan	EIS
Tony Finn	GTCS
Graeme Hyslop	ASC
Grant Jarvie	Universities Scotland
Michael Kellet	Scottish Government
Colin MacLean	Scottish Government (Chair)
Forbes Mitchell	SOLACE
Bernard McLeary	LTS
Jackie Brock	Scottish Government
Myra Pearson	Deans of Education Faculties/ Departments
Ronnie Summers	SLS
Judith Sischy	SCIS
Pete Whitehouse	Scottish Government (Deputising for John Ireland)

Officials

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)

Apologies – Board members

John Ireland	Scottish Government
Irene Matier	AHDS
Janet Brown	SQA
Vivienne Brown	SDS
Christine Pollock	ADES
Duncan Simpson	CLD Network

1. Welcome & apologies

Apologies were given and Colin MacLean (CML) welcomed Professor Grant Jarvie, Universities Scotland, to his first Board meeting. Duncan Simpson has also joined the Board representing the Community Learning and Development sector but tendered his apologies for today's meeting.

2. Note and actions from last meeting

Board members were asked to agree the note of the May meeting and the note of the June meeting. Gill Stewart requested that the note of the May meeting is amended to include the statement she made at the May meeting on the scoping work to be undertaken by SQA in relation to the literacy and numeracy qualifications. The note of the June meeting was agreed.

HF provided an update on actions from 25 June meeting.

Item	Owner	Action	Status
1 Introduction	Jackie Brock, Alison Coull	Explore political engagement with ELLC Committee in Scottish Parliament and/ or MSPs and how that might involve the Board.	Jackie will explore how MSPs are updated on CfE progress with the ADES led Implementation network
3 Gateway Review	Jackie Brock	Recommendations and their status agreed except the recommendation on dependencies which will be raised from recommended to essential.	Done
3 Gateway Review	Sandra Campbell	CfE Gateway Review team to be invited to attend a Board meeting prior to the next Review (scheduled for November) to discuss how to widen the evidence gathering beyond the Board.	Noted for next Gateway Review
4 Programme Highlight Report	Sandra Campbell	Original Delivery Dates for items on the Report that have slipped to be indicated on the revised Programme Framework document that is published, for information.	Done for today's version
5 Support for	Jackie	A number of points raised	Covered by item 5

Item	Owner	Action	Status
Implementation	Brock, Bernard McLeary	around managing expectations of teachers and schools on exemplification. Support on exemplification for schools for children with additional support needs/ children with additional support needs to be considered.	
6 Assessment	Board Members, Alison Coull	Board Members to provide comments, amendments, suggested text by 31 July on papers 6.1, 6.2 and 6.3, prioritising 6.1 and 6.2 to Alison Coull. Comments to include principles and language/ description as well as highlighting the areas where they are content and also considering what information the system requires, the timing and sequencing.	Covered by item 10
7 CfE for All	Jackie Brock	A further paper to be brought to a future meeting.	A paper will be brought to a future meeting
8 Communications, Engagement & Knowledge Management	Jackie Brock	Two points to be considered in planning future communications: <ul style="list-style-type: none"> ○ Explore the possibility of a local insert to future editions of the national CfE newsletter produced by LTS. ○ Explore communication approaches for the harder to reach elements of the teaching profession. 	Covered by item 6
9 Professional Development	Board Members, Michael Kellet	Board Members to provide comments by 31 July on Paper 9.1 to Michael Kellet. The paper will then be brought to the August meeting of the Board for agreement to publish.	Covered by item 7
10 Strategic Risks	Sandra Campbell	The Risk Register is to be updated as follows: <ul style="list-style-type: none"> ○ Governance and 	Done

Item	Owner	Action	Status
		Accountability (Changing Context) – Swine flu to be added. ○ Governance and Accountability (Failure to agree) – Under Control to move from “Green” to “Amber”, overall risk to therefore move to “Amber”.	

3. CfE Management Board - contribution of the Board

The Board received paper 3.1 and had a discussion on the future role of the Board. The Board agreed that the role and responsibilities of the Board worked well and that a flexible approach was required over the coming months in line with the progress of implementation. The Board also agreed that fewer papers and meetings would be required in the coming months and that the sub group approach would be used as appropriate.

4. Programme Highlight Report

The Board received papers 4.1 and 4.2 and was content with the updated version of these documents. It was requested that web addresses for documents published online should be included when they are referred to in the Programme Highlight Report.

5. Implementation

Jackie Brock (JB) noted the work done by Learning & Teaching Scotland in relation to exemplification. JB then described her exploratory work on how information gathered from implementation events and activity can be pulled together to reassure the Board and the wider sector about progress and will return to the Board on this. There was a discussion on how the wealth of resources and materials on the LTS website can be better disseminated to teachers. LTS and the ADES led partnership will explore options, including electronic alerts.

6. Communication, Engagement & Knowledge Management

The Board received papers 6.1 and 6.2. Barbara Chalmers (BC), Communications Manager for CfE, attended for this item and ran a short communications workshop with the Board on key messages. The feedback from the mini workshop will be collated and built into work for the next stakeholder group meeting. An update on activity will be provided at the next meeting.

7. Professional Development

The Board received paper 7.1. Michael Kellet (MK) thanked the Board for their input to the paper. The Board agreed that the Professional Development paper will be published as a discussion paper available to the system for planning and implementation subject to Board Members providing final drafting comments.

8. CfE for all **- BTC4: Skills for learning, life and work**

The Board received paper 8.1. The Board agreed to recommend to Ministers that the Skills paper be published as *Building the Curriculum 4* noting in the covering communication that it is intended to provide advice and prompt discussion and debate.

9. Senior Phase

The Board received paper 9.1. The Board agreed that the Senior Phase paper will be published as a discussion paper, available to the system to support planning and implementation.

10. Assessment

The Board received paper 10.1. Charlie Penman attended for this item. The Board considered the redrafted statement of broad principle on assessment in the paper and agreed that it should go as advice to the Cabinet Secretary from the Board, subject to Board Members providing drafting comments. Proposals for presentation

including a set of Q&A will be developed and shared. It was acknowledged that there was much still to be discussed and refined on assessment at future meetings.

11. Qualifications

The Board received paper 11.1. The Board discussed the paper and agreed that a mechanism should be established in relation to governance arrangements with SQA as proposed in the paper, subject to comments on the precise wording of the group's remit and the view of the SQA Board. The task group which met to discuss the SCQF 4 and 5 was suggested as a good starting point for identifying which members should be on the Group.

12. Risk Register

The Board considered the current draft of the Risk Register and did not identify any changes.

13. Summary of agreed actions

HF summarised actions agreed in the course of the meeting. CML to remind the Board that this will form the basis of the executive summary to be emailed to members shortly.

Item	Owner	Action
2 Note and actions from last meeting	Helen Fearon	Amend the note of the May meeting to include the statement on the scoping work to be undertaken by SQA in relation to the literacy and numeracy qualifications.
4 Programme Highlight Report	Sandra Campbell	Include web addresses for documents published online which are referred to in the Programme Highlight Report.
5 Implementation	David Cameron, Bernard McLeary	ADES led partnership to explore with LTS a mechanism such as electronic alerts to ensure teachers are aware of documents/ resources published on the LTS website.
5 Implementation	Board Members	Provide LTS with feedback on how information/ resources are being accessed by the system and about any emerging gaps.
5	Jackie Brock	The Board agreed that a paper should be

Item	Owner	Action
Implementation		available for its September meeting, to support discussion on it can fulfil its role of providing collective reassurance on progress towards full adoption of CfE implementation.
6 Communications, Engagement & Knowledge Management	Jackie Brock (Barbara Chalmers)	Collate feedback from the meeting's mini communications workshop, building it into work for the next stakeholder group meeting and provide an update at the next meeting.
7 Professional Development	Board Members, Michael Kellet	The Board agreed that the Professional Development paper will be published as a discussion paper available to the system for planning and implementation subject to Board Members providing final drafting comments by 27 August to Michael Kellet.
8 Building the Curriculum 4: Skills for Life, Skills for Learning & Skills for Work	Alison Coull	The Board agreed to recommend to Ministers that the Skills paper will be published as a Building the Curriculum 4 document acknowledging that it offers discussion and debate in the accompanying communication.
9 Senior Phase	Alison Coull	The Board agreed that the Senior Phase paper will be published as a discussion paper, available to the system for planning and implementation.
10 Assessment	Board Members, Alison Coull (Charlie Penman)	The Board agreed the statement of broad principle on assessment goes as advice to the Cabinet Secretary from the Board, subject to Board Members providing drafting comments by 27 August to Charlie Penman. Proposals for presentation including a set of Q&A will be developed and shared.
11 Qualifications	Alison Coull, Janet Brown (Gill Stewart)	The Board agreed that a mechanism should be established in relation to governance arrangements with SQA as proposed in the paper, subject to drafting comments and the view of the SQA Board which has not met yet to discuss this matter. It was agreed that the task group which met to discuss SCQF 4 and 5 be approached as the possible starting point for the group.
12 Risk Register	Board Members	The Board considered the current draft of the Risk Register and agreed there was no change. Post meeting changes should be sent to Sandra Campbell by 27 August.

The Board agreed the publication of the following papers from June's meeting:

- Note of the meeting
- CfE for all: personal support
- Implementation – ADES progress report
- Implementation – Exemplification and Testing the framework
- Implementation – Swine flu
- Communication

The Board agreed the publication of the following papers in the course of August's meeting:

- Professional Development Discussion Paper (subject some drafting comments by 27 August)
- Senior Phase Paper
- Building the Curriculum 4: Skills for learning, Skills for life and Skills for work.

The next meeting of the Board takes place at 13.30 on 24 September. The venue has been rearranged to be at the Scottish Learning Festival (Orkney Room, Crowne Plaza Hotel at the SECC).