

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
21 JANUARY 2009
ROYAL COLLEGE OF PHYSICIANS, 9 QUEEN STREET, EDINBURGH**

NOTE OF MEETING

Attended – Board members

Name	Organisation
Marie Allan	SSTA
Janet Brown	SQA
Vivienne Brown	SDS
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Larry Flanagan	EIS
Graeme Hyslop	ASC
John Ireland	Scottish Government
Colin MacLean	Scottish Government (Chair)
Irene Matier	AHDS
Bernard McLeary	LTS
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)
Helen Fearon	Scottish Government (Secretariat)

Apologies – Board members

David Cameron	ADES
Michael Kellet	Scottish Government
Forbes Mitchell	SOLACE

1. Welcome and introductions

Colin MacLean (CML) welcomed board members. Introductions were made round the table and apologies given. Judith Sischy was congratulated on her new year honour.

CML advised Board members that the focus of today's meeting is literacy and numeracy awards.

2. Notes and actions from last meeting

The note of the 17 December meeting was agreed.

CML invited Helen Fearon (HF) to follow up the actions from the 17 December meeting

Item	Owner	Action	Status
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.	The Cabinet Secretary is interested in the Board's vision on this.
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.	Done
Item 2	Alison Coull	To discuss with relevant Board members proposals with regard to the interim assessment resource arrangements at National level.	Ongoing
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	Covered by item 6
Item 3	Claire Monaghan	To email the programme overview presentation to Board members. Not covered at meeting due to time constraints.	Presentation to be delivered at February meeting
Item 4	Alison Coull	Paper re the Senior Phase to be brought to January meeting.	Covered by item 7
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	February Meeting

Item	Owner	Action	Status
		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	Covered by item 5
Item 5	Sandra Campbell	To update the Strategic Risk Register with proposed actions.	Covered by item 4
Item 6	Sandra Campbell	To issue an Executive Summary of the decisions taken at today's meeting	N/A

3. Improving Scottish Education

CML invited Graham Donaldson (GD) to deliver presentation to the Board on the report, *Improving Scottish Education 2005-08* which was published on 16 January 2009.

The Board noted the following key messages from the report:

- strong and steady improvement since ISE 1;
- further and faster improvement is needed – urgency and consistency;
- Implementation of Curriculum for Excellence provides the opportunity for this;
- Evidence of inspirational teaching, outstanding leadership leading to very successful learning.

The Board agreed the challenges are:

- Leadership at all levels in the system;
- Resources and how CfE is supported;
- Better media and message management;
- Transitions and pathways.

4. Strategic Risks

CML advised the Board that the Programme Risk Register had been populated further and asked that comments on updated material be sent to Sandra Campbell by 5 February. The Board agreed the following risks be rated Red (for immediate action): Capability and Capacity (particular concern that we have not yet planned the CPD strategy in any detail) and Engagement and Communication (because we are entering a new phase of the Programme and effective communication over the next few months will be critical to maintaining confidence and progress).

5. Qualifications - Literacy & Numeracy awards

The Board agreed that the purpose of the awards is to accredit skills developed in literacy and numeracy as part of broad general education or through adult education programmes and that the content is based on the experiences and outcomes. The Board also agreed that the award should be part of a wider S3 profile, based on assessment through S1 – S3 showing the young person's progress, with the award made at the end of S3 as part of SCQF. The Board also agreed that it was important for the awards to recognise the transition of the young person into S4 and beyond. Awards should be made at the end of S3.

The Board agreed that the structure and design of the awards would be different to other awards (they are unlikely to be unit based). They will be flexible to reflect the learning and different settings. Roles and responsibilities must reflect the role of all teachers across all curriculum areas in developing literacy and numeracy skills and assessing and contributing to the evidence that is needed. The awards must reflect the experiences and outcomes and the range of skills and levels and there will be implications for English and Mathematics courses. It would be important for SQA to involve young people collectively in the development of the awards at the national and local level and individually in the development of their S3 profile. The awards should be recognised within SCQF and a balance must be retained in relation to internal assessment and external moderation, recognising what would be most appropriate for each award.

The Board agreed that SQA should work up further detail on the structure and how the award can give credit for what young people have achieved. SQA should also work up the options for assessment and moderation in relation to the awards, including the external component and how the options could ensure credibility with employers, colleges and universities and support the learning and teaching.

6. CfE Implementation

Claire Monaghan (CM) provided an update to the Board:

- Over the coming weeks a number of one to ones will be arranged with members of Management Board by the ADES led Network to consult on the detailed guidance for implementation and a round table event will be held before the next Management Board.
- Subject to approval the Experiences and Outcomes will be published online on 30 March 2009 with hard copy versions being delivered to schools by 25 May 2009 subject to their approval by the Curriculum Governing Group.
- The University of Glasgow report on the Experiences and Outcomes will also be published on 30 March.
- Scottish Government plans to write to Directors of Education, Management Board and the Curriculum Governing Group after the ADES led Network on 23 January with a copy of the Draft Programme Framework to inform local implementation.

The Board noted this update and agreed that further action on CPD was required to complement this progress and there were a number of communications opportunities.

7. Project Reports

Individual project leads to report to the Board on progress and issues, identifying key risks and dependencies and proposing actions. Board discussion and agreement on next steps.

I. Communications, Engagement and Knowledge Management

A paper was provided for the Board's information. (Paper 7.1)

II. Curriculum project – oral update

This was covered by item 6.

III. Senior phase (Paper 7.2)

The Board agreed that there should be further discussion at a future meeting on this paper.

8. Summary of agreed actions

CML invited HF to provide a summary of actions agreed at the meeting which would form the basis for the Executive Summary of the meeting.

Item	Owner	Action	Date
Item 4	Board members	Comment to Sandra Campbell on the risk register	5 February
Item 5	Alison Coull	Literacy and numeracy awards – propositions: wording to be developed	February meeting
Item 5	Claire Monaghan/ Bernard McLeary	Consideration of the rationale for the separation of numeracy from mathematics compared to the presentation of literacy and English in the experiences and outcomes	February meeting
Item 5	Janet Brown	Literacy and numeracy awards –options for structure and design.	February meeting
Item 5	Janet Brown	Literacy and numeracy awards – options for how the awards might give credit for what young people have achieved.	February meeting
Item 5	Janet Brown	Literacy and numeracy awards – assessment – options for assessment including the options for the external component, what this might look like, including external quality assurance.	February meeting
Item 6	Claire Monaghan	Letter to Directors of Education, Management Board and the CfE Stakeholder Group with the provisional programme framework after ADES network meeting	After 23 January
Item 7	Alison Coull	Discuss Senior Phase paper at future	April

Item	Owner	Action	Date
		meeting	meeting

Board members agreed that the minutes of 17 December meeting would be published on the CfE website. The Board will agree the publication of other papers considered at the meeting once a note of the meeting has been agreed.

The next meeting of the Management Board is at 10.15 on 25 February 2009 in Atlantic Quay, Glasgow .