

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
25 FEBRUARY 2009**

SKILLS DEVELOPMENT SCOTLAND, ATLANTIC QUAY, GLASGOW

NOTE OF MEETING

Attended – Board Members

Name	Organisation
Marie Allan	SSTA
Janet Brown	SQA
Vivienne Brown	SDS
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Tony Finn	GTCS
Larry Flanagan	EIS
Lena Gray (in part)	SQA
Graeme Hyslop	ASC
John Ireland	Scottish Government
Michael Kellet	Scottish Government
Colin MacLean	Scottish Government (Chair)
Irene Matier	AHDS
Forbes Mitchell	SOLACE
Bernard McLeary	LTS
Claire Monaghan (in part)	Scottish Government
Myra Pearson	Deans of Education Faculties/ Departments
Christine Pollock	ADES
Ronnie Summers	SLS

Attended - officials

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

Apologies – Board Members

David Cameron	ADES
Judith Sischy	SCIS

1. Welcome, introductions & apologies
--

Welcome and apologies

Colin MacLean (CML) welcomed Board Members to the 7th meeting of Management Board and Tony Finn, GTCS to his first meeting.

CML began the meeting by acknowledging the full agenda, informing the Board that he would like to return to the success criteria defined at the first meeting in August 2008 and the key characteristics/ features of the Board developed since then:

- Strong attendance
- Open and constructive discussion
- All advice provided by the Board to the Cabinet Secretary has been accepted
- The strong profile the Cabinet Secretary gives the Board
- Programme is on track
- We are handling risk – Audit Committee for DG Education impressed with this process
- Understanding of our roles and responsibilities

CML outlined the focus of the meeting: qualifications, communication and professional development.

2. Note and actions from last meeting held on 25 January 2009

Board members agreed the minutes of the last meeting and CML invited Helen Fearon (HF) to go through actions from 25 January:

Item	Owner	Action	Status
Item 4	Board members	Comment to Sandra Campbell on the risk register	Done
Item 5	Alison Coull	Literacy and numeracy awards – propositions: wording to be developed	Covered by item 3
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	BM provided an update: literacy/ numeracy will be included in english/ mathematics Es & Os respectively as well as separate Es & Os.
Item 5	Janet Brown	Literacy and numeracy awards –options for structure and design.	Covered by item 3
Item 5	Janet Brown	Literacy and numeracy awards – options for how the awards might give credit for what young people have achieved.	Covered by item 3
Item 5	Janet Brown	Literacy and numeracy awards –	Covered by

Item	Owner	Action	Status
		assessment – options for assessment including the options for the external component, what this might look like, including external quality assurance.	item 3
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	Done
Item 7	Alison Coull	Discuss Senior Phase paper at future meeting	To be discussed at April meeting

Sandra Campbell (SC) gave an update on the SharePoint side, reminding Board members that they have received log in details, that log in details for PAs will need to be requested separately and that this will be the mechanism for distributing papers from the April meeting of the Board on.

Forbes Mitchell (FM) requested that the Board return to the discussion on CfE for all learners at the next meeting.

3. Qualifications

Alison Coull (AC) informed the Board that they will receive a pdf copy of the IPSOS Mori report on the Qualifications Consultation on 26 February. AC reassured the Board that this version is very close to the draft version given to the Board at the January meeting with some small revisions and the inclusion of material on methodology and more general comments. AC outlined the arrangements for public release of the report on 27 February.

AC circulated tabled the project milestones to the Board as a reminder on the challenging schedule ahead. Board members were informed this document should not be shared more widely due to the sensitivity of information in it.

On the **new qualifications at SCQF 4 and 5** the Board agreed:

- The Board agreed the high level propositions with some rephrasing to be done
- The Board agreed that further advice was needed from SQA on the 5 subjects in S4 issue and any other unintended consequences.
- Scottish Government and SQA are to develop further advice on the purpose of units and unit assessment.
- The Board agreed that there should be no restriction on sitting separate examinations for SCQF 4 & 5 and that further advice should be provided by Scottish Government on the possibility of integration of SCQF 4 & 5.

On the S1 to S6 experience the Board agreed:

- To provide comments to SQA on the **S1 – S6 experience** paper. Once finally agreed by the Board, it will be published as advice to the system.

Literacy and numeracy awards:

- The Board was broadly in agreement with SQA's recommendations as set out at the meeting with further work to be done on the assessment aspect of the awards and advice from HMIE on definitions of "literate" and "numerate" and benchmarking.

National Assessment Bank

- The Board agreed that it needed advice on the National Assessment Bank and options for its replacement by Scottish Government.

4. Communications, Engagement & Knowledge Management

Claire Monaghan (CM) provided an update to the Board on recent work on the communications, engagement and knowledge management workstream. The Board agreed to key messages for CfE:

- Current economic conditions highlight why Scotland's young people must be equipped with the skills for learning, skills for life and skills for work that will benefit them now and in the future;
- CfE is about providing a better quality of learning and teaching, improving literacy and numeracy skills, enabling all learners to engage in a way which maximises their opportunities for increased attainment and achievement.

CML informed the Board of the Stakeholder Communications workshop taking place on 11 March at the request of the Cabinet Secretary at the most recent CfE stakeholder meeting on 10 February. The purpose of the workshop is to identify opportunities and challenges and share information as to how best we can develop coherent, consistent, messages within a Communications strategy. Invitations will be sent to the Board shortly.

CM will bring a Communications, Engagement & Knowledge Management Strategy to the next meeting and more detailed CfE messages developed on 11 March.

5. Curriculum project

CM updated the Board on the recent meeting of the Curriculum Governing Group. The Group made good progress on getting final agreement on the Experiences and Outcomes at their meeting on 20 February. The Experiences and Outcomes will be circulated to the Board before this meeting. Experiences and Outcomes will be published, in pdf format, on the CfE website week commencing 30 March. The official launch will take place on 2 April 2009.

AC informed the Board that Scottish Government will work with members on the draft papers developed by LTS on how the Experiences and Outcomes could be assessed.

CM also confirmed that the college sector would be involved in the work on Testing the Framework.

6. CfE Implementation

Christine Pollock (CP) updated the Board on progress on CfE implementation since the last meeting. The ADES led network partnership meeting had a successful first meeting with strong participation by all attending. The focus of the meeting was the state of readiness for CfE and the ingredients and challenges of successful implementation. The outputs of the day are being drawn up and will be circulated in draft in the next week or so and discussed substantively at the next meeting of the ADES partnership on 19 March. These outputs will form the basis of the advice/guidance to the system that is currently planned for April/May. There has been full liaison with the college sector who are developing a college specific “middle column” plan. The work will also feed into the professional development workstream.

7. Professional development

Michael Kellet (MK) provided an update to the Board on recent progress on the professional development workstream illustrating an emerging approach and the challenges ahead. MK circulated draft milestones for the workstream to the Board. Members were asked to provide views on these.

8. Strategic risks

CML thanked those Board members who contributed to the recent changes to the Risk Register and ask the Board Members to confirm whether they agreed the amended version.

Members agreed that the Governance and Accountability risk should have its severity increased to red and the overall risk should be increased from green to amber.

9. Summary of agreed actions

HF summarised actions agreed at the meeting and that these will form the basis of

the executive summary to be emailed to members within the next 2 days.

Item	Owner	Action	Date
Item 1	Helen Fearon	Return to success criteria at the next meeting	March meeting
Item 2	Helen Fearon	Return to CfE for all learners at the next meeting	March meeting
Item 3	Alison Coull; Janet Brown	SCQF S4 & S5 - the Board agreed the high level propositions but some rephrasing to be done (AC). The Board agreed that further advice was needed from SQA on the 5 subjects in S4 issue and any other unintended consequences (JB). Further advice to be developed on the purpose of units and unit assessment (AC/ JB). The Board agreed that there should be no restriction on sitting separate examinations for SCQF 4 & 5 and that further advice should be provided by Scottish Government on the possibility of integration of SCQF 4 & 5 (AC).	March meeting
Item 3	Board members; Janet Brown	Comments to be provided to SQA on the S1 – S6 experience paper. SQA to amend and agree a final version constituting advice to the system.	March meeting
Item 3	Janet Brown	Literacy & numeracy awards - more work to be done on the assessment aspect of the awards	March meeting
Item 3	Graham Donaldson	The Board requested a paper on definitions of “literate” and “numerate” and benchmarking	March meeting
Item 3	Alison Coull	National Assessment Bank - the Board agreed that it needed advice on the National Assessment Bank and options for its replacement.	TBC
Item 5	Claire Monaghan	The version of the Experiences and Outcomes as signed off by the Curriculum governing Group to be circulated to the Board.	Before the next meeting
Item 5	Alison Coull & Board members	AC will work with members on the draft papers developed by LTS on how the Experiences and Outcomes could be assessed.	Before next meeting
Item 7	Board members	To provide comments on the professional development workstream milestones to	Before next meeting

Item	Owner	Action	Date
		MK	
Item 8	Board members	Comment to Sandra Campbell on the risk register	Before next meeting

The Board agreed that the minute of 25 January meeting can be published on the CfE website.

HF reminded the Board that the next meeting will take place on 25 March at LTS, Optima, Glasgow.