

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

**LTS, THE OPTIMA, GLASGOW**

**NOTE OF MEETING**

**Attended – Board Members**

<b>Name</b>	<b>Organisation</b>
Marie Allan	SSTA
Janet Brown	SQA
Vivienne Brown	SDS
David Cameron	ADES
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Tony Finn	GTCS
Larry Flanagan	EIS
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
Judith Sischy	SCIS
Ronnie Summers	SLS

**Attended - officials**

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
Lena Gray (in part)	SQA
Gill Robinson (in part)	LTS

**Apologies – Board Members**

Christine Pollock	ADES
-------------------	------

**1. Welcome & apologies**

**Welcome**

Colin MacLean (CML) welcomed Board Members to the 8<sup>th</sup> meeting of Management Board.

CML outlined the focus of the meeting:

- Literacy and numeracy
- SCQF 4 & 5

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

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

Item	Owner	Action	Status
Item 1	Helen Fearon	Return to success criteria at the next meeting	Item 8
Item 2	Helen Fearon	Return to CfE for all learners at the next meeting	April 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).	Item 7
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.	Outstanding – Board members reminded to submit comments
Item 3	Janet Brown	Literacy & numeracy awards - more work to be done on the assessment aspect of the awards	Item 6
Item 3	Graham Donaldson	The Board requested a paper on definitions of “literate” and “numerate” and benchmarking	Item 6
Item 3	Alison Coull	National Assessment Bank - the Board agreed that it needed advice on the	April meeting

Item	Owner	Action	Status
		National Assessment Bank and options for its replacement.	
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.	Done
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.	Done
Item 7	Board members	To provide comments on the professional development workstream milestones to MK	Overtaken
Item 8	Board members	Comment to Sandra Campbell on the risk register	Item 9

### 3. Programme highlight report

CML invited Sandra Campbell (SC) to introduce the Programme Highlight Report. The purpose of the Programme Highlight report is to enable the Board to keep track of the various milestones in the programme, recording where we are, highlighting any issues and/or escalated risks from individual projects.

- Board members were asked to note the change in date in relation to the Qualifications workstream to avoid an announcement on the way forward to be made during the summer exam diet. It was agreed that the published Provisional Programme Framework document would be updated to reflect this.
- The Board agreed that the next phase of the “middle column” work should be included as a separate item in the report including progress, issues risks as above.
- Janet Brown requested that critical dependencies are highlighted on the report.
- Communications, Engagement and Knowledge Management will be a substantive item at the April meeting.
- **Skills for Life, Skills for Learning, Skills for Work**

CML invited Alison Coull (AC) to introduce the paper, Building the Curriculum 4 - Skills for Life, Skills for Learning, Skills for Work. The Board provided comments on the general approach that should be taken, noted the process that was being followed and agreed to provide further comments to Alison Coull by 1 April on this paper. At the April meeting of the Board a decision will be taken on whether to

discuss the paper as a substantive item at the May meeting or to agree its progress to publication.

#### **4. Curriculum project**

CML invited Claire Monaghan (CM) to provide an oral update to the Board on the progress towards finalising the experiences and outcomes. Board Members received the experiences and outcomes along with accompanying Principles and Practice papers for each curriculum area in advance of the meeting. Management Board was invited to approve them. The Board agreed that the process that had been undertaken in their development was extensive and robust and that they should recommend to the Cabinet Secretary that the full suite of materials should be launched on 02 April with an expectation of implementation throughout the education system thereafter.

The Board noted that there has been a comprehensive and multi-faceted review and revision of the draft experiences and outcomes, including:

- Individuals and groups submitting responses through online or paper questionnaires and formal submissions
- Experiences and outcomes were trialled in schools across Education Authorities and the Independent Sector. Schools, or in some cases local authorities, then submitted reports on how the experiences and outcomes could be translated into practice
- National and Education Authority events were held and provided further views on the draft experiences and outcomes
- Focus groups were held consisting of stakeholders from across sectors, for each area of the curriculum.

The Board was also asked to note that the experiences and outcomes for Religious Education in Roman Catholic Schools (RERC) have still to have their final consideration by the Catholic Education Commission. A note to reflect this will be included with the publication of these on 2 April.

The experiences and outcomes will be published as individual PDF documents supported by an overhaul of the look and feel of the CfE website on 2 April. (The publication of a significantly enhanced interactive web based version will be published on 26 May.) Board Members will be issued with invitations for the launch on 2 April which will be attended by the Cabinet Secretary and the Minister for Schools and Skills. CM will be writing to Board Members to request supportive quotations for the media handling of the launch.

The Board was asked to provide advice to the Cabinet Secretary on the use of the word “levels” in the experiences and outcomes. The Board decided that this term should be retained but did not rule out giving the matter further consideration in the future if it was evident that there was confusion between curriculum levels and SCQF levels.

## **5. CfE Implementation**

The Board noted that the Implementation checklist developed by the Implementation Partnership was very useful and that consideration should be given to ensuring it is disseminated across the system. Marie Allan (MA) requested that a footnote be added to the document to clarify what is meant by “active learning”.

## **6. Qualifications – Literacy and numeracy**

CML invited Graham Donaldson (GD) to introduce the paper on literacy and numeracy standards and benchmarks. The Board noted the HMIE paper on literacy and numeracy definitions and benchmarks and that the nature of the CfE level 3 and 4 outcomes was consistent with the concept of literacy and numeracy as defined across the world. The Board agreed that while the immediate challenge was for all young people to reach SCQF level 3 competency, SCQF level 4 is the appropriate minimum level of competence we should aim for, with a further ambition of maximising the learners reaching SCQF level 5.

Larry Flanagan reminded the Board of the EIS position on literacy and numeracy awards. The Board agreed that the profile of assessable skills on the qualification certificate for literacy and numeracy should be re-worked to cover a different set of elements. The Board also agreed that further advice should be provided on the options for the contribution of these elements towards the overall qualification. For example a qualification at the lowest level achieved on the profile or a weighted or average figure. On assessment, the Board agreed to recommend that it should be for individual institutions to decide how best to assess against the national standard using a range of internally created or externally provided assessment tools and processes. Systems would need to be established to ensure consistency across institutions.

## **7. Qualifications – SCQF 4 & 5**

The Board agreed that further thinking was required in relation to the units and unit assessment of the new qualifications and the option of graded coursework.

## **8. Success criteria**

The Board reflected on the success criteria agreed at its first meeting in August. It was agreed that the following should be added:

- “with evidence of impact” should be added to “teachers engaged in CPD activities”;
- Increase in positive and sustained destinations for school leavers.

## 9. Strategic risks

The Board agreed that the Risk Register should be updated as follows:

- Governance & Accountability (first entry), 'likelihood' Green to Amber
- Governance & Accountability (first entry), 'under control' Green to Amber
- Note - overall risk remains amber

POST MEETING NOTE: Colin MacLean invited the Board to agree to raise the second governance risk (on failure to make decisions) from Green to Amber for both 'likelihood' and 'under control' thereby triggering the raising of the overall risk to Amber to reflect the difficult decisions still to be made on the use of assessment information.

## 10. 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.

The Board agreed that the note of 25 February meeting, the Communications presentation and the programme overview presentation can be published on the CfE website.

HF reminded the Board that the next meeting will take place in the afternoon on 30 April 2009 at Malmaison Hotel, Edinburgh.

Item	Owner	Action	Date
Item 3	Sandra Campbell	Highlight the critical dependencies in the programme highlight report	April meeting
Item 3	Sandra Campbell	The next phase of the "middle column" work to be included as a separate item in the report including progress, issues risks as above.	April meeting
Item 3	Claire Monaghan	Communications to be brought as a substantive item to the next meeting.	April meeting
Item 3	Board members	Comments to be provided to Alison Coull on the Skills paper.	1 April
Item 3	Alison Coull	The reworked Skills paper to be brought to the April meeting for decision	April meeting
Item 4	Claire Monaghan	Testing the framework to be discussed at future meeting	May meeting
Item 4	David Cameron	Consideration to be given to	Before April

<b>Item</b>	<b>Owner</b>	<b>Action</b>	<b>Date</b>
		dissemination in the system of the Implementation Checklist.	meeting
Item 3	Janet Brown	Develop thinking on literacy and numeracy awards	Before April meeting
Item 5	Janet Brown	Further thinking on the SCQF 4 & 5 Units and Unit assessment including the options of graded course work	Before April meeting