

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

NOVOTEL, PITT STREET, GLASGOW

NOTE OF MEETING

Attended - Board Members

Name	Organisation
Colin MacLean	Scottish Government (Chair)
Graeme Hyslop	ASC
Ronnie Summers	SLS
Irene Matier	AHDS
Christine Pollock	ADES
Jackie Brock	Scottish Government
Alison Coull	Scottish Government
John Ireland (in part)	Scottish Government
Bernard McLeary	LTS
Vivienne Brown	Careers Scotland
Marie Allan	SSTA, Education Convenor
Gill Stewart (sub)	SQA
Christine Pollock	ADES
Graham Donaldson	HMIE
Larry Flanagan	EIS, Education Convenor
David Cameron	ADES
Michael Kellet	Scottish Government
Forbes Mitchell	SOLACE

Officials attending

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
William Harrod (Items 1-3)	Centre for Expertise
Charlie Penman (Item 6)	Scottish Government

Apologies – Board members

Judith Sischy	SCIS
Tony Finn	GTCS
Myra Pearson	Deans of Education Faculties/ Departments
Janet Brown	SQA

1. Welcome, introductions & apologies
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Apologies were given and Colin MacLean (CML) welcomed William Harrod, CfE Gateway Review team leader, to the meeting. CML also notified the Board that he would be leaving at lunch time and that Jackie Brock (JB) would take over chairing the meeting.

The Board had a wide ranging discussion on the role of Board members and the handling and presentation of announcements and decisions relating to Curriculum for Excellence.

2. Actions from last meeting

Helen Fearon (HF) provided an update on actions from 27 May meeting.

Item	Owner	Action	Status
1 Introduction	Sandra Campbell	Summary of what the Board has achieved since August 2009 to be made available to Board Members	Done
1 Introduction	Alison Coull	Q&A related to the Qualifications announcement to be developed and shared with the Board in advance of the announcement.	Done
3 Programme Highlight Report	Alison Coull/John Ireland	Scottish Survey of Achievement to be on the agenda for June meeting	Future meeting
3 Programme Highlight Report	Bernard McLeary	Bring information on exemplification to the Board and share this information with the ADES led Implementation Group; Develop a mechanism for alerting Board Members when exemplification is released.	Item 5
3 Programme Highlight Report	Alison Coull	Bring a paper on assessment to the next meeting which will cover all the issues that need to be resolved before the framework can be launched.	Item 6
4 S3 Profile	Alison Coull	It was agreed that a sub group would be set up to work out the detail of the S3 Profile; work will be developed for a future meeting	Alison Coull
5 Support for Implementation	David Cameron, Christine Pollock	ADES led Implementation Group to look at the progress of the 32 local authorities towards implementation for the August meeting.	Item 5
6 Evaluation	John Ireland	The proposal to be developed based on discussion at the meeting and brought to a future meeting.	Future meeting

Item	Owner	Action	Status
7 Senior Phase	Board Members, Alison Coull	Board Members to provide comments by 5 June on Paper 5.1. The paper will then be re-circulated taking account of comments received and the discussion at the meeting. Board Members will be asked if they are agree the paper for publication.	Alison Coull
8 Professional Development	Board Members, Michael Kellet	Board Members to provide comments by 5 June on Paper 8.1. The paper will then be brought to the June meeting taking account of comments received and the discussion at the meeting. Board Members will be asked if they are agree the paper for publication; Meetings with Board Members to be set up.	Item 9
9 Communications, Engagement & Knowledge Management	Claire Monaghan	Consideration to be given to direct correspondence with teachers setting out key aspects of the programme.	Item 8
10 Strategic Risks	Sandra Campbell	The Risk Register is to be updated as follows: <ul style="list-style-type: none"> ○ Risks owned by Claire Monaghan to be amended to be owned by Jackie Brock ○ Capability and Capacity risk – RAG status to remain as is, but preventative actions to be reviewed to ensure they are still appropriate ○ Governance and Accountability (Conflicting Individual Organisation Decisions) – “Likelihood” to move from Amber to Red, overall risk to remain at Amber (based on “Under Control” being “Amber”) ○ Governance and Accountability (Failure to agree) – Under Control to move from “Amber” to “Green” , overall risk to 	Done

Item	Owner	Action	Status
		therefore move to "Green".	

3. CfE Gateway Review

The Board received a copy of the CfE Gateway Review report. JB invited William Harrod to deliver a presentation on the Review and its recommendations. The recommendations and their status were agreed, including raising the priority on the dependencies action from recommended to essential. Discussion also covered extending the interviewees for the Review beyond Management Board. The Board also agreed that the CfE Gateway Review team should be invited to attend a Board meeting prior to the next Review to discuss how to widen the evidence gathering beyond the Board.

4. Programme Highlight report

Board Members received the updated Programme Highlight Report - Paper 4.1. CML invited Sandra Campbell (SC) to update the Board on the report after which the Board agreed that the updated Programme Framework should be published and that the Highlight report should retain planned as well as reviewed dates for programme deliverables.

5. Implementation

The Board noted the progress of the various implementation activities including the ADES led Implementation Network and the work on exemplification and testing the framework. A number of points were raised for consideration around managing expectations of teachers and schools on exemplification; and reinforcing the requirement for gathering examples from a range of sources to demonstrate changing classroom activity.

6. Assessment

Board Members received three papers on assessment which they discussed. Discussion focussed on:

- Timing and audiences for various documents
- Resources – smart use of money and people

- Language – shared understanding required
- Data and aggregation

It was agreed that Board Members will provide comments, amendments and suggested text on these papers, including highlighting the areas where they are content and also consider what information the system requires, the timing and the sequencing and provide this to Alison Coull (AC).

7. CfE for all

The Board noted the paper provided on Providing support for all Scotland's children and young people which set out how this work supports the delivery of the overarching strategic priorities of Early Intervention, Early Years, Health Inequalities, More Choice More Chances and Anti-poverty Strategies as the core agreed priorities included in every Single Outcome Agreement in Scotland. This workstream will also help deliver key national outcomes for children and young people. A further paper will be provided for a future meeting.

8. Communications, Engagement & Knowledge Management

The Board received a paper on the Communications workstream and heard an update from the recent Stakeholder Communications Group. Bernard McLeary (BM) provided an update on recent LTS communications activity. Discussion focussed on the inclusion of local information in the national CfE newsletter by way of an insert and how to communicate with every teacher. The appointment of a Communications Project Manager was confirmed.

A paper was tabled on swine flu which provided the Board with the most recent communication on swine flu from the Scottish Government to local authorities. The Board discussed the need for the delivery of programmes such as CfE to be factored into local authority contingency plans.

9. Professional Development

The Board received an updated version of the draft Professional Development Strategy for Curriculum for Excellence. Final comments on the draft Strategy are to be provided to Michael Kellet by 31 July with a view to agreeing publication of the Strategy at the next meeting of the Board.

10. Risk Register

Paper 10.1 has been provided for the Board. The Board agreed to update the strategic risks as follows:

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

11. Summary of agreed actions

HF provided a summary of actions agreed at the meeting.

Item	Owner	Action
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.
3 Gateway Review	Jackie Brock	Recommendations and their status agreed except the recommendation on dependencies which will be raised from recommended to essential.
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.
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.
5 Support for Implementation	Jackie Brock, Bernard McLeary	A number of points raised 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

Item	Owner	Action
		sequencing.
7 CfE for All	Jackie Brock	A further paper to 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.
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.
10 Strategic Risks	Sandra Campbell	The Risk Register is to be updated as follows: <ul style="list-style-type: none"> ○ Governance and 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”.

CML reminded the Board that this will form the basis of the executive summary to be emailed to Board Members after the meeting.

The next meeting of the Board will take place on 20 August in Edinburgh (venue to be confirmed).