

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
25 NOVEMBER 2008
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
David Cameron	ADES
Alison Coull	Scottish Government
Graham Donaldson	HMIE
Larry Flanagan	EIS
Graeme Hyslop	ASC
Michael Kellet	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)

Apologies – officials

Helen Fearon Scottish Government (Secretariat)

Apologies – Board members

Forbes Mitchell SOLACE

1. Welcome and introductions

Colin MacLean (CML) welcomed board members. Introductions were made round the table and apologies given. CML thanked board members for their contribution at the last meeting (31 October) to the recommendation with regard to timing of CfE implementation. This was submitted to the Cabinet Secretary for Education and Lifelong Learning who accepted the recommendation and made an announcement later that day.

CML invited Claire Monaghan (CM) to update the Board re the recent meetings of the CfE Stakeholder Group and the Curriculum Governing Group.

The CfE Stakeholder Group comprises a range of people representing wider interests and provides an additional sounding board for the Cabinet Secretary, who chairs the meetings. CM invited those board members who are also members of this group to comment on the recent meeting. The key points discussed were to emphasise the importance of “joining up” across all sectors, the need to ensure that CfE does declutter the curriculum and the need to provide clarity around assessment arrangements.

The Curriculum Governing Group (CGG) oversees the curriculum development work. At the last meeting, the group signed off the scope of “Testing the Framework” activity and Exemplification work. The Group also agreed that thematic reviews of the Experiences & Outcomes would be carried out to provide a “reality check” on the coherence of the complete set; to ensure that decluttering has been achieved and to ensure that they provide breadth and depth required to allow the development of skills for learning, skills for life and skills for work. On completion of this work and once approved by the CGG, the Experiences & Outcomes will be submitted to the Management Board for agreement to be submitted to the Cabinet Secretary for clearance.

Board members discussed the issues with regard to decluttering and agreed that the focus of this thematic review is about ensuring coherence across the curriculum, and providing a framework for making connections.

Board members discussed the recent negative press coverage, which appeared to misquote Universities Scotland in relation to the “two year Higher”. It was agreed that there was a need to deal collectively with press misquotes or misinterpretations of statements and comments from the organisations represented on the Board.

2. Notes and actions from last meeting

The minutes of the last meeting were agreed.

CML invited CM to follow up the actions from the 31 October meeting

Item 1	Colin MacLean	Agree Executive Statement of what has been agreed at each Board meeting at the end of the meeting and disseminate	Done
Item 1	Sandra Campbell	Explore a possible password protected system to allow Board members to exchange information in between meetings (such as Sharepoint)	To provide update at 17/12/2008 meeting
Item 2	Helen Fearon	Minutes from 1 October to be further amended and published on CfE website	Done
Item 3	Sandra Campbell	Programme Framework to be developed to ensure that the activities shown in the middle column (Activities and Outcomes in Education Centres) are robust and	David Cameron (DC) updated the

		include the specific activities for the Primary sector. This set of activities will then be planned in detail by the appropriate organisations (e.g. ADES)	Board that the ADES network is content re middle column activities. Update to be provided at 17/12/2008 meeting.
Item 3	Sandra Campbell	To prepare a paper on progress of programme management activity, including the output of the project managers' event on 11 November.	Done
Item 3	Board Members	To provide comments on the strategic risks document appended to the Gateway review paper.	Covered at Item 3
Item 3	Sandra Campbell	Sandra Campbell to populate the risk management template for the next Board meeting where it will be discussed and agreed.	Covered at Item 3
Item 4	Helen Fearon	To provide electronic copies of the Programme Timetable presentation delivered by Claire Monaghan	Done
Item 4	Claire Monaghan	To start to develop a Communications, Engagement & Knowledge Management Framework	Covered at Item 4
Item 4	Claire Monaghan	To explore the possibility of a change management workstream and the interface with the teacher development workstream.	To be covered at 17/12/2008 meeting
Item 4	Claire Monaghan	To explore the work to be undertaken in relation to resources as highlighted in the Gateway Review report.	To be covered at 17/12/2008 meeting
Item 5	Michael Kellet	To develop the teacher development paper with Board Members' comments on links with other parts of the sector (universities, Colleges and nursery schools), taking account of the needs of the individual teacher, recognising the contribution of current activity and clarifying the overall purpose and scope.	To be covered at 17/12/2008 meeting
Item 5	Michael Kellet	Michael Kellet (MK) to explore the arrangements around the additional CfE related in service day for this academic year, consulting COSLA and others as appropriate.	MK updated the Board and discussed next steps on

			progressing the additional in-service day.
Item 5	Alison Coull	Alison Coull to provide update on assessment.	Covered at Item 4
Item 5	David Cameron	To provide comments on the Recognising Achievement paper to Alison Coull	DC suggested changes to emphasise the changes likely to take place in formal assessments etc.
Item 5	Alison Coull	To progress STAR business case as set out in the paper.	Covered at Item 4

Board members discussed the need to ensure that older learners are considered within the CfE context. CfE was developed from the perspective of providing a 3-18 curriculum although its reach includes post-18 learners, in particular within the college sector.

The provision of the additional, dedicated in-service day for CfE was discussed and it was acknowledged that this needs to be set in the context of other CPD activity for CfE, i.e. not as the only vehicle for delivering CfE development. It will also be important to engage with parents locally and nationally. After discussion, it was agreed that the recommendation of the Board to Ministers was that:

- the general approach to providing an additional day was right;
- this should be one day every year for this school year and the following 2 school years;
- Local authorities should be given flexibility in deciding which day to allocate although the expectation that they should participate should be made clear.

3. Strategic Risks

CML introduced the Programme Risk Register. This had been updated to incorporate the Strategic Risks that Board members had reviewed at the last meeting. Following further discussion of these, it was agreed that a number of changes needed to be made to these and this will be reflected in the next draft that will come to the Board in December.

The Board then discussed each risk individually to assess the level of risk and to agree the status of each under the categories of likelihood, impact, extent to which the risk is under control and the overall risk rating. These will be incorporated into the next draft that will come to the Board in December.

It was agreed that Risks will be continually monitored by the Board, ensuring that any new emerging risks are identified.

4. Project reports

- Communications, Engagement and Knowledge Management
- Qualifications
- Assessment
- Skills for Learning, Skills for Life and Skills for Work

Communications, Engagement and Knowledge Management

CM and Sandra Campbell (SC) will be interviewing potential candidates over the next week, to carry out a short term specific activity to shape this workstream.

Qualifications

Alison Coull (AC) updated the Board re the consultation on National Qualifications. There had been over 1700 responses and feedback received from various stakeholder events. The responses would be published on the Scottish Government website on 2 December. Ipsos MORI will deliver a detailed analysis in February. AC outlined the process that would be followed and the role of the Board in providing advice to the Cabinet Secretary on the options for the way forward with a view to enabling Cabinet consideration in March and an announcement in the Spring. The initial work by the Board would need to start in advance of the deeper analysis that would be provided in the Ipsos MORI report. The Ipsos MORI report could then be used to further test the thinking. AC also highlighted that the Board may wish to look at the design principles set out in Annex B of the consultation as a checklist against which any proposals could be tested. It would also be important that the options are tested for practicability and Management Board would have a role in providing advice on the matters that would need further work/testing. Board members indicated that they were content with the process outlined.

AC gave an outline of the key emerging issues caveated by the fact that this were based on an initial analysis which did not distinguish between organisational and individual responses.

Considerable variation across responses

Support for retaining Access, higher and advanced higher qualifications. Clear support for reviewing the content of all National Qualifications to ensure that they are compatible with the principles of Cfe

- General support for reducing complexity through a new qualification to replace Standard Grade/Intermediate although different views on detailed features of new qualification
- A slight majority in favour of units being graded
- Strong support for introduction of Literacy and Numeracy awards. Different views on how the skills should be assessed and certificated.
- S3 coming out as the preferred option on the timing of assessment for the awards, support in principle for flexibility.
- General opposition to the introduction of a winter diet (not as a matter of principle but in terms of the practicalities)
- Concerns about the level of assessment in the system

These will be discussed more fully at the December meeting. It would be important for the Board to understand the reasons behind different responses and be clear about the central areas for debate. In some cases the responses on particular points appear to be different but further analysis of the reasons might show that there is in fact agreement on the issues. The analysis by Ipsos MORI will make clear the split between different stakeholders.

Assessment

AC provided an update regarding the various assessment workstreams, including the Scottish Survey of Achievement (SSA) and STAR. It was noted that there are a number of decisions that have not yet been taken in these projects (for example, which cohorts will be the first to participate in the CfE version of the SSA) and that the Board would be advised on progress on these in due course.

AC set out the process that was being followed to finalise the Assessment Framework paper which involved three broad phases. Phase 1 – Two practitioner seminars in November prior to developing a first draft of the assessment paper. Phase 2, taking on board feedback from Phase 1, to further test the framework with a wider audience involving national, regional and local stakeholders (Jan to March). Phase 3 – Publishing the framework

The timing of release of the Assessment Framework paper was discussed and board members agreed that, if this is not available until July, that it should be published when it is ready rather than held over to the start of the next school session. This would allow discussion of the paper to be incorporated into start of term in-service day events.

The STAR infrastructure work has now been commissioned (decisions as to the content have yet to be made) and this will be available from 2010. AC will bring proposals to the Board on a range of assessment issues, including interim arrangements and longer term policy proposals.

Skills for Learning Skills for Life Skills for Work

AC introduced the paper on Skills. This was provided as an update paper for board members on the progress of the work in this area. A “Building the Curriculum” paper on this topic is currently being developed through extensive engagement with a number of stakeholders including ADES, Local Authorities, Skills Development Scotland, college principals, LTS. It was noted that this needs to be extended to ensure that the teaching associations and the University sector have had an opportunity to provide input.

Board members emphasised the need for the Skills framework to be transformational and embedded within all of the CfE strands of work.

Senior Phase

Board members asked for a paper to be brought to them in due course in relation to the work on the Senior Phase

5. Summary of agreed actions

SC summarised the actions agreed at the meeting at Annex A.

CML summarised the papers that will now be published on the CfE website:

- Minutes of 31 October meeting;
- Skills paper (when title amended);
- Programme Management update (without Annex).

6. Dates for future meetings – 2009

The next meeting of the Management Board is at 13.30 (lunch from 13.00) on 17 December at the COSLA offices in Edinburgh.

SC confirmed the dates for meetings in early 2009

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- 21 January
- 25 February
- 25 March
- 22 April
- Times and venues to be confirmed

**Curriculum for Excellence
Management Board Meeting
25 November 2008
Royal College of Physicians, Queen Street, Edinburgh**

Actions

Item	Owner	Action	Report back by
Item 1	Bernard McLeary	To provide Board Members with details of QA process that was carried out in the development of the Experiences & Outcomes.	17/12/2008 meeting
Item 1	Colin MacLean	To discuss with Ministers the question of whether CfE principles should be applied explicitly beyond the 3-18 scope to include all learners.	TBA
Item 2	Sandra Campbell	To progress the set up of a password protected system to allow Board members to exchange information in between meetings (such as Sharepoint)	17/12//2008 meeting
Item 2	Sandra Campbell	Programme Framework (currently work-in-progress) to be developed to include a flag to show those items that have not yet been formally agreed. Correction re final certification of Highers/Advanced Highers to be made.	17/12/2008 meeting
Item 2	Claire Monaghan	To explore the possibility of a change management workstream and the interface with the teacher development workstream.	17/12//2008 meeting
Item 2	Claire Monaghan	To explore the work to be undertaken in relation to resources as highlighted in the Gateway Review report.	17/12/2008 meeting
Item 2	Michael Kellet	To develop the teacher development paper with Board Members' comments on links with other parts of the sector (universities, Colleges and nursery schools), taking account of the needs of the individual teacher, recognising the contribution of current activity and clarifying the overall purpose and scope.	17/12/2008 meeting
Item 2	Michael Kellet	To pull together the threads of the discussion re in-service days for CfE, including the points raised re early years providers, colleges and universities. MK to draft an approach and agree the recommendation in correspondence with Board members before the next meeting.	17/12/2008 meeting

Item	Owner	Action	Report back by
Item 2	David Cameron	To provide electronic version of suggested changes to Recognising Achievement paper.	17/12/2008 meeting
Item 3	Sandra Campbell	To update Risk Register to record the assessments of each risk agreed by the Board and update the text within each template to reflect the Board discussion.	17/12/2008 meeting
Item 4	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]	17/12/2008 meeting
Item 4	Alison Coull	To bring proposals to the Board on a range of assessment issues, including interim arrangements and longer term policy proposals.	TBA
Item 4	Alison Coull	To amend the title of the Skills paper to reflect that this is an outline of what the BtC paper will deliver, to avoid confusion over the status of this.	17/12/2008 meeting
Item 5	Sandra Campbell	To arrange for the publication of the following papers: <ul style="list-style-type: none"> • Minutes of 31 October meeting • Skills paper (when title amended) • Programme Management update (without Annex) 	17/12/2008
Item 6	Sandra Campbell	To issue list of items to be discussed at the next meeting	5/12/2008
Item 6	Sandra Campbell	To issue an Executive Summary of the decisions taken at today's meeting	5/12/2008