

**CURRICULUM FOR EXCELLENCE  
MANAGEMENT BOARD MEETING  
27 MAY 2009**

**MALMAISON HOTEL, EDINBURGH**

**NOTE OF MEETING**

**Attended - Board Members**

<b>Name</b>	<b>Organisation</b>
Colin MacLean	Scottish Government (Chair)
Graeme Hyslop (in part)	ASC
Ronnie Summers	SLS
Irene Matier	AHDS
Myra Pearson	Deans of Education Faculties/ Departments
Christine Pollock	ADES
Claire Monaghan (in part)	Scottish Government
Alison Coull	Scottish Government
John Ireland	Scottish Government
Bernard McLeary	LTS
Vivienne Brown	Careers Scotland
Marie Allan	SSTA, Education Convenor
Gill Stewart (sub)	SQA
Christine Pollock	ADES
Tony Finn	GTCS
Graham Donaldson	HMIE
Larry Flanagan	EIS, Education Convenor
David Cameron	ADES
Judith Sischy	SCIS
Jackie Brock	Scottish Government
Forbes Mitchell	SOLACE

**Officials attending**

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
John Mulligan (item 7)	ADES

**Apologies – Board members**

Janet Brown	SQA
Michael Kellet	Scottish Government

## **1. Welcome, introductions & apologies**

Apologies were given and Colin MacLean (CML) introduced Jackie Brock who has been appointed to replace Claire Monaghan as Deputy Director, Curriculum from 8 June.

CML began the meeting by reminding the Board that the CfE Gateway Review is underway and that the outcome of the Review will be discussed at the June meeting.

The Board heard a summary of the activity it has been engaged in since Building the Curriculum 3 was published in June 2008 and acknowledged progress made. A short paper was tabled which covered the milestones in the CfE Programme in that time. These are a combination of discussions and decisions and include the recommendation for an additional implementation year, the agreement to an additional in service day for CfE, the publication of the experiences and outcomes, the completion of the qualifications consultation and advice on the new qualifications for Ministers and a more robust risk management process for the Board.

CML gave a summary of the advice that had been given on behalf of the Board to Ministers on qualifications, assessment and literacy and numeracy. Board members will be informed in due course when the announcement will be made. CML noted the high level of trust that the Cabinet Secretary had in the Board: in the quality of the advice it provided and that it had kept discussions confidential until agreed announcement dates.

SQA has to both develop the qualifications and then operationally deliver certification.

SQA has some concerns regarding the proposal that the literacy and numeracy portfolios be externally marked, specifically about SQA's ability to operationally deliver this and the associated knock-on implications for operational delivery of qualifications at SCQF Level 4 and 5. The SQA team are doing scenario plans at the moment to fully understand the implications on both SQA and the requirements that will be needed from partners for successful delivery.

## **2. Note and actions from last meeting**

Board members agreed the amended note of the March meeting and the note of the April meeting.

HF provided an update on actions from 30 April meeting.

<b>Item</b>	<b>Owner</b>	<b>Action</b>	<b>Date</b>
Item 2 Note of last meeting	Helen Fearon	Adjust note of last meeting to reflect the EIS position on literacy and numeracy	Done
Item 4 Communications, Engagement & Knowledge Management	Claire Monaghan	To circulate the draft communications plan ahead of the next Management Board	Covered by item 9
Item 5 Professional Development	Michael Kellet	Michael Kellet and Douglas Cairns to: <ul style="list-style-type: none"> <li>• Adjust the tone of the draft strategy</li> <li>• Add to the draft strategy based on the meeting's discussion</li> <li>• Bring an amended version to the next meeting</li> </ul> Board members to provide further comments to Douglas Cairns	Covered by item 8
Item 6 BtC 4: Skills for Life, Learning & Work	Alison Coull	Alison Coull and Rachel Sunderland to add to the draft document based on the meeting's discussion  Board members to provide further comments to Rachel Sunderland on the Skills paper	Will be brought to the June meeting
Item 7 CfE for all learners	Alison Coull	Alison Coull and Rachel Sunderland to develop a paper based on the outline paper and the meeting's discussion	Will be brought to future meeting
Item 8 SCQF 4 & 5	Alison Coull	<ul style="list-style-type: none"> <li>• Precise wording of advice to Ministers to be agreed with the Board (to note that this is being done by providing Ministers with the Board paper agreed on 30 April – so no new form of words needs to be agreed by the Board)</li> <li>• Advice to Ministers to contain arguments presented by the sub-group that no grading at SCQF 4 and 5 would not mean a lowering of standards</li> </ul>	Covered by Colin's introduction

Item	Owner	Action	Date
		<ul style="list-style-type: none"> <li>Explore issues around dual running with Board members</li> </ul>	
Item 9 Assessment	Alison Coull	<ul style="list-style-type: none"> <li>A national policy statement to be issued before the end of the academic session</li> <li>A more detailed assessment framework will be published in autumn 2009</li> <li>Programme Framework updated accordingly</li> </ul>	Will be brought to June meeting
Item 10 Literacy & Numeracy	Alison Coull	<ul style="list-style-type: none"> <li>Engagement with Board members on the advice to be given to the Cabinet Secretary</li> <li>Detailed comments from Board members to be sent to Alison</li> <li>A Literacy And Numeracy sub group to be considered</li> </ul>	Covered by Colin's introduction
Item 11 Resources	Claire Monaghan	A more detailed version of this paper will be brought to a future meeting	Will be brought to a future meeting
Item 12 Strategic Risks	Sandra Campbell	The Strategic Risks are to be updated as follows: Governance & Accountability (first entry), 'under control' Green to Amber (overall risk remains amber)	Done
Item 13	Helen Fearon	Chair to consider extending CfE meetings to allow for better coverage of agenda items	Done for this meeting.

### 3. Programme Highlight report

Board Members received Paper 3.1 – updated highlight report. CML invited Sandra Campbell (SC) to update the Board on the Programme Highlight report:

- SSA: information on decision and timetabling will be brought to the Board shortly;
- Exemplification: Board requested more information on exemplification
- Assessment resource: tendering process means that the provider of the national assessment resource will be decided after summer break. Further information will be brought to the next meeting.

#### **4. S3 Profile**

Board Members have received Paper 4.1. CML invited Alison Coull (AC) to introduce the paper which has been amended to take on board comments from the Assessment Governing Group.

In the discussion there was consensus on:

- the purpose of the profile as a pupil focussed document which provides a record of the young person's learning journey for them and their parents;
- the limitations of the profile were also recognised - it should not try to deliver too much or it will risk damaging its credibility/ impact;
- it must not be overly complex or long;
- a national framework should be developed with enough flexibility for local authority/ school approaches;
- the profile has a role to play in ensuring young people get the right advice for future plans (providing an agenda for some young people and a potential starting point for the senior phase).

The Board agreed that the profile should:

- be portable - a transferrable e-format would be helpful;
- be linked to 4 capacities;
- probably not cover Health & Wellbeing.

The Board also agreed that the following should be explored:

- the relationship with personal achievement;
- coverage of health & wellbeing;
- how progress on curricular areas will be demonstrated /achievement levels recorded ;
- the possibility of the profile following a young person into the senior phase
- the content what will be in it?
- The impact on different groups of young people: MCMC group, those in need of additional support, looked after children will need to be explored. If the profile does not support these groups it is not a success.

#### **5. Senior Phase**

Board Members have received Paper 5.1, a developed version of the paper that was provided at the January meeting of the Board. CML invited AC to speak to this paper. The Board welcomed the paper and subject to further minor adjustment the paper provides a basis for advice to the system but needs further development. The paper helpfully reinforces the connection between the senior phase and the 3 -15 experience. Further comments were provided in the discussion and work will progress in consultation with Board Members.

## **6. Evaluation**

Board Members have received Paper 6.1. CML invited Pete Whitehouse (PW) to speak to the paper. The Board provided comments and the evaluation proposal will be developed for a future meeting based on the discussion at the meeting.

## **7. Support for Implementation**

John Mulligan (JM), the professional adviser to the ADES led Implementation Partnership attended for this item to report on progress and spoke to Paper 7.1. The progress of the various implementation activities was acknowledged by the Board. There was a discussion on how the Board could be reassured about local implementation progress and this will be discussed at a future meeting. Bernard McLeary (BM) gave an update on the distribution of the hard copy Experiences and Outcomes, the related regional launch and progress on testing the framework.

## **8. Professional Development**

CML introduced Paper 8.1. The Board welcomed the updated draft Professional Development Strategy. Further comments were provided and work will progress in consultation with Board Members on developing the Strategy before the next meeting where Board Members will be asked to approve it for publication.

## **9. Communications, Engagement & Knowledge Management**

Paper 9.1 was sent to Board Members yesterday. CML to invite CM to speak to the paper. The Board acknowledged that good progress has been made. It was agreed that direct communication with teachers setting out key aspects of the programme would be a positive next step.

## **10. Risk Register**

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

- 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 therefore move to “Green”.

## 11. Summary of agreed actions

HF provided a summary of actions agreed at the meeting.

Item	Owner	Action
1 Introduction	Sandra Campbell	Summary of what the Board has achieved since August 2009 to be made available to Board Members
1 Introduction	Alison Coull	Q&A related to the Qualifications announcement to be developed and shared with the Board in advance of the announcement.
3 Programme Highlight Report	Alison Coull/John Ireland	Scottish Survey of Achievement to be on the agenda for June 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.
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.
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
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.
6 Evaluation	John Ireland	The proposal to be developed based on discussion at the meeting and brought to a future meeting.
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.

Item	Owner	Action
		Board Members will be asked if they are agree the paper for publication.
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.
9 Communications, Engagement & Knowledge Management	Claire Monaghan	Consideration to be given to direct correspondence with teachers setting out key aspects of the programme.
10 Strategic Risks	Sandra Campbell	<p>The Risk Register is to be updated as follows:</p> <ul style="list-style-type: none"> <li>○ Risks owned by Claire Monaghan to be amended to be owned by Jackie Brock</li> <li>○ Capability and Capacity risk – RAG status to remain as is, but preventative actions to be reviewed to ensure they are still appropriate</li> <li>○ 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”)</li> </ul> <p>Governance and Accountability (Failure to agree) – Under Control to move from “Amber” to “Green” , overall risk to therefore move to “Green”.</p>

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

Board agree the publication of the following papers from the last meeting:

- Note of the March & April meeting
- Programme highlight report (Paper 3.1)
- CfE for all learners (Paper 7.1)

The next meeting of the Board will be extended to take place from 09.30 – 15.00 on 25 June at the Novotel, Pitt Street, Glasgow.