

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING
30 APRIL 2009**

MALMAISON HOTEL, 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
Tony Finn	GTCS
Larry Flanagan	EIS
Graeme Hyslop	ASC
Michael Kellet	Scottish Government
Colin MacLean	Scottish Government (Chair)
Irene Matier	AHDS
Forbes Mitchell	SOLACE
Bernard McLeary	LTS
Claire Monaghan	Scottish Government
Myra Pearson	Deans of Education Faculties/ Departments
Judith Sischy	SCIS
Ronnie Summers	SLS
Pete Whitehouse (sub)	Scottish Government

Attended - officials

Douglas Cairns (item 5)	Scottish Government
Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
Lena Gray (items 8, 9 & 10)	SQA
Charlie Penman (item 10)	Scottish Government
Rachel Sunderland (items 6 & 7)	Scottish Government

Apologies – Board Members

John Ireland	Scottish Government
Christine Pollock	ADES

1. Welcome & apologies

Welcome

Colin MacLean (CML) welcomed Board Members to the 9th meeting of Management Board.

CML began the meeting by acknowledging the full agenda and the need for decisions to be taken on skills, qualifications and assessment all before summer break.

CML reminded the Board that the Gateway review is happening on 26, 27 and 28 May and that Board Members may be invited to meet the review team to discuss their views on progress across the programme since the last review in September/October 2008. The next Gateway Review has been arranged to overlap with the next Management Board meeting (27 May) to allow the team to have face to face discussions with some of the Board members.

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

Larry Flanagan (LF) requested that the minutes of the March meeting be amended to reflect the EIS position on literacy and numeracy awards. CML invited Helen Fearon (HF) to go through actions from 25 March:

Item	Owner	Action	Status
Item 3	Sandra Campbell	Highlight the critical dependencies in the programme highlight report	Done; covered at item 3
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.	To be covered at item 3
Item 3	Claire Monaghan	Communications to be brought as a substantive item to the next meeting.	To be covered at item 4
Item 3	Board members	Comments to be provided to Alison Coull on the Skills paper.	Received – thank you
Item 3	Alison Coull	The reworked Skills paper to be brought to the April meeting for decision	To be covered at item 6
Item 4	Claire Monaghan	Testing the framework to be discussed at future meeting	To be covered at item 8
Item 4	David Cameron	Consideration to be given to dissemination in the system of the Implementation Checklist.	To be covered at item 3
Item 3	Janet Brown	Develop thinking on literacy and numeracy awards	To be covered at item 9

Item	Owner	Action	Status
Item 5	Janet Brown	Further thinking on the SCQF 4 & 5 Units and Unit assessment including the options of graded course work	Sub group met; To be covered at item 10

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.

An oral update was provided to the Board on implementation planning and progress by Claire Monaghan (CM) and David Cameron (DC).

Progress was noted including positive feedback on the additional in service day for CfE implementation, the beginning of sharing existing good practice and the high number accessing the Experiences and Outcomes online.

4. Communications, Engagement & Knowledge Management

The Board received an update on the Communications workstream. The communications planning work is ongoing and a paper outlining the strategy for moving forward will be shared with the Board shortly. It was acknowledged that the strategy needs to address communication with the education profession and their role as the key channel of information to others (e.g. parents).

5. Professional Development

Douglas Cairns (DC) attended for this item and introduced his recent work on secondment to Scottish Government to develop the professional development workstream. The Board received and discussed the draft Professional Development Strategy for Curriculum for Excellence. The draft Strategy was welcomed and further development was agreed: adjust the tone of the document, add to the draft strategy based on the meeting's discussion and ensure that the vision for the profession is better aligned to CfE. An amended version will be brought to the next meeting.

6. BtC4 – Skills for Learning, Life & Work

The Board received an updated draft of the Skills document developed by the Working Group and reflecting previous comments provided by Board Members. The paper had been considered by the Curriculum Governing Group and the Management Sub Group on Skills. Both Groups and Management Board agree that the following should be done to progress the paper:

- Clear articulation of the document's core purpose;
- Building Stronger links to the Experiences and Outcomes;
- Reintroducing some information on the wider economic and social context;
- On Literacy and numeracy and health and wellbeing skills deleting text and simply cross-referring to the Principles and Practices paper and adding in a new skills set around career management skills;
- Providing further information about the benefits of partnership working.

The Board agreed to send detailed drafting points to Alison Coull and Rachel Sunderland.

7. CfE for all learners

The Board welcomed the broadening of CfE principles to apply to all learning / all learners and noted the outline paper and that other key partners need to be involved in the development of this work.

8. SCQF 4 & 5

The Board agreed the model as presented by the Management Board sub group on SCQF 4 and 5 at set out in Paper 10.2: Design of new qualifications at SCQF 4/5. This will form the basis of the advice to the Cabinet Secretary. SQA will test the model theoretically before the June announcement on the new qualifications.

9. Assessment

The Board discussed the Assessment paper and in particular issues on standards, moderation, progression, improvement and accountability. The Board agreed that clear national policy was required in relation to each of these issues and specifically recommended that standards should be developed and shared on the basis of the model used through the AifL programme.

The Board noted that:

- An Assessment Governing Group (AGG) has been established;
- An Assessment Framework Writing Group (AFWG) has been established to redraft the Assessment Framework document;

The Board agreed with the proposal that

- Scottish Government should aim to issue a national policy statement on Assessment before the end of the academic session together with an outline of the Assessment framework document;

- A more detailed assessment framework will be available electronically in autumn 2009 with a hard copy to follow.

10. Literacy and numeracy

The Board discussed the literacy and numeracy paper and noted the further advice from SQA on assessment. The paper will be redrafted on the basis of this discussion and further discussions with individual members of Management Board.

11. Resources

A provisional paper on Resources was tabled at the meeting for the Board's information.

12. Strategic risks

The Board agreed that the Risk Register should be updated as per Colin MacLean's post March meeting note:

- Governance and accountability: 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 we still have to make on the use of assessment information.

13. Summary of agreed actions

A summary of actions agreed at the meeting is set out below/

Item	Owner	Action	Date
Item 2 Note of last meeting	Helen Fearon	Adjust note of last meeting to reflect the EIS position on literacy and numeracy	May meeting
Item 4 Communications, Engagement & Knowledge Management	Claire Monaghan	<ul style="list-style-type: none"> • To circulate the draft communications plan ahead of the next Management Board 	By May meeting
Item 5 Professional Development	Michael Kellet	Michael Kellet and Douglas Cairns to: <ul style="list-style-type: none"> • Adjust the tone of the draft strategy 	By May meeting

Item	Owner	Action	Date
		<ul style="list-style-type: none"> Add to the draft strategy based on the meeting's discussion Bring an amended version to the next meeting <p>Board members to provide further comments to Douglas Cairns</p>	By 14 May
Item 6 BtC 4: Skills for Life, Learning & Work	Alison Coull	<p>Alison Coull and Rachel Sunderland to add to the draft document based on the meeting's discussion</p> <p>Board members to provide further comments to Rachel Sunderland on the Skills paper</p>	By June meeting By 15 May
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	Future meeting
Item 8 SCQF 4 & 5	Alison Coull	<ul style="list-style-type: none"> 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) 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 Explore issues around dual running with Board members 	Before May meeting
Item 9 Assessment	Alison Coull	<ul style="list-style-type: none"> A national policy statement to be issued before the end of the academic session A more detailed assessment framework will be published in autumn 2009 Programme Framework updated accordingly 	Future meeting May meeting
Item 10 Literacy &	Alison Coull	<ul style="list-style-type: none"> Engagement with Board members on the advice to be 	8 May

Item	Owner	Action	Date
Numeracy		<p>given to the Cabinet Secretary</p> <ul style="list-style-type: none"> • Detailed comments from Board members to be sent to Alison • A Literacy And Numeracy sub group to be considered 	
Item 11 Resources	Claire Monaghan	A more detailed version of this paper will be brought to a future meeting	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)	11 May
Item 13	Helen Fearon	Chair to consider extending CfE meetings to allow for better coverage of agenda items	8 May

- Board members agreed that the following papers would be published on the CfE website:
 - Programme highlight report (Paper 3.1)
 - Implementation guide (Paper 5.1)
 - Success criteria (Paper 8.1)

The next meeting of the Board will take place in the morning on 27 May 2009 in Edinburgh.

Scottish Government
19 May 2009