

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING**

**16 December 2010: 11:00 – 15:00
Royal College of Physicians, 9 Queen Street, Edinburgh EH2 1JQ**

NOTE OF MEETING

LIST OF BOARD MEMBERS AND ATTENDEES

Board Members

Name	Organisation
Janet Brown	SQA
Jane Peckham	NASUWT
Maureen Verrall	Scottish Government
Larry Flanagan	EIS
Bill Maxwell	HMIE
Gerry McTiernan	National Parent Forum Scotland
Graeme Hyslop	Scotland's Colleges
Colin MacLean	Scottish Government (Chair)
Irene Matier	AHDS
Forbes Mitchell	SOLACE
Jackie Brock	Scottish Government
David McMurtry	ITE
John Edward	SCIS
Tony Finn	GTCS
Ronnie Summers	SLS
Duncan Simpson (in part)	Community Learning and Development Network
Grant Jarvie	Universities Scotland
Terry Lanagan	ADES
Alan Armstrong	LTS

Officials

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
Jamie Hume (Items 1-3)	SEQUIA
Gill Robinson (Item 4)	HMIE
Chris McIlroy (Item 4)	HMIE
Carol McDonald (Item 4)	HMIE

Apologies – Board members

Bernard McLeary	LTS
Vivienne Brown	SDS
Christine Pollock	ADES



1. Welcome & apologies

Apologies were received from Vivienne Brown Christine Pollock and Bernard McLeary. Alan Armstrong attended to represent LTS.

Colin MacLean (CML) introduced Jamie Hume (JH), who leads on the set up of the Scottish Education and Improvement Agency and attended the first part of the meeting as an observer. JH has met some Management Board members and will meet others in the coming weeks to discuss the programme of work.

CML gave a short introduction on a range of key activities. He noted the following points:

Scottish spending review

The outcome for Scotland is tough with a 2.6% resource reduction. There are implications for the ELL Portfolio: Further and higher education budgets have been reduced but the FE and HE sectors have committed to support for students and learners. The budgets for national bodies such as HMIE, LTS and SQA have been reduced. As part of the Scottish Government's agreement with the CoSLA leadership, local government has been asked to commit to the implementation of Curriculum for Excellence and agree some measures on teacher employment:

- Maintain the pupil-teacher ratio in P1-P3, the crucial early years of primary school;
- Protect the number of teacher posts as far as possible in order to secure:
 - places for all probationers who require a place under the induction scheme in August 2011;
 - sufficient teaching posts available for all probationers who achieve Standard for Full Registration in summer 2011 (i.e. successfully complete their probation); and
 - a reduction in the total number of unemployed teachers.

New agency

Work is progressing on the set up of the new Agency and the vision, aims and objectives paper is in development will be issued in due course.

SG Restructuring

The Scottish Government has restructured internally. The shape of Learning Directorate has not changed and we are in the process of establishing the senior team. As soon as the process is concluded, we will inform you.

2. Note and actions from last meeting

Board members agreed the note of the October meeting. Helen Fearon (HF) provided an update on actions from October's meeting.

Item	Owner	Action	Status
2: Note and actions from last meeting	Board Members	Consider note of August meeting and provide any comments to Helen Fearon.	No responses received
3: Programme Updates	Bernard McLeary	Send note to the Board to reassure them that issues relating to access to Glow and NAR have been identified and are being addressed.	Note sent 13/12/10
3: Communications Activity Update	Jackie Brock	Note that the Board agreed the focus for priority outlined in paper 3.2; note that parents should continue to be the target of communications work; note that employers and CLD community should remain the focus for targeted work; need to ensure that practitioners have a shared understanding of the position on key decisions/ policies; December update will provide a forward look taking into account issues raised in discussion.	Covered at item 3
3: Governance & Local Accountability	Sandra Campbell	Report progress to a future meeting of the Board.	Covered at future meeting
4. Monitoring Delivery of CfE	Bill Maxwell	An updated version to be brought to the Board for agreement before publication.	Covered by item 4
4. Monitoring Delivery of CfE	Christine Pollock, Terry Lanagan, Iren Matier, Ronnie Summers	ADES/ SLS/ AHDS to provide evidence to December's meeting of the Board that head teachers and Directors of Education will allocate the resource – both time and money – to the implementation of CfE.	Covered by item 4
4. Monitoring Delivery of CfE	Janet Brown	Clear position from SQA on the qualifications timetable for the December meeting	Covered by item 4
4. Monitoring delivery of CfE	Jackie Brock; Board Members	Add universities to Annex A of Paper 4.3. Comments on paper 4.2 and 4.3 to be sent to Jackie Brock	Done
4. Monitoring Delivery of CfE	Jackie Brock	Include activity on MCMC in the next report	Done
5 Recognising	Maureen Verrall;	Paper 5.1 was agreed for dissemination with one small amendment; Timing of	Covered by item 5

Item	Owner	Action	Status
Achievement, Reporting & Profiling	Helen Fearon	introduction of the profile to be discussed at the December meeting	
6. Risk Register	Sandra Campbell; Helen Fearon	Additional risk on local governance to be added; Resources risk to be reviewed and escalated to red (overall change to red); Changing context risk to be reviewed and escalated to red (overall change to red)	Covered by item 6
7. Summary of agreed actions	Helen Fearon	List of actions to be provided after the meeting; arrange publication of papers from June's meeting as follows: <ul style="list-style-type: none"> • Note of June's meeting and note of August's meeting • Programme Highlight Report • Communications Plan • Higher education and CfE engagement • Quality Assurance of exemplification • Schools and youth work • Contribution to National Outcome 4 <p>Explore whether December meeting can be extended.</p>	Both done

Larry Flanagan (LF) raised as a matter of concern that the presentation on the senior phase requested at August's meeting had not taken place and that the communication messages in this area need to be prioritised. Jackie Brock (JB) indicated that this is a focus in the current communications plan and gave the communications update based on Paper 3.2. Recent activity has focused on building confidence in the system and the school handbook consultation has been an important part of these efforts. After some discussion it was agreed that in the new year CML should write to heads of establishment to provide clarification on a specific set of issues, such as course structure issues and the senior phase, takes the opportunity to provide a general update on Curriculum for Excellence implementation and emphasises the continuity of the learning journey

3. Programme Updates

The Board received Paper 3.1 – the Programme Highlight Report. Sandra Campbell (SC) provided an update on progress as set out in the Highlight Report

reassuring the Board that the programme has not been affected by any of the tasks that did not meet their delivery dates.

(Paper 3.2 was discussed under item 2.)

The Board received Paper 3.3 – Professional Development. JB introduced the paper which provides an opportunity for Board Members to take stock on some key aspects of professional development in relation to CfE and asks for agreement on the need to refresh the document "Towards a professional development strategy for CfE". The Board agreed in principle and asked for clarification on the process of engagement and range of organisations to be involved in this work. The Board agreed that the refreshed document should provide examples of what professionals have found most useful to date in CfE professional development.

Graeme Hyslop asked for a note of assurance to be added to Paper 3.3 in relation to the loss of LLUK's licence and the need to ensure this should not impact on professional development.

4. Monitoring Delivery of CfE

Board members received Paper 4.1 and a paper issued separately from HMIE. CML reminded the Board that at October's meeting there had been an extensive debate about the significance of the comments in the HMIE report on action that is still required to ensure readiness. CML asked Bill Maxwell to speak to the HMIE paper and for Board Members to consider what the paper is telling us about whether the programme is on track and what the paper is telling us about action that needs to be taken.

BM reported that the evidence in the HMIE report does not indicate that any school is at risk and that the programme is deliverable. The report indicates that momentum is building but that some schools need to increase the pace of implementation. BM highlighted some priority area as set out in page two of the paper.

The Board discussed whether the current programme schedule, and in particular the qualifications timetable, is deliverable if action is taken on the priority areas identified in the paper. Larry Flanagan (LF) indicated the EIS's support for the continued implementation of the Curriculum for Excellence programme but asked Board Members to consider a delay to the qualifications timetable. Janet Brown (JBr) reassured the Board that all SQA development work is on track and there is no known risk to SQA's capacity to develop the new qualifications. The Board discussed the readiness of schools for the new qualifications after which the majority of Board Members agreed that if the priority areas of action are addressed, there is no evidence for a delay to the wider programme or qualifications timetable. The EIS position on the implementation of the new qualifications is noted.

The Board discussed possible contingency arrangements if a small number of schools were not ready for the new qualifications. CML asked JBr to provide further advice to the Board for February's meeting exploring the availability of INT 1 and 2 qualifications in 2013-14 and the implications for SQA of this provision.

There was discussion on the qualifications implementation timetable including the progress of SQA development work and the readiness of schools.

5. Timing of Profile

The Board received paper 5.1. CML invited MV to update the Board on Paper 5.1 for approval. It was agreed that "at the latest" should be removed from paragraph 4.

6. Risk Register

The Board discussed the risk register and agreed:

- the "likelihood" element of the costs risk should move from green to amber.
- the inadequate programme planning and management risk should have an "overall" change to green.

7. Summary of agreed actions

The Board agreed the publication of the following papers from October's meeting:

- Notes of October and August meetings
- Programme Highlight Report
- Communications Plan

HF to provide a note of actions following the meeting. CML reminded Board Members that the next meeting is on the morning of 10 February 2011 in Glasgow.

CLOSE