

**CURRICULUM FOR EXCELLENCE
MANAGEMENT BOARD MEETING**

**19 May 2011
Conference Room 1
Victoria Quay, Edinburgh, EH6 6QQ**

NOTE OF MEETING

LIST OF BOARD MEMBERS AND ATTENDEES

Board Members

Name	Organisation
Janet Brown	SQA
Jane Peckham	NASUWT
Larry Flanagan	EIS
Bill Maxwell	HMIE
Joanna Murphy	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
Grant Jarvie	Universities Scotland
Terry Lanagan	ADES
Gill Robinson	HMIE
Bernard McLeary	LTS
Alan Armstrong	LTS
Christine Pollock	ADES

Officials

Sandra Campbell	Scottish Government (Programme Management)
Helen Fearon	Scottish Government (Secretariat)
Aileen Ponton (item 5)	SCQF

1. Welcome & apologies

No apologies were received. Colin MacLean (CML) welcomed Gill Robinson, HMIE and Alan Armstrong, LTS to the meeting.

CML provided an update on some key activities:

- He thanked Bernard McLeary, who was attending his last meeting, for his contribution to the Board.
- He provided an update on the outcome of the recent Scottish Parliament election: a majority government for the first time since devolution and that the appointment of the Cabinet Secretary was expected in the next day or so. On the basis of the manifesto, we expect little change to the CfE programme and that the priority is to continue with the programme and drive forward implementation.
- He updated the Board that the new agency is on track to exist as of 1 July, Bill Maxwell has been appointed transitional CEO for year one, and a transitional structure has been put in place to ensure business continuity. ES will have responsibility for implementation of cfe. The Board will have a discussion at the end of the meeting about the criteria that should be in place before this happens. On this basis the June meeting was cancelled.

2. Note and actions from last meeting
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CML asked for comments on the note of the February meeting but there were none. He has Helen Fearon (HF) provide an update on actions from February's meeting.

Item	Owner	Action	Status
2: Note and actions from last meeting	Board Members	Comments on the note of December's meeting to be sent to Helen Fearon by 18 February.	None received
3: Programme Updates: Communications	Maureen Verrall	A short statement from Management Board on the senior phase to be developed; Management Board to be informed of progress on senior phase events.	Covered by item 4
3: Programme Updates: Communications	Jackie Brock	To ensure that the paper for May's meeting has a forward look focus on primary sector communications.	Covered by item 3
3: Programme Updates: Communications	Grant Jarvie	Circulate a statement on Curriculum for Excellence from the higher education sector.	Covered by item 4
4. Monitoring Delivery of CfE	Helen Fearon	To ensure that the Board has a discussion at a future meeting on its role in local CfE implementation decisions.	Will ensure this is on a future agenda
4. Monitoring Delivery of CfE	Bill Maxwell, Forbes Mitchell, Jackie Brock, ADES	To explore a mechanism for the Board to feed back its discussion on Renfrewshire Council's proposals.	Proved unnecessary. Renfrewshire withdrew its proposals. Board was updated on this by email.
4. Monitoring Delivery of CfE	Jackie Brock;	Explore and agree with partners the date for the annual monitoring report; identify a programme of particular things that the Board will want to know about in the interim.	To note Colin has written to Directors of Education to confirm their contribution to the annual monitoring report. The programme of specific monitoring reports to be discussed under item 3.
4. Monitoring Delivery of CfE	Bill Maxwell	Alert the Board as required to findings from the school inspection programme.	Ongoing
4. Monitoring Delivery of CfE	Board Members	Provide comments to Jackie Brock on the professional development paper (paper 4.4)	None received.
4. Monitoring Delivery of CfE	Jackie Brock	Focus on leadership in CfE as set out on page 11 of paper 4.4 at May's meeting.	Covered at item 3.
5. Qualifications in 2013-14	Janet Brown	The paper on Review of Appeals to be amended following the Board's discussion and put into the system.	Done and SQA communications are working on this.
6. CfE for All: Early Years progress report	Larry Flanagan	Circulate the recently published EIS research on early years.	Done

3. Programme Updates

The Board received Paper 3.1 – the Programme Highlight Report. Sandra Campbell (SC) provided an update on progress covering the January to April period as set out in the Highlight Report which indicated no delays to overall programme development, confirmed by national partner organisations. Alan Armstrong updated the Board that a significant amount of new content had been made available on NAR.

There was a discussion about the recruitment and retention of SQA staff on secondment from local government and the availability of replacements and the challenge for local government.

Larry Flanagan raised the issue of whether the Board could be clear that the additional resources made available for assessment had been spent on assessment. ADES and HMIE members were asked to explore the impact of the national funding on assessment, focussing on whether it has been used for its purpose and feed back at the next meeting.

CML tabled the CfE programme plan: milestones and planned support June 2011-12 (paper 3.2) This paper is intended to help the MB confirm the support which is required from national partners and at local/establishment level if the key milestones of the CfE programme plan are to be delivered effectively. Jackie Brock (JB) took Board Members through document theme by theme.

The Board agreed a letter should be sent from Colin MacLean as chair of the Board to heads of establishments and notes the key milestones for 2011-12 together with the support to be provided to centres from national bodies. It was agreed that a section on transition issues and interactions between sectors should be added to the paper and that the points raised in discussion are reflected in the draft letter. It was also agreed that the programme plan should be kept on the agenda for future meetings. LTS were asked to support the communications with parents issue by providing a paragraph for the letter which supports schools in their engagement with parents.

CML asked JB to introduce Paper 3.3 on communications. The actions agreed in the previous communications plan have all been delivered or are underway with no outstanding issues. JB thanked the Board for the partnership approach on the development of the senior phase statement, drafted by Board Members of the Board. It was agreed that the statement would issue to the system once it was amended as follows: Annex 2 of paper 3.3 [senior phase statement] to be amended as follows: Concern 3: amend line on “over 80%...” to reflect that many young people leave school in the course of the S5 year and emphasise the opportunities for joint planning across institutions/ sectors; Concern 4: amend to include statement on prior learning and aspiration. Also recognise there can be many models even in one learning establishment; Concern 5: amend to reflect

additional concern on early presentation; further comments to be made to Jackie by Board Members as soon as possible.

4. Universities Scotland update

The Board received Paper 4.1. Grant Jarvie (GJ) was invited to present the paper, outlining that progress has been made in the higher education sector and that Universities Scotland wants to work with Scottish Government on this challenge for university principals. GJ informed the Board that a short term working group is to be set up to explore and provide expert advice on implications of Curriculum for Excellence and the new National Qualifications for learning and teaching strategies and admissions policies in universities in Scotland and to make policy recommendations to Universities Scotland.

CML asked the Board whether there are specific additions to the paper which Members wanted to ask Universities Scotland to take on board. The Board agreed that the working group would take forward the key issues set out in its remit and explore others as they arose. The Board also agreed that Universities Scotland and Jackie Brock should work with other Board Members to look at assumptions around university entrance criteria and ensure we develop a more coherent system drawing on the principles of cfe.

5. Scottish Credit and Qualifications Framework (SCQF)

Aileen Ponton (AP) attended for item 5 to introduce paper 5.1 which covers some of the tools and products SCQF have been developing for learners, schools and employers, including an achievement leaflet, a leaflet for parents, and a toolkit for schools about the framework.

6. Risk Register

The Board discussed the risk register and agreed:

- Resources for production of national guidance: staff retention issue for SQA – keep under review

7. Future arrangements for CfE Management Board

CML introduced a discussion on the future arrangements for Management Board. After some discussion, the Board agreed that Education Scotland should lead implementation but there was still an important role for the MB. It was agreed to consider further at September's meeting.

8. Summary of agreed actions

A list of actions will be provided after the meeting and the following papers will be published from February's meeting:

- Note of December's meeting
- Highlight Report (Paper 3.1)
- Communications Activity Update (Paper 3.2)
- CfE Monitoring (Paper 4.1)

The Board agreed to postpone June's meeting and meet in September.

CLOSE