

JOHN WHEATLEY COLLEGE

Board of Management

Academic Board

Minutes of the Academic Board meeting held on 14 September 2007 at 1.30pm in Room S/09, Easterhouse Campus.

1. Sederunt

Alan Inglis, Assistant Principal (Chair);
Stephen Smith, Associate Principal – Vocational School;
Anne Lockyer, Assistant Principal – Core School;
Colin White, Senior Lecturer;
Irene Quinn, Assistant Associate Principal;
Andrew Macdougall, Guidance Manager;
Patricia Grant, Culture and Sport Library Representative;
Ronnie Muir, Curriculum Leader;
Mae Smillie, Student Records Manager; and
Annette McKenna (Minute Taker)

2. Apologies

Ian Graham, Principal;

3. Terms of Reference

The meeting was agreed to be quorate with 8 from the voting membership present at commencement.

A Inglis raised the issue of the Terms of Reference and membership of the Academic Board at this point of the meeting. A discussion followed by members and the following was agreed:

- an email would be sent to support staff asking for volunteers to join the membership of the Academic Board;
- A Lockyer would nominate a lecturer from the Core School as this space is currently vacant;
- Dave Stewart's job title should be listed as a Curriculum Leader instead of Senior Lecturer; and
- Mae Smillie's title should be changed to Student Records Manager instead of Academic Registrar.

4. Minutes of the Previous Meeting held on

a) 16 March 2007

The minutes were taken as read. They were accepted and an accurate record of the meeting held on 16 March 2007.

b) 21 June 2007

The minutes were taken as read. They were accepted and an accurate record of the meeting held on 21 June 2007.

5. Matters Arising from Previous Meeting held on
a) 16 March 2007

There were no matters arising from the previous meeting held on 16 March 2007.

b) 21 June 2007

Item 6: Employability Skills Activity 2006/07

A Inglis informed members that a copy of S Smith's report on Employability Skills has been sent to the Scottish Funding Council to be used for the Strategic Dialogue Event scheduled to be held on 18 September 2007. He further informed that both S Smith's report on Employability Skills and A Lockyer's report on Developing Citizenship Skills had been welcomed by the College and that these reports will be updated yearly.

6. Approved Minutes for Information

a) ICT Advisory Committee – 2 February 2007

Members noted the contents of the minutes.

b) Equalities Committee Inclusive Learning Work Group – 6 February 2007

Members noted the contents of the minutes.

c) Quality Enhancement Committee – 8 March 2007

Members noted the contents of the minutes.

d) Curriculum Support Services Forum – 29 March 2007

Members noted the contents of the minutes.

7. Correspondence

a) SFC – The Scottish Further and Higher Education Energy Forum

Members noted the contents of the correspondence.

b) West Forum

i) West of Scotland Wider Access Forum On Track Project

Members noted the contents of the correspondence.

ii) Start – I.T. Interim Evaluation Report

Members noted the contents of the correspondence.

c) Scottish Executive – Partnership Matters 2007

A Inglis informed members that this is an important document that describes the roles and responsibilities of all agencies supporting people with additional support needs who wish to or are currently studying at Scotland's Colleges. He further informed that this document has been signed by Fiona Hyslop, Cabinet Secretary for Education and Lifelong Learning and should be reviewed by all College Teams.

Members noted the contents of the report.

d) GOALS – GOALS Project 2004-08

Members noted the contents of the correspondence.

8. Presentation Items – School Plans

a) Core School

A Lockyer spoke to this item, informing members that both School Plans are formulated with internal partners and the College's Strategic and Operational Plan. She further informed that both School Plans are similar in that they look at College priorities in relation to the College Plan and that some targets are for particular areas and some are generic targets.

She explained that each Curriculum Leader is being asked to look over the Plan and devise a mini-plan for their Section so that targets are met. She further explained to members that this will be the last year for individual School Plans as it has been decided by the Academic and General Purposes Committee that a unified Plan for both Schools would be more beneficial.

A Lockyer summarised the Core School Plan for members, highlighting the following priorities:

- Business, Computing and Multimedia, Maths and Numeracy -
 - introduce new National Certificate curriculum in computing for session 2007/8; and
 - improve the retention and attainment of learners by at least 5% (over previous figures).
- Community Development –
 - introduce full-time HNC Working in the Communities; and
 - deliver two NEET & Tidy environmental programmes.
- Support for Learning –
 - introduce in session 2007/08 TVP in Citizenship Skills; and
 - continue to develop curriculum at Access ½ levels to reflect health, cultural and environmental issues.
- Communication and Languages –
 - develop further the range of creative industries provision within the curriculum of Communications and Languages; and
 - further develop the ESOL curriculum to support the introduction of the 'Knowledge of Life in the UK' test.

Members noted the contents of the Core School Plan.

b) Vocational School

S Smith spoke to this item. He informed members that both School Plans overlap and are to provide an overview of work in each School and the targets required to be met. He further informed that a big part of the Vocational School Plan this session is to ensure that the College's new East End Campus is being used and that provision be expanded, focusing on retention and attainment.

S Smith summarised the Vocational School Plan for members, summarising the following priorities;

- Hairdressing and Beauty and Hospitality and Catering -
 - introduce a new SVQ in Beauty Therapy (cosmetology) programme with at least 15 learners;
 - extend school link provision to include at least two new schools in the new catchment area.

- Construction -
 - new site in Cambuslang;
 - deliver the electrical and plumbing elements of the Skills for Work programme at the new East End Campus; and
 - participate in GCC Soccer Success Initiative and enrol a minimum of 20 learners.

- Creative Industries -
 - introduce a new NQ in Creative Industries with a minimum of 15 learners; and
 - expand the use of the Bridge facilities by at least 20% during 2007/08.

- Social, Child and Health Care -
 - introduce new full time Skills for Work courses in Childcare at Intermediate 2 and enrol in excess of 30 learners; and
 - commence the HNC element of the Introduction to Health Care course during 2007/08.

A Inglis stated that both he and College Senior Managers are pleased with both the School Plans. He stressed that the College have made good progress on staff utilisation in the past 3 years and that this improvement has to be sustained. He further stated that staff absence figures have fallen by 5% and that this is evidence that absence management procedures are working.

He stated that it is critical that retention targets continue to improve each year.

Members noted the contents of the Vocational School Plan.

9. Items for Information

a) SFC – Learning for All – Progress and Next Steps

A Inglis informed members that these slides are from a meeting that Mr Graham had attended on behalf of the College.

Members noted the contents of the slides.

b) Financial Services Advisory Board – The Strategy for the Financial Services Industry in Scotland 2007 Annual Report

Members noted the contents of this report.

**c) HMle
i) Literature Review of Current Approaches to the Provision of Education for Children with Dyslexia**

A Inglis requested that this document be placed on a future agenda of the Curriculum Support Services Forum.

Members noted the contents of this report.

ii) Making a Difference in Scotland's Communities: A Five Year Review of Community Learning and Development in Scotland

Members noted the contents of this report.

d) SFEU - Scotland's Colleges and a Curriculum for Excellence – A Commentary

A Inglis spoke to this report, summarising the contents of the document. A considerable discussion followed by members and it was agreed that this report should be disseminated to Curriculum Leaders within the College.

Members noted the contents of this report.

e) The Frank Buttle Trust – Going to University from Care

A Inglis spoke to this item. He informed members that the Association of Scotland's Colleges are collating information on the approach that colleges take with these children. He further informed that support for care leavers is high on the College agenda.

Members noted the contents of this report.

f) Glasgow Caledonian University - MALE Project: Executive Summary

A Inglis spoke to this item, summarising the content for members.

Members noted the contents of this report.

g) CRLI – Degree to Higher National Articulation: Final Report to the Quality Assurance Agency

Members noted the contents of this report.

h) National Foundation for Educational Research - Evaluation of Skills for Work Pilot Courses: Interim Report

A Inglis summarised the contents of this report for members. He informed members that this report has been disseminated through College teams.

Members noted the contents of this report.

i) Scottish Executive

i) Looked After Children and Young People: We Can and Must do Better

A Inglis summarised this report for members, highlighting the importance of the document. A considerable discussion on the content of this report followed by members.

Members noted the contents of this report.

ii) Ken Wardrop - Equal Access to Employment

Members noted the contents of this report.

j) LSC

i) Framework for Excellence: How the Framework Will Work

Members noted the contents of the report.

ii) 2005/06 Value Added Measure for Learners Aged 16 to 19 Years Old (Data Specification – Version 10)

Members noted the contents of this report.

iii) Treatment of Fails in the Calculation of Value Added and Distance Traveled for the Learner Achievement Tracker (18 July 2006)

Members noted the contents of this report.

k) University of Strathclyde – Minutes of the meeting held on 3 September 2007

Members noted the content of the minutes.

10 Risk Management - Risk Issues to be considered as a consequence of the consideration of the above agenda

There were no risks identified as a consequence of the above agenda.

11 Closure

As all business had been discharged, the meeting closed at 2.35pm, with A Inglis thanking all members for their attendance and contribution. J Wilson

and H Dunlop to deliver a presentation on 'Learner Evaluation' to the next meeting of the Academic Board.

12 Date of Next Meeting

J Wilson informed members that the next scheduled meeting of this Committee is for 7 December 2007 and that this is a College Quality Day. Therefore it was agreed that the meeting should be re-scheduled for the 14 December 2007 to allow staff members to attend Quality Day sessions.

AI/AMcK
John Wheatley College
November 2007