

JOHN WHEATLEY COLLEGE

Board of Management

Academic Board

Minutes

Minutes of the Academic Board meeting held on Friday 18 September, 2009 at 1.30pm in Room S/09 Easterhouse Campus.

1. Sederunt

Alan Inglis, Assistant Principal (Chair);
Ian Graham, Principal;
Irene Quinn, Assistant Associate Principal;
Anne Lockyer, Assistant Principal – Core School;
Mae Smillie, Student Records Manager;
Russell Boyd, Associate Principal (ICT Manager);
Marilyn Gibson, Library Representative;
Dave Stewart, Curriculum Leader;
Stephen Smith, Assistant Principal – School of Vocational Skills;
Jennifer Miller, Curriculum Leader;
John Knowles, Curriculum Leader
Marlyn Barr, Curriculum Leader;
Helen Dunlop, Assistant Associate Principal, Quality (from 2.30 pm until 2.45 pm); and
Lorna McEwan (Senior Committee Coordinator).

2. Apologies

Jacqueline Henry, Lecturer – Hospitality;
Carol Young, Equality and Diversity Advisor;
Craig Green, Information and Learning Services Manager;
Peter Gallacher, Curriculum Leader;
Andrew Macdougall, Guidance Manager; and
Fiona Reid, Curriculum Leader.

3. Terms of Reference

The Chair welcomed members to the meeting. The meeting was agreed to be quorate with 12 from the voting membership present at commencement.

4. Minutes of the Previous Meeting held on 13 March, 2009

The minutes were taken as read. They were accepted as an accurate record of the meeting held on 22 June, 2009 (subject to 2 minor amendments).

5. Matters Arising from Minutes of Previous Meeting held on 13 March, 2009

- a) **Scotland's Colleges – Curriculum for Excellence: Next Generation of National Qualifications**

A Inglis spoke to the contents of the email sent on behalf of Alison Coull (Deputy Director, Qualifications, Assessments and Skills) to members of the Curriculum for Excellence Stakeholder Group which sought to apprise members of the availability of information on the Scottish Government website about the next generation of National Qualifications in Scotland.

Members agreed to note the contents of the correspondence.

6. Correspondence

a) **SFC – Scottish Further and Higher Education ICT Skills Network**

A Inglis spoke to the contents of the correspondence which sought to inform Scotland's Colleges and Universities about the proposal to establish a skills network for the ICT industry in Scotland. The correspondence also invited institutions to become part of this network and to contribute of its work and to benefit from it.

Members agreed to note the contents of the correspondence and further noted that Anne Lockyer would nominate a representative from the College.

b) **HMIe – Computing in Scotland's Colleges - Field Report on visits of 2 December, 2008 and 20 May, 2009**

The Principal spoke to the contents of the report from HMIe which sought to apprise members of the results of the field visits to the College conducted by HMI Iain Lawson and Associate Assessor Christine Sinclair on 2 December, 2008 and 20 May 2009.

Members recalled that Mr Lawson and Ms Sinclair observed lessons, held discussions with appropriate staff and groups of learners and discussed their findings with Senior Managers.

Members noted that the ICT Team had, as a matter of urgency, been instructed to agree an Action Plan to address the concerns raised about their teaching practices in the report.

A Inglis reiterated the requirement for *formative* assessment within programmes and the establishment of *SMART* targets along with the use of recognised *Performance Indicators*.

Members noted that the entire ICT Team would be scrutinised in some detail to ensure that the required improvements are addressed with immediate effect.

c) **Scottish Government – Report on More Choices More Chances Event: 26 March 2009**

A Inglis spoke to the contents of the correspondence from the Ms Fiona Hyslop (Cabinet secretary for Lifelong Learning) which sought to apprise members of the More Choices, More Chances, Strategic Partners Event which took place on 26 March, 2009.

Members noted that the correspondence highlighted very real challenges to all partners engaged in tackling the More Choices, More Chances agenda and, as a consequence, it was now the responsibility of the Scottish Government and its partners to agree the priority actions to be taken forward at national level within the context of work which was being taken forward around Curriculum for Excellence (CfE).

Members noted that a short-life working group would be established to consider the issues that had emerged and to develop a set of purposeful actions.

7. Presentation Items

a) Learning and Teaching Strategy

A Inglis spoke to the contents of his report which sought to apprise members of the College's Learning and Teaching Strategy for academic year 2009/10.

Members noted that the Strategy had been approved by the Academic and General Purposes Committee at its most recent meeting which took place on 3 September, 2009 and was therefore provided to the Academic Board for information only.

b) Library and Information Services for John Wheatley College – Self-Evaluation Report – Session 2007/09

A Inglis spoke to the contents of his report which sought to apprise members of the Library and Information Services Self-Evaluation Report for sessions 2007/09.

Members noted that the Self-Evaluation Report had been approved by the Academic and General Purposes Committee at its most recent meeting which took place on 3 September, 2009 and was therefore provided to the Academic Board for information only.

The Principal acknowledged the positive contents within the report and members took cognisance of the augmentation in the College's book stock.

Members endorsed the Principal's commendation to the Library Staff which would be passed on to Ms Bridget McConnell by Ms Marlyn Gibson.

Items 7d) and 7e) were considered jointly at the meeting of 18 September, 2009.

d) Vocational School Operational Plan

e) Core School Operational Plan

Both S Smith and A Lockyer opined that the new format of the Schools' Operational Plan for Session 2009/10 enhanced the evaluation and quality improvement process and allowed for uncomplicated understanding of key operational priorities and targets.

Members noted that following the most recent meeting of the Senior Management Team (SMT) where both Operational Plans were considered, amendments would be made to both Plans in respect of the current Economic Climate.

The Principal informed members that both reports demonstrated a general improvement in the Self-Evaluation process however, more reference to Performance Indicator data and to the Evaluation of the Learning Experience would be necessary.

In addition, the Principal requested that both Plans reflect the areas for development in respect of ICT and Care within the College.

Both draft Operational Plans would be revised to take into account the above discussion.

8. Response to Climate Change Commitment: Climate Change Action Plan 2010-15 (Draft)

The Principal spoke to the contents of his draft report which sought to advise members of details of the College's Climate Change Action Plan for calendar years 2010/15.

Members noted that the forthcoming meeting of the College's Capital and ICT Committee (scheduled to be held on 23 September, 2009), would further consider the College's response to the Climate Change Action Plan before the final version was presented to the Board at the meeting scheduled to be held on 21 October, 2009. .

The Principal reminded those present that the Climate Change (Scotland) Act 2009 became law in August 2009 and placed a number of specific new duties on Public Bodies (including the College). The provisions of the Act applied fully within eighteen (18) months of its enactment (on 4 August, 2009).

Members noted that the Act required a reduction of greenhouse gas emissions of 80% (eighty percent) by 2050 and it had also established an interim target of a 42% reduction by 2020. Members further noted that the legislation had provisions for the 2050 target to be 'adjusted' to meet new circumstances (recent suggestions indicated that this may result in an even more challenging target being established at a later date).

The Principal provided an overview of the main sections of the Plan which:

- reflected related Sustainable Development targets already included in the College's Strategic Goals in its Corporate Plan for academic / financial years 2009/12;
- sought to establish data trends between 2008-12 which established the College's 'carbon footprint' and its emissions of Green House Gases (GHG). It proposed that, until this was established, it was inappropriate to establish further carbon reduction targets (which go beyond the College's commendable achievements to date and which were apparently already meeting targets established for 'carbon

reduction' almost a decade 'early' against UK Government proposals in this respect);

- sought to respond, in Curriculum terms, to the proposals and recommendations made in the HMle (Her Majesty's Inspector's of Education) Sustainable Education Task (which included the College in its field work during Session 2008/09). This exercise was commissioned by the Scottish Funding Council (SFC) at the half-way point in the UN (United Nations) Decade of Sustainable Education.

Members recalled that the College had within its own operational context, sought to 'green' its curriculum offer (as indicated in annex 3). It would now also seek to take account of 'best practice' models identified by HMle and related recommendations in its Curriculum Planning for Academic Sessions 2010/11 and beyond. Members noted that the HMle Aspect Review on Sustainable Education in Scotland's Colleges was unlikely to be published until the end of October, 2009. Nevertheless the College would be featured very positively in that document (members of staff had had the opportunity to view galley proofs of the report). The College will be commended as an example of Sector Leading Innovative Practice (SLIP) for aspects of its provision.

Members agreed to note the contents of the report and its annexes.

9. Quality Enhancement Plan – Session 2009/10 (referred from Board of Management 25 August 2009)

A Inglis spoke to the contents of the report which sought to apprise members of the contents of the Quality Enhancement Plan for Session 2009/10.

Members were provided with a copy of the draft Quality Enhancement Plan for Session 2009/10 for their information.

Members noted the key areas of the draft Quality Enhancement Plan which were addressed by Mr Inglis and further noted that the Plan would be considered at Course Team meetings.

The Principal gave a brief overview of the success of the College's Individual Learning Plan (ILP) process. I Quinn informed members that two (2) schools within the College's catchment area had already agreed to use the College's methodology to track informal learning. Members noted that this was another opportunity for the College to measure *Best Value*.

10. Evaluation of the Learning Experience – Session 2008/09

A Inglis spoke to the contents of the report which sought to apprise members of the outcome of the evaluations undertaken in Session 2008/09 in respect of Evaluation of the Learning Experience.

Members noted that in order to further develop the quality enhancement procedures deployed by the College it was agreed with the EIS/FELA Branch that the evaluation of the learner experience methodology, successfully piloted in session 2004/05, was embedded in its quality assurance procedures from August 2005. Members recalled that external consultant, D McCartney, was appointed to conduct the evaluations on behalf of the Board.

A Inglis spoke to the contents of the report which sought to apprise members of the evaluations undertaken by D McCartney in respect of Session 2008/09. He reported that for session 2008/09 all teaching staff were eligible for inclusion in the evaluation exercise, however, as with previous academic years, it was agreed by the Steering Group, which includes representation from the EIS/FELA branch that the sample would include the following staff:

- new entrants to teaching;
- staff undertaking teacher training qualifications;
- staff undertaking the Professional Development Award: Teaching in Further Education; and
- staff undertaking Assessor and Verifier Awards.

The Assistant Principal then took members through the detail of the report and answered questions from members as they arose.

Members noted the contents of the report which had been considered by the Board at its meeting held on 25 August, 2009.

7. c) Learner Engagement in Quality Enhancement – Session 2008/09

H Dunlop spoke to the contents of the report which sought to apprise members of learner engagement activities during Session 2008/09.

Ms Dunlop took members through the detail of Learner statements and Learner comments and suggestions related to improvement and members noted the identifiable themes across the comments.

The Principal that Course Team reports would be revisited again in the future as the exercise had highlighted several areas of good practice and as a consequence, staff commendations had been issued in this respect.

Members noted that the Learner Engagement in Quality Enhancement Report had been approved by the Academic and General Purposes Committee at its most recent meeting which took place on 3 September, 2009 and was therefore provided to the Academic Board for information only.

11. Glasgow City Council

a) Recommendations of the Glasgow Health Commission

A Inglis spoke to the contents of the report which sought to apprise members of the recommendations of the Glasgow Health Commission.

Mr Inglis took members through the summary of the Health Commission recommendations and answered members' questions as they arose.

Members agreed to note the contents of the report which was provided for information only.

b) Tomorrow's Leaders Learning Theme Event Presentation – 7 July 2009

A Inglis spoke to the contents of the PowerPoint Presentation by Ms Margaret Doran, then the Executive Director for Education and Child Care Services.

A tabled paper detailing SQA results by Strategic Planning areas was considered by the Academic Board along with a Primary 5-14 Attainment by Strategic Planning area. A paper depicting the attendance of Primary and Secondary learners was also considered and a lengthy discussion followed.

The Principal highlighted to members that Bannerman High School and St Andrew's High Schools' 'high' figures had subsequently increased the area's average performance and had 'hidden' some of its difficult issues. The Principal would invite John Butcher (Area Education Manager) and Local Head Teachers to a future meeting of the Academic and General Purposes Committee and extended the invitation to members of the Academic Board should they wish to attend.

12. Notes from the Vibrant East Thematic Group Development Session – 20 August 2009

A Inglis spoke to the contents of the notes from the Vibrant East Thematic Group Development Session which took place on 20 August, 2009.

The Assistant Principal highlighted the key points from the document as follows:

- Arts and Cultural Planning (Summary of Priorities);
- Events and Festivals;
- Open Spaces, the Environment and Physical Regeneration;
- Sport and Physical Activity;
- Celebrating Good News and Success (and Marketing and Promotion);
- Volunteering;
- Heritage and Local History; and
- Cultural Diversity.

Members of the Academic Board agreed to note the contents of the document which was provided for information only.

13. SCQF – Scottish Credit and Qualifications Framework Partnership Annual Report 2008-09

The Principal spoke to the contents of the correspondence which sought to apprise members of details of the Scottish Credit and Qualifications Framework (SCQF) Partnership Annual Report 2008-09.

Members were provided with a copy of the report for their information. Members noted that the report outlined some of the key activities undertaken between April 2008 and March 2009.

The Principal took members through the detail of the report and answered questions from members as they arose.

Members agreed to note the contents of the report.

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

Members agreed that there were no risk issues to be considered at the meeting of 18 September, 2009.

15. Closure

The meeting closed at 3 pm with the Chair thanking all in attendance.

16. Date of Next Meeting

The next meeting of the Academic Board is scheduled to take place in Room MF12/14 in the East End Campus.