

JOHN WHEATLEY COLLEGE

Board of Management

Academic Board

Minutes

Minutes of the Academic Board meeting held on Monday 22 June, 2009 at 1.30pm in Room MF12/14, East End Campus.

1 Sederunt

Alan Inglis, Assistant Principal (Chair);
Irene Quinn, Assistant Associate Principal;
Anne Lockyer, Assistant Principal – Core School;
Colin White, Senior Lecturer;
Mae Smillie, Student Records Manager;
Jacqueline Henry, Lecturer – Hospitality;
Russell Boyd, Associate Principal (ICT Manager);
Marilyn Gibson, Library Representative;
Carol Young, Equality and Diversity Advisor;
Craig Green, Information and Learning Services Manager;
Dave Stewart, Curriculum Leader;
Alison Carlin, Senior Lecturer;
Marlyn Barr, Curriculum Leader; and
Annette McKenna (Committee Coordinator).

Also in Attendance:

Catherine Watt, Lecturer;
Hugh O'Rourke, Senior Lecturer; and
Andy Allan, Senior Lecturer.

2 Apologies

Ian Graham, Principal;
Andrew Macdougall, Guidance Manager; and
Jean Wilson, Associate Principal (Quality).

3 Terms of Reference

The Chair welcomed members to the meeting. The meeting was agreed to be quorate with 11 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 13 March, 2009.

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

Item 7c: Library Self-Evaluation – M Gibson

The Chair apprised members that work was still required to be carried out on the targets included in the Library Self-Evaluation report.

He requested that C Green ensure that S Finnie, Area Library Manager, was aware of the situation.

**6 Approved Minutes for Information:
a) ICT Advisory Committee Minutes: 23 January, 2008**

R Boyd confirmed that all requested software upgrades had been completed.

Members of the Academic Board agreed to note the contents of the minutes.

b) Curriculum Support Services Minutes

i) 02 February 2009

ii) 27 April 2009

Members of the Academic Board agreed to note the contents of the Curriculum Support Services Minutes of the 2 February and 27 April, 2009.

7 Presentation Items:

a) Creative Industries Status Report for Session 2008/09 and Future Developments in Session 2009/10

D Stewart spoke to his report that sought to provide members with examples of key curricular initiatives and undertakings by members of the Creative Industries Team during Academic Session 2008/9 and of future developments planned for Session 2009/10.

He reminded members that a Senior Lecturer post had been put in place as a means of fully supporting the College's partnership commitments at the Bridge.

He further reminded members that a further Senior Lecturer post would drive the majority of mainstream curricular activity in creative industries that included:

- Making Music and Sound Engineering;
- Art and design; and
- Photography and Visual Media.

Furthermore he noted the significant headway that had been made in respect of increasing out of hours and commercial activity within the Bridge and Platform facilities in Easterhouse and within the state of the art broadcasting suites in the East End Campus.

D Stewart reiterated that curricular activity had increased in respect of 'school link' undertakings, particularly in Creative Digital Media and Art. He rehearsed that the recent HMIE Aspect Inspection in the College had commended the school based digital media and Women's

Aid projects and had put these forward as examples of good practice. HMle intended including details from both projects in their National Report on Art and Design in Scotland's Colleges, to be published in October 2009.

Furthermore he apprised members that Course Teams, particularly in Art and Design and Sound Engineering were intent on making substantial changes to their current programmes. In this respect, teams had produced teaching materials for new SQA units (New Group Awards and National Progression Awards) to develop and take through the College's Quality Planning Framework for introduction and delivery in session 2009/10. The photography team had already developed new units to fit their current programme.

He added that the recent SQA COVE inspection in the College had given all operational areas of the Creative Industries a clean bill of health in respect of Verification/Moderation procedures.

He invited A Allan and H O'Rourke to present their reports that sought to provide members with a detailed outline of the key curricular undertakings in Creative Industries in session 2008/9 and of future plans for session 2009/10.

A Allan, Senior Lecturer, provided members with an overview of his report on the usage and development at the Bridge.

He took members through the following points:

- activity in Session 2008/09;
- mainstream related activity;
- out of hours provision;
- commercial activity;
- targets; and
- Bridge and Platform usage of space.

He highlighted the 3 key targets for session 2009/10 as:

- spread of activity;
- usage by space; and
- employment opportunities.

H O'Rourke, Acting Senior Lecturer, provided members with an overview of his report on the Creative Industries mainstream curriculum achievements.

He took members through the following points:

- curriculum action 2008/09;
- future development in Creative Industries in 2009/10;
- retention, attainment and attendance; and
- key objectives.

He highlighted the significant volume of work undertaken in studios, much of which achieved unit results for students and commercially completed work for visiting artistes and bands.

In addition he provided members with a demonstration on how the Creative Industries website had been developed to 'showcase' learners work. He provided members with numerous examples and rehearsed that the website had related opportunities for Course Teams throughout the College to facilitate its delivery.

A Lockyer commented that the proposed use of the Creative Industries website was both impressive and ambitious and invited H O'Rourke and A Allan to demonstrate its use at a future Curriculum Management Team meeting.

The Chair thanked D Stewart, A Allan and H O'Rourke for their interesting and informative presentations.

Members of the Academic Board agreed to note the contents of the Creative Industries Status Report for session 2008/09 and the Future Developments in session 2009/10.

b) Routes into Learning Session 2008/09

The Chair invited A Lockyer and C Watt to present their presentation to members.

A Lockyer provided members with an overview of the College's Routes into Learning Initiative.

She apprised members that the College had established an Adult Literacy and Numeracy (ALN) Project that sought to support women exiting prostitution or who were vulnerable as a consequence of prostitution.

She further apprised that the Initiative was operated by the College and that it employed a dedicated ALN Development Officer, C Watt.

Furthermore she rehearsed that it was financially funded through ALN funds allocated by the Glasgow Community Learning Strategy Partnership and that in 2008/09 the College had secured funding from the Scottish Government's Offender Literacies Fund to develop related activity with Corton Vale women's prison.

She invited C Watt to present her progress report on the current work of the Routes into Learning Initiative and the development of its links with Corton Vale women's prison.

C Watt reported that over the past ten years the population of women in prison had increased by 87% with the majority of sentences in relation to drugs offences. On average one fifth of the women population in Corton Vale prison return to Glasgow City and a significant proportion return to the East of the City. 95% of women involved in street prostitution do so to fund drug habits.

She further reported that following a Pilot Project conducted by Routes Out Intervention Team in 2006/07 within HMP YOI Cornton Vale it had established that this target group of women who returned to their communities from prison (particularly those who had served a short term sentence) often had little opportunity to address the harm caused by prostitution prior to their release and faced relapsing into prostitution, chaotic drug use and homelessness.

Furthermore she apprised that by engaging this group of women prior to release and continuing the contact within the community it was anticipated that women would be more supported in their basic needs to enable them to successfully undertake learning opportunities.

She further apprised that in the past year the Project had supported 74 women with literacy and numeracy learning. The average age of women accessing the service was 35 with the youngest aged 18 and the oldest 56. The majority of the women did not have permanent addresses (78%) and were in receipt of benefits (98%). The majority had not engaged in literacy and numeracy learning in the past.

She provided members with an overview of the referral system and the partners involved in the Project.

She further provided members with the intended progression routes for the service users and provided examples of 2 learners.

In addition she provided members with an overview on the future direction of the Routes into Learning Project.

A Lockyer added that HMle had been impressed by the work carried out by the Project.

A Inglis reiterated the importance of recording the progress of the Project and the distance travelled by the learner.

The Chair thanked A Lockyer and C Watt for their detailed and interesting presentation.

Members of the Academic Board noted the contents of the Routes into Learning Progress Report for session 2008/09.

8 Use of Individual Learning Plans by Lochend Community High School

The Chair invited I Quinn to present her report to members.

I Quinn provided members with an overview on the development and use of the Individual Learning Plan (ILP).

She reminded members that previously ILPs could only be accessed by College staff and learners. She informed that for session 2008/09 access to the ILP system had been granted to the Depute Head Teacher of Lochend Community High School (LCHS).

She further informed that this established a 'shared guidance record' between the College and LCHS, utilising the ILP as a live and shared guidance record for LCHS pupils attending the full time Youthstart programmes at the College.

Furthermore she rehearsed that the Depute Head Teacher at LCHS had reported success in accessing ILPs for Youthstart learners and noted the specific key strengths as:

- remote access for learners, parents and school staff;
- accessing information to distance travelled by the learner in particular information on Youth Access enrolments for LCHS learners;
- access to Guidance Records on learners progress;
- recording of additional attainments undertaken at LCHS;
- reviewing and recording significant achievements;
- providing further information to other external partners on vocational progress; and
- obtaining attendance reports.

She further rehearsed that the areas for development at LCHS were:

- access for LCHS Principal Teacher, Learning Support to record any specific transition arrangements and learner support strategies;
- access LCHS heads of 4th & 5th year pupils to review progress;
- access LCHS Administration staff to collate attendance reports; and
- further staff development for LCHS.

The areas for further College development on the use of ILP as a shared guidance record were:

- extend the range of external partners accessing the ILP to include all local Secondary Schools and Riddrie Day Centre; and
- further staff development for College Programme Leaders on 'Sharing Guidance Records'.

A considerable discussion followed on the rollout of the ILP to Local Secondary Schools and a range of college partners.

Following the discussion it was agreed that members were comfortable with the ILP being rolled out to Local Secondary Schools but that college partners would require further consideration.

Members of the Academic Board agreed to:

- note the contents of the report;
- access to the ILP system for all Local Secondary Schools; and
- note that an appropriate (CPD) programme would be required to address the identified areas for development.

9 Sections of College Plan 2009/12

a) Draft College Context Statement

The Chair provided an overview of the College Context Statement and informed members that the Context Statement had been approved by

the Board of Management and would be incorporated into the College Plan for sessions 2009/12.

S Smith confirmed that he had proposed, at the last meeting of the Joint Consultative Committee, that the Context Statement be issued to all staff separately from the College Plan as it informed in detail what the College did and why.

Members of the Academic Board noted the contents of the College Context Statement.

b) Draft Curricular Developments – Session 2009/10

The Chair took members through the contents of the Curricular Developments for session 2009/10 and reported that it had been approved by the Board of Management and would be incorporated into the College Plan for sessions 2009/12.

A Inglis highlighted the College Activity Targets for session 2009/10.

He confirmed that the School Plans would be brought to a future meeting of the Academic Board, next session.

Members of the Academic Board noted the contents of the Curricular Developments for session 2009/10.

c) Strategic Objectives and Priorities – Session 2009/10

The Chair took members through the contents of the College Strategic Objectives and Priorities for session 2009/10 that had been approved by the Board of Management and would be incorporated into the College Plan for sessions 2009/12.

He highlighted the Strategic Priorities with regard to the Scottish Funding Council for session 2009/10.

Members of the Academic Board noted the contents of the College Strategic Objectives and Priorities for session 2009/10.

10 Draft College Ethos Session 2009/10

The Chair provided members with an overview of the revised College Ethos for session 2009/10 that had been approved by the Board of Management.

He rehearsed that the College Ethos was revised on an annual basis as part of the process for updating the College's Learning and Teaching Strategy.

He informed that the revisions for 2009/10 were:

- paragraph 3 now included reference to the Scottish Government's Economic Strategy and its associated Skills Strategy;
- paragraph 7 now included specific reference to the College's consultation with community representatives in relation to its community based provision;

- paragraph 10 now included reference to the East Glasgow Learning Theme Plan (within which the local Community Learning and Development priorities and plans are now contained);
- minor changes relating to the most current names of organisations (Glasgow Community Planning Partnership rather than Glasgow Community Planning Limited, Skills Development Scotland rather than SUfl or Learndirect, Scotland's Colleges rather than ASC/SFEU/COLEG);
- general use of the phrase East Glasgow to describe the College's main catchment area (rather than East End and Greater Easterhouse);
- more explicit explanation of the role of youthwork in promoting progression from informal to formal learning (in paragraph 28); and
- renumbering as a consequence of changes as well as a few changes of a typographical nature.

Members of the Academic Board agreed to note the contents of the revised College Ethos for session 2009/10.

11 Analysis of HMle Reviews of Quality and Standards in Further Education: Academic Years 2004/08

The Chair spoke to the contents of the report that sought to apprise members of the key findings of the analysis of the forty-three HMle Reviews conducted in sessions 2004/08.

He informed that the report had been previously considered at the Academic and General Purposes Committee held on 13 May, 2009 and at the Quality Enhancement Committee meeting held on 30 April, 2009.

He highlighted the key findings of the HMle Reviews for academic years 2004/08.

Members of the Academic Board agreed to note the contents of the report and its appendix.

12 Glasgow East Community Planning Ltd – Youth Literacies Final Progress Report

The Chair spoke to the contents of the report that sought to confirm the progress made in raising awareness across youth service providers in the East relating to the development of youth literacies work.

He provided members with an overview of the report.

Members of the Academic Board noted the contents of the report.

13 Glasgow Suicide Prevention Partnership Outline Proposal – Consultation Draft, March 2009

The Chair spoke to the contents of the report that sought to outline a proposal to develop a Suicide Prevention Partnership in Glasgow to provide a concentrated focus to address the inequalities in health and reduce suicide levels.

He provided members with an overview of the report.

Members of the Academic Board noted the contents of the report.

14 The Scottish Government

a) Skills for Scotland Update

The Chair spoke to the contents of the report that sought to provide an update on the significant progress made since the Skills for Scotland report had been launched in 2007.

He provided members with an overview of the update report.

Members of the Academic Board noted the contents of the update report.

b) Consultation on the Future Status of the General Teaching Council for Scotland

The Chair spoke to the contents of the consultation document.

He reported that the Scottish Government had issued a consultation document on the future status of the General Teaching Council for Scotland and that the consultation closed on 26 June, 2009.

He outlined the contents of the consultation document for members.

Members of the Academic Board noted the contents of the consultation document.

c) Curriculum for Excellence – Next Generation of National Qualifications

The Chair spoke to the contents of the report that sought to provide the outcome of Ipsos MORI's independent report on the consultation on the Next Generation of National Qualifications in Scotland.

He provided members with an overview of the report.

Members of the Academic Board noted the contents of the report.

d) Bologna Process and Scottish Involvement

The Chair spoke to the contents of the report that sought to provide an update on the original goals set by the Bologna Process.

He outlined the contents of the report for members information.

Members of the Academic Board noted the contents of the report.

15. SFC – Gaelic Language Plan Consultation

The Chair spoke to the contents of the Scottish Funding Council consultation document.

He informed members that the Scottish Funding Council had requested comments on the draft Gaelic Language Plan for 2009-14 by 8 May, 2009.

Members of the Academic Board noted the contents of the consultation document.

16 SQA

a) Candidate Malpractice in National Qualification External Assessments

The Chair spoke to the contents of report that sought to provide guidance on the policies and procedures related to candidate malpractice in external examinations.

He provided members with an overview of the report and requested that they note the guidance provided by the Scottish Qualifications Authority.

Members of the Academic Board agreed to note the contents of the report and the guidance provided.

b) National Qualifications – Important Changes re. National Course Estimates and Standard Grade Estimates/Internal Assessment Grades

The Chair spoke to the contents of the correspondence that sought to advise of important changes for 2009 that intended to assist both Centres and SQA to achieved accurate and timely certification for all candidates.

He provided members with a summary of the changes for 2009 for their information.

Members noted the contents of the correspondence.

17 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 consideration of the above agenda.

18 Closure

All business on the agenda having been discharged, the meeting closed at 2.55pm. Mr Inglis (Chair) thanked members for their contribution and attendance.

19 Date of Next Meeting

The next meeting of the Academic Board is scheduled to take place in session 2009/10 (date and time to be advised).

AI/AMcK
John Wheatley College
September 2009