

JOHN WHEATLEY COLLEGE

BOARD OF MANAGEMENT

ACADEMIC BOARD

MINUTES

**Minutes of the Academic Board meeting held on Friday, 11 November 2005 at 1.30 pm in Room S/09, Easterhouse Campus.**

**1 Sederunt**

Alan Inglis (Chair)  
Stephen Smith  
Anne Lockyer  
Irene Quinn  
Jacqueline Henry

Ian Graham  
Jean Wilson  
Russell Boyd  
John Knowles  
Jeanette Walsh (Minutes)

**2 Apologies**

Allan Dalzell  
Colin White  
Andrew Macdougall

Ann Curran  
Mae Smillie  
Dave Stewart

**The Chair welcomed everyone to the meeting.**

Having reported that Catherine Blake had tendered her resignation, A Inglis indicated that an election seeking representation from the College's School (Core) and Support Staff would be organised to complete membership of the group. He further advised that, as provision was soon to transfer, he would seek a nominee from Glasgow City Council as Library representative on the Academic Board.

There followed considerable discussion with respect to the format of future meetings. Members' suggestions included the following:

- that external agencies be invited to make presentations on developments elsewhere, eg B Lister to be invited to provide information on SMEs etc;
- that items discussed at other fora should be included for information only or for clarification of any issues highlighted;
- that developmental priorities should be set at commencement of the academic session. Themes included:
  - participation in further refinement of support for learning programme;
  - curriculum priorities of sustainable development agenda;
  - review of ILT Champions initiative and how can roll out across College; and
  - development of teaching packs.

In conclusion, the Principal indicated that the Academic Board's priorities for development throughout the session should be documented in the College Plan.

### **3 Terms of Reference**

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

### **4 Minutes of the Previous Meeting held on 16 September 2005**

The minutes of the previous meeting were accepted as read and as an accurate record of the business conducted on that date.

### **5 Matters Arising from the Minutes:**

#### ***7/8 School Action Plans Session 2004/2005***

J Wilson reported that the review of the current and previous year's targets was currently underway and that the future format of the Plans was also being considered.

#### ***34 Youth Access Report***

A Inglis reported that a CRF application had been submitted to fund the programme for another year.

Having indicated that the Lochend Learning Community project had achieved an extension, members agreed that J Long should be invited to make a presentation at a future meeting.

#### ***13 SFEFC: Credit transfer from SFEFC to SQMS***

J Wilson reported that the SQMS audit was scheduled for week beginning 20 February.

#### ***21 HMle summary inspection reports***

It was agreed that, for future agendas, J Wilson should prepare a summary paper highlighting innovative practice and particular items of interest to the College.

#### ***19 HMle: Changing Lives: Adult Literacy and Numeracy in Scotland***

Following attendance at the national seminar on the report, A Inglis reported that priorities for development included literacy and numeracy for young people in the workplace and improving targets specifically in relation to numeracy, as projects had tended to focus largely on literacy issues.

#### ***31 SE: Consultation on an Adult ESOL Strategy for Scotland***

I Quinn confirmed that the College's response had been submitted by the deadline date.

### **6 Minutes of Board Standing Committees:**

#### **a) Quality Assurance and Improvement Committee**

Members noted the detail of the business discussed at the meeting held on 25 April 2005.

- b) **Sustainable Development Advisory Committee**  
Members noted the detail of the business discussed at the meeting held on 13 June 2005 and feedback from the Principal that the recent visit of John Forster & Associates had confirmed that the College is ahead of the sector with respect to the sustainable development agenda.
- c) **ICT Advisory Group**  
Members noted the detail of the business discussed at the meeting held on 2 September 2005.

**7 SFEFC: 2003/2004 Student and Staff Performance Indicators**

A Inglis spoke to the report which sought to inform members of the College's figures published for session 2003-04 and to compare them with the performance in the previous sessions.

Having heard Mr Inglis and R Boyd's explanation of the various aspects of the report, members noted the content of the report and agreed that this should be referred to the Board of Management's Academic and General Purposes Committee for further discussion.

**8 SQA: Higher National Certificates and Diplomas – Update on Core Skills**

Having heard J Wilson's summary of the update on interpretation and implementation of the design principals, and having discussed the College's concerns with respect to Core Skills development within HN qualifications, members noted the information contained in the correspondence.

**9 NHS: 24 hour Workshop to develop East CHSCP Health Improvement Plan**

Members noted the information contained in the correspondence which detailed event arrangements.

**10 NHS: Educational Solutions for Workforce Development – Overview**

S Smith spoke to the report which detailed the process for providing educational support for the NHS workforce.

Members noted the detail of the document and the reference to working in partnership with other agencies, including colleges.

**11 Learning & Skills Research Centre: Can we compare post-16 performance with the 'best in the world': an empirical assessment – Executive Summary**

J Wilson spoke to the research report commissioned to explore the extent to which it is possible to compare England's performance at post-16 level in the areas identified with the best performing countries in the world.

Having identified the various countries selected for comparison against the indicators constructed, Ms Wilson reported that the findings concluded that no

single country appeared to be the 'best in the world' and that England lay behind Australia and Denmark in generating knowledge and skills in terms of population enrolled on level 2, 3 or 4 and higher qualifications.

Members noted the content of the document and the difficulty reported with respect to obtaining comparable information on retention across the countries considered.

**12 Learning & Skills Development Agency: Skills: getting on in business, getting on at work - Introduction**

A Lockyer spoke to the paper which sought to disseminate more widely the response to the government's White Paper on skills development ahead of the September 2006 deadline.

Having heard Ms Lockyer, members noted the focus of the response.

**13 Learning Connections: Report on the Scottish Adult Literacy and Numeracy Strategy 2004-2005 - Context**

I Quinn advised the group that the report recorded progress made in the development of adult literacies since the strategy was launched in 2001.

Members were informed that the document reported positive experiences from learners and highlighted areas for improvement which would inform future development of the Strategy.

Having heard Ms Quinn, members noted the content of the report and the photograph which included a member of College staff, Alison McConville, who is also a voluntary literacies tutor.

**14 Department of Education and Skills: Estimating the Cost of Being "Not in Education, Employment or Training" at Age 16-18 – Executive Summary**

A Inglis spoke to the report indicating that, given that was high on the national agenda, this group was considered a priority for development by the College in the current session.

I Quinn indicated that the College was currently in discussion with respect to programmes for young people leaving care.

The Principal informed members that Scottish Enterprise Glasgow was shortly to publish a report on the NEET group and that the College had arranged to meet with that organisation to discuss future College provision for young people from that group.

**15 Research Study: Being Young in Scotland 2005 – Young People's Participation in Youth Work, Arts, Culture and Sport – Introduction**

Having heard A Inglis' comments on the scope of the of the research study conducted for the Scottish Executive by MORI, members agreed that the information should be referred to Craig Green for circulation to the Youth Access Workers.

Following discussion of a query related to educational visits and the student experience, it was agreed that these could potentially be supported from bursary funds.

**16 JISC: Innovative Practice with e-Learning - Introduction**

After hearing R Boyd's brief review of the guide to embedding mobile and wireless technologies into everyday practice, members agreed that the item should be referred to the College's ILT Champions and to the ICT Advisory Group for discussion.

Members also agreed that presentations and demonstrations of new technologies should be organised for future meetings.

**17 Careers Scotland: West Region – Summary Operating Plan 2005/06 - Introduction**

Having considered the document's key priorities, actions and performance targets, members heard that the College had agreed a Service Level Agreement with Careers Scotland.

**18 Scottish Funding Council: 2005 student experience survey – Circular**

Having heard that the College had not participated in the exercise, members heard J Wilson's review of the outcomes of the survey commissioned by the Funding Council.

After discussion of the differentials recorded, members noted Ms Wilson's advice that the College's method of student evaluation was probably more thorough as it adopted a wider range of approaches.

**19 Date of Next Meeting**

Members noted that the next meeting was scheduled for Friday, 26 January 2006.

All business on the agenda having been discharged the meeting closed at 3.15 pm.

The Chair thanked members for their attendance and participation at the meeting.

AI/JW  
John Wheatley College  
20 January 2006