

**JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
ACADEMIC BOARD**

MINUTES

Minutes of the Academic Board Meeting held on Friday, 12 November 2004 at 1.30 pm in Room S/09, Easterhouse Campus.

1 Sederunt

Alan Inglis (Chair)	Isabel Moir
Ian Graham	Jean Wilson
Jacqueline Henry	Laura Thompson
Anne Lockyer	Stephen Smith
Irene Quinn	Billy McCallion
Catherine Blake	Dave Stewart
Russell Boyd	Jim Brown (for Marie Woods)
Mae Smillie	Andrew Macdougall
Jeanette Walsh (Minutes)	

2 Apologies

Apologies were received from John Knowles and Ann Curran.

The Chair welcomed everyone to the meeting.

3 Terms of Reference

The meeting was agreed to be quorate with 13 from the voting membership present.

4 Minutes of the Previous Meetings:

a) 3 September 2004

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

b) 17 September 2004

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:

a) 3 September 2004

7 Curricular Quality Calendar

J Wilson confirmed that a copy of this document had been distributed to all staff with the November edition of the Newsletter and was also posted on the Intranet.

b) 17 September 2004

7 FE Quality Implementation Group – FEQIG/2004/07: Specification for the 2004-08 review model for FE colleges

A Inglis advised that briefing meetings had been held to apprise staff of the detail of the revised model and quality framework.

10 Transition to Post-School: Interim Evaluation of Beattie Inclusiveness Projects

The Principal advised that a paper regarding the Inclusiveness Project would appear on the agenda of the next meeting of the Academic Board.

11 SE – Towards a Green Jobs Strategy: Consultation Paper

The Principal informed members that John Wheatley had been the only FE college invited to attend the follow-up meeting. Members noted that A Lockyer had been in attendance and would brief the Academic Board at the next meeting.

13 SE – Developing Post-School Psychological Services Interim Report (August 2003): Summary of Consultation Responses

The Principal indicated that a meeting was arranged with Ronnie O'Connor, Glasgow City Council the following week and that he would request an update on the current situation at that time.

19 GESIP: Greater Easterhouse Community Learning & Development Action Plan 2004-2007

A Inglis reported the Action Plan had been approved by the SIP Board and had been referred for endorsement to the next meeting of the Education & Lifelong Learning Working.

As some members had other commitments, the order of the agenda was altered accordingly. The items are recorded as minuted.

10 HMle: Quality Indicators in Enterprise in Education

J Wilson spoke to the guide, aimed at the school sector, which recognised the importance of enterprise in education and how this specific area is evaluated.

Ms Wilson indicated that the Quality Team would utilise the good practice section of the document across teams to develop the enterprise model.

Having heard Ms Wilson, A Inglis indicated that the HMle Quality Framework also referred frequently to Citizenship.

After discussion, members agreed that D Stewart's Sound Engineering Team would consider how these indicators could be used within the College – particularly in relation to the development of youth work projects incorporating enterprise and citizenship elements.

**12 SQA: Principals' Forum – 8 September 2004
Reviewing the Portfolio**

J Wilson spoke to the draft consultation documents which outlined the process for review of Scottish Group Awards.

Members agreed that SGAs were widely perceived as having failed to fulfil their objectives.

After discussion, the Principal indicated that he would leave submission of a response to the Association of Scottish Colleges.

Members noted the content of the documentation.

13 SQA: Revised Policy Overseas

J Wilson reported that the correspondence was not relevant as the College currently does not have overseas provision.

Members noted the information contained in the document.

14 SQA: National Qualifications Review Update

Having briefly summarised the content, J Wilson informed members that the correspondence provided an update on changes and developments in specific areas. Members heard that the update had been circulated to relevant course teams for information.

Ms Wilson further advised that, with respect to Continuing Professional Development Workshop Programme, staff would attend 1-2 sessions before the end of the session and that the new programme for 2005/06 had been appropriately circulated.

Members noted the detail of the correspondence and its appendices.

15 SCQF: Consultation on Extending the Facility to Credit Rate within the SCQF

J Wilson spoke to the consultation document which considered extending the facility to credit rate qualifications beyond Higher Education Institutions and the Scottish Qualifications Authority.

Having heard Ms Wilson, A Inglis informed members that the College's response would indicate that it did not think it appropriate to extend the facility and that the SQA should continue to act on behalf of the FE sector.

Members noted the detail of the consultation process and endorsed the College's approach in this respect.

J Wilson left the meeting at this point.

11 Admissions to Higher Education Review – Final Report

A Lockyer spoke to the report commissioned to conduct an independent review of the options that English institutions providing higher education should consider in assessing the merit of applicants for their courses to ensure that they have in place a fair admissions process.

Having heard Ms Lockyer, members noted the report's recommendations for good practice.

16 University of Dundee – Community Learning and Development Work-Based and Part-Time Training Consortium: Full Proposal to SFCFHE – Strategic Change Grant Fund

Members noted A Lockyer's comments on the consortium's project proposal which aimed to establish a national robust, financially sustainable model for implementation, across all the training provider sectors, in community learning and development for flexible, work-based and part-time modes that are accredited and endorsed.

Having heard Ms Lockyer, members welcomed the role afforded to the College, in the long term, as a participating institution in this proposal.

18 GCC: Best Value Review of Glasgow's Youth Service

A Lockyer spoke to the report on the major review of the Youth Service conducted by Cultural & Leisure Services over the past year. Members heard that the review focused on the key issues and future priorities facing the service.

Ms Lockyer advised that the College is engaged locally in the East End and Greater Easterhouse in terms of participation in youth network activity by way of the Learning Network and other youth service initiatives.

Having heard Ms Lockyer, the Principal indicated that the office currently occupied by Community Connections would be redefined in the near future to house a number of youth workers employed to exploit the potential of the Learning Network and get the College directly involved in youth work provision.

Mr Graham also advised members that the HMle Implementing Inclusiveness report indicated insufficient engagement for disaffected young people which would require the College to review its provision for this group. To facilitate the process, members agreed that a small group of key staff should be identified to inform the College's approach in this respect and to consider utilisation of existing resources.

Having heard the Principal, members noted the scope of the review process.

A Lockyer and C Blake left the meeting at this point.

6 SFEFC: Learning to Work: a discussion paper on employability and enterprise

I Quinn spoke to the discussion paper which highlighted the importance of considering the key areas of employability and enterprise at the curriculum design stage and documented the process by which these could be incorporated in a more robust fashion.

After hearing Ms Quinn, members noted the detail of the paper and noted that the debate would continue with participating groups over the coming months.

7 SHEFC/SFEFEH E- Learning Transformation Project Funding

A Inglis informed members that the document was an application to the Funding Council, in which the College was a partner with Glasgow Caledonian University and Glasgow Metropolitan College, for e-learning funds to support electronic provision of guidance services.

Mr Inglis reported that he had recently received an email indicating that, at this stage, the bid had been unsuccessful with six other projects receiving preferred status and asked for more detail. Members heard that there might, however, be a second opportunity if any of the bids failed at the next stage.

Having heard Mr Inglis, members noted that the College was still in communication with the project's partners with respect to identifying alternative funding sources.

8 HMle: The Sum of Its Parts? – The Development of Integrated Community Schools in Scotland

A Inglis spoke to the report on the evaluation of Integrated Community Schools in Scotland.

Members heard that the report considered the success of authorities in developing new approaches to service delivery through integrated working among key partners.

Having heard Mr Inglis highlight the example of good practice related to personalised learning for vulnerable pupils, members agreed that this reflected the College's approach to the establishment and maintenance of Individual Learning Plans and tailored programme design when working with groups of pupils from Lochend Community High School.

Having heard Mr Inglis, members noted the detail of the report and developments thus far and that proposals were already in discussion to take forward the next generation of community schools.

9 HMIe: Corporate Plan 2004-2007

After hearing A Inglis' brief comments, members noted with interest the Inspectorate's targets outlined for the period.

17 Greater Easterhouse Community Learning and Development Plan

A Inglis spoke to his report indicating that the revised and updated Action Plan sought to set targets within the new guidance produced by the Scottish Executive and to address the main action points from the recent HMIe review of community learning and development.

Having heard Mr Inglis, members noted the role played by the College, and the key achievements of the Greater Easterhouse Learning Network and the Adult Literacy Project, in the development and delivery of the Action Plan.

Members were also advised that some of the targets set out in the Action Plan would influence the College's Operational Plan for session 2005/06.

19 Careers Scotland: Learning about work? The role of school students' part-time employment – A pilot study for Careers Scotland

A Macdougall spoke to the Executive Summary of the pilot study which summarised the results of a survey questionnaire of S3 and S5 students from three schools in Renfrewshire.

Following comment on the variations in percentages of students employed, the types of employment and the hourly rates of pay and savings set aside between the age groups, Mr Macdougall concluded that the findings were as anticipated.

Members noted the findings of the study.

20 GARA: Strategies for the implementation of effective anti-racist policies in education

A Inglis spoke to the research report indicating that the bullet points documented would be useful to inform any College review in respect of anti-racist behaviour.

Mr Inglis highlighted the organisational responsibility to promote cultural awareness and equality of opportunity in line with the requirements of the Race Relations (Amendment) Act 2000 and endorsed the College's approach in this respect. In addition, J Wilson would continually seek opportunities to stress positive role models in the curriculum planning process.

Having heard Mr Inglis, members noted the detail of the information contained in the report.

21 Disability Rights Commission: Disability Rights

I Quinn advised that the articles included in the Holyrood Supplement were not directly related to education but were nonetheless informative.

Ms Quinn undertook to ensure that the article on website accessibility was copied to Julie Hamilton, Web Editor and included on the agenda of the next meeting of the Consultative Committee on Inclusive Learning.

22 West of Scotland Wider Access Forum: the On track project

A Macdougall spoke to the report which outlined the activity of the project in session 2003-04 and included an evaluation of the programme based on the analysis of feedback from participating students and college teaching staff.

Members heard that the parts of the programme identified as being useful to students, for example written assignments, research, note taking for lectures, had already been recognised by the College and subsequently built in to the core skills element of the Access to Humanities programme.

After hearing Mr Macdougall, members noted the report's positive evaluation of the project.

23 Date of Next Meeting

Members noted that the next meeting was scheduled for Friday, 28 January 2005.

All business on the agenda having been discharged the meeting closed at 3 pm.

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

AI/JW
John Wheatley College
January 2005