

**JOHN WHEATLEY COLLEGE**

**BOARD OF MANAGEMENT**

**ACADEMIC BOARD**

**MINUTES**

**Minutes of the Academic Board Meeting held on Friday, 17 September 2004 at 1.30 pm in Room S/09, Easterhouse Campus.**

**1 Sederunt**

Alan Inglis (Chair)	Isabel Moir
Ian Graham	Jean Wilson
Jacqueline Henry	John Knowles
Anne Lockyer	Stephen Smith
Marie Woods	Irene Quinn
Billy McCallion	Ann Curran
Jeanette Walsh (Minutes)	

**2 Apologies**

Apologies were received from:

Dave Stewart	Catherine Blake
Russell Boyd	Mae Smillie
Laura Thompson	

The Chair welcomed everyone to the meeting and introduced new members recently elected to serve on the Academic Board. Members noted the composition of the Academic Board and, for the benefit of Anne Curran, the co-opted Community Representative, those present introduced themselves round the table.

**3 Terms of Reference**

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

**4 Minutes of the Previous Meetings:**

**a) 21 June 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) 3 September 2004**

Members noted that, due to the tight timescale between meetings, the minutes of 3 September 2004 were not yet available. It was noted that these would be included for discussion on the agenda of the next scheduled meeting (12 November 2004).

**5 Matters Arising from the Minutes of 21 June 2004**

**10 SFEFC Quality Workshop – Tuesday 18 May 2004**

**11 SFEFC – Implementation of Revised HMIE/SFEFC Quality Model**  
GEM Programme – members heard that the Health Care Section had collected a care related award for innovative training.

**6 SFCs – PRSFC02/04: Preparing for the knowledge economy**  
**26 SFEFC Circular Letter FE/34/04 – Higher Education in Scotland: A Baseline Report**

A Inglis spoke to his report which apprised members of the contents of the baseline study.

Having considered some of the key messages and issues raised in each of the report's sections in turn, members noted that the College is advocating the Scottish Credit and Qualifications Framework (with NUS support) and would continually strive to develop articulation routes with HE institutions such as Glasgow Caledonian University and Glasgow Metropolitan College.

**7 FE Quality Implementation Group – FEQIG/200/07: Specification for the 2004-08 review model for FE colleges**

J Wilson reviewed the detail of the document which provided details of the revised model and quality framework which HMIE would use in the forthcoming College review in February 2005.

The Principal indicated that the College was required to submit the relevant documentation by the end of November 2004, a relatively short timeframe, and that a meeting would be arranged mid October to brief staff accordingly.

Both the Principal and Ms Wilson reminded members of the importance of identifying and highlighting examples of best practice.

Members noted the outline of the review model.

**8 SFEFC: Review of 2004 strategic plans and financial forecast returns**

Members noted A Inglis' advice that the correspondence informed the College of a proposed meeting with representatives of the Governance and Management Appraisal and Policy (GMAP) to discuss issues related to strategic plans and financial forecast returns.

**9 SE: Summary Handout on the Additional Support for Learning Act**

The Principal indicated that, in preparation for the Education (Additional Support for Learning) (Scotland) Act 2004 which becomes law in autumn 2005, the document summarised the type of support which will be provided via schools and its impact on College provision.

Having reviewed the key changes and new duties incumbent on education authorities, members acknowledged that the responsibility placed on schools to liaise with agencies likely to support the child at least 12 months prior to the expected school leaving date was an important development as previously the College had to wait for an invitation to commence discussion.

Members noted that I Quinn and H Dunlop would lead the College's preparation for implementation of the new Act and agreed that the document should be copied and circulated to Course Teams for discussion.

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

I Quinn spoke to the Executive Summary which highlighted the main conclusions and recommendations arising from the National Evaluation of the Inclusiveness Projects.

Members heard that the report pointed to the establishment of key worker teams across the country and the development local partnership networks.

Ms Quinn advised that provision for the local area was yet to be advised by Careers Scotland.

Members noted Ms Quinn's comments and agreed that integration of the key worker support plan and the College's own procedures could present a challenge.

**11 SE - Towards a Green Jobs Strategy: Consultation Paper**

The Principal reported that the College's response to the consultation process would indicate that the new build project at Haghill would be highly sustainable.

Members heard that, as Sections 3, 4 and 5 of the paper raised a number of questions related to skills and development of appropriate levels of skill, tutors would, as part of the programme planning process, be asked to consider what sustainable elements could be embedded in the teaching and learning process, e.g. Hospitality & Catering, and how these could promote practices to assist sustainable development.

Members were advised that construction of the College's Haghill building would conform to new building standards and that plans were in place to raise the Easterhouse building to the required standard in 2-3 years time.

Members noted the detail of the consultation paper and that the Principal would draft the College's response and include this on the agenda of a future scheduled meeting for further discussion.

**12 SE: Scotland's Social Care Labour Market**

S Smith reported that the document detailed key trends in the Scottish social care labour market which reinforced the decisions made at the College's academic planning stage last year.

After discussion, members noted the detail of the report and agreed that the document should be copied to course teams for consideration.

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

A Inglis spoke to the report which documented the summary of the consultation on expanding psychological services beyond the school sector. Members heard that the College's response advocated the creation and implementation of Pathfinder Services.

The Principal reported that he was in contact with Ronnie O'Connor, Glasgow City Council to progress statutory consultation in this respect and that an initial meeting had been scheduled for November. In addition, discussion was also under way with Greater Glasgow Health Board with a view to College access to speech and language therapists.

Having heard Mr Inglis and the Principal, members agreed that, given the significant number of students with learning difficulties currently participating in its programmes, the College should seek establishment of a local Pathfinder pilot project.

**14 SE: Making a Difference – Libraries, ICT and Social Inclusion**

A Inglis spoke to the report which described the disbursement of funds provided by the Gates Foundation and the Scottish Executive to local authorities to complete People's Network developments to integrate ICT and internet provision in mainstream public library service delivery.

Mr Inglis reviewed the key findings and recommendations of the report expressing some concern at the suggestion that library staff should be trained in appropriate mentoring and counselling skills to maximise the benefits to individuals and communities.

Having heard Mr Inglis and reviewing the scope of the projects supported, members noted the content of the report.

**15 SQA: Further Education Strategic Forum – Bulletin 9**

Members noted J Wilson's review of the information contained in the various articles included in the Forum newsletter.

**16 SACCA – Facilitating credit-based links in higher education: Guidelines to support colleges and higher education institutions**

Members agreed that this item should be referred to the Programme Planning Group for discussion.

**17 ASC: Sport 21 Target Strategies – notification of workshops and nominations**

J Wilson indicated that the document provided information on a series of Regional Workshops held during June/July 2004 to develop the Strategies identified.

Having heard Ms Wilson, members noted that the dates scheduled had coincided with the College's summer vacation period and agreed that, as the College was not currently involved with programmes directly linked to the subject area, it had not been absolutely essential that the College be represented at the events.

**18 Green Schools: Management Strategies**

Members agreed this item, which described the design and benefits of green strategies, should be referred to the Sustainable Development Advisory Group for discussion.

The Principal informed the meeting of a forthcoming visit by the Strategic Management Team to Bristol to visit the John Cabot Institute, a technology centre in the city. Mr Graham advised that the visit would inform development of a College Green Jobs Strategy and the integration of sustainability projects in curriculum design.

Having heard the Principal, members endorsed the importance of making staff and learners aware of the College's proposals.

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

A Inglis informed the meeting that the document represented the consultation version of the Plan and undertook to refer the final version for discussion at an appropriate future meeting.

Members noted the content of the draft Action Plan.

**20 Eastern Glasgow: A Community health and well-being profile**

Members heard S Smith's review of the trend and spine graphs for the local area in comparison with Scotland as a whole.

After discussion, members agreed that the report's findings required to be analysed in more depth and reflected in academic School Plans and the College's Strategic Plan for session 2005/06.

The Principal also reported that he was in contact with Greater Glasgow Health Board, Glasgow City Council and Scottish Enterprise Glasgow with respect to programme provision for the next three academic years.

Members also agreed that the College's Directory of Care Services should be updated as a priority for referral to specialist agencies for the requisite assistance.

**21 JISC: SuperJANET5 Requirements Analysis**  
**22 JISC infoNet: When Worlds Collide – Changing Cultures on 21<sup>st</sup> Century**

Members agreed that both items should be referred to the ICT Advisory Group for discussion.

**23 Policy Institute: Enlightened Universities – Beyond Political Agendas**

Members noted A Lockyer's overview of the content of the paper which sought to focus attention on the author's view of what he perceived as being key to making universities successful internationally.

**24 Route 98 Research Findings:**

A Lockyer reviewed the research findings on YouthLink Scotland's work-based training and education programme for young people wishing to develop a career in youth work. The research aimed to assess the impact of the pilot project on trainees and host organisations and consider the implications for work-based training routes and qualifications frameworks.

Ms Lockyer advised that the young people undertaking the programme were all enrolled at the YMCA George Williams College in London. Concerns with respect to the physical distance from and contact with the college were expressed by each of the groups of people interviewed for the research.

Having heard Ms Locker, members agreed that a more local base for the study element of the placement would have been more appropriate.

**25 DJ Research: Population implications for education property**

S Smith informed the meeting that the research projected significant declines in student numbers over the next quarter century and, in particular, that the number of students in FE and HE in Scotland was expected to drop by 15%.

Having heard Mr Smith, members noted the implications for education property and the requirement for a more flexible use of space over the 25-year period.

**27 Meetings Schedule 2004/05**

Members noted the dates scheduled for meetings throughout the session.

**28 Date of Next Meeting**

Members noted that the next meeting was scheduled for Friday, 12 November 2004.

All business on the agenda having been discharged the meeting closed at 3.40 pm.

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

AI/JW  
John Wheatley College  
November 2004