

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

MINUTES

Minutes of the Academic Board Meeting held on Friday, 18 March 2005 at 1.30 pm in Room S/09, Easterhouse Campus.

1 Sederunt

Alan Inglis (Chair)	Ian Graham
Dave Stewart	Stephen Smith
Mae Smillie	Jean Wilson
Catherine Blake	Russell Boyd
Andrew Macdougall	Jeanette Walsh (Minutes)

2 Apologies

Jacqueline Henry	Anne Lockyer
Irene Quinn	

The Chair welcomed everyone to the meeting indicating that, due to other commitments that afternoon, J Wilson's items would be considered early in the agenda. Items are therefore recorded in order of discussion.

3 Terms of Reference

The meeting was agreed to be quorate with 9 from the voting membership present.

Items held over from the previous meeting (numbered as they appeared on that agenda).

15 SE: Programme for International Student Assessment (PISA) 2003 – Initial Report on Scotland's Performance in Mathematics, Science and Reading

J Wilson spoke to the report which assessed the performance of 15 year old students in the main subject of mathematics, with reading and science forming the minor domains.

Ms Wilson briefly reviewed the findings of the study which, she concluded, was not directly related to the College's curriculum.

Members noted the content of the report and agreed that this should be referred to the Maths Team for information.

20 Scottish Credit and Qualifications Framework (SCQF) – Consultation on Guidelines on the Recognition of Prior Informal Learning (RPL)

After hearing J Wilson's review of the draft guidelines for consultation, the Principal indicated that the ongoing development of current proposals for progression, in partnership with Glasgow Caledonian University, was the better way forward for the College.

22 Curriculum Design Guidelines

J Wilson advised members that the information contained in the document was now outdated. Members heard that, following further discussion at the Programme Planning Group, the amended version would be referred back to a future scheduled meeting for approval.

After discussion, members agreed to refer comments on the content of the document back to Ms Wilson.

29 Scottish Social Services Council: Continuing professional development for the social services workforce

After hearing J Wilson's brief outline of the approved set of proposals to progress continuing professional development, members noted the detail of the review process.

9 SE: Enterprise and Lifelong Learning Research Programme – Research on Approach to Public Funding and Development of Tertiary Education Within Selection OECD Nations

Having discussed the main findings of the research project, and noting that great diversity was found in the tertiary education sectors of the countries studied, members noted that Australia and New Zealand provided the closest parallels to Scotland in structure and funding mechanisms.

15 HMle: Initial and Continuing Staff Development for Teaching Staff in Scottish Further Education Colleges

J Wilson spoke to the document clarifying that it addressed academic staff only and did not address the support staff area. The report documented mechanisms for identifying staff development training needs and the mode of delivery throughout various colleges.

On reviewing the examples of good practice recorded, Ms Wilson highlighted the practice of identifying an agreed number of non-teaching staff development days across the academic session, a practice which members recognised the College had been undertaking for some time.

Ms Wilson concluded that the report contained useful information which could be of assistance when evaluating the staff development and training undertaken by the College's teaching staff.

Members noted the content of the report and agreed that this should be referred to the Quality Improvement Committee for further discussion.

4 Minutes of the Previous Meeting held on 28 January 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:

9 SFEFC: Supporting health and safety in further and higher education

The Principal indicated that this support service was now established and that the Funding Council had enquired whether staff would be interested in a secondment to assist the process.

11 SE: Consultation on the Education (Additional Support for Learning) (Scotland) Act 2004

Members were informed that the College had submitted a response to the consultation exercise and that this would be included on the agenda of a future meeting for information.

28 Scottish Biodiversity Forum: Implementation Plans 2005-2008

The Principal advised that a meeting had taken place with the Funding Council on the issue of biodiversity and that the College would be advised in the near future whether it would receive funding to assist the new build project at Haghill.

37 National Library for the Blind: Annual Review 2003-2004

Members noted that a copy of the report could be accessed in the College's Libraries. A Inglis agreed to contact Glasgow City Council with respect to other sources of support.

16 SE: Insight 14 – Evaluation of Personalised Laptop Provision in Schools

R Boyd spoke to the report which documented the findings of a project which had provided laptops and digital projectors for personal ICT access to selected teachers and pupils in one primary and one secondary school in Scotland, as a pilot for possible extended laptop provision.

In summary, members heard that the evaluation had concluded that the project had been over ambitious and misconceived and had made little impact on changing teaching procedures.

After hearing Mr Boyd, members noted the information contained in the report and acknowledged the more appropriate role of the College's ILT champions in relation to making best use of ICT in learning and teaching.

27 Impact of e-learning on learner participation, attainment, retention and progression in Further Education: report of a scoping study

R Boyd spoke to the briefing report on a scoping study which had investigated the implications of conducting a large study into the impact of e-learning in Further Education.

Members were informed that findings were generally positive about the effect on participation, retention and attainment by creating a sense of engagement, excitement and involvement and by improving communication.

Members noted the content of the report.

6 SE: Statistics Publication Notice – Expenditure on School Education in Scotland, 2005

R Boyd spoke to the document which provided detailed figures for local authority spending on school education in the years 2002-03 and 2003-04.

On reviewing the statistical information, the Principal highlighted the hidden subsidy given to urban and rural areas and whether or not there should be more emphasis on deprivation, an issue the College would continue to pursue with the Funding Council.

7 SE: Statistics Publication Notice – Pre-School and Childcare Statistics 2004

S Smith spoke to the publication indicating that the College's Child Care Team was currently in discussion with the SQA regarding revisions to the NC and HNC qualifications to be implemented in academic session 2005/06, specifically additional units to support after school care.

On noting the average cost of a full time private nursery place, the Principal indicated that the College would seek to ensure that the cost of its in-house child care provision remained competitive otherwise this facility would be offered for re-tender to external providers. Members noted that the College would continue to retain the bulk of this provision for the use of its learners.

Having heard Mr Smith and the Principal, members agreed that the information should be referred to the Child Care Team for information.

8 SE: Enterprise & Lifelong Learning – National “English for Speakers of other Languages” [ESOL] Strategy: mapping exercise and scoping study

A Inglis spoke to the study report commissioned to map the demand for and the provision of ESOL teaching in Scotland and to investigate issues of concern to ESOL teachers, learners and other stakeholders.

Members were advised that the main findings indicated that waiting lists were common with learners waiting several months to join a class. Waiting lists for

crèche places were also reported which suggested a fairly widespread shortage of provision and of support.

Members heard that the report referred to a demand for ESOL tuition within particular vocational areas, for example, construction, an issue the College had already raised with the City Council. Provision for migrant workers was also recognised as another for further development.

After discussion, members agreed that J Wilson should add ESOL to the list of qualifications the College funds under professional development and gauge the level of staff interest in participating in such a qualification. She would also refer the report to the College's ESOL (Communication) Teaching Team.

16 HMle: Curriculum Delivery Methods Employed in Scottish Further Education Colleges

J Wilson spoke to the report which sought to identify the range of strategies, programmes and modes of delivery in place to support part-time learners.

Having heard Ms Wilson's review of the main findings and recommendations for improvement, members noted the information contained in the report.

17 HMle: HMle Reviews of Quality and Standards in Further Education – An Overview – Academic Years 2000/01 to 2003/04

18 HMle: Analysis of HMIE Reviews of Quality and Standards in Further Education – Academic Year 2003/04

J Wilson spoke to these reports which documented the reviews of Scottish colleges conducted by HMIE using the previous review model. Ms Wilson indicated that a report on the document would be referred to the Board of Management in due course.

Members were informed that the report identified a range of key strengths in the teaching and learning process which, in the main, reflected the College's current approach. Using student achievement data to improve the quality of programmes, evaluating teaching and learning more systematically and identifying good practice and disseminating it across teams to improve the learner experience were also identified as important areas for development currently being addressed by the College.

In conclusion, Ms Wilson indicated that the new model had been built around the evaluation.

Members noted the detail of the information contained in the reports.

21 Quality Assurance, Improvement and Enhancement – A Discussion Paper for the Quality Improvement Forum

Having heard that the paper sought to promote a common understanding of the meaning and application of the term "enhancement" in Scotland's colleges, members noted the content of the document.

10 SE: Consultation on Draft National Strategy for the Development of the Social Service Workforce in Scotland 2005 – 2010: A Plan for Action

S Smith spoke to the draft framework which sought written responses to specific questions identified in the document.

The Principal informed members that the College's GEM project had been highlighted as an example of innovative practice on page 15 of the document.

After discussion, members noted the scope of the consultation process and agreed that the College should submit a response as this would be placed in the public domain.

11 SE: Statistics Publication Notice – Social Worker Posts and Vacancies: October 2004

S Smith briefly reviewed the statistical information advising members that figures for Glasgow had not been included.

A Inglis concluded that the information indicated that the care sector was a significant growth area for employment and potentially improved the employment prospects of students recruited to this area.

Members noted the detail of the data included in the publication.

12 SE: a standard of support for children and young people in Scottish schools – the report of The National Review of Guidance 2004

A Macdougall spoke to the report which sought to enable education authorities to assess the quality of provision of Personal Support in schools and other educational establishments for children and young people.

After discussion, members agreed that the information contained in Annex A could be used to identify methods of support for the more challenging student groups and could form the basis of discussion at a Quality Day session.

Members noted the information contained in the report.

13 SE: Insight 17 – A Seven Year Study of the Effects of Synthetic Phonics Teaching on Reading and Spelling Attainment

A Inglis spoke to the study which reported on the effectiveness of a synthetic phonics programme taught in Primary 1.

Having heard the Principal's indication that the report included alternative strategies for the provision of speech and language therapy, members agreed that the document should be referred to the Support for Learning and Communications Teams with a recommendation that they consider the Elmwood College provision.

Members noted the scope of the report.

14 SE: Statistics Publication Notice – Exclusions from Schools, 2003/04

A Macdougall spoke to the document which contained the results of the new exclusions survey.

Reviewing the main findings, members were informed that figures for Glasgow were the highest reported and that the key reason for exclusion was due to general or persistent disobedience followed by verbal abuse of members of staff.

Members also heard that exclusions peaked around age 15, which is the age at which the College attracts early school leavers as Youthstart students.

Members noted the range of statistical information recorded.

19 HMIe: Using ICT in Learning and Teaching

R Boyd reported that the College could utilise the guide to evaluate the impact of the ILT Champions project in the teaching and learning process.

After discussion, members agreed that Mr Boyd should modify the document for general use in College with ILT Champions and dissemination to course teams and refer the draft proposal to a future scheduled meeting for discussion and approval.

20 HMIe: Using ICT in Learning and Teaching Curriculum area and subject appendix

R Boyd informed members that the appendix documented examples of good practice some of which could be adapted to an FE setting.

Members agreed that the document should be copied to the College's ILT Champions and subject teams for discussion of future development strategies.

22 Report by the Librarian-in-Charge in response to HMI recommendations for additions to stock in Hairdressing, Beauty and Complimentary Therapies

Having reviewed the information contained in the report, members noted the absence of DVD materials to support the subject and agreed that K Marshall should contact the HMI concerned to keep her apprised of any opportunities the College might have to acquire such resources.

A Inglis undertook to issue a memo to all course teams requesting an indication of library materials requirements for session 2005/06.

Members also discussed the arrangements in place for lending DVD materials to students to ensure that the College discharged its responsibility under the Child Protection Act. A report would be brought back to a future meeting.

23 GESIP: John Wheatley College/Greater Easterhouse Learning Network – Youth Access Project Steering Group

A Inglis explained the remit of the group and informed members that to date approximately 200 young people were involved with the project, far in excess of the numbers attracted by the previous Cyberzone project.

The Principal requested that reports on developments with the project be referred to future scheduled meetings for consideration.

24 John Wheatley College/Glasgow College of Building and Printing: Supported Selection Steering Group – Note of Meeting held on 8 December 2004

After hearing A Inglis report on recent developments, members noted that a wide range of opportunities for progression had been identified.

25 Glasgow Caledonian University: Minutes of the Meeting of the GCU/Further Education Partnership Board held on 13 December 2004

Members noted the detail of the business conducted at the meeting.

26 SFEU: Why do Leavers Leave and Stayers Stay in Scotland's Colleges?

A Macdougall spoke to the review of student retention issues in FE colleges informing members that the financial support information was outdated.

Members acknowledged that financial difficulties remained the primary reason for student withdrawal and that the Young Student Retention Fund has had little effect in addressing this issue.

Mr Macdougall concluded that the research was of little value and was simply a statement of the obvious.

Members noted the content of the paper.

27 Community Learning and Development in Greater Easterhouse: HMIE Review of Progress against Main Points for Action

A Inglis spoke to the notes from the feedback session.

Of the six main points for action, members heard that the first three were the responsibility of Glasgow City Council's Cultural and Leisure Services with responsibility for the remaining three falling to Greater Easterhouse Partnership.

Members noted the progress made and the review grades awarded and acknowledged the excellent progress attributed to the IT project for local primary schools led by Judy Long in partnership with the learning network.

28 Communities Scotland: Learning Connections – Illuminating practice: Case Studies in community learning and development

A Inglis spoke to the national guidance on community learning and development.

Mr Inglis referred to the examples of good practice case studies which sought to illustrate the value and importance of community learning. In this respect, members were referred to the example of the Greater Easterhouse Community Learning Plan and the development of the Learning Network as its key mechanism for delivery.

Having heard Mr Inglis, members noted the scope of the publication.

29 The NES Strategic Work Plan 2005-2008: Educational Solutions for Workforce Development – Consultation Paper

S Smith spoke to the draft strategy which advocated the development of four key themes to provide the framework for driving forward the educational agenda for NHS Scotland.

Members heard that the establishment of strategic alliances with stakeholders, including Higher and Further Education, was considered of paramount importance to enable significant progress to be made in development of the strategy.

After hearing Mr Smith, and having noted that no timeframe was attached to the programme, members agreed that the document should be circulated to the College's Care Team for information.

30 Home Office: Life in the United Kingdom – A Journey to Citizenship

Members noted that the document constituted a handbook or compendium of useful information about life as a British citizen which would shortly be offered to assist all new immigrants and teachers of English as a second language.

C Blake undertook to establish whether the document could be accessed online.

After discussion, members noted the scope of the information contained in the briefing pack.

31 Volunteer Development Scotland research findings scotland no; 6: Young People Volunteering

A Inglis reviewed the research findings indicating that levels of volunteering tended to be highest in the areas of sports and recreation and lowest in committee work.

Members were advised that the local Community Support Service had recently appointed a Youth Engagement Officer who would liaise with the

College and other community projects to create a work experience network to support and involve young people in training for employment.

The Principal indicated that the new build project at Haghill could create the potential for the College to bid for European Structural Funds to offer SVQ Café Services with students delivering the service as part of their programme.

Having heard Mr Inglis and the Principal, members noted the detail of the research bulletin.

32 let's make Glasgow More Active: A physical activity strategy for Glasgow – Executive Summary Consultation Document

Having briefly considered the scope of the strategy, members agreed that David Thomson should draft the College's response to the consultation exercise and refer this to the Principal for approval prior to submission.

S Smith highlighted the role of community planning in future implementation of the strategy's key recommendations and, on noting that the publication had originated with the Health Board, expressed concern at the absence of a link between food and health.

33 Date of Next Meeting

Members noted that the next meeting was scheduled for Friday, 6 May 2005.

All business on the agenda having been discharged the meeting closed at 3.25 pm.

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

AI/JW
John Wheatley College
April 2005