

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

MINUTES

Minutes of the Academic Board Meeting held on Monday, 20 June 2005 at 1.30 pm in Room F/08, Easterhouse Campus.

1 Sederunt

Alan Inglis (Chair)	Ian Graham
Dave Stewart	Stephen Smith
Mae Smillie	Jean Wilson
Anne Lockyer	Russell Boyd
Irene Quinn	Jacqueline Henry
Colin White	John Knowles
Andrew Macdougall	Jeanette Walsh (Minutes)

2 Apologies

Apologies were received from Catherine Blake and Ann Curran.

The Chair welcomed everyone to the meeting indicating that the business of the agenda would be reordered to facilitate members' diary commitments.

3 Terms of Reference

The meeting was agreed to be quorate with 10 from the voting membership present at commencement.

4 Minutes of the Previous Meeting held on 6 May 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 SE: A Strategy for the Financial Services Industry in Scotland

J Wilson agreed to provide an update on progress at the next meeting.

8 HMIE reports: a) Taking a closer look at: Inclusion and Equality – meeting the needs of Gypsies and Travellers

I Quinn reported that, following preliminary enquiries with the partner agencies involved, a target date of October 2005 had been set to make contact with the target group.

20 Child Protection: Access to Video/DVD resources for young learners

A Inglis reported that the College had arranged to purchase appropriate library cards which would store date of birth information. Members were advised that advice for staff in this respect would be available at the start of session 2005/06.

18 SEED: Explanatory Note on the Role of FE Sector in the Education Additional Support for Learning Act 2004 (this item was held over from the agenda of the meeting held on 6 May 2005)

I Quinn reported that the Act, due to come into operational practice late 2005, would provide young learners with a guaranteed support plan which would be available to the College at the pre-entry stage.

Members heard that local education authorities would expect the College to become involved as one of the main agencies participating in the process 12 months prior to the young person leaving school whereas previously College involvement would have been instigated by invitation.

Ms Quinn explained that a small group of staff, namely herself, A Sherry and H Dunlop would convene to consider the process by which the College could embed the process into current operational procedures via the Advice Team and Individual Learning Plans etc.

Having heard Ms Quinn, members noted that publication of the Code of Practice to support the Act was anticipated late autumn 2005 and would clarify the role of each partner agency involved.

6 Minutes of Board Standing Committees:

a) College & Student Services Committee

Members noted the detail of the business discussed at the meeting held on 3 November 2004.

b) Sustainable Development Committee

Having heard A Inglis' review of the business discussed, members noted the information contained in the minutes of the various meetings held throughout the session.

7 SFEFC: Colleges to be reviewed by HMIE 2005-06

J Wilson spoke to the correspondence indicating that the College was not amongst those listed for review in the period of the programme.

Members noted the 12 colleges listed and the detail of the review process.

9 Scottish Parliament Education Programmes 2005-06

Having considered the range of workshops and seminars scheduled for the period, members noted that J Wilson would circulate the programme of events to Senior Lecturers for consideration with course teams.

15 SQA: Customer Satisfaction Survey 2004

J Wilson reviewed the content of the Customer Feedback Report which documented the results of the survey.

Members were advised that the College had submitted an individual response to the exercise and agreed that, despite the report's positive findings, the College's experience to date indicated that there were a number of areas of the service provision which required improvement.

After discussion, members noted the detail of the summary of the main outcomes of the survey exercise.

16 SQA: International Awarding - China

Having heard J Wilson's review of the update on recent progress on the Authority's activity in China, members noted the information contained in the correspondence.

27 Revised Curriculum Guidelines

J Wilson reminded members that the document had been considered in draft format at a previous meeting and, following amendment, was now returned for Academic Board approval.

Members heard that the document would work closely with the College's learning and teaching strategy to form the basic guidance for teams producing new programmes and a document audit basis for the Programme Approval Group.

In reply to a question from J Knowles with respect to the level of core skills in full-time NQ qualification programmes, A Inglis responded that it was the College's aim to develop core skills of learners as widely as possible as this had been identified as the single most critical factor for the College's catchment group.

Having heard Ms Wilson and Mr Inglis, members of the Academic Board welcomed development of the guidelines and endorsed the content of the document.

J Wilson left and A Macdougall joined the meeting at this point.

17 CHIE: Higher Education – More than a Degree (this item was held over from the agenda of the meeting held on 6 May 2005)

A Macdougall spoke to the summary consultation on the nature of the student experience in higher education.

Members heard that today's profile of students faced employability issues as a result of lacking relevant work experience or the necessary problem solving skills for management positions. Concerns from industry indicated that some graduates are not ready to enter the job market thereby promoting some universities to attempt to build in the necessary soft skills to core and vocational skills programmes areas to add extra dimensions to key parts of degree courses.

A Inglis indicated that these challenges became apparent when discussing issues related to citizenship and sustainability and presented challenges with respect to engaging all modes of learners.

Having heard Mr Macdougall and Mr Inglis, members noted the content of the consultation report.

11 SE: Provision of Post-School Psychological Services

I Quinn reported that the College's questionnaire response had indicated that it had received no contact or support following development of the Pathfinder services.

After discussion, members noted that the College had indicated a willingness to participate in the pilot project and that a meeting had been arranged to progress discussion.

The Principal joined the meeting at this point.

12 SE: Investigation of Access to Public Services in Scotland using British Sign Language

I Quinn reviewed the main findings of the research report

Members were informed that to date the College had not been approached to provide support to a deaf student. Ms Quinn explained that such provision was generally approached in collaboration with other agencies, such that students were accompanied to classes by pre-arranged interpreter services. Members were advised however that, should the necessity arise in future, Bursary funds could support the needs of an individual learner.

After hearing Ms Quinn, members agreed that the information should be circulated to the Extended Learning Support team and considered as a future staff development issue.

8 SFEFC: Plumbing in Scotland: issues in the supply of and demand for training

S Smith spoke to the paper acknowledging that plumbing was not currently an area of particular involvement for the College. Mr Smith did however advise members that the Modern Apprenticeship scheme as a whole was an area of continuous growth for which the College was currently unable to provide the resources necessary to meet the student demand.

After hearing Mr Smith, members noted the detail of the correspondence.

Members also noted the Principal's indication that the College was scheduled to meet with the Construction Industry Training Board with respect to course affiliation and that the Construction facility at the Haghill campus would include a plumbing capability.

10 SE: Tackling Sectarianism in Scotland

S Smith spoke to the correspondence which indicated the Executive's intention to develop an Action Plan to tackle sectarianism. Members noted the expected launch date of August 2005.

After discussion, members agreed that the College should obtain a copy of the recently launched anti-sectarian education resource as it may be adaptable for an adult audience.

Members noted the process being developed by the Executive to tackle sectarianism.

13 SE Statistical Bulletin: Pupils in Scotland, 2004

R Boyd reported that the figures documented reflected a continuous decline in pupil numbers in recent years, in line with a fall in the population.

Having heard Mr Boyd's comments on the various categories of statistics relative to the Glasgow area, members noted the downtrend in pupil numbers recorded over the last 8 years.

14 HMle: Libraries – Supporting Learners

Having heard the Principal's advice that the item had been included on the agenda for information only, members noted the content of the document.

Members were also informed that the document had also been included on the agenda of the next scheduled Library Team meeting for consideration.

17 GCALU: FE:HE Links Project

Having heard A Inglis comments on ongoing progress and on the draft adverts and job descriptions for additional staff, members noted the information contained in the correspondence.

18 Schools Enterprise in Education Programme: John Wheatley Sound Engineering Operational Framework

D Stewart spoke to his report on the pilot programme which had commenced in March.

Having described the level of competence, ability and enthusiasm displayed by the pupils from the secondary schools participating in the pilot, Mr Stewart opined that, should the calibre of student recruited be maintained on future programmes, then a good level of achievement could be anticipated.

Members noted the intention to offer the programme in session 2005/06 following review of the programme framework in discussion with partners.

After discussion, members recognised the potential to tailor the programme to engage adult student groups and agreed that the Vocational Skills School Action Plan should reflect this target.

19 Lochend Community High School: HMle Report

On reviewing the detail of the report, A Inglis informed members that, despite School/College links being documented as a key strength, the School had not been credited with the achievements of the pupils participating in such programmes and had been criticised for its overall attainment.

Members heard that the overall quality of attainment at S1-S4 had been graded Fair, and Unsatisfactory at S5/S6 and agreed that it was disappointing to note that the Inspectors had not taken due cognisance of the School's efforts in promoting partnership programmes..

After hearing Mr Inglis, members noted the content of the review report.

20 GESIP: Greater Easterhouse Youth Network

A Inglis spoke to the report which described the various projects developed to address the key themes of the Youth Network Action Plan 2004/05.

Having considered the detail of the report, members noted the progress to date and the work ongoing to improve services for young people in Greater Easterhouse.

The Principal requested that an update report on the College's involvement with the Youth Access Programme be brought to the next meeting.

A Lockyer joined meeting at this point.

21 Easterhouse Childcare Extra pilot evaluation: Final Report – Abridged April 2005

A Macdougall spoke to the report advising members that information resulting from the recent AGM indicated that the project's boundary had been widened and that it would in future be known as the North East Child Care Forum.

Members heard that the College had worked with the Forum's Childcare Mentor in the past and would continue to do so in the future to assist students with particular childcare requirements.

Members noted the project's acknowledgement at the AGM of the College's support in provision of staff training through the Wider Access programme and, as documented on the last page of the report, by indicating the intention to continue its effective networking with the College and other partner agencies.

22 Careers Scotland: Individuals in Transition – A Framework for Assessment and Information Sharing

A Macdougall spoke to the document which outlined a multi-agency framework to implement a system of shared information to facilitate student support at every stage of development.

Members were advised that the system broadly reflected the College's Individual Learning Plan and provided an opportunity for the College to work in partnership with other agencies.

Having heard Mr Macdougall, members noted the scope of the proposed framework.

23 SCQF: The Mapping, Tracking & Bridging Project Projects to support links between HNQs and Degrees

A Macdougall reminded members that documents related to this project had been considered at previous meetings.

Having considered the practical tools available, and in particular the potential value of the toolkit to assist learners in making the transition from College to University, members agreed that there was merit in having this piloted by a relevant student group, potentially child care or social care.

In this respect, S Smith undertook to circulate the information to the relevant Senior Lecturers for course team consideration and A Macdougall agreed to assist the process as appropriate.

Members noted the various outcomes of the project.

24 SWAP: UCAS Scottish Standing Group – 17 May 2005

On reviewing the business discussed at the meeting, A Inglis highlighted the proposed introduction of electronic submission of UCAS applications, a system currently not operated by the College.

The Principal also reported a proposal to introduce a system of FE enrolment through UCAS, a proposal which the College would strongly oppose.

Members noted the content of the meeting papers.

25 SWAP: Revised Development Plan

Members noted the content of the correspondence and the scope of the plan.

26 LSDA comments: The review of the future role of FE colleges and The Hutton review: the potential contribution of the learning and skills sector to the Lisbon agenda

Having heard A Lockyer's review of the information contained in the documents, members agreed that there would be implications for the College should the system be applied in Scotland.

28 Draft College Plan

The Principal informed members that the Plan, in its draft format, would be considered by the Board of Management at its meeting on Wednesday, 22 June 2005.

Members were informed that, in line with Funding Council guidance, the College Plan for the period 2005/08 was an amalgamation of the previously separate Strategic and Operational Plans.

Members were requested to consider the content of the Plan and refer any comments to Alan Inglis or Alan Sherry.

A Inglis focussed members' attention on various sections including Section 8 – Curriculum Development and future student activity as the key areas of curriculum and school/college partnership activity.

After discussion, members noted the scope of the College Plan.

29 Date of Next Meeting

Members noted that a schedule of meetings would be agreed for session 2005/06.

All business on the agenda having been discharged the meeting closed at 3.30 pm.

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

AI/JW
John Wheatley College
2 September 2005