

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

**MINUTES**

**Minutes of the Academic Board Meeting held on Friday, 28 January 2005 at 1.30 pm in Room S/09, Easterhouse Campus.**

**1 Sederunt**

Alan Inglis (Chair)	Graham Thomson (for Andrew Macdougall)
Stephen Smith	Dave Stewart
Jacqueline Henry	Anne Lockyer
Ann Curran	Catherine Blake
Lesley Lang (item 23 only)	Ian Graham (from item 25)
Jeanette Walsh (Minutes)	

**2 Apologies**

John Knowles	Irene Quinn
Russell Boyd	Mae Smillie
Laura Thompson	Isabel Moir
Jean Wilson	Billy McCallion
Andrew Macdougall	

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

**3 Terms of Reference**

The meeting was agreed to be quorate with 7 from the voting membership present.

**As L Lang was required to attend another meeting that afternoon, members agreed to alter the order of the agenda accordingly.**

**23 Widening Access Evaluation & Focus Groups 2004**

L Lang spoke to her report which described the funding the College made available annually to encourage and maintain access to learning opportunities in its communities.

In response to questions, Ms Lang indicated that a Job Seeking Skills programme could perhaps be delivered to community-based learners. It was

noted that PSD sessions were offered but generally more vocational programmes were selected by learners.

After hearing Ms Lang, members noted the detail of the report and agreed that the report should be referred to Senior Lecturers for information.

#### **4 Minutes of the Previous Meeting held on 12 November 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:**

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

In I Quinn's absence, A Inglis reported that Helen Gibson, Senior Policy Officer, SFCFHE would attend the meeting scheduled for 6 May 2005 at 3 pm to discuss the paper further.

##### ***10 HMLe: Quality Indicators in Enterprise in Education***

D Stewart updated members advising that a pilot project with a group from the Schools Enterprise Programme was scheduled to commence almost immediately and that discussion was ongoing to include groups of students from the mainstream Sound Engineering course.

A Lockyer undertook to brief D Stewart about the Core School's enterprise education proposals.

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

A Lockyer indicated that, following achievement of its successful funding application, consortium work was scheduled to commence in April 2005. Members heard that the College would engage with partners in a mapping exercise to identify best practice around June/July 2005.

#### **6 SFEFC: Promotion of more effective FE-HE articulation**

A Inglis outlined the history of the jointly funded projects and briefly summarised the key outcomes and issues arising in each area.

Mr Inglis highlighted the development of toolkits to support progression indicating that this was a facility which the College's Advice Team might like to explore.

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

**7 SFEFC: Priority staff development needs and support for development activities**

Having noted the purpose of the correspondence and in reply to C Blake's comment that the deadline for submission of bids was long past, A Inglis indicated that the document was previously discussed at various other College forums, namely S/OMT and Quality Improvement Committee, when J Wilson had agreed to take forward staff development issues. In this respect, members were referred to Ms Wilson for further information.

Members were advised that the document had been referred to the Academic Board for information only.

**8 SFEFC: Implementing inclusiveness in further education: report on the response of the college sector to the recommendations of the Beattie Report**

A Inglis spoke to the report conducted to document the sector's response to the Beattie agenda. Members were informed that the College's provision had been inspected as part of the review process and were pleased to note that this was highlighted as an example of best practice in the report.

After discussion, members agreed that the sector had made real progress in taking forward the inclusion agenda.

Members were advised that the future of the BRITE initiative was now in question and that the College currently had two members staff attending training.

Members noted the content of the information contained in the report.

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

S Smith indicated that the correspondence announced the launch of a service, led by the University of Edinburgh, to further support and enhance health and safety in further and higher education.

Members noted the scope of the service provision.

**10 SE: School Pupils' Attitudes to Further Education**

A Inglis spoke to the research report which outlined the findings of a research study of school pupils' attitudes to further education.

Mr Inglis advised that the report concluded that such provision was generally welcomed by both pupils and teachers and indicated a need to expand provision to cater for the growing demand. In this respect, members were informed that the College currently engages around 1,000 learners a year of school age. Furthermore the College would continue to promote inclusiveness with programmes such as the Youthstart programme for pupils from local secondary schools and by seeking to engage young people in the care of the social services not attending school.

G Thomson also informed members that at a recent Careers event held at Bannerman High School 150 prospectuses had been placed and that parents had requested details on the options available in further education.

After hearing Mr Inglis, members noted the detail of the positive report and the continued demand for such a provision reflected therein.

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

A Inglis spoke to the document which invited written responses to the consultation exercise.

Mr Inglis reported that the College had identified a small group, namely himself, A Lockyer, H Dunlop and I Quinn, to draft the College's response.

Members were advised that, as the consultation process was still ongoing, they could refer any further comments for inclusion to any member of the working party for inclusion.

**12 SE: The Teachers (Education, Training and Recommendation for Registration) (Scotland) Regulations 1993**

A Inglis spoke to the correspondence which included an amended and expanded subject classification list for the TQFE award.

Mr Inglis advised that, in response to the earlier consultation exercise, the College had expressed reservation that the award did not reflect the type of flexibility expected of staff teaching in the sector and welcomed the Executive's decision to further review this issue.

Members noted the detail of the correspondence.

**13 SE: The Lifelong Learning Strategy for Scotland – Strategy Update**

A Inglis briefly commented on the content of the update document which highlighted major areas of work connected to the strategy's 5 key goals.

Members noted the progress made since the strategy was launched in February 2003.

**14 SE: Review of Education Research Dissemination Lists**

Members noted the information contained in the correspondence which advised of the process being implemented to simplify access to and dissemination of regular publications.

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

In J Wilson’s absence, members agreed that this item should be held over to the next scheduled meeting.

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

In R Boyd’s absence, members agreed that this item should be held over to the next scheduled meeting.

**17 SE: Insight 15 – Teachers’ Perceptions of Discipline in Scottish Schools**

A Inglis reviewed the findings of the survey which indicated that teachers encountering low level behaviours viewed this largely as an aggravation rather than a major problem and explored some of the strategies used to overcome these.

After discussion, members agreed that one of the reasons why FE is perceived as different and often more successful when dealing with more challenging behaviour is its approach to adopting a more adult approach when working with school age pupils,

Members noted ongoing discussion at a national level with respect to training proposals for FE staff working with school age pupils, proposals which the College would continue to oppose.

**18 SQA: HN Computing/Information Technology – Annual Update Letter**

Having heard A Lockyer’s summary of the content of the correspondence, members agreed that the definitive HNC framework and the assessment exemplars should be referred to the Computing Team for information.

**19 SQA: Release of learning materials to support delivery of revised HND Qualifications**

Having heard that the HND qualification was not currently part of the College’s provision, members noted the information contained in the correspondence.

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

In J Wilson’s absence, this item was held over to the next meeting.

**21 ASC Response to the Education Committee’s Call for Evidence on the Gaelic Language (Scotland) Bill**

A Lockyer spoke to the response to the call for evidence.

Members were advised that the sector’s response opined that efforts to promote development of Gaelic as a working language would be appropriate in particular areas where demand is strong but was not in favour of the implementation of a statutory obligation for provision.

Having heard Ms Lockyer, members endorsed the ASC’s response on behalf of the FE sector.

**22 Curriculum Design Guidelines**

Having heard A Inglis advice that the document required formal Academic Board approval, members agreed that this item should be held over to the next meeting.

**24 GCU/FE Partnership Board: Meeting held on 13 December 2004**

S Smith updated members on progress following his attendance at the meeting.

Having heard Mr Smith’s report of a lack of any real progress with development of HNC and allied health provision, members noted the detail of the business discussed at the meeting.

**The Principal joined the meeting at this point.**

**25 Scottish TUC: Feasibility Study to Establish the Potential for a “Union Learning Academy” in Scotland**

A Lockyer spoke to the series of tender documents which sought funding to undertake a feasibility study into the potential establishment of a union-led learning institution.

After hearing Ms Lockyer, members noted the scope of the proposal

**26 GCC Cultural & Leisure Services: Draft Community Learning Internal Review – Summary of Findings**

A Inglis spoke to the review report which sought to refocus and re-establish the role of the service to meet the changing learning challenges of the people of Glasgow.

Having discussed the key issues and recommendations, members were sceptical that the action proposed would progress future development of the service.

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

In R Boyd's absence, this item was held over to the next meeting.

**28 Scottish Biodiversity Forum: Implementation Plans 2005-2008**

The Principal informed members that under the forthcoming Nature Conservation (Scotland) Act 2004, all public bodies have a statutory duty to promote biodiversity.

Having heard the Principal's outline of the various ways the College could assist promotion of the strategy, in partnership with local agencies and projects, members noted the process for implementation of the Strategy over the initial period 2005-08.

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

In J Wilson's absence, this item was carried over to the next scheduled meeting.

**30 NHS: Report on the Conference for Health Needs of Looked After Children and Young People**

S Smith spoke to the conference report aimed at raising awareness of the physical and mental health issues faced by children and young people in care. Members agreed that the statistics highlighted made depressing reading.

The Principal highlighted the SIP Big Step project which currently supported young people leaving local authority care, a programme which was scheduled to end in 2006.

Members also heard an outline of the College's policy on child abuse developed in preparation for new legislation due to come into effect on 1 April 2005 which would invoke a range of new responsibilities on potential providers of care for young people.

After discussion of local and College provision to assist young people leaving care, members noted the content of the conference report.

**31 Scottish Wider Access Programme (SWAP): Minute of AGM held on 10 December 2004**

A Inglis reported that A Quarrell had been in attendance at the meeting as he was currently responsible for the College's SWAP provision. After hearing Mr Inglis comments on the scope of the business discussed, members noted the detail of the minute.

**32 West of Scotland Wider Access Forum: Annual Report 2004**

After hearing A Inglis brief overview of the content, members noted the information contained in the report.

**33 GCC: Best Value Review of Youth Services**

The Principal reported that a review similar to that of adult education was currently underway with respect to youth services.

Members were advised that such a review presented significant opportunities for the College, in partnership with the Learning Network and the Social Inclusion Partnership, for the development of learning programmes for young people and the provision of training for youth workers and associated services.

Having heard the Principal, members agreed that R McHarg should be invited to attend a future meeting of the Academic Board to discuss potential developments further.

**34 GCC: SE/sportScotland Strategy for National and Regional Sports Facilities – Glasgow’s Response**

The Principal indicated that detailed drawings to support the strategy had been placed in the College’s library.

Having considered the proposal, members recognised the opportunity the development of the facilities presented for the College’s new Haghill building in expansion of the modern apprenticeships construction training programmes etc.

The Principal commended members to take the opportunity to inspect the drawings for the project which was currently at the outline business case stage.

**35 Fresh Talent Initiative**

A Inglis spoke to the News Release in which the First Minister outlined plans to address Scotland’s declining population by attracting and retaining overseas and UK students beyond completion of their study periods.

Having discussed the scope of the scheme, members noted the detail of the initiative.

**36 Learning from the past: A review of the role of heritage in the curriculum**

S Smith spoke to the report the main findings of which concluded that there were very few experimental or observational elements which showed the nature of the effects of heritage education on pupils’ learning.

Members noted that examples of heritage programmes were identified but few reports engaged with the post-16 sector.

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

Having heard that a review of library provision was timely in preparation for the handover of the service to Glasgow City Council, members agreed that this item should be referred to the agenda of the next meeting of the Consultative Committee on Inclusive Learning for discussion.

Members noted the detail of the report and that around 100 people with sight impediments enrolled on College programmes each year.

**38 Education Development Research Programme: Findings from the Scottish Leavers Survey – 17 in 2003**

A Inglis spoke to the survey report which aimed to describe the experiences of young people at school, the decisions they make about staying on or leaving and their transitions and experiences after leaving school.

After hearing Mr Inglis comments on the main findings, members noted the scope of the research.

**39 resource – Winter 2004**

Members noted the detail of the information contained in COLEG's Intellectual Property Rights document.

The Principal informed members that the College had previously refused to sign an IPR Agreement as this would have breached the provisions of the Further and Higher Education (Scotland) Act.

**40 SCIE: Evaluating Outcomes in Social Work Education**

Having heard S Smith's brief summary of the content of the document, members agreed that the information should be referred to Social Care team for consideration.

**41 JISC Survey: How learning technologies are influencing the design of physical learning spaces**

Members heard that, as part of a JISC project, the University of Birmingham, was conducting a survey to explore the ways in which learning technologies are influencing the design of physical learning spaces in post-16 education.

Members were advised that the outcome of the research would prove important as members would be afforded the opportunity to comment on the final specification of individual rooms in the proposed new Haghill building.

In this respect, the Principal reminded members that the latest version of the room data specification information was currently available on the Intranet for inspection and comment.

#### **42 Date of Next Meeting**

Members noted that the next meeting was scheduled for Friday, 18 March 2005.

All business on the agenda having been discharged the meeting closed at 4 pm.

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

AI/JW  
John Wheatley College  
March 2005