

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

MINUTES

Minutes of the Academic Board Meeting held on Friday, 6 May 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
Anne Lockyer	Russell Boyd
Irene Quinn	Jacqueline Henry
Jeanette Walsh (Minutes)	

2 Apologies

Catherine Blake	Andrew Macdougall
Ann Curran	Colin White

The Chair welcomed everyone to the meeting indicating that, at an appropriate stage in the proceedings, representatives from the Scottish Further Education Funding Council would join the meeting to present an outline briefing on the document “Employability Learning to Work: a discussion paper on employability and enterprise”.

3 Terms of Reference

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

The Chair indicated that the recent resignation of Isabel Moir had resulted in a vacancy for a Support Staff representative on the Academic Board. Members were advised that an election to appoint a replacement would be arranged at the earliest opportunity.

4 Minutes of the Previous Meeting held on 18 March 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:

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

J Wilson confirmed that, as directed, the information had been circulated to the relevant course teams.

22 Curriculum Design Guidelines

J Wilson reported that the detail of the document was yet to be finalised and undertook to include this on a future agenda for discussion.

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

S Smith confirmed that, as directed, the information had been circulated to the Child Care team for information.

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

S Smith confirmed that the College’s response had been submitted and undertook to include this on a future agenda for discussion.

6 Minutes of Board Standing Committees:

a) Quality Assurance and Improvement Committee

Having heard J Wilson’s review of the business discussed, members noted the information contained in the minutes of the various meetings held since the start of the session.

b) College & Student Services Committee

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

7 SE: A Strategy for the Financial Services Industry in Scotland

A Lockyer outlined the content of the document which set out a vision for the industry in Scotland and a strategic plan to achieve that.

After discussion, members agreed that there were significant opportunities for the College to participate, specifically in further development of the generic Secretarial and Business Studies areas of provision, and agreed that A Lockyer should progress development of an outline course proposal for consideration at the next meeting of the Programme Approval Panel.

J Wilson also undertook to instigate discussion on development of NQ entrance level qualifications with David Ross, the College’s SQA contact.

Members noted the detail of the strategy outlined.

8 HMIE reports:

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

On hearing A Lockyer's outline of the content of the self-evaluation document, members acknowledged the presence of elements of the target group within its catchment area .

I Quinn reported College contact with the target group through the learning centres in the Parkhead and Dalmarnock areas and agreed to utilise this route to progress continued and extended participation.

Having acknowledged that the travelling community generally remains static during the October-March period, A Inglis also undertook to contact the Headteachers of the local secondary schools in the areas identified to discuss the opportunity of contacting parents whilst their children participate in education locally.

Members noted the self-evaluation document.

b) Promoting Race Quality – Making it Happen

Having heard S Smith's summary of the various examples of good practice highlighted, members noted that the report had been referred to the Equal Opportunities Development Forum for consideration.

c) A Climate for Learning: A Review of the implementation of the Better Behaviour – Better Learning Report

Having heard J Wilson's overview of the content of the document, members agreed that the information on best practice and the key factors for success highlighted in the report should be disseminated to staff in a future edition of the College newsletter.

9 HMIE Aspect Report on Curriculum Delivery Methods Employed in Scottish Further Education Colleges

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

The Chair reminded members that these documents had been considered at a previous meeting and had been included on the agenda with covering papers for members' information.

11 ASC Briefing Note: 2003-04 Enrolments and SUMs

Having heard A Inglis' review of the main points, members noted the content of the document and the opportunity to access the information in greater detail on the Funding Council's INFACT database.

12 Evaluation of the Anti-sectarianism Education Resource Pilot: AMT Training & Development Ltd – February 2005

S Smith spoke to the report on development of a resource which aimed to provide teachers and those who work with young people with materials for use in raising awareness of sectarianism and religious intolerance and encourage better understanding.

On hearing that the resource had been well received by each of the groups participating, members agreed that the document should be circulated to the College's youth workers and that the sector-independent staff development materials should be highlighted to teaching staff and

Having noted that the resource was aimed at the schools sector, the Principal undertook to raise the issue of such a resource for the FE sector with the Funding Council/ASC Liaison Group.

13 Routes Out: Prevention Pilot and Literature Review Launch 18 March 2005

14 Routes Out of Prostitution Social Inclusion Partnership: Evaluation of the Intervention Team – February 2005

Members were informed that the focus of the research was Glasgow-based and that 70-80% of those involved came from the east end.

The Principal highlighted Barnardos' concern with respect to the criminalisation of prostitution indicating that Glasgow City Council, Personnel Services would provide staff development with respect to Disclosure Scotland in that convictions for soliciting through drug misuse would not be regarded as a crime unless this had a direct bearing on the post applied for. Members were advised that the College's Adult Literacy and Numeracy project would engage a number of Routes Out service users on a programme of education with the primary contact involving women tutors. Progression would follow thereafter into mainstream programmes of education and training.

A Inglis reported that the second report indicated that the intervention team had developed an effective model which takes 3 years or sometimes longer to implement and that a further future report would advocate cost as the argument for scaling up the project.

Members agreed that Routes Out representatives should be invited to a future meeting of the Academic Board to inform members further and to present staff development sessions for the tutors involved (female only) at the next scheduled Quality Day events. The Principal advised members that the Equal Opportunities Commission endorsed the female only tutors approach in such circumstances.

Members noted the information contained in both documents.

At this point I Quinn introduced the Funding Council's representatives, Helen Gibson, Senior Policy Officer and her colleague Alison Cook, who presented a verbal overview of the Enterprise & Employability Strategy documents.

Following the presentation, members participated in a question and answer session.

In conclusion, the Chair, on behalf of the Academic Board, thanked Ms Gibson and Ms Cook for attending the meeting.

15 Glasgow Colleges Group: Glasgow Colleges Progression Survey

A Inglis reported that the College had agreed to participate in the survey.

Members were advised that the outcomes of the progression study would be discussed further with Glasgow Colleges Group and reported back to a future meeting.

Members noted the information contained in the document.

16 Design Council: Learning Environments Campaign Prospectus – From the Inside Looking Out

The Principal spoke to the document which presented an alternative to the existing standardised approach to school design and construction.

Members heard that the College's new build project at Haghill offered an opportunity to adopt some of the ideas presented as decisions on furniture and fit had yet to be made. In this respect, the Principal commended members to become involved in the design and fit of the larger teaching areas

Members noted the detail of the document.

17 CIHE: Higher Education – More than a Degree

In A Macdougall's absence, members agreed that this item should be held over to the next scheduled meeting.

18 SEED: Explanatory Note on the Role of FE Sector in the Education Additional Support for Learning Act 2004

Members agreed that this item should be held over to the next scheduled meeting.

19 College Planning:

a) Strategic Plan 2005-08: Recent National Priorities

The Principal spoke to the Scottish Executive's guidance document to the Funding Council which outlined priorities identified for the FE sector for 2005-06.

Having heard the Principal's outline of the detail of the document, members noted that in recognition of the active role the Funding Council would play in the development of a national ESOL strategy,

the College had decided to make ESOL training a priority for staff development during session 2005-06.

b) Further Education: Guidance for 2005-06

A Inglis spoke to his report which sought to apprise members of the Scottish Executive priorities the College would be expected to respond to within its Strategic Plan for 2005-08.

Having heard Ms Inglis review of the priorities indicated, members noted the detail of the report and its recommendations.

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

A Inglis spoke to his report reminding members that the document had been discussed in draft format at a previous meeting.

Members noted the College's decision to procure library cards with an additional strip for date-of-birth information to prevent the inappropriate use of and access to video media.

Members endorsed the recommendations of the Assistant Principal's report.

21 Date of Next Meeting

Members noted that the next meeting was scheduled for Friday, 17 June 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
13 June 2005