

## CCEA

### COUNCIL

Minutes of the one hundredth meeting of Council held on Wednesday 16 May 2012 at 10.00 am in Room 115, CCEA, Clarendon Road, Belfast.

**Present :** Mrs H McClenaghan (Acting Chair)                      Mr D Thompson  
                 Ms P O'Farrell    Mr J Wilkinson  
                 Mr J Clarke

Mr A Arbuthnott (DE Observer)

Mr G Boyd (Interim Chief Executive)  
Ms AM Duffy (Director, Qualifications)  
Mr M Quinn (Director, Corporate Services)  
Mr R Hanna (Director, Education Strategy)  
Mr R McCune (Manager, Accreditation & Regulation)  
Mr J Daly (Manager, Financial Services)  
Ms R Kennedy (Manager, Curriculum & Assessment)

Miss N Kennedy (Manager, Council Secretariat)

#### 1 Apologies

Apologies were received from Mrs D Black; Miss M Crilly and Mr J Collins.

#### 2 Chair's Business

The Vice Chair welcomed members to the meeting.

##### *Remuneration Committee*

Members of the Remuneration Committee were reminded that a meeting would convene after Council.

##### *FOI Requests*

Members were updated on the recent FOI requests.

#### 3 Minutes of the previous meeting held on 29 February 2012

The minutes of the previous meeting were proposed by Mr John Wilkinson and seconded by Ms Patricia O'Farrell as a true and accurate record. A copy was signed by the Acting Chair.

##### *Action Points*

Members noted the following :

- *Findings of Independent Report on Maths Error* : the Interim Chief Executive advised that the issues arising from the independent reports had been considered and DE notified. He confirmed that an action plan would be drafted and implemented.

- *Revision of Mission Statement* : has not yet been considered.

#### 4 Correspondence

The Vice Chair drew members' attention to the following correspondence:

- *DE ALBs : Member/Chair Performance Appraisal*. She advised that she felt that it was not appropriate for her to undertake appraisals on fellow council members. Members agreed with this approach.

The Vice Chair agreed to write to the Department and return the appraisal forms.

- *Governance Review : Public Appointments*. Members agreed that CCEA complied with DE's guidelines.
- *Decisions on Short-term Changes to GCSEs*. The Interim Chief Executive said he would update Council on developments as they arise.
- *Reform of GCE A Levels*. Members were concerned at this correspondence and the implications for CCEA. The DE Observer said the issues have been discussed with the Executive, and that the Minister had written to his counterparts in Scotland and Wales seeking their views. He confirmed that it was the intention to consult widely across all stakeholders and Council's views would be sought.

The Vice-Chair agreed that for engagement across countries and also with interest groups was important.

#### 5 Governance and Accountability

*GAR Minutes : 27 March 2012*

The minutes of the meeting held on 27 March 2012 were provided for members' information.

The Vice Chair advised that there had been no response from the invitation to the Minister to hear a presentation on the Qualifications Technology Roadmap. The Interim Chief Executive agreed to invite the Minister to come into CCEA to meet staff.

She confirmed there would be a meeting between DE and CCEA on Business Cases on 17 May 2012.

*Next GAR Meeting*

The next Governance and Accountability Meeting was scheduled for 20 June 2012.

#### ***Draft Management Statement and Financial Memorandum***

***C/100/1***

The Director of Corporate Services (DoCS) advised that CCEA's proposed changes had now been accepted or commented upon by DE. He confirmed that the process had been completed on time and presented the amended documents for Council's approval.

Members accepted the final documents and agreed that they be submitted to DE.

Once ratified by DfP final copies will be signed by the Permanent Secretary and Chief Executive and forwarded to CCEA for implementation.

## **6 Finance and Planning**

### ***Finance Committee Report : 20 March 2012***

The minutes were provided for members' information.

In the absence of Mr Jim Collins (Chairman of the Committee) Mrs Helen McClenaghan drew members attention to the minutes provided and reported on the following :

- Finance Report as at 29 February 2012. Members discussed the finance report and the committee had fulfilled its scrutiny function.
- Procurement Update : members recognised the difficulties in delivering the services due to staff shortages across the system. It was recognised that a new procurement structure was required.
- Business Cases and Policies : 6 business cases and 3 policies were approved by the Committee

The committee also received a presentation on the Qualifications Technology Road Map. This was to support a proposal for modernising and creating efficiencies to CCEA's examinations services. The proposal was approved.

### ***Interim Year End Report as at 31 March 2012***

***C/100/2***

The Finance Manager reported that the figures presented were in draft form and would not be finalised until the year end process and associated audit completed.

He report an overall underspend of £534K at this time : £352K – Baseline; £162K – Projects and £16K – non-cash (depreciation). The Capital budget was achieved with a minor underspend.

The Interim Chief Executive informed members that he had highlighted to DE (over the last 3 months) the difficulties in forecasting teacher substitution because of industrial action. This has also been reported to the Finance Committee at previous meetings.

He confirmed that DE is aware of this and although the underspend will increase for the final figures, DE have recognised that the issues that have arisen were out of CCEA's control.

### ***Budget Allocation 2012/13***

The Finance Manager confirmed no initial budget allocation or work programme had been provided and expressed concern that once again CCEA would face significant challenges on timescales around notification of work programme, preparation of business cases and also the effect of the reduction in monitoring rounds from 4 to 3.

The DE representative said he hoped that the budget allocation and work programme would be issued w/b 21 May 2012.

Members recognised the difficulties CCEA had faced during the last financial year and commended officers on maintaining the expenditure profile.

Members were content with the information provided.

## **7 Audit**

### **Audit and Risk Committee Report : 1 May 2012**

The Chairperson of the Audit and Risk Committee drew attention to the tabled minutes. She reported on the following :

- CCEA's Statement of Internal Control and Corporate Risk Register : both documents were agreed subject to minor amendments.
- NIAO External Audit Strategy : members approved the External Audit Strategy.
- DE Update : there were no significant issues arising out of the external assessment of CCEA's internal audit provision. Members noted that a meeting would be held with the Interim Chief Executive to complete the review.
- General Conditions of Recognition : the committee were satisfied that a robust and thorough process had been conducted. All documentation was approved for Council's final ratification and approval.

### **General Conditions of Recognition**

**C/100/4**

The Director of Qualifications reported that CCEA had been asked by OfQual to assess its compliance with General Conditions of Recognition so that a signed Statement of Compliance and Self Evaluation Summary could be forwarded to the Regulators.

She confirmed that the Audit and Risk Committee had discussed in detail all of the documentation at its meeting on 1 May 2012.

Members were content with the detail provided and were satisfied that the Audit & Risk Committee had fulfilled its scrutiny function. The following documentation was approved :

- CCEA Awarding Organisation Self Evaluation Summary (C/100/4a)
- Statement of Compliance : CCEA, OfQual and Dfes, Wales (C/100/4b)
- CCEA Undertaking (C/100/4c)
- CCEA Quarterly Report (C/100/4d)

The Self Evaluation Summary and Statement of Compliance were signed by the Acting Chairperson and Interim Chief Executive for submission to OfQual.

## 8 Education

### ***Education Committee Report : 25 April 2012***

The Chairperson of the Education Committee reported on the following :

- Draft Advice on New Assessment Arrangements : proposals relating to the process for quality assurance of end of key stage outcomes for the cross-curricular skills were discussed and agreed to go forward to Council for final ratification before submission to DE.
- Controlled Assessment in GCSE Languages: an update was given on the action CCEA had taken arising out of issues identified by language teachers about the introduction of Controlled Assessment for Modern Languages.

#### ***Draft Advice on New Statutory Assessment Arrangements***

***C/100/5***

The Director of Education Strategy (DoES) drew attention to paper C/100/5 which set out draft advice for assessment arrangements to support the revised Northern Ireland Curriculum, in particular, the quality assurance of end of key stage outcomes for the cross-curricular skills.

He confirmed that the advice builds on interim advice provided in 2009 and 2011 and takes account of DE responses. It is informed by learning from the Shadow Year trial and feedback from representative groups of principals.

The NITC (Northern Ireland Teachers' Council) and GTCNI (General Teaching Council of Northern Ireland) were also consulted during the drafting of this document.

Following detailed discussion and clarification on a range of issues, members agreed the proposals, subject to the following modifications:

- Reporting of information to parents should be validated. Parents to be informed that they will receive validated, accurate information when it becomes available.
- Moderation Process Diagram to be revised to be more explicit and accessible to a range of audiences.

## 9 Regulation

### ***Developments in Regulation***

***C/100/6***

The Regulation and Accreditation Manager advised that DE is progressing with a review of Regulation and how it is conducted across England, Scotland, Wales and Northern Ireland. He outlined the proposals for a logo to be developed to establish the role CCEA plays in the regulation of Qualifications in Northern Ireland.

Members agreed that a logo should be developed and asked officers to agree a design.

Clarification was sought on whether the outcome on DEL's functions had been finalised. The DE representative confirmed that nothing had been finalised.

## **10 Any Other Business**

### ***Trade Union Correspondence***

The DoCS advised that the issues raised in the correspondence was being addressed through a number of activities within the Qualifications Directorate. He confirmed that the Trade Union had agreed to wait for a response until the activities had been completed.

Members noted the correspondence received.

### ***Interim Chief Executive***

Members noted the correspondence between the Acting Chair and the Permanent Secretary on this issue.

## **11 Draft Schedule of Meetings 2012/13**

Members noted the draft schedule of meetings from September 2012 to June 2013.

## **12 Date of Next Meeting**

The next meeting was scheduled for **Wednesday 20 June 2012** at 10.00 am.

Subsequent to this the start time of the meeting was changed to 10.30 am.

