

## Northern Ireland Council for Curriculum, Examinations and Assessment

Minutes of the forty-seventh meeting of the Council, held at 1000 hours on Wednesday 17 June 2003 in Room 111, 1<sup>st</sup> Floor, CCEA, 29 Clarendon Road, Belfast.

<b>Present :</b>	Dr A Lennon (Chairman)	Mr B Carlin
	Mr J Collins	Mr J Ellison
	Dr A Murray	Ms P O'Farrell
	Miss J Bell	Mr J Clarke
	Mr J Lee	Mrs H McClenaghan
	Professor P Roebuck	Dr W Mulryne
	Mr D Thompson	Mr B Turtle
	Ms M Watson	Mrs D Black
	Mrs C Jendoubi	Assessor, Department of Education
	Mr G Boyd	Chief Executive
	Dr A Walker	Head of Education Services
	Mr G Crossan	Head of Corporate Services
	Miss N Kennedy	Manager, Chief Executive's Office
	Mr M Montgomery	
	Ms C Gallagher	Item 5 only

### 1 Apologies

Apologies were received from Mrs B O'Neill and Mr M Murray.

### 2 Chairman's Business

The Chairman welcomed members to the meeting. He informed members that this would be Mrs Jendoubi's last Council meeting. On behalf of CCEA and its predecessor bodies the Chairman thanked Mrs Jendoubi for her contributions over the years. Mr David Woods will be the new Department of Education Assessor.

#### *Deputy Chairperson*

Members agreed that Dr Anne Murray be re-elected as deputy-chairperson of Council.

#### *Committees*

The Chairman confirmed the following chairs of committees:

Curriculum & Assessment :	Dr Wilfred Mulryne
Regulation & Qualifications :	Professor Peter Roebuck
E-Services/Learning :	Mr John Ellison
Appeals :	Mr Brian Carlin
Audit :	Mr Jim Collins

Mr Brian Turtle has agreed to join the Audit Committee and Dr Anne Murray will remain on the Appeals Committee.

The Chairman drew attention to the following press releases :

- Membership of the Post-Primary Review Working Group: Gavin Boyd will be representing CCEA;
- Eddie Rooney has been appointed Deputy Secretary of the Department of Education. A meeting has taken place with him and the Permanent Secretary regarding performance review.

### **3 Minutes of previous meeting held on 9 April 2003**

The minutes of the meeting held on 9 April 2003, were approved by the Council and a copy signed by the Chairman.

#### *Action points*

The Chief Executive reported the majority of the action points had been dealt with and confirmed that a Steering Group of Council members will be set up to contribute to the Review of Vocational Qualifications.

### **4 Committees**

#### *(a) Business Committee : 21 May 2003*

The Chairman reported that the business committee had reviewed the operational and corporate plans. These plans have now been brought forward to Council for approval.

## **Education**

### **5 Curriculum and Assessment Update**

The Chairman reminded members that advice had been submitted to the Minister on Foundation, Key Stages 1, 2 and 4. We have also kept the Minister informed of our thinking surrounding Key Stage 3. He asked Mrs Jendoubi to seek formal approval for CCEA to consult on the proposals at Key Stage 3 from the Minister as soon as possible.

The Chief Executive asked Mrs Jendoubi if she could ask the Minister for feedback on the Foundation, Key Stages 1, 2 and 4 advice. Mrs Jendoubi agreed to take this forward.

#### **Revised proposals for the curriculum & assessment at Key Stage 3 C/47/1**

Dr Walker reported on the detail of the paper and outlined the proposals for changing the curriculum and assessment arrangements at Key Stage 3. The Focus Group met on 11 June. They expressed concerns regarding the document and asked for it to be reorganised and re-edited in order to make it more coherent.

Following detailed discussions members, although broadly supportive of the changes, asked that the following issues be taken into consideration before the final documentation went out for consultation:

- As well as the full document, shorter, snappier summary documents are required to set out particular implications for particular audiences;
- Position of Home Economics to be more defined;

- Overcrowding and fragmentation to be addressed to ensure progression from key stage 3 into examination preparation at Key Stage 4 and beyond;
- Transition from Key Stage 3 to Key Stage 4 to be highlighted clearly within the document;
- Checks to be made to ensure that the Key Stage 3 document dovetails with Key Stage 2 and processes to Key Stage 4 naturally;
- Careers education; guidance and counselling to be built in more clearly;
- Consideration to be given on how the document is presented to and promoted in schools;
- More consideration to be given to the use of ICT within the curriculum and assessment.

The Head of Education Services assured members that the impact of technical change would be addressed.

The Chairman said the ICT connection between primary and post-primary schools should be clearly demonstrated.

The Chairman asked that the nature and scope of assessment should be absolutely clear before going out for consultation.

- More emphasis to be placed on the child as well as subjects and processes;
- Marketing of consultation documents and leaflets is imperative for success, this to be considered carefully and marketed in ways to suit a range of audiences.

The Chairman asked the Head of Education Services to draw up a one-page 'die in the ditch' summary of key issues dealt with throughout the consultation at Key Stage 3 process.

Members asked that the department be approached for another exceptional closure day to enable schools to discuss the documentation.

Members asked for a power-point presentation similar to that distributed to schools for the early years to be drawn up for Key Stage 3.

Ms Watson asked that consideration be given to preparing teachers in their initial training for Key Stage 3 going forward.

The Chairman assured members that all of the issues raised by members in discussion would be taken on board and implemented before the documents go out for consultation.

It was agreed that Mrs Jendoubi would supply the Inspectorate with copies of the Key Stage proposals to allay any concerns they have going forward.

### **Project Plan for Consultation at Key Stage 3**

**C/47/1a**

Dr Walker spoke to the detail of the project plan. The consultation will be highly interactive and will target different interested groups. To help the process ICT will be utilised to maximum extent. The formal consultation process will be largely web-based, however

paper questionnaires will also be provided. All questions have been based around all of the issues highlighted to ensure rich and detailed feedback.

Information seminars will be held across the province to ensure that we market the proposals effectively. Videos and power-point presentations will also be available for use throughout the province.

Dr Walker informed members that consultation with principals and curriculum managers will begin in schools in early September, with focus groups running throughout the autumn representing industry; parents; practitioners; pupils and all other interested groups.

Dr Walker informed members that the deadline for presenting full detailed proposals to the Minister for implementation in 2005 was 31 December 2003.

Mrs O'Farrell sought assurance that the teacher associations be regarded as a focus group. Dr Walker assured members that the equality impact will be looked at and that all of the teacher associations will be involved in this process.

The Chairman asked all members for their assistance in the communications process during the consultation process.

He also asked that employers be included in the consultation at Key Stage 3.

Mr Ellison drew attention to the demanding timescales and stressed that to ensure that the proposals are in schools for September 2005 it is important that the timescale of 31 December 2003 be adhered to.

### **Planning for the Implementation of the outcomes of the Review C/47/1b**

Dr Walker updated members on the current plans for implementing the new Enriched Curriculum and Primary Curriculum proposals. The Department of Education has set up the Planning for Improvement in the Classroom Strategy Group (PICS) to co-ordinate all the major initiatives creating change in schools. We have met with the heads of the CASS Service and the ELBs and a broad strategy has been agreed. A further meeting will take place on 1 July to take the process forward.

The Chairman stated that this paper was to keep members informed on the implementation plans and stressed the importance of seeing this through to its conclusion.

### **Pupil Profile**

Members noted the contents of the letter received from the department of Education on the Review of Post-Primary Education.

## **6 Regulation and Qualifications Update**

### ***Tomlinson***

The Chief Executive reported that following the Tomlinson recommendations all of the changes to the code of practice including the requirement that all awarding bodies mark all scripts had been fully implemented. The new recommendations on standards setting have been implemented. CCEA has followed the new recommendations regarding A and AS rigidly, however OCR ignored the new recommendations in one subject and were held accountable by QCA.

The Chief Executive informed members that he was involved in a series of meetings with Chief Executives of the Awarding Bodies in England to get their assurance and a

guarantee that as far as Northern Ireland candidates are concerned all examination scripts would be marked

### ***Performance of Other Awarding Bodies***

The Chairman drew attention to the summary of the Report on monitoring enquiries about results and appeals. He informed members that the full report was available to take away. Mr Ellison said that the report reflected very well on CCEA and congratulated offers involved in delivering a good set of results for 2002. The Chief Executive said that the document was owned by the Regulatory Authorities but would be released in early July 2003. He assured members that CCEA's performance would be highlighted nationally when the report was released.

Members were asked to observe the confidential status of the Report.

### ***Review of the National Qualifications Framework and Associated Regulatory Arrangements*** **C/47/2**

Dr Walker reported that the review of the NQF was initiated in November 2002 and that revised arrangements would be phased in later in 2003. Revised criteria will be consulted on in early autumn with a view to publishing the new criteria in November/December 2003.

Members noted the information given.

### ***Assessment and Accreditation of Essential Skills at Levels 1 and 2*** **C/47/3**

Dr Walker said that this advice to the Department for Employment and Learning (DEL) covered arrangements for the Essential Skills Qualifications at Levels 1 and 2. The pilot scheme on entry level essential skills was running successfully and it was possible that this will be extended through to Levels 1 and 2.

Mr Lee welcomed the documents but urged caution on key and essential skills. He welcomed the unique learner identifier as a means for tracking students moving forward. He agreed that the pilot on entry level essential skills was working well.

Dr Walker assured members that the concerns surrounding the overlapping key skills qualification were being addressed and would be reported on at a future meeting.

### ***CAT Work Programme – January – October 2003*** **C/47/4**

Dr Walker informed members that the Department for Employment and Learning (DEL) asked CCEA to provide advice on the next phase of NICATS by the end of October 2003. He reported work had already begun on drafting this advice and that a further paper be developed for discussion with other agencies throughout the UK and Ireland taking into consideration European developments.

Mr Clarke expressed concern that employers had been mentioned once in the work programme and asked what we were doing to inform the employers about this initiative.

Dr Walker assured members that the review took account of employers and that the lead for developing this initiative would be taken by industry led groups.

The chairman stressed that employers be included in all aspects of CCEA's work and emphasised the importance of educating and consulting them on a regular basis.

Mr Thompson asked that a glossary of terms of all be created.

## **Finance, Accounts and other issues**

### **7 Financial position as at 31 May 2003**

**C/47/5**

Mr Crossan reported on the financial performance to date with a current underspend of £261K against budget. The Department of Education has confirmed the baseline funding of £11,672K for recurrent expenditure and substantial funding has been secured from the Department for Employment and Learning for the NICATs project. This funding will be managed in accordance with CCEA's budgetary control framework.

The Chairman assured members that the Business Committee discusses all finance and budgetary issues in detail before recommending them to Council for approval.

### **8 Approval of Draft Budget 2003/2004**

**C/47/6**

Mr Crossan spoke in detail to the draft, balanced budget which is now part of the operational plan. He drew attention to :

- Increased funding from DEL in 2003/2004;
- Increased income from Multi-media;
- Increase in market share, and increased examination entries include ICAA.

Mr Carlin proposed that the budget be approved, Mr Lee seconded this proposal.

The Chairman congratulated members of TMT on the successful move to the costed operational plan and achieving the budget for 2003.

### **9 Approval of Draft Costed Operational Plan 2003/2004**

**C/47/7**

Mr Crossan reported that for the first time the budgetary planning process has been related directly to the operational planning process. Costs have been attached to all operational objectives.

The Chairman reported that the Business Committee had asked that the following issues be addressed before Council ratification of the Costed Operational Plan:

- Profit centres to be included.
- Collaboration with QCA/ACCAC on Key Skills – need to show income coming from Essential Skills.
- Total cost of sickness absences to be highlighted. Also include a section on Effective arrangements for absence management.
- Objective 7 : to be redrafted to make it more aggressive.
- Objective 11 : too light.
- Strategic Theme 2 to be redrafted in the context of Pearson takeover of Edexcel.

Mr Crossan confirmed that these issues had been addressed and this is reflected in this draft going forward for approval.

Mr Thompson drew attention to the section on GOML costings and asked that it be amended.

Mr Turtle proposed that subject to the amendments the operational plan be adopted. Mr Ellison seconded this proposal.

### **Corporate Planning Process**

Mr Crossan reported that the corporate planning process for 2004-2005, 2006-2007 had begun. Business Committee has approved the outline project plan to support E-services and consultation has already begun internally. He said that consultation with a wide range of stakeholders would be taking place early in September and asked members to note that a Corporate Planning Meeting will be held as early as possible in September 2003 to take Council's views on the strategic direction.

#### **10 Any other business**

The Chief Executive commented on the Post Primary Working Group. He informed members that this was a working party and not a consultation process. Membership of the group is largely representative of those who own, manage or control schools. Although members have been asked not to make any comments outside the group the Chief Executive stated that he was representing CCEA and would not make any personal observations.

The Chairman reminded members of CCEA's submission on Post Primary Education and said that the Chief Executive would reflect the Council's views to the post-primary review.

Finally, the Chairman wished to thank Christine Jendoubi once again for all of her help, guidance and friendship over the last number of years.

#### **11 Date of next meeting**

The Chairman reminded members of the Schedule of Council Meetings for 2003/2004 and asked that it be reissued.

The next meeting is scheduled for **Wednesday 17 September 2003 at 1000 hours in Room 111.**