

CCEA

COUNCIL

Minutes of the ninety-seventh meeting of Council held on Wednesday 19 October 2011 at 11.30 am in Room 115, CCEA, Clarendon Road, Belfast.

Present : Mrs H McClenaghan (Vice-Chair) Mr J Collins
 Mr D Thompson Mrs D Black
 Mr J Clarke Mr J Wilkinson
 Ms P O'Farrell Ms M Crilly

Mr A Arbuthnott (DE Representative)

Mr G Boyd (Interim Chief Executive)
Mr M Quinn (Director, Corporate Services)
Mr R Hanna (Director, Education Strategy)
Ms AM Duffy (Director, Qualifications)
Mr J Daly (Finance Manager)
Mr R McCune (Regulation & Accreditation Manager) – Item 9 only

Miss N Kennedy (Manager, Council Secretariat)

1 Apologies

None received.

2 Chair's Business

The Vice-Chair welcomed members to the meeting, in particular, Mr Adrian Arbuthnott and drew attention to the tabled papers.

Freedom of Information Requests

Members were updated on the recent FOI requests.

Voluntary Severance 2011/12 Scheme

The DoCS reported that CCEA was asked to run a 2011/12 scheme similar to 2010/11. Staff had been informed (closing date 30 September). 30 expressions were made.

Following consideration by the Directors, 13 posts were identified and these have been put forward to ESAIT.

A Business Case will be discussed at the Finance Committee on 23 November and submitted to Council on 14 December for final decision.

Media : Newspaper Article

The Interim Chief Executive drew attention to the tabled article which suggested CCEA had referred to Hurling as a 'foreign' game. He tabled the actual sentence in the text book and CCEA's response for members' information.

The Interim Chief Executive wished to place on record his thanks to the Director of Qualifications for her handling of the situation.

The text book will be amended.

The DoCS advised that one complaint had been received and dealt with.

3 Minutes of previous meeting held on 7 September 2011

The minutes of the previous meeting held on 7 September 2011 were proposed by and seconded by Mr John Wilkinson as a true and accurate record.

4 Correspondence

The Interim Chief Executive drew attention to the various items of correspondence received.

CCEA Work Programme and Financial Plan : clarification of cash management issues.

Internal Audit Services : confirmation of approval of business case for Internal Audit Services contract.

Quarterly Assurance Statement on Internal Control and Interim Chief Executive's response : DE sought clarification on the risks around the testing of InCAS software and the continued Chief Finance Officer vacancy. Members noted the detailed response provided.

Vacancy Control Policy : members noted the information provided following DE's review of the policy.

5 Governance and Accountability

Accountability Review Meeting : 8 September 2011

The Vice-Chair advised that the minutes of the meeting had not been finalised. She reported on the following :

- Conflict of Interest – CCEA Awarding Body and CCEA Regulator : it was confirmed that an internal policy has been drafted to define governance issues.
- Delegated limits (£30K) cap : the CCEA Management Statement will be revised to reflect increased delegated limits.

The DE representative agreed to raise this issue with the Finance Manager and it was hoped that the matter could be progressed quickly.

- Business Cases : the Vice-Chair asked for greater clarity and assistance in completion of business cases over £30K.

She confirmed that the DoES continued to discuss the development of Business Cases with DE. However, she expressed concern at the delay in receiving approvals. The DE representative agreed to progress this matter with the Finance Manager.

- DE Risk Register
- Budget and Finance
- Examinations Delivery : The Permanent Secretary was pleased with the success of the Summer Examinations series and congratulated CCEA staff.

- Penalties against underperforming Awarding Bodies
- Statutory Assessment : the Permanent Secretary was pleased with the progress made with the training programme. CCEA expressed concern about CASS staff capacity being reduced and raised this as a risk to the programme.
- NIAO Report : DE congratulated CCEA on its accounts being unqualified.
- Reconstitution of Council : the Vice-Chair advised that she had received correspondence from DE on the length of service of Council members. Two members have exceeded 10 years service.

DE has confirmed that a Chair and up to 3 new members will be appointed through the Public Appointments process.

She wished to place on record her thanks and appreciation to all Council members for the continued commitment and services to the work of CCEA.

5 Finance and Planning

Finance Committee Report : 19 October 2011

The Chairman of the Finance Committee advised that the meeting had been re-scheduled from 29 September and had taken place prior to the Council meeting.

He reported that :

- Members received an update on the latest position regarding the Voluntary Severance Scheme 2011/12.
- Finance Reports (as at 31 August) were discussed and scrutinised by the Committee.
- An update was provided on the financial position as at 30 September 2011.
- 8 Business Cases were discussed and approved.
- Corporate and Operational Policies were discussed and approved.

Finance Report as at 31 August 2011

C/97/1

The Finance Manager (FM) drew members' attention to paper **C/97/1**. He reported an overall underspend of £34K. Members noted the reasons for the under and overspends and were assured that this was a satisfactory position at this time.

September position

An underspend of £241K was reported. This was due to reduced printing costs.

Statement of Financial Position as at 31 August 2011

C/97/2

There were no significant issues to report. Council was content with the information provided.

October 2011 Monitoring Round

C/97/3

The FM advised that an early review of the 2011/12 work programme against the DE allocation identified a surplus of £1002K. This was released to DE in August 2011. A further net easement of £876K had subsequently been identified and handed back to DE.

DE has written and accepted the easements. However, confirmation on Capital and Irish Medium bids is still outstanding.

The early release of the funding was welcomed by the Permanent Secretary at the GAR meeting on 8 September 2011.

Business Cases

The Chairman of the Finance Committee said members were concerned that two business cases : Computer Based Assessment and Irish Medium Translation, had not yet been approved by DE.

The DoES advised that the current contract for Computer Based Assessment expired in January 2012. A new assessment is required to be in place by September 2012 and if approvals are delayed further, it will be challenging to carry out sufficient trialling and testing in advance of September 2012. He confirmed that as of 17 October this has been placed as the highest possible risk rating in CCEA's Risk Register.

The Vice-Chair of Council expressed concern at these delays, given the possible impact on schools and suggested that she write formally to DE outlining Council's concerns. It was suggested that Council be notified when the two business cases had been approved.

The DE representative apologised that he had been unable to progress the business cases as quickly as he had hoped and agreed to raise this with the Finance Director as a matter of urgency.

The DoES thanked DE for their support and guidance in processing the Business Cases.

6 Audit

Audit & Risk Committee Report : 14 September 2011

The Chair of the Audit and Risk Committee drew members' attention to the minutes provided. She advised that :

- *Non-compliance with purchasing arrangements*: a register would be drawn up to monitor the number of non-compliances.
- *External Events & Corporate Hospitality*: DE's draft report recommended a 'satisfactory' audit outcome. This was welcomed by the committee
- *Single Tender Actions* : a comprehensive report was provided on STAs. DE confirmed CPD would be issuing further guidance clarifying what constitutes a STA. This was welcomed by the Committee.

- *National Fraud Initiative*: it was confirmed that no fraud within CCEA had been identified.
- *Risk Register*: was reviewed and will continue to be monitored at regular intervals.
- *Internal Audit Activity*: the Internal Audit Schedule is on target.
- *Self Assessment Exercise* : members agreed to a group exercise and asked that further information and guidance be provided. This will be a Standing Item on the Agenda until the exercise is completed.

Council members noted the information provided.

7 Education

Education Committee Report : 12 October 2011

The Chair of the Committee confirmed the minutes were not yet finalised. She advised that the meeting had covered a range of substantial items in particular:

- *SEN Reference Group* : an update on further work was received.
- *GCSE Developments* : DE launched its consultation on 10 October. CCEA will consider a draft response before submission to DE on 31 December 2011.
- *Entitlement Framework*: 2 members of the committee have agreed to participate in the internal approvals process;
- *Grading of Occupational Studies* : further discussions are required on a range of issues arising out of the proposal for a grading system for OS. This will be brought back to a future meeting of the committee.
- *Summer Examinations Series*: the committee received a brief presentation on the summer examinations series.
- *Early Year's: End of Phase 2 Reports* : members' recommended to Council that the reports be released for publication.
- *Draft Advice: Key Stage 4 Curriculum*: committee discussed the draft advice and scoping paper. This has also been recommended to Council for approval.
- *Draft Response to Reporting Regulations*: members wished to refer this to Council for further discussion.

Updates were also provided on the training programme for the implementation of the new statutory assessment arrangements, the shadow year and cross curricular skills.

CCEA Monitoring of OfQual Recommendations

C/97/4

The DoQ drew members' attention to the detail provided at paper ***C/97/4*** and its Appendices. Stage 1 of the report was completed. Stage 2 is more wide ranging and a completion date of May 2012 has been agreed.

Members were content with the level of detail provided and agreed that a process check on Stage 2 would come forward to Council in March 2012.

The Chair of the Finance Committee wished to place on record his congratulations to the DoQ and her teams for the considerable amount of work carried out in these areas and for the scrutiny applied to all of the reports. The Vice-Chair also commended the DoQ on the way in which the outcomes of the investigation had been dealt with.

EYECEP : End of Phase 2 : Summary Reports 1,2,3 & 4

C/97/5

The Vice-Chair was content with the feedback provided to the Education Committee and sought confirmation that Council were content to release the reports for publication.

Members welcomed the level of teacher support and the way in which the feedback contextualised the difficulties faced in schools

A Council member drew attention to the statement on page 8 and stated it was not accurate as students in the University of Ulster do visit schools and provide assessments. The DoES confirmed that the minute would reflect that this statement should not be attributed to all teacher training institutions.

Members agreed to release the reports for publication.

The Interim Chief Executive suggested that a report is written on CCEA's perspective of the lessons learned and the action taken at different stages over the last 10 years of this project.

Members agreed. The Vice-Chair asked that this be circulated to members for information and kept on Council files.

Draft Advice : Key Stage 4 Curriculum

C/97/6

The Vice-Chair confirmed the draft advice had been discussed in detail by the Education Committee. The DoES had provided an overview of the Scoping paper and members' agreed that additional guidance and resources would be beneficial. However, the development of the guidance would be subject to capacity. It was agreed that the additional guidance would be a "light touch".

Members adopted the recommendations to go forward to DE.

Draft Response to Reporting Regulations

C/97/7

The Vice-Chair advised that Education Committee members had requested this be put before Council for endorsement.

The DoES gave a brief overview on the request from DE in relation to the proposed revised set of reporting regulations and drew members' attention to the detail provided in Appendix 2 of the paper.

Members discussed and agreed the proposed responses.

The Vice-Chair commended the clarity and presentation of the documentation provided.

Implementation of Revised Statutory Assessment Arrangements

C/97/8

The DoES advised that training on the new assessment arrangements was well underway and feedback to date extremely positive.

He drew members' attention to the detail of the paper provided, in particular the proposals for a Shadow Year for Moderation. 31 schools (primary and post-primary) have agreed to participate and have been released from the statutory responsibilities by DE.

Internal Programme and Project Boards have been set up to monitor progress issues as they emerge. The DoES advised that should significant issues be identified, it may be necessary to review the current moderation proposals.

Members recognised that this was a significantly challenging operation asked to be kept fully informed as issues arise.

8 Regulation

CCEA Regulation in Northern Ireland

C/97/9

The Vice-Chair welcomed Mr Roger McCune to the meeting.

The Regulation & Accreditation Manager drew members' attention to paper C/97/9 which provided an outline on the proposed course of action on the nature and scope of regulation for qualifications taken in schools in Northern Ireland.

Members discussed and agreed that *'all qualifications taken in schools in Northern Ireland should be regulated by CCEA.*

The Interim Chief Executive confirmed that the Department of Education would make the final decision on this issue. The Vice-Chair asked that Council be kept informed as appropriate.

9 Any Other Business

None identified by the Secretariat.

10 Date of Next Meeting

The next meeting was changed from Thursday 15 December to **Wednesday 14 December 2011 at 10.00 am.**

The Vice-Chair thanked members and offers for their contributions to the meeting.

