

- Curriculum, Assessment and Qualifications policy
- Curriculum, Assessment and Qualifications development
- Qualifications Development 14-19
- Regulation for General Qualifications
- Advice and Recommendations; and
- Consultations

Membership of the committee would include Council members and external representation from primary, post primary and the unions.

The Chairman asked for 3 volunteers from Council and those interested were asked to contact the Manager of the Council Secretariat.

The first meeting would take place on Tuesday 30 November 2010 at 13.30 hours.

The Terms of Reference would be drawn up and agreed as soon as possible.

Members were advised that Items 8 and 9 would be deferred until the 30 November 2010.

Examinations Issues

- A2 Chemistry

The Director of Qualifications (DoQ) advised that the Action Plan had been prepared. The recommendations arising from the Internal Report were underway and would be completed by April 2011.

It was agreed that the Action Plan would be circulated to members for information.

The External Report will be finalized by 31 October 2010.

- English

The investigation was nearing completion with the report and recommendations due by 29 November.

A further update would be given at the next meeting.

- Irish Medium

The Director of Education Strategy (DoES) reported on an Irish Medium translation of scripts issue. The issue has now been dealt with and all candidates given the correct marks.

A formal report will be issued to DE in due course.

The Chairman commended officers on the actions taken to bring these issues to a speedy conclusion and asked that the Council be provided with a report and recommendations arising from the English and Irish Medium issues.

A Council member sought confirmation that the issue regarding the recruitment of Irish translators was being reviewed. The DoES confirmed that this was being addressed.

3 Minutes of the previous meeting held on 14 September 2010

Subject to the following amendments, the minutes of the previous meeting held on 14 September 2010 were proposed by Mr Jim Collins and seconded by Mr Jim Clarke as a true and accurate record.

- Mr Jim Clarke to be added to the list of attendees
- Mr David Thompson to be taken off the list of attendees
- The reference in the footer of the minutes 'commercial in confidence' to be checked in line with DE classifications and removed if appropriate.

A copy was signed by the Chairman

Action Points

- *Council Advice* : the DE Observer confirmed that following discussions at the Council meeting, DE would review the current position and write to CCEA seeking a progress report on various pieces of work.

Members noted that all remaining action points had been dealt with.

4 Governance and Accountability

Report on Accountability Review Meeting : 5 October 2010

The Chairman advised that this item was deferred until the minutes of the meeting had been circulated.

Approval of Committee Terms of Reference (ToR)

The Chairman suggested that as the Terms of Reference for the new CCEA Education Committee had yet to be drafted he would prefer the discussion on Committee ToR be deferred to the next appropriate meeting. It was confirmed that the Committees would continue to operate under the existing ToR.

Members asked that the Remuneration Committee ToR be approved at this meeting.

Approval of Remuneration Committee Terms of Reference

C/91/1a

The Interim Chief Executive drew members' attention to the DE letter regarding amendments to paragraphs 9.1(b) and (c). He confirmed that these amendments had been incorporated into this draft.

The Chairman confirmed that Council had fulfilled its challenge and scrutiny functions and sought an assurance that officers would provide all necessary documentation to the Remuneration Committee going forward. The Interim Chief Executive confirmed that this would be the case.

The ToR was proposed by Mrs Helen McClenaghan and seconded by Ms Michele Crilly for adoption by the Council.

5 Finance

Finance Committee Minutes : 9 September 2010

The Chairman of the Committee sought a proposer and seconder.

The minutes were proposed by Mr Jim Clarke and seconded by Mr David Thompson as a true and accurate record of the meeting.

Finance Committee Report : 30 September 2010

The minutes were tabled for members' information.

Procurement & CoPE services : It was confirmed that a dedicated CoPE service (BELB) was being put in place to work on CCEA procurement over the next 12 months.

Council members sought reassurance that business processes were not being affected. The Interim Chief Executive confirmed that the decisions taken by the Finance Committee on 9 September were to ensure the running of the organisation. DE has been informed of the reasons for these decisions.

Budgets : Members noted the significant pressures and reduction to baseline operational budgets likely to be required for the year ahead.

The Chairman confirmed that the case for investment in technology in examinations processing to reduce costs and maximise efficiency had been presented to DE at the Accountability Review on 5 October 2010.

6 Audit

Audit & Risk Committee Report : 6 October 2010

The minutes were tabled for members' information.

The Chair of the Committee drew attention to the detail provided in the minutes, and advised that the following issues had been discussed:

- A Level Chemistry Report
- Revised Risk Register
- Quarterly Assurance Reports
- Annual Fraud Report
- Non-compliance with purchasing policy
- Audit Activity – draft audit plan

Michelle Anderson (Head of Internal Audit, DE) attended the meeting and reported that there would be a more co-ordinated audit plan put in place across the education sector going forward.

Draft Audit Plan 2010/11

C/91/2

The DoCS advised that the plan had been approved by the Audit & Risk Committee at its meeting on 6 October, and was coming forward to Council for ratification.

Clarification was sought on point 9b. It was confirmed that all of CCEA's business including curriculum & assessment was in the plan. This is intended to provide an independent level of assurance around processes in this area.

Members ratified the Audit Plan for 2010/11.

7 Education strategy

The Chairman welcomed Miss Ruth Kennedy, Business Manager, to the meeting.

Consultations

C/91/3

The DoES referred to paper C/91/3 which provided an overview of the 3 consultations and drew out the common themes emerging in drafting the responses. He suggested that it was appropriate comment where relevant and not answer YES or NO to any of the questions. This was agreed.

It was agreed that a covering letter for all 3 strategies would be drafted.

0-6 Strategy

C/91/3a

The following points were raised :

- Reference to be made to a cohesive 0-6 strategy and the need for a review of the provision to be included in the covering letter.
- Page 3 : social deprivation : statement to be revised to ensure the comments are contextualised.
- Vision statement in relation to 'his or her needs' to be clarified.
- Interfaces between 0-3 and 0-6 strategies and how this might be handled.

It was agreed that these points would be reflected in the responses.

Subject to these comments, the response was agreed.

Teacher Education in a Climate of Change

C/91/3b

The following points to be included in the covering letter :

- Reference to the disconnect between DE and DEL regarding the way in which courses are run.
- Suggesting that a course be put in place that prepares teachers for the Northern Ireland Curriculum.
- Further clarification required on the continuing Professional Development.

Subject to these comments, the response was agreed.

Community Relations, Equality and Diversity in Education

C/91/3c

Members welcomed this consultation and commended the response. It was suggested that :

- It be made clear that the cross curricular themes were now firmly embedded within the curriculum and opportunities for addressing these issues both formally and informally should be provided.

The response was agreed

The Chairman wished to place on record his thanks to the officers for the work completed in relation to the responses and asked for Council's comments to be considered when finalising the responses and covering letter.

Early Years Enriched Curriculum Evaluation Project

C/91/4

The Chairman advised that this item would be deferred to the Education Committee on 30 November 2010.

8 Qualifications

The Chairman advised that these items would be deferred to the Education Committee on 30 November 2010.

9 Regulation

The Chairman advised that this item would be deferred to the Education Committee on 30 November 2010.

10 Any Other Business

None.

11 Date of next meeting

The next meeting was confirmed as Thursday 16 December 2010, time to be agreed. Subsequent to this, the time of the meeting was confirmed as 10.30 am.