

CCEA

Record of the Council Induction held on Tuesday 26 February 2013 in Room 115, CCEA, Clarendon Road, Belfast.

Present :

Mr T Carson (Chairman)	Mrs H McClenaghan (Vice-Chair)
Mrs D Black	Mr J Wilkinson
Mr E Cullen	Dr P Cunningham
Mr J Clarke	Mrs R Cowan
Mr M Donnelly	Mrs C Harpur
Mrs J Mussen	Mr R Thompson

Mr R Hanna (Interim Chief Executive)
Ms AM Duffy (Director of Qualifications)
Mr M Quinn (Director of Corporate Services)
Mr J Daly (Manager, Financial Services)
Miss R Kennedy (Business Manager, CAR)

Miss N Kennedy (Manager, Council Secretariat)

Apologies

Apologies were received from Ms M Crilly and Mr D Thompson.

Introduction

The Chairman welcomed members to the meeting and wished to place on record his thanks to Mrs Helen McClenaghan who acted as Chair of CCEA since January 2011 (after the death the then Chair, Mr David McKee).

Members were asked to introduce themselves and give some brief background on their experience and expertise.

The Chairman outlined the main focus of the Induction and stressed the importance of Council members providing effective governance for the Interim Chief Executive and the Senior Team to ensure openness and transparency.

What CCEA Does

Mr Hanna, the Interim Chief Executive gave a brief overview of the history of the organisation and presented on :

- Statutory responsibilities of CCEA (including the guidance set out in the Management Statement;
- Roles and responsibilities (including the role of the Chair, Council and the Chief Executive)
- Governance : (how the organisation works through the committees and how they support Council)

Council Vice-Chair

He confirmed that the Vice-Chair of Council would be appointed by Council by election and would chair Council meetings in the absence/or at the request of the Chairman.

Council and Committees

Members received an overview of the Advisory and Supervisory Committees of Council and were advised that Council met on average 5-6 times per year and the Committees between 3-5 times per year.

Members were asked to give consideration to the committees they wished to join. It was confirmed that a proforma would be issued for completion following the meeting.

Governance

The Chairman drew attention to the CIPFA On Board documentation he had received from DE and confirmed this would be issued to each member. He encouraged members to read this, in particular :

- What is Expected of Council Members
- The Aim of the Guide
- Roles and Responsibilities of Council Members

Performance Appraisals of Council Members

The assessment of the performance of individual Council members would be conducted by the Chairman on an annual basis. The assessment will focus on :

- Strategy
- Performance
- Risk
- Behaviours

The Chairman asked that if Council members wished to contact him to discuss any aspects of this they should obtain his details from the Manager of the Council Secretariat.

Relationship with DE

The Interim Chief Executive outlined the relationship with DE and the lines of communication between DE, Chief Executive, the Executive, Chair and Council.

Corporate Risk Register

The Interim Chief Executive explained the Corporate Risk Register and how it worked within CCEA's Governance Structure. He confirmed that each Directorate had detailed Risk Registers for individual programmes.

The Corporate Risk Register is reviewed on a regular basis by the Management Board and is discussed and approved by the Audit and Risk Committee before ratification by Council.

CCEA Work Programme 2013-14

Progress against the CCEA work programme is by exception, on a quarterly basis, this is reported to Finance Committee and subsequently Council.

Governance and Accountability Meetings

Mrs McClenaghan advised that the Chair is supported by the Interim Chief Executive and his senior team at these meetings with DE. It is a mechanism whereby CCEA can raise their concerns regarding the conduct of their business and relationship with DE.

She commended the support given to her in her capacity as Acting Chair from the Executive in preparation for these meetings.

CCEA Directorates

Members were provided with copies of the presentations and background papers from each Directorate.

Curriculum, Assessment and Reporting

The Chairman welcomed Ms Ruth Kennedy, Business Manager, Curriculum, Assessment and Reporting (CAR) to the meeting.

Ms Kennedy gave a presentation on the main priorities within the Unit, in particular the:

- new assessment arrangements for end of Key Stages 1 and 2;
- implementation of the new computer based assessments for literacy and numeracy;
- way CCEA supports the revised NI curriculum;
- process of formulating advice (from commissioning letter to submitting advice through CCEA's Governance process).

Regulation and Accreditation

The Chairman welcomed Mr Roger McCune, Business Manager, Accreditation and Regulation to the meeting.

Mr McCune gave a presentation on the main priorities within the Unit, in particular the :

- Review of GCSE and A Level Qualifications;
- Regulatory Functions (including CCEA's relationship with OfQual)
- Accreditation of Qualifications

It was confirmed that the final Report on the Review of GCSE and A Level Qualifications would be discussed and approved by Council before submission on 30 June 2013 (an interim report was due by 31 March 2013).

Examinations

Ms Anne Marie Duffy, Director of Qualifications, gave a presentation on the main priorities within the Directorate, in particular :

- Examinations Operations
- Standardising and Awarding

- Modernisation
- GCE and GCSE Market Share

Financial Services

Mr John Daly, Financial Services Manager, gave a presentation on the main priorities within the Unit; in particular :

- Financial position at year end 2012/13
- Budgets for 2013/14
- Team and DE Priorities

Corporate Services

Mr Quinn, Director of Corporate Services, gave a presentation on the services provided by :

- ICT, including the AS400 system
- Marcomms : its role and how the support the organisation at CCEA Events
- Facilities Management
- Mult-media : and how the support all aspects of CCEA's work including a full range of on-line resources
- Business Assurance : responsibility for Complaints; FOI; Stage 1 Appeals; Risk and the ISO agenda
- Human Resources

He also outlined his lead responsibilities in respect of strategic and planning and monitoring.

The Vice-Chair commended the Press Reviews which Council would receive on a daily basis and also paid tribute to the True Colours Art Exhibition which was launched on 11 January 2013.

Members would also be invited to CCEA's Celebrating Excellence Events which take place throughout the year.

Any Other Business

The Chairman wished to place on record his thanks members of Council for attending the Induction and to all officers for the quality of their presentations which provided him with a good overall picture of the workings of the organisation. Members endorsed this.

He thanked the Interim Chief Executive and the Manager of the Council Secretariat for putting together today's programme.

He advised that all communication from Council members should go through Miss Kennedy as she is the first point of contact for Council members on all aspects of Council and Committee business.

Date of next Council Meeting

The next meeting of Council would take place on **Wednesday 20 March 2013 at 10.00 am in CCEA Offices, Clarendon Road Belfast.**

