

Northern Ireland Council for Curriculum, Examinations and Assessment

Council

Minutes of the fifty-second meeting of Council, held on Wednesday 9 June 2004 at 1000 hours in Room 111, 1st Floor, CCEA, Clarendon Road, Belfast.

Present

Dr A Lennon (Chairman)	Dr A Murray
Mr J Clarke	Mrs P O'Farrell
Mrs D Black	Ms M Watson
Mrs H McClenaghan	Professor P Roebuck
Mr D Thompson	Dr W Mulryne
Mr J Ellison	

Mr D Mann, Assessor, Department of Education

Mr G Boyd, Chief Executive
Dr A Walker, Head of Education Services
Mr D Mulholland, Head of Corporate Services

Mrs A Comac, Item 2 only

Ms C Gallagher
Mr M Montgomery, Item 5 only

Mr R Hanna, Item 6 only

Miss N Kennedy, Manager CE Office

1 Apologies

Apologies were received from Mr B Carlin; Ms J Bell; Mr J Collins; Mr B Turtle; Mr J Lee; Mr D McKee and Mr D Woods.

2 Chairman's business

The Chairman welcomed members to the meeting, in particular Mr D Mann attending on behalf of Mr Woods.

He informed members that:

- Mrs Ann Comac, Principal Officer for Mathematics has been invited to give a presentation on how CCEA increased market share in GCSE/GCE Mathematics.
- A Gala Dinner to mark the end of CCEA's 10th year will be held in the Culloden Hotel on Saturday 12 March 2005. Members were asked to note the date.
- The Schedule of Council and Committee meetings for 2004/2005 has been provided at Paper 9. Members were asked to note the relevant dates.

The Chief Executive drew members' attention to the draft Programme for the CCEA Education Conference to be held in the Radisson SAS Hotel, Sligo, on 30 September and 1 October 2004. A number of speakers will be invited to attend and members were encouraged to attend. Further details would be issued in due course.

3 Minutes of previous meetings held on 3 March and 21 April 2004

The minutes of the meetings held on 3 March and 21 April 2004 (workshop for e-Learning) were approved by Council and copies signed by the Chairman.

Action points

The Chief Executive reported that:

- Members of the Inspectorate have visited schools involved in the Early Years Enriched Curriculum Pilot and will produce a report in August 2004.
- Chairman and Chief Executive attended an accountability review meeting with the Permanent Secretary. Reservations were expressed about the current status of the responses to the advice submitted to the Minister on 31 December 2003.

Members were not satisfied with the latest position and asked that the Chief Executive make a strong representation to the Department, urging them for a response so that work can get underway.

Members asked that a statement be drafted to ensure that schools are clear on the current position and CCEA's role.

- 14-19 Project Plan: the focus on FE has been taken on board and focus groups are well underway. A progress report will be given at the Council meeting in October.

4 Committees

(a) Audit Committee – 2 June 2004

The minutes of the meeting held on Wednesday 2 June 2004 were tabled. In the absence of Mr Collins the Chief Executive reported that:

- Risk Management stewardship exercise has been completed and the framework further developed.
- Procedures in line with the new EU Procurement guidelines will be drawn up to ensure tighter controls going forward.

(b) Curriculum & Assessment Committee – 5 May 2004

Dr Mulryne said that the majority of issues discussed at the Curriculum and Assessment meeting on 5 May would be covered later in the agenda. He reported that :

- Dr Martin McPhillips gave an excellent presentation on the Primary Movement as part of the ongoing developments in Early Years. Funding has been agreed for 2004/2005 and a review of literature will be presented at the next Committee meeting.
- It was agreed to continue with the expansion of a limited pilot on the Early Years Enriched Curriculum.
- It was agreed to expand the existing research project on Early Years. The project will be awarded to Queens University, Belfast for one year allowing the contract to be advertised in line with EU legislation.

- An annual progress report on the Citizenship pilot project will be presented to the committee.

(c) Regulation & Qualifications Committee – 19 May 2004

Professor Roebuck reported that:

- A meeting to clarify roles and responsibilities of CCEA and DEL had taken place and all points have been taken on board;
- Monitoring reports – we have asked QCA to identify the risks associated with non-compliances and include them in future reports;
- Further Education Review – draft response was discussed in detail and recommendations made. The response has been brought forward to Council for final approval.
- Post-16 Cohort Study – Summary document has been amended in line with recommendations from the Committee.
- Members supported the recommendations and congratulated Ms Amanda Simpson on the quality of the report for the Review of Entry Level Qualifications.

(d) E-Learning & Services Committee – 18 May 2004

In the absence of Mr Ellison, the Chief Executive reported that:

- Points raised by Council at the Workshop on 21 April on the e-Learning Strategy have been taken on board; and
- a special meeting was convened to agree the final response to the emPowering Schools Strategy Consultation document.

Both will be dealt with at Item 6 of the agenda.

(e) Business Committee – 7 April and 8 June 2004

The Chairman, reported :

- Personal performance reviews of the Chief Executive and TMT have been completed. Following consultation with the Remuneration Committee, recommendations have been made to the Permanent Secretary;
- Absence Management and Diversity issues have been discussed and regular reports have been requested by the Committee;
- The Draft Corporate Plan has been discussed and agreed by the Committee. Council will be asked to approve the final draft at Item 8 on the agenda.
- Budget for 2003/2004 has remained on target. The Chairman congratulated the finance team for the work done on the measurement systems to date.
- ALTA : funding will continue until March 2005. This will be taken forward and monitored closely. Reports will be made available to the committee on a regular basis.

- C2K – concerns have been raised by members on the roles and responsibilities of CCEA and C2K. We raised our concerns at the Accountability Review meeting with the Permanent Secretary in connection with the use of technology and software licensing.

Discussions have taken place between the Chief Executive and Mr J Stewart, C2K. A model of operation has been agreed to clarify relationships at the interface and manage strategic issues going forward. The Chief Executive will be monitoring this closely and reporting back to the various sub-committees as appropriate.

- Work will begin on Work/Life Education. The committee approved the recommendation for a sub-committee to be set up. Final approval will be sought by Council at Item 7 on the agenda.
- Head of Education Services – No appointment has been made to date. We have written to the Department outlining how we wish to take this forward. The Chairman thanked Mrs McClenaghan for taking part in the selection process.

Presentation on Mathematics

The Chairman welcomed Mrs Comac to the meeting.

Mrs Comac gave a detailed presentation on how increased market share was achieved in GCSE and GCE Mathematics.

The Chairman thanked Mrs Comac for her presentation and congratulated her and her team on an excellent performance.

He said that, through the Business Committee, the methods and approaches used for Mathematics would be adopted, as far as possible in other subjects particularly Religious Studies and Modern Languages.

5 Curriculum and Assessment Review

Literacy Strategy Review

C/52/1

The Chairman welcomed Ms Gallagher and Mr Montgomery to the meeting.

Ms Gallagher outlined the background to the proposed research.

The Chairman stressed the importance of this work in the context of the enriched curriculum pilot and other curriculum-related projects.

Members welcomed the proposal. Dr Mulryne asked that the completed study be presented to the Curriculum and Assessment Committee for discussion before going forward to Council.

Pupil Profile Project

C/52/2

Mr Montgomery outlined the key issues and recommendations arising from the first trial of the Pupil Profile in 2003/2004. The project plans for the development of the Pupil Profile in primary and post-primary schools were discussed. Members asked that the following points be taken on board:

- All stakeholders must be approached to ensure we take into consideration all points of view during consultation;
- Education and Library Boards to be approached to participate in the Steering and User Groups;

- ICT dimension of assessment and ICT access to parents be taken into consideration going forward;
- A clear understanding of the way forward; access to information and sharing of information at the earliest stage is essential;
- Information leaflet to be produced and awareness seminars to be organised for parents and other stakeholders;

ALTA

Mr Montgomery reported that information was currently being developed in English language and literacy; mathematics and ICT. Parental access has also been allowed and further information on this will be available in due course.

Members sought clarification on whether ALTA was the only platform to support the pupil profile report work. Mr Montgomery said that teacher assessments can be recorded in the ALTA system and also feed into other systems. Further discussions with C2K were needed to agree management systems and ensure compatibility. Mr Ellison asked that Mr Hanna (E-Learning Development Manager) and Mr McAfee (Multi-Media Manager) be involved to ensure joined-up thinking between Business Units going forward with the Project Plan.

The Chairman assured members that all points raised would be taken on board. A progress report would be given at a future meeting.

6 e-Learning

Approval of the e-Learning Strategy

C/52/3

The Chairman welcomed Mr Hanna to the meeting.

Mr Hanna informed members that the Strategy provided had been discussed in detail by the e-Learning and Services Committee, Senior Managers and Council members at the e-Learning Workshop on 21 April. All recommendations have been taken on board.

Members approved the Strategy.

CCEA response to the emPowering Schools Strategy Consultation document

C/52/4

Mr Hanna informed members that the closing date for responses had been extended for schools over the summer period. CCEA's response was submitted by the original deadline of 29 May 2004.

He reported that although CCEA agreed with many of the high level aspirations, we suggested that:

- Focus should be on empowering our learners; and
- Strategic management of various key players and responsibilities should be mainstreamed.

Members were content with the response provided.

7 Regulation and Qualifications

Proposal for Workforce Development Sub-Committee

C/52/5

The Chief Executive outlined the background for the proposal of this new sub-committee. Learning for Life and Work is now at the centre of the statutory curriculum and to ensure we continue to develop our thinking in work related education, the primary responsibility of this sub-committee will be to drive this forward ensuring that all views of members are adequately and properly reflected.

Members were broadly content with the proposal and asked that all interested parties be included.

It was agreed that Dr Lennon would chair the committee.

Further Education Strategy

C/52/6

Dr Walker said the draft response had been considered and commented upon at the Regulation and Qualifications Committee on 19 May. Members discussed the draft and raised the following points:

- Careers education needs to be enhanced to ensure it gets the urgent attention it requires;
- CCEA strongly supports the notion of a critical review of the current structures;
- A clear statement from CCEA saying it wishes to develop a set of partnerships with the FE sector;
- E-learning developments to be highlighted, particularly in relation to rural schools and colleges.

The Chief Executive asked that all the points raised be incorporated into the final draft response. He also pointed out a review of the Careers Service may be required in light of these proposals.

8 Finance

Finance report as at 31 May 2004

C/52/7

Mr Mulholland reported that expenditure for 2003/2004 has been maintained within budget with a small surplus. The full accounts will be finalised by September 2004.

Bids have been submitted to the Department for the June monitoring round, including:

- Modernisation programme;
- Key skills
- Extension on work for curriculum review, early years and the cohort study;
- Access to the Managed Service (C2K); and
- Pupil profile.

Discussions are ongoing in relation to CCEA's contribution to the spending review. We have highlighted the following pressures:

- Implementation of Costello;
- Curriculum Review;
- Modernisation programme; and
- Investment in e-Learning and its delivery.

A progress report would be available at a future Council meeting.

The Chairman congratulated the Management Team on delivering a balanced budget and on an excellent management performance.

Members were happy with the information provided.

Sign off of the Corporate Plan 2004-2007

C/52/8

Mr Mulholland confirmed that the draft corporate plan had been discussed by Business Committee, Senior Managers and Council, and all points raised have been included in the final draft being presented for approval before going out for consultation.

Members approved the Corporate Plan 2004-2007 for consultation.

9 Any other business

None identified.

10 Schedule of meetings 2004/2005

Members were asked to take note of the dates for Council and their relevant sub-committees. It was agreed that Ms Kennedy would send out reminders for all Council and Committee meetings in September.

The next Council meeting would be an all day meeting : ½ Business Meeting and ½ Workshop on **Wednesday 15 September 2004.**



CHAIRMAN
