

BOARD OF MANAGEMENT – 4 FEBRUARY 2021

Minutes of the meeting of the Board of Management held at 1pm on Thursday 5 November 2020 by video conference.

Members

- * Mr D Middleton (Chair)
- * Ms F Robertson (Chief Executive)
- * Ms E Craig
- * Ms A Davis
- * Mr S Hagney
- * Mrs J Handley
- * Dr W Mayne
- * Mr H McKay
- * Mr G Smith
- * Mr R Stewart
- * Dr K Thomson

Officers

- * Ms J Blair
- * Mr M Baxter
- * Mr L Downie
- * Mr J McMorris
- Ms J Ross
- * Dr G Stewart
- * Mrs D Mahmoud

Observers

Ms A Kerr, Committee Manager

* Indicates present on the call

1.1 Welcome and Apologies

The Chair welcomed members to the meeting.

1.11 Declaration of Any Conflicts of Interest

There were no conflicts of interest raised in relation to the agenda.

Whilst not a conflict of interest, it was acknowledged that Mr Hagney and Dr Thomson held an interest through their positions as Heads of Centre.

The Chair noted that members of the Board would never be put in a position directly to affect the outcomes relating to their centres or family members.

1.12 Minutes of the meeting held on:**i 10 September 2020**

The minutes of the Board meeting on 10 September 2020 were approved.

ii 1 October 2020

The minutes of the Board meeting on 1 October 2020 were approved.

iii 8 October 2020

The minutes of the Board meeting on 8 October 2020 were approved.

1.13 Matters Arising

There were no other matters arising that would not be covered in the course of the agenda.

The Chair passed to the Chief Executive who provided a verbal report covering the range of ongoing work being undertaken across the organisation to plan and execute elements of awarding 2021. She reported that the National Qualifications 2021 (NQ 2021) group had been set up to involve stakeholders including EIS, ADES, SLS, Colleges Scotland & Education Scotland and would continue to meet on a weekly basis. The remit of the Group was to develop advice on the following matters:

- Subject specific guidance for National 5 qualifications
- Alternative Certification Model (ACM) for National 5 qualifications
- Contingency arrangements for Higher and Advanced Higher Diet

In addition to developing a position on these issues, the Group will work together to consider consistent communications to the wider system with the aims of providing transparency and engendering confidence on the approach being taken.

The Chief Executive reported that Ms Blair had convened and would chair a working group that would report into the NQ 2021 group on work around the quality assurance (QA) model for National 5. The Chief Executive was pleased to report that conversations to date had been positive and constructive, and that engagement had been encouraging in the development of the approach.

The Chief Executive went on to update that the last of the subject specific guidance was on track to be published by 19 November and discussions would be taken forward with the NQ 2021 group on contingency planning for Higher and Advanced Higher, liaison events and the timing of publication of assessment resources.

The Board welcomed the update, noting their support of the programme of co-creation and collaboration across the NQ 2021 group and working group, and discussed the importance of dissemination and communication in support of this.

The Board went on to discuss the draft letter to the Deputy First Minister from the Chair regarding the Priestley Review that had been circulated to Board members for information within the papers for the meeting. Members endorsed the key points within the letter.

The board expressed a wish to remain sighted on work on communications and engagement.

In closing, the Board expressed their support to the Executive Management Team and the wider organisation for the extensive programme of work being undertaken to deliver the awarding programme for 2021.

The Chair thanked members for their time and noted that the Board would meet again on Wednesday 25 November.