

**BOARD OF MANAGEMENT – 4 FEBRUARY 2021**

Minutes of the meeting of the Board of Management held at 1.45pm on Monday 7 December 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 including, noting apologies from Dr Mayne.

**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.

**1.12 Matters Arising**

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

The Chair thanked Board members for convening at short notice, noting that the Advisory Council and Qualifications Committee had both been convened earlier that day to discuss and advise on the paper for consideration on the alternative certification model (ACM) for National 5 qualifications in 2021.

The Chair then passed to the Chief Executive who provided a brief overview of the current position with regards to Awarding 2021, highlighting that it was anticipated that a Government statement would be provided the following day on the approach to the assessment of Higher and Advanced Higher qualifications.

The Chief Executive reported that, SQA had established two groups, drawing from a broad range of stakeholders, and chaired by SQA, to oversee National Qualifications in session 2020/21. These groups had been meeting since the end of October with the working group meeting twice a week to develop an alternative model of

certification for National 5 qualifications. She provided an overview of the paper before the Board, that had been produced by the working group, working to co-creation principles to define the ACM, its key elements, assumptions and dependencies, the process, key timelines, and risks. The group had also developed and agreed a joint communication on the model.

The Chief Executive noted that the National 5 ACM would be issued together with partners following the Deputy First Minister's statement the following day, ahead of which she would issue a letter to the Deputy First Minister, to ensure his awareness of risks and mitigating actions. Acknowledging the position around Higher and Advanced Higher qualifications, the Chief Executive assured the Board that colleagues were working at pace to establish guidance to issue to the system around this.

The Chief Executive then handed over to Dr Thomson and Ms Handley, as convenors of the Qualifications Committee and Advisory Council who updated that the two groups had found the approach outlined in the paper clear and logical, recognising the additional support requirement and supporting the system of co-creation, co-delivery and co-commitment.

The Board welcomed the approach, supporting the ACM for National 5 and the process of co-creation through the NQ working groups.

In discussing resourcing, the Board noted the ongoing process to quantify the resource capability to undertake planned work and ensure the organisation is in a strong position to assure delivery.

The Board agreed the importance of continuing with regular and consistent whole-system communications to stakeholders as the process moved on from co-creation to co-delivery.

The Chair thanked members again for their time throughout the course of the day, commenting that, while the Corporate Office would keep members updated with any communications issued ahead of Christmas, the Board would not meet again until 2021. He took the opportunity to wish all members and staff a Merry Christmas and Happy New Year, noting that the first meeting of the Board in 2021 would be on Thursday 21 January at 1pm.