Code of Practice Governance Group

Date: 25th March 2020
Time: 10.30 – 11.30 am
Location: MS Teams
Members: Fiona Robertson, Gill Stewart, Jean Blair, James Morgan, John McMorris, Liz McGrath
Attending: Margot McKerrell Alistair Wylie, Robert Quinn, [redacted] (full meeting), Agenda items - Denise Monteith, [redacted]
Apologies: nil

Notes and Actions

Item	Topic
14.1	**Notes of previous meeting** CoPGG agreed a formal review and sign off of the notes of the 19th and 23rd of March meetings was required. CoPGG papers to contain clear recommendations that can be referenced in the note of the meeting. Final, agreed versions of all papers to be submitted and retained.
14.2	**Alternative Certification Model (ACM)** JM updated CoPGG that the ACM Statistical model and a proposal paper including options and RAID were being prepared including a preferred option and the assumptions and dependencies on schools/the wider system. FR extended thanks to the statistics team and advised that additional statistical support may be put in place via the Chief Statistician. This will be added to RPSS resource and report to JM. The Board of Management (BoM) conference call on 26th March will allow FR to outline progress on ACM to date. Subsequently, the ACM needs to available to be presented at the next BoM meeting, date tbc. As well as BoM, CoPGG to determine the appropriate committee governance route for the ACM. **Action – JM to complete paper with recommendations by 27th March.** **Action – GS to explore governance route for ACM and other CoPGG matters and bring to next meeting.** **Action – JMcM to provide interim communications on progress to date.**
14.3	**CPG 2020 & Project Governance inc PRS** JB explained that Certification Programme Group (CPG) is meeting today to progress the proposal outlined in the paper. CoPGG agreed Project Management/BSD/Comms support would be provided for all projects. CoPGG also agreed projects should have joint or deputy SRO/Comms etc support to allow good coverage and continuity in future months. The final structure of the programme would be determined by CPG and brought back for approval however it would include a Communications stream and the requirements of the HNVQ Contingency Group would also be integrated in our planning and reporting. CoPGG agreed all product types and markets should be considered as models, processes and communications are developed. **Action – JB to report back on progress of CPG on an ongoing basis. The agreed structure and the resources allocated/required would be reported back at next meeting of CoPGG.**

14.4	**Malpractice paper** [redacted] joined the group and talked CoPGG through the paper describing the proposals to deal with centre malpractice investigations and processes during this time. CoPGG agreed the proposed recommendation were appropriate and in line with other Regulators' stated processes and the course of action proposed in the paper was approved. CoPGG thanked [redacted] for their presentation and discussed how best to communicate this to centres and agreed that the amended process will be communicated when invoked. However this is a change from our standard operating model therefore we will include notification of this on our website, in FAQs and to our Regulators as necessary. We will also communicate this internally. **Action – JB & GS to provide appropriate communications to JMcM and GS to provide notification to Regulators in her capacity as Senior Responsible Officer.**
14.5	**Review of Coursework inc Comms** JB spoke to the paper and gave an update on the exercise to contact all N5 markers, reporting positive feedback so far. She also updated on increasing challenges around logistics, couriers, standardisation models etc. RQ also clarified further the position on specific subject uplifts. CoPGG agreed we must continue to revisit and examine our assumptions and arrangements to determine our final course of action and in the event of a required escalation to ministers or stakeholders. **Action - The recommendation in the paper was agreed as an interim position and further work and discussion required around standardisation processes, lead by GS.** **Action - There would also be further discussion and test of our assumptions during our Scot Gov call at 4.30pm today and feedback from FR to next CoPGG.**
14.6	**Higher National & Vocational Qualifications (HNVQ) Contingency** DM joined the group and described the work carried out by the recently formed HNVQ Contingency Group and then talked CoPGG through the paper including options and highlighted how our recommendations converge with or diverge from the opinions of the sector. CoPGG reflected on how the HNVQ position relates and compares to the current potential arrangements and models for schools/National Qualfications and our previous pre HN Modernisation arrangements. CoPGG recognised the high levels of confidence (92%) in well established college internal verification arrangements and how this gives comfort in our consideration of remote models of quality assurance combined with focus on high risk sectors/centres/qualifications. CoPGG thanked DM for setting out a complex picture with clarity and recommended that Option D, G and I are our preferred options for further focus and development ensuring that we read across all methods of assessment and qualification types including N4 and NPAs. ETP/international market also needs to be considered. It was noted that members of EMT have a call with Colleges Scotland later today; we will also consider the recently provided input from EIS. **Action – DM will return to CoPGG to present updated options and make further recommendations reflecting a wider evidence base and further thinking by the HNVQCG.**

14.7	**NQ Quality Assurance** MMcK presented an updated version of her QA paper and recommended Option 2 which was agreed by CoPGG. **Action – JB will now provide communications to JMcM on this topic. Until further notice, this will be in the form of a holding position whilst we continue to work on the design of our models and solutions.**
14.8	**Communications** Our existing guidance around estimates was discussed in light of some stakeholder contact and feedback. CoPGG agreed this will be reviewed and revised as necessary **Action: The ACM will include guidance appropriate to the prevailing circumstances, based on our current guidance wherever possible. JM to lead.**
	Date of next meeting – 27th March at 3pm, by MS Teams