Code of Practice Governance Group

Date:	Thursday 19th March 2020
Time:	08.30 – 09.30
Location:	CE Office, Optima/Lowden/MSTeams
Members:	Fiona Robertson, Gill Stewart, Jean Blair, James Morgan, Liz McGrath,
Attending:	Alistair Wylie, Robert Quinn (part)
Apologies:	Nil

Please note this was an extraordinary meeting of the group to assist in COVID-19 Contingency Planning and the previous meeting notes were not addressed due to this focus. They will be addressed in due course as planned at the quarterly meeting in May.

Item	Topic
12.1	FR welcomed the group and updated on her recent conversations with ministers to the effect that there will not be a 2020 examination diet and that we are tasked with providing a robust model of certificating the achievements of candidates that will provide results to candidates by 4th August 2020. **Review of EEM/ACM Paper** The model outlined in the paper was discussed and the general consensus was that there are clear constraints to this early model that need to be refined and documented to facilitate delivery. CoPGG agreed that the need to validate the model with key stakeholders is important to ensure there is public confidence in the model. This will be in line with other regulators and FR will continue to be in contact with Ofqual / CCEA / QW. COPGG agreed a clear model of governance is needed and they should meet regularly to govern and document our approach and ensure communicate with all parts of the system. **Action – JM and RPSS to continue to refine the model.** **Action – engagement and communications activities will be ongoing.**
12.2	**Review of Potential PRS Paper** The paper and the scenarios suggested were discussed by CoPGG and all agreed we should explore the different factors that will be encountered and build a robust Post Result Service based on, but not bound by, our existing PRS and EC processes and guidance. Points to note – ▪ Other regulators/AB may be offering a 'postponed' diet however on balance we agree we should explore EEM/ACM plus robust PRS as our offer. ▪ We will have to provide clear guidance on rules of engagement and scope and capacity of this system to retain equity and practicability ▪ The importance of alternative evidence was discussed and all agreed there should be symmetry in the service meaning that grades could go down as well as up and that our priority should be for H and AH levels. **Action - AW, RW and DF to further develop the paper for early w.c. 23rd March.**
12.3	**Review of Scenarios/Contingencies** This final paper from DF will now be reviewed by Monday so it stands as a record of our work so far and intention to provide documentation for audit/committee purposes. **Action - Paper to be updated to reflect [position at close of play Wednesday 18th March and submitted to CoPGG.**
12.4	**Communications** FR shared DFM comms plan and her intended statement and next steps. CoPGG agreed this was appropriate.

	Action – ongoing consideration of how to best involve/communicate with and instil confidence in partners will be developed and approved by CoPGG in due course.
	Date of next meeting – Monday 23rd March 2020