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No.	Description	Date	Explanation of redactions	Clause
01	Note of Cabinet Secretary meeting with Janet Brown, SQA - 19 December 2012	19 December 2012	Personal information	38(1)(b)

Enclosure 01 - Note of Cabinet Secretary meeting with Janet Brown, SQA - 19 December 2012

**NOTE OF CABINET SECRETARY'S MEETING WITH DR JANET BROWN, CEO
SQA, 19 DECEMBER 2012**

In attendance:

Cabinet Secretary for Education and Lifelong Learning
Dr Janet Brown, Chief Executive SQA

Scottish Government officials:

Alan Johnston, Deputy Director, Curriculum, Assessment and Gaelic
[Redacted s38(1)(b)]
[Redacted s38(1)(b)], Assessment and Qualifications

Note of meeting

1. The meeting agreed the importance of close alignment on communications and stakeholder engagement between Scottish Government, SQA and Education Scotland. Joint messaging and intelligence-sharing are increasingly important in ensuring that consistent and helpful signals are conveyed to the system.

[Action: Janet Brown and Alan Johnston to take forward]

2. Cabinet Secretary asked Dr Brown to meet with representatives of EIS (and representatives of the Scottish Studies Working Group) to discuss some of the practical aspects around implementation of the specific Scottish texts at National 5 and Higher. Dr Brown agreed and indicated that SQA has regular meetings with EIS representatives where this could be taken forward.

[Action: Janet Brown and Alan Johnston]

3. Mr Russell also fed back concerns expressed by EIS around the timing of the introduction of the new SQA appeals process. SQA is fully aware of the EIS position.

4. Cabinet Secretary indicated that EIS had raised concerns around transitional issues (mainly the lack of a 'safety net') in moving to the new CfE qualifications. He indicated that he was also concerned and asked that SQA, as matter of urgency, consider how any interim issues might be scoped and addressed.

[Action: Janet Brown and Alan Johnston]

5. There was a discussion on a paper tabled by Dr Brown, focusing on the SQA's strategic plans to develop a sustainable long-term financial model. The SQA Board had recently discussed the matter and work is being undertaken by SQA executive team and SG officials to explore the operational and governance issues raised. The Cabinet Secretary stated that he wished to explore all implications for Scottish Government and SQA around any future models of activity. He indicated that this should include questions of supply and resilience, as well as the importance of transparency around SQA's different activities. Cabinet Secretary agreed to further explore these issues with Dr Brown, and requested that officials arrange a discussion with himself and Dr Allan in advance of this.

[Action: [Redacted s38(1)(b)]to set up SG meeting, and liaise with Janet Brown's office re. follow up meeting]

6. Cabinet Secretary asked Dr Brown to consider comments on the SQA subject events that had been raised with him.

[Action: [Redacted s38(1)(b)]to forward relevant email to Janet Brown]

7. Visit by Leighton Andrews, Minister for Education and Skills in Wales: Dr Brown agreed to support colleagues in Wales and to explore issues around regulation in Scotland, working with colleagues in SG Employability, Skills and Lifelong Learning Directorate

[Action: Janet Brown]

[Redacted s38(1)(b)]December 2012