

<p><b>Sederunt:</b> Liz Lister (University of Edinburgh), Sam Allwinkle (Edinburgh Napier University), Margaret Dundas (SFC National Coordinator for WP), Ian Sutherland (Heriot-Watt University), Kerry Musselbrook (South East Forum), Pete Cannell (Open University), Irene Hynd (Queen Margaret University), David McKenzie (Scottish Agricultural College), Lindsay Seywright (West Lothian College), Gillian Russell (Stevenson College), Bob Matthew (University of Stirling)</p> <p><b>Apologies:</b> Peter Malcolm (J&amp;E College), Karen Murray (Oatridge College), Gail Fertacz (FV College), Maggie Robertson (ECA), Len Hammersley (Borders College), Janet McCauslin (Carnegie College), Peter Hughes (Cumbernauld College), Peter Easy (Edinburgh Napier University), Ray Harris (Telford College), Ann Southwood (Newbattle Abbey College)</p>	<p><b>Minutes Taken By:</b> Kristen Walker and Eilidh Chalmers</p>
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No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	<p>Sam Allwinkle chaired the meeting due to Norah's early retirement. Sam welcomed the group and noted apologies.</p> <p>Sam explained the purpose of the meeting was to elect a new Chair and Vice Chair for the South East Forum as well as reflect on the last year and establish priorities for the year ahead.</p> <p>Sam updated the council that SFC had introduced clearer deadlines on when reports had to be submitted, a year planner containing key dates was circulated. It was explained that the next Council meeting would be held in February 2010 which would allow for endorsement of the next two year operational plan 2010-2012. A February meeting would allow the Forum to fulfil the SFC requirement of submitting the operational plan by March.</p>			<p>For information</p> <p>For information</p> <p>For information</p>
2.	Election of Forum Chair and Vice Chair	<p>Two nominations had been received for the Forum's Chair and Vice Chair posts. Liz Lister from the University of Edinburgh was nominated for Chair. Barbara Lawson from Edinburgh's Telford College was nominated for Vice Chair. The group endorsed these nominations and they were duly elected to take up post from AY 2009/10.</p>			For information



		<p>Priorities for the year ahead discussed were:</p> <ul style="list-style-type: none"> <li>• Planning and preparation of SEF's next Operational Plan 2010-12. SEF would be seeking clarification from SFC during early part of 09/10 on procedures for submitting this.</li> <li>• Continuing to deliver on the Two Year Operational Plan 2008-10 and two programmes of work targeted at young people and adults.</li> <li>• Supporting schools and responding to challenges in delivering Curriculum for Excellence and 16+ Learner Choices, working in partnership with Skills Development Scotland, Local Authorities and other relevant stakeholders. The economic impact of learners remaining in and returning to school was acknowledged.</li> <li>• Developing relationships and a co-ordinated approach with articulation hubs. The Director updated the group the articulation hubs were just starting to get established. The Director will be meeting with Andrew Comrie, the director of the ELRAH project in the South East. Plans had been made for him to meet wider contacts. Additionally working together would make sure gaps were being plugged and work was not duplicated.</li> <li>• Further developing the South East Forum's communities strategy, engaging with wider groups around building capacity, working with Scotland's Colleges to support community transitions.</li> <li>• Piloting CPD Transitions Unit in SEF area – linking</li> </ul>			For information
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		<p>into national portfolio. The National Coordinator for Widening Participation was thanked for her work on this project. Currently on track to having the unit available for piloting in 2009/10 through Jewel and Esk and Edinburgh's Telford College.</p> <ul style="list-style-type: none"><li>• Promoting and disseminating the good work of the forum. The Director was delighted to announce the post of Communication and Administration Officer had been filled by Eilidh Chalmers. Eilidh would be assisting with the delivery of the new South East Forum website and monthly newsletter to deliver on its communication strategy.</li><li>• Working with Access and Inclusion Committee (AIC)/SFC to help identify national priorities for work of WARFS in relation to others. This has included:<ul style="list-style-type: none"><li>• discussions on gender</li><li>• equalities - It has been suggested that the forums need a policy on equalities and that this should be explicit in all their work; that they use Equality and Diversity datasets; that they be challenged to show how their portfolio of activity is impacting on the equality indicators / priorities within 'Learning For All.'</li></ul></li></ul> <p>The SFC have also identified 'potential new areas of forum activity', namely supporting LAYP and Offenders.</p> <ul style="list-style-type: none"><li>• Continuing discussions on evidencing impact as part of a national framework– aligned to national priorities as they emerge. The Director updated the group about the 6<sup>th</sup> May event organised by the SFC on this topic. This involved staff from all the wider access</li></ul>			
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		<p>regional forums, statisticians, SDS and other stakeholders.</p> <ul style="list-style-type: none"> <li>• Supporting AIC in developing a national dissemination and communications strategy (to communicate national priorities, highlight issues and share good practice). The AIC meeting on the 16<sup>th</sup> of June 2009 will take this work forward.</li> <li>• Contributing to a coordinated and jointly funded national programme of training to support practitioners in CBAL settings to gain a greater understanding and awareness of the SCQF for purposes of transition and progression. The forums will liaise with Scotland's Colleges (SC) to purchase development time to assist with the programme dissemination, cascading developments through the college networks.</li> <li>• This also forms part of a co-ordinated approach as partners in the SC Community Transitions Reference Group to map relevant CBAL qualifications with a view to drawing together a picture of a professional adult education qualification framework to help make recommendations on plugging gaps to raise the status and level of professionalism of those involved in CBAL.</li> </ul>			
4.	Date of next Forum Council meeting	Next Forum Council meeting scheduled for February 2010. Date to be confirmed as soon as soon as possible.	Communications and Administration Officer	ASAP	Ongoing