

| Sederunt: Wendy MacAdie, Liz Lister, Barbara Lawson, Sam Allwinkle, Margaret Dundas, Ian Sutherland, Kerry Musselbrook, Anna Thomson | | Absences: | Apologies: Norah Fitzcharles, Gillian Russell, Gail Fertacz | | Minutes Taken By: Kristen Walker |
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| No. | Agenda Item | Action | By Whom | When | Status |
| 1. | Welcome and apologies | Apologies noted. Sam Allwinkle chaired the meeting due to Norah's early retirement from the Executive. | | | For information |
| 2. | Minutes of meeting (3 rd March) and Matters Arising | <p>The minutes of the meeting from the 3rd of March were approved.</p> <p>It was noted that Gail Fertacz had been elected to the Executive by the Forum Council.</p> <p>Nominations for the posts of Forum Chair and Vice Chair to be taken further on in the agenda. The elections are scheduled to take place at the Forum Council meeting on the 9th of June 2009.</p> <p>Forum Director met with Lorraine Judge to find out more about Focus WEST's programme which includes targeting pupils who might go on to study HE in college. Report on findings included later in agenda.</p> <p>Director liaised with relevant parties regarding the issue that some institutions are facing funding cuts in the current economic climate. Budget is an item for discussion further on in agenda.</p> <p>The Forum Director, Ian Sutherland and Roy Crichton met with Ian Cockbain, Bob Matthew, Kate Davidson regarding a</p> | | | <p>For information</p> <p>Completed</p> <p>For information</p> <p>Completed</p> <p>For information</p> <p>For information</p> |

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| | | <p>plan for Forth Valley. The Low Progression/ High Flyers model that SEF wish to see rolled out was well received and the group was positive about working together. Senior management at the University of Stirling required further clarification on funding, this information has been provided. It was agreed that the programme is to be multi partner and multi exit. The University of Stirling acknowledge that it is an aspiration to try to find additional matched funding from 2010 if the core programme is to be expanded.</p> <p>The Job Description for a Project Officer post was kindly provided to the Forum Director by LEAPS. This was given to The University of Stirling to help it recruit a Project Officer for the Forth Valley.</p> <p>Ian Sutherland updated the group that the first High Flyers event for pupils from the Forth Valley was to take place in June with input from The University of Stirling, Heriot-Watt and LEAPS partners. This event would be slightly shorter in its first year due to time and logistical issues. The full version will be delivered in 2010.</p> <p>Liz Lister mentioned that a programme was being developed by Bob Matthew for upper school years. Once piloted this could be considered for possible roll out provided alignment with partners objectives. Forum Director to meet with Bob Matthew to find out further information.</p> <p>The Forum Director had conducted conversations with Programme Managers to identify key areas of risk and stress to ensure current levels of activity were maintained. Funding had been allocated accordingly. Distributed funding allowed for increased travel costs, marketing, research and analysis and staff training.</p> | <p>Forum Director</p> | <p>For start of next AY</p> | <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>For information</p> |
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| | | <p>The National Co-ordinator distributed a draft of a CPD Transitions Unit. Wendy MacAdie and John Bamber were involved in development as recommended in previous meeting. The National Co-ordinator updated the group she had taken this to South East Scotland Development group and they welcomed it. The next stage will be to take it to the SQA. Currently on track to having the unit available for piloting in 2009/10 through Jewel and Esk and Edinburgh's Telford College. Barbara Lawson and Wendy MacAdie will be the key contacts for this noting that the National Co-ordinator will be retiring in July 09.</p> <p>In addition to the 2008/9 development costs of £2000, further funding will be required to pilot this in 2009/10. National Co-ordinator estimated costs of roughly £400 per candidate with ten candidates anticipated. The group also acknowledged there would be development costs to transform draft into a learner package. National Co-ordinator to provide full costs to Forum Director ASAP liaising with BL and WM as required. These costs will be circulated to the Executive for formal approval by email prior to the Director's meeting with SFC on funding allocation, 10th of June 2009.</p> | National Co-ordinator and Forum Director | ASAP | <p>For information</p> <p>Ongoing</p> |
| 3. | <p>Measuring the Impact of Wider Access Regional Forum: Report from 6 May 2009 event.</p> <p>Verbal report from those who attended.</p> | <p>Barbara Lawson, Margaret Dundas and Kerry Musselbrook attended a meeting on Measuring the Impact of Wider Access Regional Forum. All agreed this was a useful event.</p> <p>The Director reported that it is important for the Forums to provide evidence of impact to secure future funding. Additionally evidence supports a national conversation to help the AIC identify priorities and a clear vision. It was noted that the paper identified new potential areas for the Forums (e.g. working with looked after young people and young offenders) and that it covered more than evaluation. The paper is to be revised following the 6th of May event and taken to the next</p> | | | <p>For information</p> <p>For information</p> |

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| | | Once there is a clear vision from the SFC on their priorities and direction on what they would like to see reported, the Forum will be able to deliver this information as they already have a wealth of data. | | | For information |
| 4. | Draft contract letter to WARF Host Institutions: SFC Guidelines | <p>The Executive were asked to note the draft contract letter to all WARF host institutions. AT explained the document was a catch all document to be used by all four Forums so not all information will be relevant to the South East Forum.</p> <p>The Vice Chair and group detailed minor changes which would make the document clearer and user friendly:</p> <p>Shorten the document to remove any repetition and make the key points stand out. Change Annex B to Annex A. In Annex B the word 'lead' institution should be replaced with 'host' institution. Reference to the hosts 'finance department' producing an annual report should be removed as it is not always the Finance Department that supports this function. The Annual report should come from the Forum, but it is noted that it is the Host Institution that takes responsibility for money and provides reports to the SEF Executive. It is the Host Institution that is accountable to the Executive and SFC. Reference to 'distinct roles and responsibilities in the Executive should be removed.'</p> <p>The Vice Chair offered to meet with AT if this would be helpful.</p> <p>Next step would be to sign off document after changes were made. AT stressed that Jon Gray saw the document as an evolving one.</p> | | | <p>For information</p> <p>For information</p> <p>For information</p> |
| 5. | Budgetary report | The Forum Director presented the budget report for 08/09 | | | For information |

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| | | <p>and 09/10.</p> <p>AT raised questions about the additional funds distributed having not been at the previous meeting. It was explained that the funds allowed programmes of work to be maintained especially in current economic conditions and with pressures of funding. The example of pressures on LEAPS funding was provided. The Executive apologised for the lack of communication with the SFC and agreed to keep them involved in future decisions.</p> <p>As the shortfall of the budget was caused by lag time need to identify underspend by February was stressed as set out in the SFC 'Draft contract letter to WARF Host Institutions'. The merit of having a list of additional projects which could be actioned if funds became available was discussed.</p> <p>AT commented on the 09/10 notes section – programmes should assume current funding status not a 6% inflationary increase. The Director explained this was indicating a cost increase. AT explained an evidence based approach should be taken for uplift, one programme may require a 2% increase whilst another required 6%. Forum Director to liaise with Programme Managers to identify funding needs for 09/10 to ensure current activity is protected and maintained. Budget to be revised accordingly.</p> <p>The group discussed the merits of using unspent funds in 2008/9 to employ a consultant or development worker to develop SEF's communities strategy and plug the areas in SEF's 2008-10 Operational Plan that had not yet been delivered on. AT suggested that if projects did not require a 6% increase for 2009/10 there would be funds available in 2009/10 to take on the community development work using R&D funds also.</p> | Forum Director | 10 th June 09 | <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>For information</p> |
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| | | It was noted that there would be an under spend on the 08/09 budget. | | | For information |
| 6. | Developing SEF's Communities Strategy and Programme | <p>The Forum Director circulated a paper which detailed options which could be assessed to make best use of uncommitted/ unspent funds to deliver on SEF's Operational Plan 2008-10. The report provided information on community activities and strategies in the other three Forums. It was noted that some Forums had focused on developing and delivering staff development to build capacity in the community, while others had decided to work directly with learners.</p> <p>It was noted that using funds to develop SEF's community strategy had the following advantages:</p> <p>Plug the gap in SEF's 2008-10 Operational Plan to promote progression from the community by supporting learners (and those who support them) exploring: the role of IAG, study skills, familiarisation visits, mentoring, confidence and self efficacy, PDP and the SCQF. Learn from work being piloted and developed by the other Forums. New developments which could compliment Access to Industry, SWAP East and other local providers work could be explored through consultation. Ability to compliment the work of Scotland's Colleges could be explored, SFC is eager to see the Forums as active partners. Ensure best use of existing materials and tools. Develop a list of community contacts and strengthen relationships.</p> <p>Forum Director to work through the Adults and Communities Strategic Advisory Group to look at how a consultant or</p> | | | <p>For information</p> <p>For information</p> <p>Ongoing</p> |

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| | | <p>officer could best develop SEF's work in this area in 2009/10.</p> <p>Forum Director and Chair of Adults and Communities Strategic Advisory Group to meet to discuss in advance of the next SAG meeting (June 2009).</p> | Forum Director and Wendy MacAdie | June 2009 | Ongoing |
| 7. | Schools Programme Report | <p>The group welcomed the Schools Programme Report. At the last Executive meeting it had been agreed that the Director would report on the target pupils and schools that Focus West works with following discussions around pupils who might be placed to progress to HNs in college rather than university.</p> <p>The Director explained that she had added information from the North and Fife and Tayside Forums for completeness. It was noted that the Fife and Tayside report was based on information drawn from its website and was not complete. It was agreed information would be re-circulated once she had met with the Fife and Tayside Forum as she had done with the West and North Forums. Director would also add details of the funding available for each programme.</p> <p>Forum Director to take report to next Young People and Communities Strategic Advisory Group Meeting.</p> <p>The Forum Director also updated the group she had a meeting planned with Andrew Comrie, Director of Elrah, to discuss areas of joint interest. Sam Allwinkle indicated that Elrah had plans to work with young people in schools. The Forum Director is furthermore meeting with local authority representatives to promote the work of the Forums and discuss areas of joint interest to inform future planning.</p> | Forum Director | by 25 June 2009 | Ongoing |
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| 8. | Chair and Vice Chair nominations and 9 | Barbara Lawson and Liz Lister were nominated for Chair and Barbara Lawson for Vice Chair also. Forum Director to | | | For information |

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| | | <p>would be a pack which sets out what the current programme of work is. Additionally work was underway on a new SEF website.</p> <p>The SEF Seminar series was perceived to be a good way of involving other stakeholders to develop understanding across the sectors and inform future planning. The quality of the speakers, usefulness in informing and collaborative opportunities was acknowledged. AT requested that SEF give SFC information on what seminars are planned as they may be able to contribute. Director to ensure this is carried out.</p> <p>The National Co-ordinator raised the idea that the four Forum Directors should agree four themes for a national event and each take turns at organising one. Director also reported on discussions to have a national repository/website and newsletter. NUS proposals for a national research unit noted and concerns on duplication expressed.</p> <p>Group thanked Norah and Sam for their work as Chair and Vice Chair respectively. The group wished Norah well in her retirement. Additionally the group thanked Margaret Dundas, the National Coordinator for Widening Participation for her contribution to the group as this would be her last meeting.</p> | Forum Director | As required | <p>Ongoing</p> <p>For information</p> <p>For information</p> |
| 10. | Future dates | <p>Upcoming dates noted:</p> <ul style="list-style-type: none"> - SEF Conference and SEF Council meeting – 9 June 2009 <p>The Director would notify the group of dates for future meetings taking SFC dates into account.</p> | Forum Director | | <p>For information</p> <p>Ongoing</p> |