

Sederunt: Wendy MacAdie, Liz Lister, Barbara Lawson, Sam Allwinkle, Norah Fitzcharles, Margaret Dundas, Gillian Russell, Ian Sutherland, Kerry Musselbrook		Absences:	Apologies: Anna Thomson		Minutes Taken By: Kristen Walker
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	Apologies noted. Norah Fitzcharles chaired the meeting.			For information
2.	Minutes of meeting (1 st Dec 08) and Matters Arising	<p>The minutes of the meeting on the 1st of December were approved.</p> <p>Page numbers for all minutes to be added.</p> <p>Minutes of 25th of September Executive meeting revised to reflect that Anna Thomson and Keith Coyne deal with both employability and access and inclusion in their roles at the SFC.</p> <p>The Forum Director informed the group that Gail Fertacz had been nominated by Forth Valley College to serve on the Executive. She has written to Forum Council members asking them to endorse this nomination by Monday 9th of March 2009.</p> <p>Norah Fitzcharles highlighted the fact that she was unable to carry out her full term as Chair this would be her last Executive meeting. Sam Allwinkle, the Forum's Vice Chair agreed to Chair the next meeting.</p> <p>The Forum Director informed the group that a letter asking for</p>	Forum Director	ASAP	<p>For information</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>For information</p> <p>Completed</p>

		<p>nominations for the posts of Forum Chair and Vice Chair had been sent to council members. The elections are scheduled to take place at the Forum Council meeting on the 9th of June 2009.</p> <p>Forum Director informed the group the next SEF team meeting was scheduled for the 1st of April. The Director will meet 4 times a year with managers delivering on Forums activities in between Executive meetings as decided in previous minutes.</p> <p>The Forums staffing needs as identified by the Executive have been sent to Napier University, and are to include writing the Forum's Strategic Plan and Annual Report. Jennie Paul at Napier University is actioning any changes to ensure that job descriptions for the two key posts reflect and include the Executive's identified needs.</p> <p>Forum Director confirmed a list of contacts was included in the Appendix of the South East Forum Annual Report as agreed in previous minutes. Additionally page 20 of the report was amended to say that the SFC has moved to an 'open ended funding cycle' with a 24 months notice period of funding ceasing as Anna Thomson noted. The Forum Director advised that the Annual Report had been printed and distributed; the Executive commended the quality of the Report.</p>		9 June 09	<p>Ongoing</p> <p>For information</p> <p>Completed</p> <p>For information</p> <p>Completed</p>
3.	Notes of last meeting with AIC (12 th Feb 09)	<p>The notes of the meeting with AIC on the 12th of February were taken as a true and accurate account with the following matters arising:</p> <p>Agenda item 3 Discussions: The group noted the need to clarify what was meant by 'students in the middle group who might be missed out of the Forums schools programmes'?</p>			<p>For information</p> <p>For information</p>

		<p>The group discussed: whether these were those who might go on to HN programmes; whether they were pupils who weren't from the MCMC group who might be interested in college. Forum Director to work with LEAPS and Routes 2 Success to ensure that this is coordinated at a project management level to ensure schools and students are not given conflicting messages or left out.</p> <p>Forum Director plans to meet with Lorraine Judge to find out more about Focus WESTs new programme which includes targeting pupils who might go on to study HE in college. These are identified by the programme at GSE level. The Director will explore how they are targeted and what the uptake has been and report back to the group at the next meeting.</p> <p>Forum Director informed the Executive that the SFC plans to bring together Forum schools programmes to meet with representatives from the AIC to better understand school, college and university engagement. This will be part of a broader reflection that includes dialogue with a number of schools that demonstrate best practice.</p> <p>The Executive are updated on the SFCs plans with respect to exploring a national approach to evaluation for the Forums;</p> <ul style="list-style-type: none"> • Each Forum to continue to pursue its own evaluation strategy for the current year. • Forum Managers to work collaboratively in ensuring, where possible, a commonality of approach in reporting. • SFC to review Forums' Annual Reports and provide feedback. • National Co-ordinator for WP is organising an event at 	<p>Forum Director</p>	<p>28 May Exec 2009</p>	<p>Ongoing</p> <p>For information</p> <p>For information</p>
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		<p>Stirling Management Centre on the 6th of May. Participants will include up to ten representatives from each forum. The purpose of the event is to discuss how the forums can evidence impact of their activity at national, regional and programme level.</p> <p>Barbara Lawson expressed an interest in attending along with the Forum Director and the Managers of the Forums programmes of work.</p> <p>The group discussed their understanding of the point in the previous minutes about potential additional funding to roll out, extend or secure existing models of good practice. The group asked if any funding from 08/09 could be rolled over to 09/10? The National Co-ordinator for WP informed them that the SFC is considering a percentage roll over allowance. The Forum Director informed the Executive that all Forums have been invited to meet with the SFC in June 2009 to discuss budgets for 2009/10.</p>			<p>For information</p> <p>For information</p>
4.	Forum budget and profile 2008/9-2009/10	<p>Forum Director circulated the budget report and advised of funds still available. It was noted that quarter two data for Access to Industry and 'core costs' are yet to be included.</p> <p>The issue was raised that some institutions are facing funding cuts in the current economic climate. This has the potential to impact negatively on programmes like LEAPS which receive core funding from partner HEIs (other funders are the local authorities and South East Forum). This topic will come up at the LEAPS management group meeting on the 16th of March 2009. The Forum may need to revisit the level of funding provided to LEAPS coupled with a good proposal for work in the Forth Valley. This would involve putting together a good case for additional funding from the SFC to support these programmes. Director to liaise with relevant parties and report</p>	Forum Director	28 May 09	<p>For information</p> <p>Ongoing</p>

		back to the next meeting on a possible way forward.			
5.	Work with young people and schools in Forth Valley	<p>Plugging the gap in the schools to higher education in the Forth Valley area was identified as a key priority at the previous Executive meeting; a proposal had still not been received from Stirling University. The Forum Director updated the group on the developments at Stirling University following a recent conversation with them. They had indicated they were still in the process of putting together a proposal, aiming to have this completed for the 28th of May Executive meeting. Their draft plans are to work with four schools at S2 and S3. The Director is informed that it is unlikely that any matched funding can be provided by Stirling University or the three local authorities in the Forth Valley Area.</p> <p>Group discussed the pros and cons of alternative options. The merit of using existing successful models and having a consistency of approach across the South East with multi-exists and multi-partners was agreed as being in the best interests of students.</p> <p>It was agreed the Forum Director would put together a plan extending the existing SEF models (high flyers and low progression schools) with proven success. Stirling University would be approached to be a full partner and to employ a project officer to deliver the activities until 2010. The programme would be multi exit and work with multiple partners across the South East. It would be a condition of grant that any extension of the programme from 2010 would require matched funding from the partners.</p> <p>Liz Lister to provide the Forum Director with the low progression post holder's job description as a model for the project officer post in the Forth Valley. The group agreed that</p>	Forum Director	ASAP	For information
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			Liz Lister	ASAP	Ongoing
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		<p>secondments should be considered.</p> <p>Forum Director to provide feedback to Stirling University to discontinue developing their proposal and arrange to meet with them to inform them of the Executive's decision and discuss Stirling University's role with them. Ian Sutherland agreed to attend this meeting with the Forum Director and Roy Crichton will be asked to attend also.</p>	Forum Director and Ian Sutherland	ASAP	<p>Ongoing</p> <p>For information</p>
6.	Enhancing and adding value to existing programmes	<p>The group discussed making best use of uncommitted funds for 2008/09. This was indentified in the budgets as potentially £84,645 (subject to decisions on the proposal to support the development of a CPD Unit, agenda item 7). It was additionally recognised the full allocated budget for work with Forth Valley schools was unlikely to be required and half of this ie, £17,000 could also be added.</p> <p>The group agreed that the Forum could not be assured of being able to carry over any funding to 2009/10. Therefore any unallocated funds for 2008/09 should be spent this financial year.</p> <p>The group recommended that we should identify key areas of risk and stress to ensure current levels of activity are maintained in the current economic climate. The group agreed the priority is to ensure that current work is supported.</p> <p>Forum Director to conduct conversations with programme managers to establish need and quickly allocate funds. The Forum Executive gave consent for the Forum Director to approve allocation on the basis of no tension and report back on decisions.</p> <p>The group discussed that due to time constraints it was</p>	Forum Director	ASAP	<p>For information</p> <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>unlikely the funds allocated for Forth Valley would be spent in 2008/9. A quick win could be to allocate funding for schools to attend a High Flyers event. Whether Heriot-Watt or Stirling University could deliver this could be explored. Forum Director to discuss with Stirling University and Heriot-Watt.</p> <p>It was additionally agreed that the Forum should look at initiating new activities for funds unallocated for 2009/10 eg) Looking at West and North Forum models that engage with community learners.</p>			For information
7.	Proposal for Continuing Professional Development Courses	<p>National Co-ordinator introduced a proposal for Continuing professional development courses. The proposal was for the development of a single generic CPD unit at SCQF level 9 aimed at improving learner transitions and retention.</p> <p>The National Co-ordinator informed the Executive that the SFC had not had time to make any decision regarding the SFEU/Scotland's College's proposal to support community transitions.</p> <p>The Director informed the Group that the SFC will be setting up a meeting involving Scotland's Colleges and the wider access regional forums to discuss how they can jointly take this work forward to develop more seamless pathways for learners.</p> <p>The group queried which staff would be involved in taking up this unit and stressed the importance of including support staff. The group agreed to support the proposal to develop this unit for a cost of £2,000. National Co-ordinator for WP to lead on this working with the SQA.</p> <p>Wendy MacAdie indicated that she would like to be involved in its development. It was also recommended that John</p>	National Co-ordinator for WP	ASAP	For information
			National Co-ordinator for	ASAP	For information
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		Bamber from the University of Edinburgh be included in this. National Co-ordinator for WP to invite them to be involved.	WP		
8.	Future dates	<p>Date of the next meeting confirmed for the 28th May 2009, 2-4pm. Location to be confirmed. This meeting will be the last one for year following to the Academic Calendar.</p> <p>Other upcoming dates noted:</p> <ul style="list-style-type: none"> - SFC and NUS Learning for All conference – 25 March 2009 - SWARF Event – 6 May 2009 (Stirling Management Centre) - SEF Conference and SEF Council meeting – 9 June 2009 			<p>For information</p> <p>For information</p>