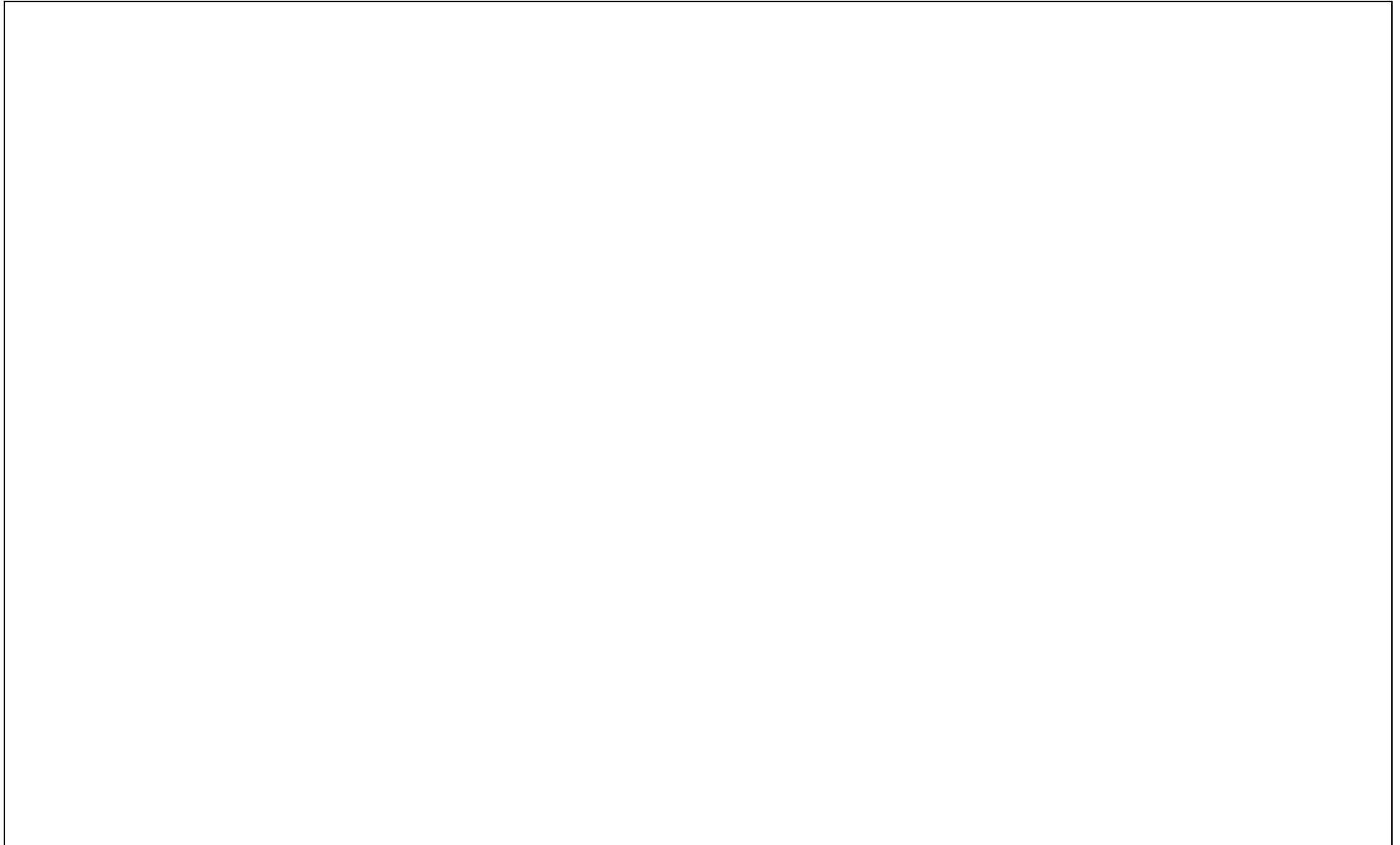


<b>Sederunt:</b> Kerry Musselbrook, Liz Lister, Ian Sutherland, Barbara Lawson, Margaret Dundas, Jon Gray, Ruth Howard, Ged Lerpiniere, Sian Fiddimore, Gayle Henderson, Anna Thomson, Gillian Russell, Jim Gallacher		<b>Absences:</b>	<b>Apologies:</b> Norah Fitzcharles, Sam Allwinkle, Wendy MacAdie		<b>Notes Taken By:</b> Kristen Walker
<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Status</b>
1.	Welcome	<p>The group welcomed Jim Gallacher, the Chair of the Access and Inclusion Committee (AIC), representatives from the Scottish Funding Council and representatives from the South East Forums programmes of work to the meeting.</p> <p>Jim Gallacher explained the reasons for establishing the AIC. Prior to its set up, the Learning and Teaching Forum (which he chaired) had some remit for issues around access. This became the Learning and Quality Teaching Committee. This Committee along with the existing Skills Committee worked with the AIC to identify any areas of overlap e.g. part time learning. This is achieved through meetings of the three Chairs. These committees advise the Scottish Funding Council on areas of work.</p> <p>Jim Gallacher stated the role of the Forum is important and he wants to establish a constructive way of working with the Forums. As part of this he is meeting with all four Forum Executives. The AIC away day on the 18<sup>th</sup> of December 2008 also focused on the Forums.</p> <p>Jim agreed to provide feedback on all four Forums Annual Reports and identify what was being done as part of a national programme of work. Another meeting will be held</p>			<p>For information</p> <p>For information</p>

		<p>with the Chair and Directors as part of a further stage in discussions to review and agree a formal program of work.</p> <p>Jim also outlined all the members of the AIC, he referred to the AIC website which will shortly be updated to include new members: <a href="http://www.sfc.ac.uk/about/about_us_committees_access.htm">http://www.sfc.ac.uk/about/about_us_committees_access.htm</a></p>			
<b>PART 1</b>					
2.	Presentations about the South East Forum	<p>Kerry Musselbrook, Forum Director, presented on the South East Forum's work and vision. The presentation covered how the forum is structured and managed, current activity with programmes of work aimed at working with young people &amp; adults, future aspirations for collaboration and issues for discussion.</p> <p>Directors/ Managers of the Forum's Programmes then gave separate presentations on their work. Presenting were Sian Fiddimore from Access to Industry, Ruth Howard from SWAP-East, Ged Lerpiniere from LEAP and Gayle Henderson from Routes 2 Success.</p>			For information
3.	Discussion	<p>Future aspirations for collaboration and issues for discussion were identified:</p> <ul style="list-style-type: none"> <li>• Continue to scan the environment and explore new opportunities for collaboration and continue to learn from others;</li> <li>• Roll out effective programmes/ models to secure/explore matched funding for growth, e.g. AI roll out models like Passport and Transition to new areas;</li> <li>• Develop strategies for addressing gender inequalities (working within the Forum's Strategic Plan);</li> </ul>			For information

		<ul style="list-style-type: none"> <li>• Staff development/training regionally and with links to national developments, exploring the best conduits for this;</li> <li>• Sustainability and confidence in future planning.</li> <li>• Changing economic climate, e.g. ensuring that the hardest to reach do not lose out as matched funding is possibly redirected;</li> <li>• A national dissemination strategy and outlet for our work/ work of others;</li> <li>• Identifying mechanisms for meaningful dialogue nationally with the AIC, other forums and key stakeholders.</li> <li>• A national conversation on appropriate KPIs (linked to AIC WP priorities) to demonstrate Forum impacts in delivering on ‘Learning For All’ – to underpin a future national evaluation strategy. Jim Gallacher agreed on the importance of this.</li> </ul> <p>There was also discussion around whether or not ‘students in the middle group’ were being missed out in LEAPS and Routes 2 Success programmes?</p> <p>The importance of using the SCQF to highlight routes into HNs and subsequent progression from these was discussed. Programmes will be informed in any future development by listening to schools and the needs of learners.</p> <p>Ruth Howard, Ged Lerpiniere, Sian Fiddimore, Gayle Henderson were thanked for their presentations before they departed ahead of Part 2 of the meeting.</p>			<p>For information</p> <p>For information</p>
--	--	--	--	--	--



**PART 2**

4.	Minutes of last meeting and matters arising	<p>Barbara Lawson kindly chaired the meeting in the absence of Norah Fitzcharles. Apologies were noted. Gillian Russell gave her apologies and left the meeting at this stage due to other commitments.</p> <p>The group was not quorate and therefore decisions could not be made in Part 2 of the meeting. An agreement was made by the group to reschedule the meeting as soon as possible. Forum Director and Kristen Walker to coordinate.</p> <p>Group present identified the priority of plugging the gap in the schools to higher education programme in the Forth Valley area. The group recommended that timelines and an action plan needed to be agreed at the next meeting. The merits of using existing successful models and having a consistent approach across the South East were highlighted. No decisions around the future allocation of funding could be made until the Executive reconvened.</p>	Forum Director and Kristen Walker	ASAP  ASAP	For information  For information  Ongoing
6.	Forum budget and profile 2008/9-2009/10	<p>Forum Director circulated updated budget report at the meeting. This included information from SWAP-East.</p> <p>Jim Gallacher noted that as it may take a while to agree a National Evaluation Strategy, the AIC does not want to stand in the way of any expenditure relating to research and development funds.</p> <p>Scottish Funding Council agreed to update members via with the Director on any decisions relating to funding Scotland's Colleges work on Transitions. This will help inform any decisions around funding CPD Units.</p> <p>Jon Gray indicated that additional funding could become</p>	Forum Director		For information  For information  For information  For information

		available if evidence on the success of existing models could be provided and costs identified.			
7.	Enhancing and adding value to existing programmes	To be discussed at reconvened meeting			For information
8.	Transitions CPD Unit Outline Proposal	To be discussed at reconvened meeting.			For information
9.	Future Dates	Forum Executive to reconvene ASAP, dates suggested Wednesday 18 <sup>th</sup> February or Friday 20 <sup>th</sup> February.	Forum Director and Kristen Walker	ASAP	For information