

<b>Sederunt:</b> Sam Allwinkle, Margaret Dundas, Norah Fitzcharles Kerry Musselbrook, Trish O'Brien, Gillian Russell, Ian Sutherland.		<b>Absences:</b>	<b>Apologies:</b> Liz Lister Wendy McAdie		<b>Minutes Taken By:</b> Kerry Musselbrook
<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Status</b>
<b>PART 1</b>					
1.	Welcome and apologies	It was noted that Andrew Lawson from Forth Valley College had resigned his position on the South East Forum Executive due to changes in his duties. Trish O'Brien advised that she would also be stepping down as she would be retiring at the end of August. Forum Director to write to principals of partner colleges and HEIs and Forum Council members to ask for nominations to the Executive.	Forum Director	ASAP	Ongoing
2.	Minutes of previous meeting	Minutes approved.  It was noted that Wendy McAdie has been elected as Chair of the Adults and Communities Strategic Advisory Group.  It was noted that the SFC have responded to the letter sent by Sam Allwinkle asking for further clarity on future funding. This to be discussed under agenda item 10.  It was noted that the matrix mapping activities against widening participation aims and objectives had been provided by Liz Lister and that an assessment of current projects had been provided by			For information  For information  For information  For information

		<p>the Forum Director and circulated to the Executive.</p> <p>It was noted that a letter from the Chair, a blank version of the above matrix and other supporting documents had gone out to Forum Council members and that members of the Strategic Advisory Groups had also been informed.</p>			For information
3.	Matters Arising	<p>It was noted that the invitation and closing date in the Minutes for expressions of interest to be submitted had altered due to the time taken for the invite letter and supporting docs to be agreed via email by Executive members.</p>			For information
4.	Budgetary Report	<p>It was noted that the Forum would be in credit by £1,709 by the end of the 2007/8 financial year if 4<sup>th</sup> quarter projections were correct.</p>			For information
5.	OU Diversity Routes project 2008/9	<p>It was agreed to pay £1,250 as a contribution to support the OU Diversity Pack 2008/9 from the funds available from 2007/8. Forum Director to inform the relevant parties</p>	Forum Director	ASAP	Ongoing
6.	Executive group membership and succession	<p>The Forum Chair informed members of the group that it was her intention to retire at the end of academic year 2008/9.</p> <p>Forum Director to write to the Principals of partner colleges and HEIs to inform people of the above in January 2009 and invite nominations for election to this position. Forum Council members will also receive a copy. The role of the Chair is to be</p>	Forum Director	Jan 2009	For information  Ongoing

		specified.  The new Chair shall shadow the outgoing Chair at the last meeting of the Executive in 2008/9.			For information
7.	Communities Stakeholder Event – key issues arising	The Director brought this report to the attention of Executive members. This was based on the views of partners and stakeholders attending this event. The need to value all aspirations (and forms and levels of education) and to invest necessary time, effort and resource in partnership was highlighted by the Director.			For information
8.	Staffing and roles	It was agreed that this would be an item for the next Executive meeting. The Director's role and sub-structure of support would be discussed.  National Co-ordinator to collate information on the roles and support structures of the other wider access regional forums and staff.	National-Co-ordinator	For next meeting of Forum Executive (Sept 08)	For information  Ongoing
<b>PART 2</b>					
9.	Draft note of meeting with SFC on 19/6/2008	It was noted that an agreed version that accurately reflected the meeting was not available. A verbal report of the meeting was provided by the Chair, Sam Allwinkle and Forum Director. Forum Director to circulate the agreed note to Executive members as soon as this is available.	Forum Director	ASAP	Ongoing
10.	Letter from SFC: South East Forum funding	The Executive discussed the letter received from the SFC dated 25 June 2008. It was noted that the SFC			For information

	2008-13	would provide 2 year's notice of any cessation in funding and that more money could be made available to the South East Forum is we can demonstrate additionality. The Forum's next 2-Year Operational Plan was seen as an opportunity for this.			
11.	Assessment of Expressions of Interest (EOIs) received	<p>The Forum Director introduced this item. It was agreed that EOIs must fit within a sustainable programme of work for the Forum in accord with its core priorities as set out in its Strategic Plan and budgetary allocation.</p> <p>The Executive looked at all 24 EOIs received. A summary record of their decisions and actions is provided in an Appendix to these Minutes. These actions involve meeting with partners whose EOIs the Executive would like to see developed along the lines outlined to provide a sustainable programme of work for the Forum, 2008-10. Forum Director to provide a budget for these activities and inform and guide partners.</p> <p>Forum Director to write to those whose EOIs did not fit within the Forum' programme of work, thanking them for their submission and providing feedback.</p> <p>Capacity building/staff development to be further explored as a centrally located resource to the Forum Chair to provide Forum Director with contact details for East of Scotland Colleges Group who have developed successful models for further exploration.</p>	Forum Director	ASAP	For information  For information Ongoing
		Forum Director to write to those whose EOIs did not fit within the Forum' programme of work, thanking them for their submission and providing feedback.	Forum Director	ASAP	Ongoing
		Capacity building/staff development to be further explored as a centrally located resource to the Forum Chair to provide Forum Director with contact details for East of Scotland Colleges Group who have developed successful models for further exploration.	Chair/Forum Director	ASAP	Ongoing

12.	2008/9 meeting dates	<p>The following future meeting dates were agreed:</p> <ul style="list-style-type: none"><li>• Thursday 25 September 2008;</li><li>• Monday 1<sup>st</sup> December 2008;</li><li>• Thursday 12 February 2009;</li><li>• Thursday 28 May 2009.</li></ul> <p>All meetings will be held at the Forum offices and start at 2pm.</p>			For information
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