

Sederunt: Sam Allwinkle, Kerry Musselbrook, Gillian Russell, Norah Fitzcharles, Margaret Dundas, Ian Sutherland, Liz Lister		Absences:	Apologies: Trish O'Brien, Andrew Lawson		Minutes Taken By: Christine Tudhope
No.	Agenda Item	Action	By Whom	When	Status
1.	Minutes of previous meeting	Minutes approved.			
2.	Matters Arising	<p>Agenda item 3 from the minutes to be amended to state exactly what work will be undertaken as part of the scoping project.</p> <p>It was noted that the Adults and Communities Steering Group still does not have a chairperson. Members were advised Wendy McAdie from JEC had expressed interest in this. NF to write to the Principal of JEC and Wendy to confirm this appointment. The Chair of the Adults and Communities SAG would also take up position as an Executive member.</p> <p>It was noted that references should be to 'Jewel and Esk College' rather than Jewel and Esk Valley College. Amend previous Minutes</p> <p>It was noted that the National Co-ordinator's post is now likely to be extended beyond July 2008 as noted in the minutes of the last meeting.</p> <p>MD provides the group with a paper copy of the remit of the Access and Inclusion Committee which is also</p>	<p>CT</p> <p>NF</p> <p>CT</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Completed</p> <p>On-going</p> <p>Completed</p> <p>For information</p> <p>For information</p>

		<p>available from the SFC web-site.</p> <p>It was noted that the Chair has written to SWAP-East, CAMPUS, Access to Industry and LEAPS inviting them to join the Forum's Strategic Advisory Groups.</p>	Chair		Completed
3.	SFC Funding Letter and Offer of Grant	<p>Forum Chair to write to the SFC to clarify if funding is for 5 years and to ask for confirmation that they have accepted the Forum's Strategic Plan 2008-13 and 2 Year Operational Plan. The letter should also query the difference in inflationary uplift, with it noted that the South East Forum received a 2.7% inflationary increase to annual funding, compared to 5% to the West Forum. The letter will also confirm that the Forum's governance structure is already in place before 2008/9. The letter will ask what the funding level will be for subsequent years to allow for growth and for a move to programme rather than project based activity.</p> <p>Chair to address this letter to Laurence Howells and copy in Anna Thomson.</p>	NF	ASAP	On-going
4.	Activities against Widening Participation Aims and Objectives Report	<p>It was agreed that for each programme area within the matrix in Paper 3, a sub-division would be identified for the different Forum objectives. For the Young Person's and Adults Group the subdivisions would be: lowest quintile, men and boys, progression to FE, equality and diversity; employment/employability. LL to provide template.</p> <p>For the Young Persons Group, employability would refer to modern apprenticeships. For adults this would be employability/unemployment.</p>	KM/LL	ASAP	<p>On going</p> <p>For information</p>

		<p>KM to amend matrix as per above to identify gaps, identifying 'green' and 'amber' projects that meet Forum objectives and any gaps. Matrix to be circulated to Executive members for May 12th.</p> <p>Letter from the Forum Chair to go out to all Forum partners inviting them to submit an expression of interest rather than a formal bid that encourages collaborative working. To be circulated to the Executive on 12 May for final comment.</p> <p>Chair's letter to be sent with matrix with aforementioned sub-divisions <i>blank</i> of project names.</p> <p>It was agreed that the closing date for submissions of interest to contribute to the Forum's Strategic and Operational plans would be 4 weeks from the letter and matrix going out ie. Mon 9th June</p>	<p>KM/LL</p> <p>NF</p> <p>Executive</p> <p>NF/KM</p> <p>NF/KM</p>	<p>12 May</p> <p>12 May</p> <p>12-13 May</p> <p>13 May</p> <p>13 May</p>	<p>On going</p> <p>On going</p> <p>Ongoing</p> <p>For information</p> <p>For information</p>
5.	SAGs	<p>It was agreed that the Forum Chair would write to the Principal of JEC to confirm they support Wendy McAdie as the Chair of the Adults SAG and therefore JEC's representative of the Executive Group</p> <p>KM to write to SAG members to inform them of the timeframe for submissions of interest with respect to activities 2008-.</p>	<p>NF</p> <p>KM</p>	<p>ASAP</p> <p>ASAP</p>	<p>On going</p> <p>On going</p>
6.	National Co-ordinators Role	<p>There was a brief discussion around the National Co-ordinator's role for 2008/9. It was noted that this post might be full-time and not part-time.</p>			<p>For information</p>

		It was also agreed that the National Co-ordinator act as an intermediary between the Forum and the SFC.			For information
7.	Date of next meeting	Thursday 12 th June 2.30pm Executive to consider expressions of interest from Forum partners and their match with the matrix.			For information
8.	AOB	Staffing support to be an item on the next agenda.			For information