

Sederunt: Pete Cannell Norah Fitzcharles, Kerry Musselbrook, Trish O'Brien Bruce Penman.		Absences:	Apologies: Sam Allwinkle, Margaret Dundas		Minutes Taken By: Kerry Musselbrook
No.	Agenda Item	Action	By Whom	When	Status
1.	Minutes of previous meeting	Minutes approved.			For information
2.	Matters Arising	Sheila Duncan or Christine McKay from the North Edinburgh Partnership are identified as people to invite to the Community Stakeholder Event planned for April 2008. Others are being identified.	Communities Steering Group	20 March 2008	Ongoing
3.	Director's Report	It was noted that governance and a structure for delivery was agreed at the meeting of partners on 14 th February 2008.	Forum College & HEI Principals or their reps.	14 Feb 2008	Completed
		A list of Principals or their representatives able to speak on their institutions behalf as members of the Forum Council was circulated. It was agreed that a letter would be sent to those institutions not yet represented on the Forum Council ahead of its meeting on 19 March 2008.	NF/KM	ASAP	For information
		The Executive agree that a Steering Group with Forum representation	KM	ASAP	Ongoing

4.	Proposal for Improving Retention and Progression Roll Forward	BP declares an interest in this item. The others eligible to vote on this item endorse extension of this work until 31 July 2008, however, it is noted that one more vote is required to be quorate. KM to contact SA to ask if he will support this extension.	KM/SA	ASAP	Ongoing
5.	Proposal for S2 activities in the Forth Valley	The costs associated with approving this are circulated. These have been provided by Carole Mooney and Audrey Brown for joint delivery by Routes 2 Success and CAMPUS. The Executive support the recommendation of the Schools Steering Group that this proposal be supported. KM to communicate.	KM	ASAP	Ongoing
6.	Draft Minute of meeting with partners, 14 February 2008	<p>The group is invited at the meeting to comment on the accuracy of these Draft Minutes. No inaccuracies are identified.</p> <p>KM to send out Draft Minutes to those attending the 14 February 2008 meeting.</p> <p>KM to include this as a paper for the meeting of the Forum Council on 19th March 2008.</p> <p>The Chair of the Forum Executive shall Chair future Forum Council meetings.</p>	<p>All</p> <p>KM</p> <p>KM</p> <p>NF</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p>	<p>For information</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>

7.	Governance and structure for delivery	<p>Paper to be amended to include that, if a vacancy on the Executive were to arise part-way through a term, the Principals of the Forum's partner Colleges and HEIs will be asked to provide nominations for election by the Forum Council. This would include the Chairs of the Strategic Advisory Groups. Elections by email would be used where appropriate.</p> <p>The Forum Council will be asked to support the above inclusions when it meets on 19 March 2008. They will also be asked to endorse the inclusion of a line stating that there should be no more than one person per institution on each Strategic Advisory Group.</p>	KM NF/KM	ASAP Forum Council meeting, 19 March 2008	Ongoing Ongoing
8.	Next Steps	Paper 7 to be amended to include a handover by the outgoing Executive to the new Executive. Paper 7 to be included as a paper for the Forum Council meeting on 19 March 2008.	KM	ASAP for 19 March 2008 Forum Council meeting	Ongoing
9.	Date of next meeting	Next Executive meeting date to be agreed at the Forum Council meeting on 19 th March after the new Executive has been elected.	Executive members	Forum Council meeting, 19 March 2008	Ongoing