

Sederunt: Wendy McAdie, Kerry Musselbrook, Ruth Howard, Bruce Penman, Myra McCabe, Cate Smith, Aileen Aitken, Lande Wolsey, Jennie Paul, Bob Matthew		Absences: John Bamber	Apologies: Lindsay Hewitt, Adrian Kitchen, Andrew Lawson, Callum Maguire		Minutes Taken By: Christine Tudhope
No.	Agenda Item	Action	By Whom	When	Status
PART 1					
1.	Welcome and apologies	The group introduced themselves and apologies were noted.			For information
2.	Remit of the Strategic Advisory Group & Membership	<p>The Forum Director outlined the role and remit of the Forum Council, Executive and Strategic Advisory Groups (SAGs).</p> <p>It was noted that the National Action Group for Learning For All no longer exists and the SFC have established a formal committee to take forward this work. (see item 5)</p> <p>Members were advised that the elected Chairs of the two SAGs were also elected members of the Forum Executive.</p> <p>The Chair advised members to put forward any ideas of useful stakeholders who could join the group.</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>On going</p>
3.	Forum's Adults and Communities programme of activities 2008-10	<p>The Director introduced the activities that would form the Forum's sustainable programme of work with adults for 2008-10, building on previous success.</p> <p>Cate Smith from Access to Industry (AI) gave the group an update on the work and achievements of AI since August 2008. It was noted that the work of AI funded by SEF is primarily college focussed and that a variety of community based adult learning (CBAL) courses are</p>			<p>For information</p> <p>For information</p>

		<p>The group were advised that all online referrals via SWAP receive a named college or university contact and that SWAP had a 76% completion rate.</p> <p>It was noted that there are 22 SWAP access programmes in the South East area with a further 5 in the pipeline.</p> <p>The group were advised that questionnaires given to students had been amended to include unseen disabilities, accounting for increases in this group.</p> <p>It was reported that the SWAP-East tracking report is currently at the printers and that the SWAP-East annual report is broken down in to figures for the South East and for Fife.</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>
4.	Monitoring progress against Forum aims and objectives within its strategic framework	<p>The Forum Director invited the group to discuss how best it could monitor progress against Forum aims and objectives. Some reporting templates were circulated as example templates to facilitate discussions.</p> <p>It was agreed that Key Performance Indicators need to be made clear and related to the objectives as detailed in the Forum's strategic plan. They should focus on outcomes and impacts.</p> <p>The group discussed single outcome agreements such as those used by CLD and agreed that there were advantages in helping partners and other stakeholders meet these by providing the relevant information.</p> <p>The group discussed using student and staff forums as another useful means of collecting qualitative data to</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>

		design companies.			
5.	National Context: SFC Access and Inclusion Committee and team, relationship to the Forum	<p>The Forum Director advised members of the SFC's new Access and Inclusion Committee (AIC) which has already met twice.</p> <p>It was noted that agenda, papers and minutes of these meetings are available on the SFC website.</p> <p>It was noted that previously the 4 wider access regional Forums were represented on the National Action group for learning For All but are not on the AIC.</p> <p>Members were advised that the Forum Director and Chair would be attending the Access and Inclusion Group Planning event on the 18th December.</p> <p>It was noted that the Forum Director and Chair are meeting with John Gray, Secretary of the AIC, in November 2008. The Forum Director will update the group at their next meeting.</p> <p>It was noted that Jim Gallacher as Chair of the AIC would be meeting with all 4 regional forums and would be attending the SEF Executive meeting in February 2009.</p> <p>Members were advised that the 4 Forum Directors/Managers would continue to meet on a regular basis with each other and the SFC Access and Inclusion team.</p>	Forum Director	For 11 Dec 2008 SAG	<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>On going</p> <p>For information</p> <p>For information</p>
6.	Sharing good practice – Adults and Communities Event	Members discussed holding an event surrounding adult education and communities. It was agreed the main theme would focus on gender to take forward action planning in this area and develop current practice.			For information

		<p>It was noted that the CRLI had been commissioned by the West Forum to produce a report on this matter.</p> <p>It was agreed the event would be held in February/March 2009. The Forum Marketing Officer agreed to look in to other events then to ensure there would be no date clashes.</p> <p>It was agreed to set up a short life working group to take this matter forward. The Forum Director, Lande Wolsey, Jennie Paul and Cate Smith agreed to be part of the group to deal with this. This group would provide a report and recommendations for the next SAG meeting in December 2008.</p>	<p>Forum Marketing Officer</p> <p>Forum Director/ short-life working group members</p>	<p>ASAP</p> <p>For 11 Dec 2008 SAG</p>	<p>For information</p> <p>On going</p> <p>On going</p>
7.	Future Meetings: topics for discussion and guest speakers	<p>It was agreed that the next meeting of the SAG would include agenda items on: update on AIC and relationship to forums; SWAP Tracking report.</p> <p>Any SFC/national updates should be standing items for future meetings. It was also agreed that monitoring progress would be a standing item on future agendas</p> <p>The group discussed possible guest speakers at future SAG meetings. It was agreed that John Field's work on social capital would be useful. Jennie Paul agreed to forward details regarding this to the Forum Director.</p> <p>Bruce Penman suggested Carol Craig and Carol Dwek from the Centre for Confidence as useful speakers on 'fixed' and 'growth' mindsets and psychological barriers to learning. Bruce to forward details to the Forum Director and check to see if any dissemination was already planned. If so, the Forum could promote this rather than arrange a separate meeting.</p>	<p>Forum Director</p> <p>Jennie Paul</p> <p>Bruce Penman</p>	<p>11 Dec 2008 SAG</p> <p>ASAP</p> <p>ASAP</p>	<p>On going</p> <p>For information</p> <p>On going</p> <p>On going</p>

		<p>The Forum Director advised group members to make full use of the Forum's monthly E-Newsletter in terms of promoting events and disseminating good practice. Members should contact Christine Tudhope, Forum Marketing Officer.</p> <p>It was agreed that further discussions on Single Outcome Agreements would be useful and that Rory McLeod or Shaun Stronagh from Communities Scotland would be the main points of contact to discuss this with.</p>	<p>All</p> <p>Forum Director</p>	<p>As appropriate</p> <p>For 11 Dec 2008 SAG</p>	<p>On going</p> <p>On going</p>
8.	Date of next meeting – 11 December 2008	Lande Wolsey agreed that Queen Margaret University would host this meeting on 11 Dec 2008 @ 10am.			For information