

<b>Sederunt:</b> Barbara Lawson (Chair), Kerry Musselbrook, Ged Lerpiniere, Alice Smith, Kathleen Hood, Antonia Palmer, Alan McLachlan, Karen Murray, Ernie Romer, Pat Garforth, Kate Davidson, Jennie Paul, Gayle Henderson, Jayne Gracie, Ian Sutherland		<b>Absences:</b>	<b>Apologies:</b> Sian Fiddimore, Lindsay Hewitt, George Hotchkiss, Audrey Brown		<b>Minutes Taken By:</b> Louisa Jeffrey
<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Status</b>
1.	Welcome, Introductions and Apologies	The group introduced themselves and apologies were noted. Gayle Henderson as the new Project Manager for R2S was welcomed and Alice Smith, as Project Officer with LEAPS.			For information
2.	Draft Minutes of previous meeting (P1)	The minutes of the previous meeting were approved.  Item 5 from the minutes: Misspelling of John Gray's name was noted – it should read Jon Gray. It was requested that the paragraph 'Members were advised...' should be rewritten more clearly.			For information
3.	Matters Arising	Item 3 from the minutes: the first LEAPS schools event on 12 <sup>th</sup> December 2008 will be discussed in AOB.GH to provide update of R2S within AOB. Fuller reports will be provided for the next meeting as	GL & GH	Next meeting	For information  Ongoing



		<p>KM advised that Forum programmes are responsible for embedding quantitative and qualitative evaluation to help the Forum deliver on and develop future strategic plans.</p> <p>Members noted the importance of monitoring programmes throughout their life span.</p> <p>The following amendments were agreed:-</p> <ul style="list-style-type: none"> <li>○ Status Column: make it a tick box. KM will explore with programme managers how we might be able to report on ‘maximising impact’ and ‘risks’ as more useful alternatives to ‘on target/behind target/completed’</li> <li>○ Comments Column: very important, extend</li> <li>○ Learner characteristics – included first generation in HE for data collection and analysis &amp; school bandings (applicable to LEAPS)</li> <li>○ Agreed to include Ethnicity and all other learner characteristics as desirable</li> </ul> <p>Amendments to template to be made.</p>	Forum Director	ASAP	<p>For information</p> <p>For information</p> <p>For information</p> <p>Ongoing</p>
--	--	--	----------------	------	---



		<p>about data gathering model used for 3 Low Progression schools programme.</p> <p>With respect to assessing aspects of the programme, event by event and teachers' end of year evaluations are important. Use of pupil focus groups after each intervention also welcomed. BL suggested that a mixed model be used as there is different information gathered from focus groups and feedback forms.</p> <p>Members agreed that it would be useful to have this richer data and it would help tie-in data for a more inclusive overall picture. This should also include what other programmes / projects are ongoing and may impact upon SEF programmes and their planning.</p> <p>GH and GL to provide a report for the next meeting - presenting the qualitative data they already collect and an outline on date collection. This will help the group assess is plans already in place meet our needs.</p> <p>GH and GL had meeting to discuss Learner Forums and are examining the viability of 'Regional' or 'per College' learner forums. To report back at next</p>	<p>GH/GL</p> <p>GH/GL</p>	<p>Next meeting</p> <p>Next meeting</p>	<p>For information</p> <p>For information</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	---	---------------------------	---	---

		<p>meeting.</p> <p>The group agreed that a standard set of Forum questions for before and after each intervention to evidence impact and change could not be produced. Members felt questions would need amended per programme/event.</p> <p>Following discussions, monitoring and reporting form to clarify what is meant by participants and enrolments.</p> <p>With respect to using secondary benchmark data to look at trends in the SE, KM will investigate whether or not data can be presented and analysed for gender.</p> <p><u>Timetable for reporting</u> The monitoring and reporting template be used for reporting on R2S and LEAPS at the next meeting. The 3<sup>rd</sup> and 4<sup>th</sup> meetings in the AY will be important in developing future plans.</p>	Forum Director	ASAP	For information
			Forum Director	ASAP	Ongoing
			Forum Director	ASAP	Ongoing
			GL & GH	Next 2 meeting	Ongoing
5.	Sharing Information and Good Practice	<p>BL gave overview of the document. KM advised that this discussion was informed by examining what methods would help us develop and refresh out policy and strategy involving the input of other stakeholders.</p>			For information

	<p>It was agreed to support Recommendation 1 in the paper for this agenda item. BL to seek a suitable representative from HMIE. Sheila Paige suggested.</p> <p>JP confirmed she's met with Phil Denning and he seems interested in joining the group. JP to follow up.</p> <p>KM to speak with Roddy Henry from Scotland's Colleges and invite them to join the group.</p> <p>It was agreed to support Recommendation 2 (a mix of both Option 1 and 2) in terms of engaging with LAs.</p> <p>It was agreed that a separate event or seminar, with 8 LAs invited, would be a good idea. This could include representation from the Forum on its work, with speakers from a LA to talk about effective models of partnership working in relation to delivering Curriculum for Excellence.</p> <p>KM to contact Iain Guthrie to identify a suitable LA speaker re above.</p>	<p>BL</p> <p>JP</p> <p>KM</p> <p>Forum Director</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>For information</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p> <p>For information</p> <p>Ongoing</p>
--	---	---	---	--

		<p>BL suggested providing them with a brief to encourage them to attend.</p> <p>Other areas for inclusion in future seminars were invited. Proposals included:</p> <ul style="list-style-type: none"> <li>○ Gender (with key stages at S3 &amp; 4 identified as significant) &amp; Families</li> <li>○ Curriculum for Excellence;</li> <li>○ GL’s Masters thesis on parental attitudes – GL to provide all members with a copy.</li> </ul> <p>BL recommended the inclusion of an Impact Assessment (via a workshop).</p> <p>It was agreed with respect to timetabling of seminars, that it would be desirable to have these following SAG meetings if practicable. It was agreed that others out with the SAG group be invited as appropriate. KM to advise on dates.</p>	GL	ASAP	<p>For information</p> <p>For information</p> <p>Ongoing</p> <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>Ongoing</p>
6.	Updates	Update on Scotland’s Colleges MCMC Professional Development Initiative provided. URL link to be circulated again.	Director	ASAP	

7.	National context and SFC	<p>KM advised that Jim Gallagher is attending the next Executive Group meeting to hear more about the Forum's work.</p> <p>BL asked that the SEF website include a link to SFC website as she had to sift through a lot of information to get the info she wanted.</p> <p>It was noted that the Joint SFC and NUS Learning for All conference will be held on 25<sup>th</sup> March 2009 – with venue still to be confirmed.</p>	SEF Marketing Officer (once in post)	ASAP	<p>For information</p> <p>Ongoing</p> <p>For information</p>
8.	Date of Next Meeting	23 <sup>rd</sup> April 2009 – 10am-12pm at Heriot-Watt University (TBC)			
4.	AOB	<p>AS handed out paper "LEAPS &amp; Borders Schools Jan'09 update" and gave overview of Conference &amp; Workshops. AS confirmed this is on track and that some pupils were already very keen to find out more.</p> <p>R2S: GH gave overview and noted they are working with other agencies to ensure no duplication. GH hopes to have itinery of R2S activities confirmed for coming months. Campus visit days will take place at the end of June 09.</p>			