

Sederunt: Barbara Lawson (Chair), Kerry Musselbrook, Donald Lumsden, Ged Lerpiniere, Kathleen Hood, Alan McLachlan, Ian Sutherland, Gayle Henderson, Jayne Gracie, Lorrie McCusker, Lindsay Hewitt		Absences: Ernie Romer, George Hotchkiss, Karen Murray, Ian Cockbain	Apologies: Antonia Palmer, Jennie Paul, Audrey Brown, Sian Fiddimore		Minutes Taken By: Kristen Walker
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome, Introductions and Apologies	<p>The group introduced themselves and apologies were noted.</p> <p>The group were informed that The Chair, The Forum Director and the South East Forum Programme Managers were attending an SFC event on the 6th of May on evidencing impact of the wider access forums. The present meeting was acknowledged as a good opportunity to collect the views of the wider group.</p>			For information
2.	Draft Minutes of previous meeting (P1)	<p>The minutes of the previous meeting were approved.</p> <p>The Chair advised that page numbers on future minutes would be useful.</p> <p>The Chair asked that Item 4 from the previous minutes was clarified. The group agreed that a set of standard Forum questions before and after each intervention to evidence impact could not be produced as they would need to be</p>	<p>Communication & Administration Officer</p> <p>Communication & Administration Officer</p>	<p>For all future meetings</p> <p>25th June 09</p>	<p>For information</p> <p>For information</p> <p>Ongoing</p>

		tailored to each programme/event.			
3.	Matters Arising	<p>It was decided that Careers Scotland would present an update of their activities at the next meeting in June. Previous minutes detailed how extensive organisational restructure had caused delay.</p> <p>PG had circulated school leaver destinations for each local authority area following the last meeting.</p> <p>Item 4 - Monitoring progress against Forum aims and objectives: Amendments to the templates for reporting were made by the Director as detailed in previous agenda.</p> <p>The Director asked for feedback to arrive at suitable tick box categories for the status column.</p> <p>Postcode data for students participating in LEAPS and Routes 2 Success would be gathered and presented as part of GL and GH's reports at the next meeting.</p> <p>GH and GL distributed reports on the evaluation plans and procedures they use to monitor the impact of their programmes – this is covered in more detail later in the agenda.</p>	Pat Garforth/ Donald Lumsden	25 th June 09	Ongoing
					Completed
					Completed
			All	25 th June 09	Ongoing
			GL and GH	25 th June 09	Ongoing
					Completed

		<p>Input on the role of Learner Forums to be discussed later in the agenda.</p> <p>The Forum Director amended the reporting template to remove any confusion about what was meant by participants and enrolments.</p> <p>The Forum Director agreed to find out from the SFC whether secondary data can be analysed by gender.</p> <p>Group was updated that a meeting involving The Advisory Group Chair, Forum Director and Shelia Paige (HMIE) was arranged for Monday 27th April. They would discuss what input HMIE might most usefully make eg) A seminar/presentation from HMIE and/or joining SAG. Update to be provided at next meeting.</p> <p>JP was unable to provide an update on Phil Denning's input to future YP or Adult SAGs as she was not at the meeting. Director to follow up with JP.</p> <p>KM notified the group she had met with Roddy Henry and colleagues from SFEU/ Scotland colleges and invited them to join the group. She reported that due to the fact they are a national organisation it was agreed this would be discussed with other forums before making this commitment.</p>	<p>Forum Director</p> <p>The Advisory Group Chair and Forum Director</p> <p>JP and Forum Director</p>	<p>6th May 09</p> <p>27th April 09</p> <p>25th June 09</p>	<p>For information</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>
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3.	Excerpts from 'Learning For All: Third Update report on measures of success' [SFC,2009]	<p>The Forum Director distributed paper which contained the current KPIs that the SFC uses to measure the impact of the wider access regional forums.</p> <p>The Forum Director's opinion was currently they do not represent all that the Forums have been asked to do. The Chair added they are handy as a point of reference but would like to look more specifically at what the GL and GH use for their programmes.</p>			For information
4.	Routes 2 Success Evaluation Plan	<p>GH explained that her evaluation plan is based on what she hopes to do, but it has yet to be tested. Currently she is unable to evidence until actual events take place, the first event scheduled for the next few months.</p> <p>AM asked how they determine which students they work with? Initially eligibility criteria is used, which uses type of school attended, neighbourhood, free school meals, 'looked after' category, social and economic influences. Routes to Success also works closely with school guidance teams as teachers know the students most relevant for intervention.</p>			For information
5.	LEAPS Evaluation Procedures	GL informed the group that the LEAPS eligibility criteria was slightly different. Schools were prioritised as group one or group two schools based on progression			For information

		<p>rates to higher education. At group one schools the LEAPS programme started from S2 and at group two schools this started from S5.</p> <p>KH stated it would be good to have a list of schools that are engaged with LEAPS and Routes 2 Success – GH and GL to direct people to further information available that lists the schools they work with and eligibility criteria used.</p> <p>The group discussed the merits of the old ACE days - taking over a hall with a whole year group, with students from colleges and university and activities run by students. Challenge in managing and organising this recognised.</p>	GH and GL	Before next meeting (25/06/09)	<p>Ongoing</p> <p>For information</p>
6.	SEF Reporting and Evaluation Tool	The updated SEF reporting and evaluation tool, with changes made following the last meeting, was noted.			For information
7.	Discussion on strengths, weaknesses and gaps in a) national, b) regional and c) programme evaluation	It was reported that the SFC have provided the Forums with a list of all the Scottish schools in the lowest quintile in terms of progression to HE Targeting groups – for the first time. These are defined nationally and are reported in the annual 'Learning For All' updates report. These do not provide an exact match with the priority schools the Forum targets through LEAPS and R2S.			For information

		<p>Group agreed with the usefulness of more qualitative research, working with staff to find out how they select students and identify gaps as well as their thoughts on what has worked well. Group also felt LEAPS and Routes to Success could work together – esp in schools where they are both working - to find out what was working well and how they can increase collaboration. GH to attend school planning session with GL as a vehicle for this and report back.</p> <p>The group posed the question ‘How do we know collaborative working is working now?’ SFC do not currently have measures which measure collaborative activity/contribution effectively. These could be developed, with this suggested at SFC day on 6 May 2009.</p> <p>With respect to qualitative feedback from students, GL reports that LEAPS collects this via learner reports and that they put together case studies on learners’ experiences. LEAPS also analyse all the courses that are part of the LEAPS Summer School – with feedback from students on a one-to-one basis (and feedback from teachers to amend workshop). They keep in contact with former students as well, including student volunteers. The Summer School also has podcast and a student blog to maintain contact.</p>	<p>GL & GH</p> <p>All attending 6 May 09 day</p>	<p>To be confirmed</p> <p>6 May 09</p>	<p>For information</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>
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		<p>LH expressed concern over the use of the criteria in the student ability wheel in the Routes to Success evaluation and questioned whether it jarred with idea of life long learning. GH explained that it is not to 'grade students'. Rather it is useful for students to have a mental picture of where they are now, and demonstrate movement in confidence. It is used with adults in the community as well.</p> <p>GH to send LH and BL a copy of the ability wheel, with comments welcome. GH also noted that it still had to be piloted with school students.</p> <p>For the next SEF YP SAG meeting, GL and GH to complete the SEF Reporting and Evaluation Tool. When asked about possible constraints, the following points were made: timing as to when information is ready; R2S may be restricted to reporting on student characteristic criteria collected by colleges, which can vary from college to college and may not include info on first generation. May need to collect their own data from learners.</p> <p>BL notes that this will be useful in showing what we can and cannot do in terms of monitoring.</p>	<p>GH</p> <p>GL/GH</p>	<p>Before next meeting (25/06/09)</p> <p>Next meeting (25/06/09)</p>	<p>For information</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>
8.	Date of Next Meeting	Thursday 25 th of June, 10am (Venue to be confirmed.)			For information

AOB.		GL circulated report containing information on what is happening in the Borders			For information
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