

Sederunt: Barbara Lawson (Chair), Kerry Musselbrook (South East Forum), Ged Lerpiniere (LEAPS), Gayle Henderson (Routes 2 Success), Antonia Palmer (Edinburgh College of Art), Audrey Brown (Stevenson College),		Apologies & absences: Sian Fiddimore (Access To Industry), Donald Lumsden (Skills Development Scotland), Kathleen Hood (Edinburgh University), Alan McLachlan (Queen Margaret), Ian Sutherland (Heriot Watt), Jayne Gracie (Borders College), Lindsay Hewitt (Open University), Ernie Romer (Forth Valley College), George Hotchkiss (West Lothian College), Karen Murray (Oatridge College), Ian Cockbain (Stirling University)			Minutes Taken By: Eilidh Chalmers
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome, Introductions and Apologies	The Chair welcomed the group to the meeting.			For information
2.	Draft Minutes of previous meeting (P1)	The minutes of the previous meeting were approved. GL clarified one point from the previous minute, that updated the group that postcode information of students participating in LEAPS and Routes 2 Success will be available in December.	GL & GH	December meeting	For information Ongoing
3.	Matters Arising	The Forum Director reported that there was still no appropriate contact at Careers Scotland or Skills Development Scotland and the structure of the organisation was still unclear. The Forum Director informed the group of two pilots being delivered by SDS in Stirling and Dundee, GL added that these were on a case worker approach based on models from New Zealand. She had been informed that they had an MCMC planning tool and were being used in schools. Getting a Speaker from the Stirling pilot	Forum Director	As appropriate	For Information Ongoing

	<p>might be worth exploring.</p> <p>The Forum Director informed the group that she had attended a seminar in June 2009 on gender and SFC will provide guidance on this in due course</p> <p>KM advised that a meeting was still to be scheduled with Phil Denning around his future input to young people or adult SAG meetings.</p> <p>The Forum Director up-dated the group that the new SEF website was still under development and now that the Communications and Administration Officer was in post this work would progress.</p> <p>It was noted that information on LEAPS and Routes 2 Success work in schools had been circulated.</p> <p>GL clarified the discussion from the previous meeting around the ACE days that there would be no specific benefit in revisiting this work.</p> <p>GL & GH advised with the new work in the Borders, Routes 2 Success and LEAPS will be looking at how they can work collaboratively</p> <p>GH reported that the ability wheel will be available on the new Routes 2 Success</p>	<p>Forum Director</p> <p>SEF Communication and Administration Officer</p> <p>GL & GH</p> <p>GH</p>	<p>A priority</p> <p>September 09</p> <p>As appropriate</p> <p>As appropriate</p>	<p>For Information</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>For Information</p> <p>Ongoing</p> <p>Ongoing</p>
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	4. SFC 'Measuring impacts' May 2009 event (P2)	<p>The Forum Director provided a verbal report on the paper which had been circulated with the papers.</p> <p>The paper was taken from the 'Measuring the Impacts' event which took place on the 6th May and will be presented to the SFC's Access and Inclusion Committee (AIC) for approval in June. The group asked that the final paper is circulated.</p> <p>The main points covered in the paper which have implications for actions/dates are:</p> <ul style="list-style-type: none"> -The importance in supporting the AIC - The focus on demonstrating the impact of our work given the Forum's funding is from the Horizon Fund. - There is a new reporting framework which is much tighter and more rigorous. -There are two new priority areas; Care Leavers and Offenders which the Forum's need to be smarter in working in these areas. <p>The Director also informed the group that given the loss of the Wider Access Co-ordinator's role it was agreed that our forum, along with the other WARFs need to disseminate good practice more widely.</p> <p>The AIC are also currently reviewing their</p>	Communications and Administration Officer	As appropriate	For Information

		<p>schools work which the group agreed as being critical.</p> <p>GL discussed how LEAPS could develop to support Care Leavers in linking them in with High Flyers programme. GH added that conversations around how to support these young people do go on in the schools they work with. The group that having further data would be helpful in knowing the scale of need, however GL highlighted that looking at year on year data can be difficult to analyse which is why LEAPS look at a five year period.</p> <p>It was suggested that this could potentially be a topic for a future SEF Team Meeting.</p>	SEF Staff	As appropriate	Ongoing
5.	Impacts Report from LEAPS (P3)	<p>GL informed the group that there had been a lot of work undertaken and up-dated the group with some gender participation statistics which had been omitted from the report circulated. 54% female and 46% male.</p> <p>GL up-dated the group with some other feedback from the High Flyers which had just finished all of which was very positive.</p> <p>BL fed back that the report was very helpful and detailed. In future less detail would be acceptable however, would like to see more information on planned activity versus actual activity along with further information around risks that were</p>	GL & GH GL	Future reports Next report	For information Ongoing For Information

		<p>identified and how worked around these.</p> <p>It was also highlighted that demographical breakdown of student characteristics would be required for the next report in December 2009</p> <p>BL also highlighted the challenges when respondents use the word 'ok' in a survey. Which the agreed with. It was agreed this is ambiguous and it is neither positive nor negative and that wording will be reviewed.</p>			
6.	Impact Report from Routes 2 Success (P4)	<p>GH informed the group that as the programme had just finished there was limited data available. Further data will be available in September.</p> <p>GH up-dated the group with two examples of where planned activity didn't go ahead and will look to include this sort of information in the future.</p> <p>GH also up-dated the group that the Routes 2 Success website is progressing well and is due to launch at the end of the summer 2009.</p>	<p>GH to circulate</p> <p>GH</p>	<p>By December</p> <p>Next report</p>	<p>Ongoing</p> <p>Ongoing</p> <p>For Information</p>
7.	Update on SEF Executive members – verbal report	<p>The Forum Director updated the group that the SEF Council met in June where they elected a new Chair, Liz Lister and a Vice Chair, Barbara Lawson.</p> <p>As a result of BL taking on this role this group will need to find a new Chair.</p> <p>KM will send letters to invite nominations</p>	<p>Forum Director</p>	<p>Before next</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>from the group.</p> <p>KM also advised that JP has now left Edinburgh Napier and will need another representative from Edinburgh Napier.</p> <p>The group also considered its membership and GH recommended a representative from Community Education setting, such as Lydia Kerr from Midlothian.</p> <p>KM will look into inviting Lydia and the group considered the possibility of adhoc membership or a potential seminar speaker.</p>	<p>Forum Director</p> <p>Forum Director</p> <p>Forum Director</p>	<p>meeting</p> <p>As appropriate</p>	<p>Ongoing</p> <p>Ongoing</p>
8.	SEF Reporting and planning schedule (P5)	<p>KM up-dated the group that the SFC had provided key dates to the Forum for reporting. She highlighted the need for quarterly reports and the need for the Forum to identify any under spend by February. An operational plan for 2010-2012 will need to be submitted by February March 2010.</p>			For information

9.	Future topics/speakers for SEF seminars (P6)	<p>A paper with previously suggested topics was circulated, which included, Curriculum for Excellence, 16+Learner, Schools/colleges partnership and Looked After young people.</p> <p>The following areas were suggested and discussed:</p> <p>AB Advised the group of Curriculum for Excellence events taking place in Stevenson College with schools and may be worth the Forum Director attending.</p> <p>It was agreed that contacting the Assistant Principal at John Wheatley College where they have already implemented an SFC funded Care Leavers project would be useful.</p> <p>Iain Guthrie and Scotland's Colleges would be useful to provide an update on current work.</p> <p>SFC – Gender equality and diversity</p> <p>SCQF- learn more about what partnerships are doing here. AB advised that there would be other communications events with guidance staff in schools on this in February 2010 which Kerry may want to attend. AB can provide the information on this.</p> <p>AB advised that it would be useful for the Forum Director to see a copy of the</p>	<p>AB</p> <p>BL/Forum Director</p> <p>Forum Director</p> <p>AB</p> <p>Forum Director</p>	<p>As appropriate</p> <p>As appropriate</p> <p>30/06/09</p>	<p>Ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>For Information</p>
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		<p>colleges' calendar. KM will follow this up with Maria Lloyd.</p> <p>KM also suggested the Articulation Hubs (ELRAH) would be useful to hear from and would follow this up.</p> <p>KM also informed the group that the Forum's were planning on holding an event with all school programme staff as away of sharing good practice either in September or November time. GL advised that November would be a better date for LEAPS.</p>	<p>Forum Director</p> <p>Communications & Administration Officer</p>	<p>As appropriate</p> <p>As appropriate</p>	<p>Ongoing</p> <p>Ongoing</p>
10.	Summary of other Wider Access Forums' Schools programmes (P7)	<p>The Forum Director advised that this paper was included for members to note. KM highlighted that there are real variations across the range of programmes, although it does focus on the work of the West Forum.</p> <p>BL added that it may be useful for a summary matrix of common features of the programmes.</p>	<p>Communications and Administration Officer</p>	<p>In time for next SAG Meeting</p>	<p>For Information</p>
11.	Date of Next Meeting	<p>The date is to be confirmed</p>	<p>Communications and Administration Officer</p>	<p>A priority</p>	<p>For Information</p>
AOB	There was no other business				