

Apologies & Absences: Adrian Kitchen (Oatridge College), Andrew Lawson (Forth Valley), Ian Cockbain (Stirling University), Lindsay Hewitt (Open University) Alistair Charnely (West Lothian), Jane Fowell (Forth Valley) Myra McCabe (Telford).		Sederunt: Kerry Musselbrook (South East Forum), Eilidh Chalmers (South East Forum), Lande Wolsey (Queen Margaret University), Sian Fiddimore (Access To Industry), Ruth Howard (SWAP-East), Wendy MacAdie (Jewel & Esk), Bruce Penman (Stevenson College), Neil Speirs (University of Edinburgh), George Wilson (Edinburgh Napier), Callum Maguire (Heriot-Watt University), Joan Thomson (Open University), Margaret Winders (Edinburgh Telford College) Yvonne Shaw (Management Exchange), Duncan Neish (Management Exchange)			Minutes Taken By: Eilidh Chalmers
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	Neil Speirs agreed to Chair the meeting. The group introduced themselves and apologies were noted. Neil Speirs was thanked for hosting the meeting at University of Edinburgh.			For information
2.	Minutes of last meeting (P1)	The Minutes of the last meeting (01/10/09) were approved.			For information
3.	Matters arising	KM advised the group of events being run by HMle on Outcome-focussed Planning with Partners in the Learning Community. The session will be led by Phil Denning, HMle. KM encouraged partners to go to the event (dates and details circulated) and provide an up-date at the next SAG meeting. The Forum Director up-dated the group that the SFC were keen that all outcome data can be aggregated across the 4 forums and the Forum Managers will meet to ensure this happens.	SAG members Forum Director	16th December 209 As soon as possible	Ongoing Ongoing

		<p>The Forum Director also reported that the SFC require all outcome data for 'Learning For All' (2005) by the 16th December, this is to include case studies and other qualitative data. The group discussed the format for case studies as including practitioner, partner and student feedback and may want to consider a voxur clip as well as a written document. The Forum Director will confirm with programmes as soon as possible the format and range of additional information that will be required.</p> <p>KM up-dated the group the status of the SFCs review of the forums' schools programmes and steps towards agreeing national outcome agreements with the forums.</p> <p>The group thanked Myra McCabe for forwarding names of the TLC workers within the colleges. They have been invited to attend the up-and-coming SEF seminar on looked after young people and young offenders.</p>	Forum Director	As a priority	Ongoing For Information
4.	National Up-date (verbal report – Forum Director)	<p>The Forum Director reported that a meeting of the 4 forum, Directors/Managers, Vice chairs and Chairs had taken place on the 9th November. At this meeting the SFC had presented the 'Community Engagement and Community Transitions' discussion paper.</p> <p>KM highlighted to the group that this paper was a discussion paper. The group was invited to feedback comments by the 24th November to the Forum Director.</p>	KM SAG Members	24 th November 09	For information Ongoing

		<p>KM highlighted that the SFC had asked for no more than 2 pages of comments from each Forum and asked members to bear this in mind when preparing their comments.</p> <p>KM asked that members look at paragraphs 32-35 as highlighting the main role that the Forums should have, in brokering partnerships, developing partnerships and supporting learners. She also highlighted the target learners identified in the paper.</p> <p>NS questioned if the paper reflects a huge change to current activity, KM advised that current work fits with what this paper suggests.</p> <p>KM also highlighted the importance of feeding in the work that Management Exchange are currently undertaking on SEF's behalf to develop our community transitions strategy.</p> <p>GW reflected on a number of issues from the paper:</p> <ul style="list-style-type: none"> -It highlights the exclusion of universities but doesn't offer solutions to filling this gap, -It is unclear what is meant around the re-allocation of SEF funding to Scotland's Colleges -The paper appears to omit the work of SWAP in the activity appendix. <p>BP reflected that these timescales from the SFC are very tight given the scale of and importance of the decisions that are being made.</p> <p>RH also reflected on the tight timescales, and how this might impact on SEF's planning for</p>			For Information
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		<p>2010/11 with the results of this consultation not likely to be known until sometime in the new year.</p> <p>KM advised that this concern had already been fed back to the SFC.</p> <p>NS summarised that the group felt this was an important document which this group should have time to feedback their comments on. Noting the challenging timescales, the following was agreed.</p> <ol style="list-style-type: none"> 1. Comments to be feedback to KM by 24th November 2009 2. KM will prepare a summary of comments and send out 1 week later for members to view 3. At next SAG on the 16th December the group can discuss comments. 4. A verbal report on any comments can be given at the Executive meeting the following day to inform the SEF response to the SFC. The deadline for submissions was agreed for 'mid-Dec' 2009, but KM informs the group that the SFC have agreed to extend this to allow for the Executive to consider this on 17 Dec. 	<p>SAG Members</p> <p>KM</p> <p>All SAG members</p>	<p>24 Nov 09</p> <p>01 Dec 09</p> <p>16 Dec 09</p>	<p>Ongoing</p> <p>For Information</p> <p>For Information</p>
5.	Up-date on CPD Transitions Unit (verbal report)	WM agreed to up-date the group on the progress of the unit at the January 2010 meeting.	WM	14 January 2010	Ongoing
6.	Community Transitions Strategy	<p>Yvonne Shaw from Management Exchange provided the group with an up-date the progress that had been made with the consultation and what stage they were at.</p> <p>She reported on the range of stakeholders that they had met with.</p>			

		<p>They were currently reviewing a range of literature.</p> <p>The context and issues report would be sent to members for comment in the next week.</p> <p>The next stage will be the Survey Report which will be available by the next Adults SAG meeting.</p>	Management Exchange	16 th December 09	
10.	Date of next meeting	The date of the next meeting is 16 th December 09 at Queen Margaret University 2pm – 4pm.			For Information