

Apologies Gillian Russell (Stevenson College), Ian Sutherland (Heriot Watt University), Sam Allwinkle (Edinburgh Napier University), Anna Thomson (SFC)		Sederunt: Wendy MacAdie(Jewel & Esk College), Liz Lister (University of Edinburgh), Barbara Lawson (Edinburgh Telford College), Gail Fertacz (Forth Valley College), Kerry Musselbrook (SEF)			Minutes taken by: Eilidh Chalmers
No	Agenda item	Action	By Whom	When	Status
1	Welcome and apologies	<p>The Chair welcomed everyone to the meeting and apologies were noted.</p> <p>There were a number of last minute apologies, however, with 4 Executive members present it was agreed that the meeting could continue.</p> <p>Items were discussed in the amended order below to ensure enough time was given for the group to discuss these items fully however, they have been minuted in the order of the agenda.</p> <p>8. Schools Strategy (papers 4,5,6) 2. Minutes of previous meeting 4. Declaration of Interest 9 Key dates</p>			For information
2	Minutes of meeting and Matters Arising	The minutes of the previous meeting, 28th May 2009 were approved as an accurate account of the meeting.			For information
3	Declaration of interest	<p>The group discussed the issue of conflicting interests as members of the Executive may also hold positions of responsibility with other organisations linked to SEF.</p> <p>The group agreed that there were no concerns associated</p>	All members	As	For Information For Information

		with this provided all relevant interests were declared, particularly in relation to decisions about funding allocations.	of Executive	appropriate	
4	Membership of Executive/Chair of YP and Communities Strategic Advisory Group – Verbal Report	<p>KM advised the group that Marian Docherty had been elected as Chair of the Young People and Communities SAG by members of the Forum Council.</p> <p>LL suggested organising a time to meet with MD to bring her up to date on the current work of SEF and BL will do a hand over in relation to YPAC SAG.</p>	LL, BL, KM, MD	Before next Executive	Ongoing
5	Budgetary report (paper 2)	LL highlighted that the main issue arising from the budget was the underspend. The group discussed whether they could use this underspend and make a business case to the SFC. The Director advised that the SFC have asked for underspend to be returned or deducted from future payments. It was agreed the budget would be discussed at the next Executive meeting.		Next Executive meeting	Ongoing
6	SEF's Schools Strategy (Paper 5)	<p>The Forum Director introduced and highlighted key points from the Meeting that had taken place with the SFC and SEF school programme staff on their schools strategy. From 2010:</p> <ul style="list-style-type: none"> • The forums should work within a national framework as part of a national outcome agreement: working with schools in the lowest quintile only; shifting their focus to widening access to HE in college and University (not FE). This recognises the finite resources available. • This will have serious implications for the current Routes 2 Success programme • The best of the current Routes 2 Success and LEAPS programmes should be utilised; • There should be sustained engagement with cohorts S2-S5/6 based on identified good practice; 			For information

		<ul style="list-style-type: none"> The 4 Forums should work more closely together; and economies of scale. 			
7	SFC's Wider Access Regional Forums Schools Programme The basis for Outcome Agreements (Paper 4)	<p>Liz Lister advised the group that this paper had been developed as a result of meetings the SFC had held with Schools staff. The paper outlined SFC's new focus for the Forums' schools programmes and outlined the main priorities:</p> <ul style="list-style-type: none"> Forums should be able to demonstrate impact better LEAPS is a model of good practice There should be economies for scale, joining up the 4 forums work and utilising best practice Support should be targeted at the lowest quintile and the specific groups within the lowest quintile i.e. anyone who has potential to achieve but is not achieving or who is achieving but does not recognise their potential to progress to HE. This support would be a national entitlement for those students identified in the above groups . <p>LL asked for the group's reflections on the paper: KM advised that when working with the younger age group it is difficult to target and identify appropriate young people. LL agreed and recognised that work with the younger year groups would require inclusion of a larger cohort.</p> <p>LL acknowledged the history of change in the work of the forum from HE to FE and back to HE within College and University.</p> <p>WM raised the concern that this new focus will create a gap in provision and is not aware of any other monies attached to initiatives such as school college partnership and 16+ Learning Choices that will fill this gap.</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>

		<p>contribution to deprived and thematic communities.</p> <p>BL advised the group of the school college partnership in Edinburgh as a good example of joined up working and an example of how to join up SEF's work with partners.</p> <p>GF sought clarity in whether SVQ level 3 activity would also be included in the focus as a number of school pupils can now study these and that the SCQF highlighted parity of esteem for vocational routes as well as academic pathways.LL advised that clarification on the above would be sought from the SFC and also highlighted this as a good example for the need of CPD with school staff .</p>	LL, KM, BL	9 Nov 2009 meeting with SFC	<p>For information</p> <p>Ongoing</p>
8	Options and Issues Working Paper (Paper 6)	<p>The Forum Director introduced this paper highlighting the set up phrase for the new focus of work as December 09-August 2010.</p> <p>KM highlighted the importance of CPD element in the programme and the involvement of local Authorities in these discussions.</p> <p>She also outlined the 19 schools that the SFC have identified for SEF to work with.</p> <p>The group questioned how different these schools are to SEF's current schools programme. KM advised that they were broadly similar but there would be some changes.</p> <p>LL highlighted LEAPS use of category 1 and 2 schools. KM advised that the schools data is normally reviewed over 3-5 years to identify target schools.</p> <p>The following questions and challenges were highlighted by the group:</p> <ul style="list-style-type: none"> Delivering a programme consistent with national policy while recognising local context. 			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>

		<p>is to be included. KM advised that she envisaged this being a difficult area for other Forums but that good practice has been established with SDS and LEAPS. The group agreed that the SFC should support the Forums in brokering SDS support. Raise as an issue with SFC.</p> <p>LL outlined one option of what the SEF schools programme may look like. Building on existing practice and existing resource it may be appropriate to appoint Development Officers with geographical responsibilities. These staff would be based in partner institutions and the importance of recognising College interests must be given due consideration.</p> <p>BL highlighted the structure that ELRAH were using and this could be considered as an option to replicate. Director to investigate further and report back.</p> <p>It was agreed that given the work in Forth Valley is at the recruitment stage, LL, BL and KM need to arrange a meeting to discuss the anticipated changes</p>	<p>LL, KM,BL</p> <p>KM</p> <p>LL, BL, KM</p>	<p>9 Nov 2009 meeting with SFC</p> <p>For next Executive</p> <p>Before next Executive</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
9	Key Dates 2009/10 (paper 7)	<p>The key dates and seminars were reviewed and supported.</p> <p>The group agreed that a conference in January with Local Authorities would be a good idea.</p> <p>It was agreed that the Forum Council meeting scheduled for mid Feb 2009 would be re-arranged for a date in mid-March.</p>			<p>For information</p> <p>Ongoing</p>
10	Future meeting dates	<p>It was agreed that an additional meeting of the Executive would be needed before the scheduled December meeting given the importance of the decisions that are needed and the small number of members who were present at the meeting. EC to find a suitable date in November 2009.</p>	EC	ASAP	Ongoing

		<p>LL also asked members that if they are unable to attend then they nominate a vice member to attend in their place to help with keeping members fully informed and up-to-date.</p> <p>KM advised the group that Sam Allwinkle will be retiring in December and Bill Drew will be taking over line management of SEF staff and will be the Host Institution representative.</p> <p>The week commencing the 9th November was suggested as the most appropriate week. EC will send a doodle poll to all members.</p>	EC	As a priority	For information
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