

Apologies & Absences: Adrian Kitchen (Oatridge College), Andrew Lawson (Forth Valley), Ian Cockbain (Stirling University), Alistair Charnely (West Lothian), Jane Fowell (Forth Valley) Neil Speirs (University of Edinburgh), Callum Maguire (Heriot-Watt University),		Sederunt: Kerry Musselbrook (South East Forum), Eilidh Chalmers (South East Forum), Wendy MacAdie Chair (Jewel & Esk), Lande Wolsey (Queen Margaret University), Cath Young (Access To Industry), Ruth Howard (SWAP-East), Bruce Penman (Stevenson College), Lindsay Hewitt (Open University), George Wilson (Edinburgh Napier), Myra McCabe (Telford) Val Ormiston (SDS), 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	The group introduced themselves and apologies were noted. The group welcomed Val Ormiston from SDS and Cath Young from Access To Industry as this was their first meeting. Lande was thanked for hosting the meeting at QMU			For information
2.	Minutes of last meeting (P1)	The Minutes of the last meeting (12/11/09) were approved.			For information
3.	Matters arising	KM reported back to the group on the HMle Outcome-focussed Planning with Partners in the Learning Community event that she and BP had attended. The event had highlighted the new community element of HMle Inspections and the need for better evidence of impact and tracking. The Forum Director up-dated the group that the Forum Managers had worked with the SFC around a new annual report template. This had	Forum Director Forum Director		For Information For Information

		<p>led to a few small changes for SEF which included providing case studies which may be included in 'Learning for All'.</p> <p>KM reminded the group that if partners would like to develop video case studies we have a Voxur that can be used.</p>			
4.	SWAP-East end of year outcomes report (P2)	<p>RH provided an overview of the SWAP-East annual report.</p> <p>296 students had completed a programme and progressed, 263 of these had been onto HE/FE. RH highlighted that a significant number of these students had few or very out of date qualifications.</p> <p>RH reported that SWAP-East is continuing to track students following on from the Tracking report that SEF funded.</p> <p>RH highlighted the characteristics of SWAP students being a result of their targeted marketing which was proving to be successful.</p> <p>Risks</p> <p>RH reflected that their report does show that retention numbers are slightly down, there are a number of reason for this but the current climate has effected a number of students as a high number do claim bursaries.</p> <p>Questions</p> <p>LW noted the number of students who had a disability and asked what SWAP does to support the transition to HE.</p>			

		<p>RH reflected that the increase in the number with disabilities was a result of SWAP amending the question criteria to bring it into alignment with UCAS; it includes a wider range of disabilities including dyslexia. SWAP offer a full range of support and IAG throughout their programmes to support the transition into HE.</p> <p>LW reflected that QMU also had an increase in the number of students with a disability this year.</p> <p>Opportunities & Future priorities RH reported that a main priority would be to develop 3 new programmes, however reflected that this can be a long process.</p> <p>SWAP- East would continue to look at developing new progression routes and reviewing current routes.</p> <p>RH highlighted their study skills workshop as being an example of collaborative work with all partners from FE and HE inputting to the success of the programme and is developed to fits students needs.</p> <p>RH also highlighted the pre-access work being developed by Fife & Tayside Forum. This is being piloted in Midlothian in January. RH will report back on this work at a future meeting.</p>	RH	Future meeting agenda	Ongoing
5.	Access To Industry end of year outcomes report (P3)	<p>CY provided an overview of the main areas from the Access to Industry report.</p> <p>AI had worked with 232 CBAL, 165 had been</p>			

		<p>retained and 155 had moved onto FE/ HE or alternative training/employment</p> <p>48% of their clients had been men which is an increase on previous years.</p> <p>92% of their students had been unemployed 58% of students had a disability or additional support needs which could include mental health issues.</p> <p>Risks</p> <p>CY highlighted the current climate as having an impact on funding, with colleges having limited resources which was impacting on what they were able to offer.</p> <p>CY highlighted a positive example of Oatridge College mainstreaming one of their courses.</p> <p>Opportunities & Future priorities</p> <p>CY reported that a main priority would be to build on the success of the course at Oatridge and look at how other courses could be mainstreamed.</p> <p>AI is looking to expand work across the South East area and build relationships with Cumbernauld, Forth Valley and Carnegie college.</p> <p>AI would also be looking to maximise the work and links that exist with AI's other programmes, Passport and Transition.</p> <p>Group reflection</p>			
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		<p>The group reflected on a number of the areas that the reports had highlighted listed below.</p> <p>There is a need for colleges to keep wider access on their agenda given shortage of places. MM reported that this difficult given college are meeting their SUMS.</p> <p>RH highlighted that it was important to keep the agreements that they have in place with colleges.</p> <p>The group discussed what the additional funding that colleges had received was being used for. It was recognised that this had not been significant for a number of the Edinburgh & Lothian colleges.</p> <p>CY provided an example of courses that will be running between January – June and will be affected as a number of students rely on hardships grants. AI is looking at how they can provide financial support for transport and childcare for students to enable them to complete the courses.</p> <p>GW suggested using ILA's as a way of funding additional courses.</p> <p>VO suggested that an ILA could be used as part of a cocktail of funding and would be happy to work with SWAP-East and AI around this.</p> <p>GW advised that he could provide examples of how Napier has done this. KM suggested pulling together a number of case studies of how this has</p>	<p>VO, CY, RH</p> <p>EC & GW</p>	<p>As appropriate</p> <p>As</p>	<p>For Information</p> <p>Ongoing</p>
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		worked.		appropriate	
6.	National Up-date	<p>KM highlighted to the group the main areas of the SFC's Community Engagement and Community Transitions paper for the group to consider and up-date them on the progress of this paper and the next steps being, feedback from this group will go to the SEF Executive on the 17th December 2009 and a SEF response will then go to the SFC.</p> <p>Key areas to consider What is it that the forums can contribute that is distinct from the contributions made by individual institutions and how do the forums add value?</p> <p>Since the issue of access to university emerges as a major challenge, how do we tie this up with the hubs?</p> <p>Target groups – Over 21 and thematic communities are identified as key target group however,; Should the Forums work with the MCMC group and add value to the MCMC partnerships and SFC's separate investment in this group?</p> <p>Should funds be dedicated to Scotland's Colleges to deliver a CPD programme?</p> <p>KM reported that she had received 3 responses from members and had attached these in paper 4.</p>			For Information
7.	SFC Community Engagement and Community Transitions Discussion Paper (P4 & 5)	The group felt that the activities that SWAP-East and Access to Industry are delivering are meeting what the SFC suggests the Forums should do.			For Information

		<p>The group felt it was important to reflect that the Forums are just one part of the jigsaw of work that is been delivered.</p> <p>It was also important to reflect on the current climate and the funding cuts that CLD are experiencing. Programmes with adults are often those first cut with money going to youth work and to support the MCMC group.</p> <p>Dedicating funds to Scotland's Colleges to deliver a CPD programme</p> <ul style="list-style-type: none"> • The group recognised the need to build a CPD programme, however, they are not convinced on the model being suggested • The group agreed that further clarity on what Scotland's Colleges would be delivering would be needed. • The group was unsure how a national agency would be able to engage with key partners at a local level and provide a framework for this. • How would any CPD link in with the work that CLD in LAs are looking to provide with funds available from the Standards Council until March 2010. There is approx £4 million of funding available from this route. All LAs are expected to receive this. Funding for the following year is also expected. 			
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		<p>Target groups</p> <ul style="list-style-type: none"> • The group discussed the target age of over 21 and reflected that this had been historic with Universities and was perhaps not appropriate. • SWAP-East now set their criteria as being for adults who have been out of education for three years or more. (This would include a 19 year old). This appeared to be more suitable and in line with new age discrimination legislation. CY reflected that their community-based adult learner programmes work with people under 21 so changes might mean they would need to exclude younger learners and target differently. • The current thematic groups that SWAP and Access to Industry are still appropriate and this does include the MCMC group. • That CLD was cutting back on working with adults to focus on the MCMC group was noted. Could this make the forums vulnerable? What groups would we be working with to move on? • The group reflected on the changes in the work with schools given they will no longer be working with MCMC <p>Articulation</p> <ul style="list-style-type: none"> • Overall the group agreed that the Forum's 			
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		<p>work and that of ELRAH are fairly well aligned. We should continue to keep up good communication to ensure we work in work in partnership as appropriate and add value to each other's work.</p> <ul style="list-style-type: none"> The group felt that this was already happening with college and university partners working with ELRAH workers and with regular contact between the Forum and ELRAH Directors. 			
8.	Community Transitions Strategy	<p>Yvonne Shaw and Duncan Neish 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>They provided an up-date on some of the interim results of the Practitioner questionnaire.</p> <p>YS reported that very few have been completed from FE and HE and asked members to circulate to members of staff and encourage them to complete this. They had had a very good response from CLD particularly from people at managerial/strategic level. The link to the questionnaire will be forward to all members.</p>	EC / All	By 18 th December 09	
9.	AOB	The group discussed having representation of CLD on the group and agreed this should be added to the future agenda.	SAG members	14 th January 10	
10.	Date of next meeting	The date of the next meeting is 14 th January 2010 at Jewel & Esk College. Milton Road Campus			For Information