

Apologies Wendy MacAdie (Jewel & Esk College), Anna Thomson (SFC)		Sederunt: Liz Lister, Chair (University of Edinburgh), Barbara Lawson, Vice Chair (Edinburgh Telford College), Gail Fertacz (Forth Valley College), Gillian Russell (Stevenson College) Ian Sutherland (Heriot Watt University), Sam Allwinkle (Edinburgh Napier University), Marian Docherty (Newbattle Abbey 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, extending a warm welcome to Marian Docherty as this was her first meeting.</p> <p>Apologies were noted.</p> <p>The Chair thanked everyone for attending this additional meeting outlining the need for it as a result of the current significant changes taking place across the Forums and the need for a well-attended Executive to take part in discussions given the importance of the decisions required.</p>			For information
2	Minutes of meeting	<p>The minutes of the previous meeting, 8th October 2009 were approved as an accurate account of the meeting.</p> <p>GF clarified the last point under section 7 which should read whether SVQ Level 3 activities would be included as higher education in the College sector.</p> <p>KM clarified that upon Sam Allwinkle's retirement in December Bill Drew will take over line management of SEF staff and will be the Host Institution representative.</p>			For information
3	Matters Arising Declaration of interest	The Chair reminded the group that the issue of conflicting interests may arise as members of the Executive also hold positions of responsibility with other organisations linked to SEF.	All	As	For Information

		The group agreed that there were no concerns associated with this provided all relevant interests were declared, particularly in relation to decisions about funding allocations.	members of Executive	appropriate	For Information
4	Membership of Executive	<p>The Chair again highlighted to the group the number of important decisions that the Executive is required to make at the moment and the importance of having full representation at meetings. While conscious that members are very busy, she asked that they prioritise Executive meetings where possible.</p> <p>At the previous meeting the group discussed Executive Members nominating representatives to deputise. However, this would involve a change to the Constitution and agreement from the Forum Council.</p> <p>The group agreed that although it would be useful to have a nominated deputy, it would appear to be complicated with the voting role of this member unclear and securing continuity an issue. It was agreed to maintain the status quo but this issue may be reviewed in the future.</p>	All members of Executive	For future meetings	<p>For information</p> <p>For Information</p> <p>For Information</p>
5	Budgetary report (paper 2)	<p>LL highlighted that the main issue arising from the budget was the underspend of £20,227 and outlined the reasons for this underspend.</p> <p>The group noted that one programme had overspent, however, it was agreed that this liability was with the individual programmes and not with the Forum. It was agreed that the Forum Director would amend the SEF financial profile to reflect this.</p> <p>The Director advised that the SFC have asked for underspend to be returned or deducted from future payments.</p>	KM	<p>As appropriate</p> <p>Ongoing</p>	<p>For Information</p> <p>For Information</p> <p>For Information</p>

6	Feedback from meeting with SFC on 9 th Nov 2009 – Verbal report	<p>The Chair updated the group that at a meeting with the 4 Forums and the SFC on Monday 9th November 2009 the SFC had advised that they were proposing a three year funded outcome agreement with the forums to deliver a collaborative programme on: Schools and Community Transitions which would be reviewed at the end of year two. This was welcomed by the group.</p> <p>The Chair advised that they had fed back to the SFC that they welcomed the revised focus on higher education; however, they had concerns around how the current outreach work to promote non-HE provision within colleges would be continued. The SFC was aware of this and they would raise this in other appropriate settings.</p> <p>The Chair had also reported concerns that by targeting the lowest quintile of schools there would be pupils from areas of significant deprivation who would not be covered by the national entitlement. The SFC agreed that there might be some leeway in identifying schools but that they would only require reporting on the schools in the lowest quintile.</p> <p>The Chair reported that the Forums community work was also discussed at the SFC meeting on the 9th November and BL would report on this later in the meeting.</p>			For Information
7	SFC's Wider Access Regional Forums Schools Programme The basis for Outcome Agreements (Paper 3)	<p>The Chair reported on the changes to funding at the SFC. All non-core activity including Widening Participation will now be funded through the Horizon Fund. Where previously the SFC had operated a light touch there would now be greater accountability in reporting with the need to demonstrate impact against national outcomes.</p> <p>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 the</p>			For information For information

		<p>Chair outlined the main priorities:</p> <ul style="list-style-type: none"> - The Forums should work within a national framework with regional flexibility in the delivery - Focus to be on Higher Education within College and Universities. - Forums should be better able to demonstrate impact - LEAPS is recognised as a good model - 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. - There should be a sustained commitment from S2-S6 <p>GF highlighted that some colleges in hotspot areas such as Clackmannanshire had MCMC money to delivery additional activities but was unsure how other areas would be able to support activities without the additional funds.</p> <p>The group discussed potential areas of crossover with the articulation hubs (ELRAH) and agreed that SEF should support and work closely with ELRAH to avoid duplication. KM to meet regularly with ELRAH's Director and to provide updates to the Executive as appropriate.</p> <p>The group discussed the following areas</p> <ul style="list-style-type: none"> • What data has been used to identify the 19 lowest quintile schools in the SEF and how they varied to 	<p>Forum Director</p>	<p>As appropriate</p>	<p>Ongoing</p>
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		<p>current SEF activity?</p> <ul style="list-style-type: none"> • What the criteria for working with students in schools would be. • The importance of working with SDS on tracking of students with support agreed nationally through SFC • Work should focus on HE as a first positive destination following SFC review. 			
8	Options and Issues Working Paper (Paper 5)	<p>The Chair introduced this paper outlining its purpose to aid discussions and emphasised that it should not be taken as a blue print. It identifies the schools in the lowest quintile as proposed by SFC and maps out current SEF activity against SFC outcomes</p> <p>The Chair proposed that the way forward would be to look at what activities would be needed and then look at what staffing model would be required taking into consideration the following:</p> <ul style="list-style-type: none"> • The need to build on what we currently have • Reporting to the SFC will be for lowest quintile schools only, as reflected in the outcome agreements • Importance of college partners in providing HE element and confirming future planning for 2010/2011 • The issue of CPD • Ensuring parity of esteem between college and university partners and the delivery of HE in both environments. <p>The Chair highlighted the significant amount of work currently undertaken through LEAPS that SEF does not fund as a result of the financial contributions from HEI and Local Authority partners; Colleges are not currently in this partnership. The Chair asked if Colleges would be interested in joining the LEAPS partnership however, GF</p>			<p>For information</p> <p>For information</p> <p>For information</p>

		<p>added that gaining additional funding from colleges would be difficult.</p> <p>The group discussed the outcomes and outcome measures being proposed by the SFC. KM advised that the 4 Forum managers are to agree outcome measures with the SFC by mid December and she would seek clarification on what progression outcomes the SFC would require and what additional measures might be required e.g. attainment, achievement, increased awareness, case studies and evidence of strategic partnerships. It was recognised that measures such as attainment and staying on rates could not be attributed solely to the forums or causality proved.</p> <p>The group agreed that the Young People and Communities SAG members should focus on developing a programme of activities for 2010/2011 to deliver on our new outcome agreements increasing access to HE (in college and university) in schools in the lowest quintile.</p>	<p>KM</p> <p>YP & C SAG</p>	<p>By December 2009</p> <p>26th November 2009</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>9</p>	<p>Community Engagement & Community Transitions (Verbal up-date)</p>	<p>BL reported to the group that at the SFC meeting on the 9th November 2009 a paper on Community Engagement and Community Transitions had been presented.</p> <p>This paper is a work in progress and produced to aid discussion in looking at what the role of the Forums is in working with communities, mapping out the existing partnerships that exist and how the Forums can support these.</p> <p>The paper looks to begin the same process that the SFC has undertaken for the schools work.</p> <p>BL drew the groups attention to points 32 and 35 which</p>	<p>All</p>		<p>For Information</p> <p>Ongoing</p>

		<p>outline the role that the Forums could have and who the target groups are, as being key points to consider. BL asked that members read and share the paper with colleagues and feed comments back to the Forum Director by the 24th November 2009. The SFC requires responses by mid December 09. KM will collate responses and circulate. It is noted that the SFC only want 2 pages.</p> <p>Jon Gray will then take these points into consideration when taking the paper to the next stage. The SFC will develop an outcome agreement for this area of work following receipt of submissions. KM will clarify timescales for this.</p>	All members	24th November 2009	Ongoing
			KM	Before next Executive	Ongoing
			KM	Before next Executive	For Information
10	Key Dates 2009/10 (paper 6)	<p>The Forum Director presented the group with a proposed conference agenda for January 2010 to engage with local authorities and explore the changes in the current environment with the young people and schools agenda.</p> <p>The group agreed a conference/event in January would be a good idea with representation from SFC to announce the change in focus to the SEF key stakeholders in local authorities, schools, HEIs and colleges and to set the Forum's work within a broader context. This would include speakers from HMIE, LTS and SDS. It was proposed that the Head Teachers from the 19 lowest progression schools were invited along with local authority contacts and SEF members and staff engaged in this area of work. Proposed title being - 'Joint challenges in the context of Curriculum for Excellence & 16+ Learner Choices'</p> <p>A revised conference agenda for Executive Members' comments would be produced and circulated next week for comment from Executive members.</p>			For information
					For information
			EC & KM	w/b 16 Nov 09	Ongoing
11	Next meeting	17 th December 2009			For Information

		10.00-12.00pm The Forum, Bankhead Crossway North, Edinburgh EH11 4BP			
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