

Apologies Gail Fertacz (Forth Valley College), Gillian Russell (Stevenson College) Ian Sutherland (Heriot Watt University),		Sederunt: Liz Lister, Chair (University of Edinburgh), Barbara Lawson, Vice Chair (Edinburgh Telford College), Sam Allwinkle (Edinburgh Napier University), Bill Drew (Edinburgh Napier University), Marian Docherty (Newbattle Abbey College), Kerry Musselbrook (SEF) Wendy MacAdie (Jewel & Esk College), Jon Gray (SFC)			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.</p> <p>A warm welcome was extended to Bill Drew as this was his first meeting and would replace Sam Allwinkle as the Edinburgh Napier University representative.</p> <p>The Chair extended her thanks to Sam Allwinkle, who is retiring at the end of the year, for the commitment and contribution that he has made to the South East Forum and to wider access during his Career, and wished him well for the future.</p> <p>Apologies were noted.</p>			For information
2	Minutes of meeting	The minutes of the previous meeting, 8 th October 2009 were approved as an accurate account of the meeting.			For information
3	Matters Arising	Item 6 the group had welcomed the focus on HE but had concerns about what will happen to other work and activities which focus on college. LL drew the group's attention to an Access and Inclusion Committee paper which mentions a working group which has been set up to align initiatives for young people. This paper will be circulated to the group.	EC		For Information

		<p>JG up-dated the group that this working group had met once and will report in May outlining a clearer direction. The group were looking to establish clearer alignment across all the different areas, and how the maximum impact can be made given the limited amount of funding. This group has representation from College, HMIE, SDS and Scottish Government.</p> <p>ELRAH</p> <p>KM has met with the Director of ELRAH and all areas appear to be well aligned. They also plan to meet in the New Year.</p> <p>SL added that there was a range of work ongoing between colleges and universities and we should not duplicate this work</p> <p>Lowest Quintile schools</p> <p>JG clarified what was meant by working with the lowest quintile.</p> <p>Schools in the SEF region that have 20% or less rates of progression to HE. (Rather than the bottom 20% of Scottish schools). This can be calculated over a 3 to 5 year period and there is flexibility from the SFC around the schools that will be worked in.</p> <p>SVQ level 3</p> <p>LL clarified that SVQ level 3 will not be included.</p>			
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		<p>Developing tracking agreement with SDS</p> <p>JG advised that SFC will help the forums to broker this. The group fed back that in the South East the information on tracking from SDS is good. It was proposed that the model in the SEF could be rolled out as an example of good practice.</p> <p>JG advised that the Forums need to feedback to the SFC what help and information they need from SDS. The Forum Directors have already discussed this online and JG would confirm if the note received reflected all of the Forums positions.</p> <p>Clarity in outcome measures from the SFC.</p> <p>LL referred the group back to the Access and Inclusion Committee paper which included a list of confirmed measures.</p> <p>JG added that there is still room for comment of these, but they should reflect a realistic approach that the forums work will be taking and recognising the length of time it will take to work with a full cohort.</p> <p>JG added that a further discussion around funding of the Forums is still to be had, and funding will be reviewed in 2 years.</p> <p>SA thanked JG for the work and progress that he has made with the wider access forums.</p>	KM & JG		
4	School programme	MD thanked JG for clarifying the progression rate statistics for the group.			For information

		<p>MD reported back to the group a number of areas that the Young people SAG had discussed.</p> <p>The criteria for young people to target will be a challenge for schools to identify these young people, especially at a younger age and that this criteria could potentially exclude some young people.</p> <p>It was important to have an integrated approach. There was a need for stronger links between college and universities. The ACE days were discussed as a model which had been effective in doing this.</p> <p>CPD At the moment there is a substantial amount of curriculum change going on in schools and there is a need for an integrated model, this should include teachers and CLD as this is a recognised gap.</p> <p>JG advised the group that the CPD element for the forums is an aspiration and do not want forum to spread activity too thinly.</p> <p>The group welcomed this, however MD advised that there was a real need for awareness raising to be done.</p> <p>Parents- MD reported that the YP SAG had felt that it was important to recognise that in order to make a long term impact, parents also needed to be worked with. Particularly with marginalised and hard to reach parents who don't attend school events.</p>			
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		<p>Parity of Esteem</p> <p>MD reported that it was recognised that there was a need for more parallel work ongoing in colleges such as 1-1 work, summer schools and campus visits along side LEAPS.</p> <p>JG added that some of this work would be being carried out through school college partnerships. The group agreed that it was important to link in and ensure model fits with what is already taking place.</p> <p>MD also added that it was important to recognise the number of young people who would not be in the lowest quintile schools but would require support and it would be important to work in partnership to ensure these young people are supported.</p> <p>The group had also recognised High Flyers as a model of good practice.</p> <p>The way forward</p> <p>LL thanked MD for feeding back those comments. LL updated the group on the work in Forth Valley and advised that Stirling University had not yet advertised for a post and had were wanting assurance from SEF that the post would be funded for 1 year beyond 2009/2010.</p> <p>LL suggested a meeting is arranged with Forth Valley LA and schools to up-date them on new focus of work. JG added that he would be happy to attend this meeting.</p>			
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JG, LL,
KM

		<p>The group then agreed that LEAPS were an effective delivery model for SEF's work with schools and SEF should fund posts to deliver their work with schools.</p> <p>The group looked at a possible model which would involve the equivalent of 4 post plus additional support for delivering activities and additional capacity building.</p> <p>There would also be a need to include funding for the host institution, University of Edinburgh as overheads on staff costs.</p> <p>It was agreed that the YP SAG would work out the details of the programme.</p>	YP SAG	28 th January 10	
5	Community Engagement & Community Transitions (Paper 3 &4)	<p>The Director set out the main areas of the SFC Community Transitions paper</p> <ul style="list-style-type: none"> • The funding for the Forums should not duplicate other work that is being done by Colleges and SDS etc. • How the Forums can add values to work that is already ongoing • Who the target groups should be • Consider a national programme of CPD. <p>KM then feedback to the group the main points that the Adults and Communities Strategic Advisory Group had</p>	All		For Information Ongoing

		<p>discussed.</p> <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 this age would exclude a number of learners. 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. The group agreed this was more appropriate.• The current thematic groups that Swap-East and Access to Industry work with are still appropriate and do include the MCMC group.• The group agreed that the MCMC group should not directly be targeted but will be picked up via other thematic groups. <p>Articulation</p> <ul style="list-style-type: none">• Over all the group agreed that the Forum should work in partnership with ELRAH and add value to the work of the articulation hubs• The group felt this was already happening with college and university partners working with ELRAH staff.• The tracking of this work would be important to the work of the Forum. <p>CPD</p> <ul style="list-style-type: none">• The group recognised a need to build a CPD			
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		<p>programme however are not convinced on the model</p> <ul style="list-style-type: none"> • The group agreed that further clarity on what Scotland's Colleges would be delivering would be needed • The group were unsure how a national agency would be able to engage with key partners at a local level. • The group were unsure how the CPD that would be delivered would link in with the work that the CLD Council and others are doing and the funding that is available through the community learning and development partnerships. <p>The Executive also discussed the impact that funding cuts are having on CLD and the range of work they are able to offer. The group agreed that there was a need to increase knowledge and understanding across CLD, Colleges and University staff and work in partnership to do this.</p> <p>JG thanked the group for feedback on the CPD element and appreciated there were a number of other agencies such as CLD Council and LLUK already doing work around this, which the Forums could perhaps play a part in.</p> <p>JG thanked KM and the group for the feedback, the SFC will meet in mid January to consider the Forums responses and a paper will then go to the AIC. The group agreed that the next Adults and Communities SAG meeting they would discuss there response and consider the work and findings of Management Exchange and then feed this back to the SFC.</p>	<p>Executive & Adults SAG</p>	<p>14th January 10</p>	
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		The Executive also agreed that they should meet in January to feed into this process.			
6	SEF 2008/09 Annual Report (Paper 5)	<p>KM presented the 08/09 annual report and asked the group for any comments or feedback.</p> <p>The group thanked KM for the work involved in pulling together the report.</p> <p>JG thanked KM for the report, commenting that it appeared to be very comprehensive with a wide range of data. He added that he would find it useful if the key data was highlighted in a clearer way. He also added that he would like to see a table with aggregated HE and FE progression rates of schools worked within the south east.</p> <p>The Executive endorsed the report with the inclusion of the above table.</p>			For information
11	Future Dates & Next meeting	<p>KM highlighted to the group the planned conference with schools in the south east to communicate the new focus of work is now planned for the 10th March 2010. Invites will be circulated in the New Year.</p> <p>The Group agreed that they would need to meet in early January to consider a response to the SFC on the Community Transitions Consultation and agreed to do this on the 14th January 2010 9.30-12.00pm at the same time as the Adult and Communities SAG meeting. This date will be circulated.</p>	EC	Week commencing 11 Jan 10	For Information
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