

<b>Apologies</b> Gail Fertacz (Forth Valley College), Gillian Russell (Stevenson College) Marian Docherty (Newbattle Abbey College), Jon Gray (SFC)		<b>Sederunt:</b> Liz Lister, Chair (University of Edinburgh), Barbara Lawson, Vice Chair (Edinburgh Telford College), Ian Sutherland (Heriot Watt University), Bill Drew (Edinburgh Napier University), Kerry Musselbrook (SEF) Wendy MacAdie (Jewel & Esk College)			<b>Minutes taken by:</b> Eilidh Chalmers
<b>No</b>	<b>Agenda item</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Status</b>
1	Welcome and apologies	The Chair welcomed everyone to the meeting.  Apologies were noted.			For information
2	Minutes of last meeting (P1)	The minutes of the previous meeting, 17 <sup>th</sup> December 09 were approved as an accurate account of the meeting.			For information
3	Matters Arising	The two AIC papers that had been highlighted at the last meeting were provided to members. EC will also send URL link to members for their convenience:  <a href="#">AIC 35 09 Programme Outcome Agreement Wider Access Regional Forums Schools Programme.pdf</a>  <a href="#">AIC 39 09 Aligning initiatives for young people.pdf</a>  <b>Developing tracking agreement with SDS</b> KM advised the group that Forum Managers/Directors had discussed and drafted a paper for the SFC to help them broker an agreement with SDS on the forums' behalf. KM advised that Forum Managers/ Directors will be meeting with the SFC on 4 <sup>th</sup> or 5 <sup>th</sup> February, providing the opportunity to discuss this further if required.	EC          KM	ASAP          4 <sup>th</sup> / 5th Feb	For Information          Ongoing
4	Budgetary report (P2)	KM reported to the group that this was the current budget profile which provides an up-to-date picture of actual expenditure in Q1 & Q2 to-date which ends 28/02/10. The			For information

		<p>Financial Year runs 1 Aug-31 July.</p> <p>KM advised the group that the SFC were happy to receive reports in this format for quarterly reporting. Edinburgh Napier University will provide signed off end of year accounts.</p> <p>KM drew the groups' attention to the committed funds for Forth Valley and High Flyers which had not yet been drawn down.</p> <p>KM also highlighted to the group that the SFC requires the Forums to notify them of any under spend by the end of February (Q2). LL added that the guidance from the SFC is that under spend will not be allowed to be used to fund alternative activities and should instead be returned unless alternative arrangements had first been agreed with the SFC. LL added that we need to plan and manage the budget to prevent this.</p> <p>KM also added that funds for the CPD Transition Unit had not yet been draw down. WM added that the unit is completed and will be going on line and are at a stage to drawdown funds, WM and EC to liaise.</p> <p>The Executive thanked KM for producing this report adding that it was presented in a clear and informative way. The Executive agreed that they were happy with the current budget profile.</p>	WM & EC	Jan 2010	<p>For information</p> <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>For information</p>
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5.	National Up-date (Paper 3)	<p>KM informed the group that this was an up-date from Jon Gray at the SFC.</p> <p>KM highlighted to the group the following next Steps outlined by JG: Schools Programme Each Forum should produce a costed proposal (based on the application of existing budgets, noting that there will not be additional money available for this work). This will include:</p> <ul style="list-style-type: none"> <li>• List of the schools to be targeted;</li> <li>• Budget breakdown (This should show Forum core management cost in relation to this programme item only, as well as the school programme costs); and</li> <li>• Rationale of approach</li> </ul> <p>Required: February 2010</p> <p><b>Community Transitions</b> This item was discussed by the AIC at its meeting on Thursday 10 December. The Committee did not reach agreement on whether there is a role for the forums in supporting community transitions. The Committee also did not reach agreement on how to achieve a national programme of staff development. It was agreed, however, that the committee would now consider the individual forum responses on this issue before finalising a decision at its 11 March 2010 meeting.</p> <p>It was agreed that Management Exchange should meet with JG to feedback findings and recommendations from their work in time for the AIC meeting on 11 March 2010. It was agreed that KM should also attend this meeting and it might be suggested that Jim Gallacher be invited as Chair of the AIC and that Management Exchange present</p>	KM/ Managem ent Exchange	Jan –March 2010 (as approp)	<p>For information</p> <p>For information</p> <p>For information</p> <p>Ongoing</p>
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		<p>the findings and recommendations to members of the AIC.</p> <p>BD asked who the members of the Access and Inclusion Committee were. KM provided details of all <a href="#">AIC Members</a>.</p> <p>The Executive agreed that the Forums need to move away from talking about individual programmes and talk about the forum's activity and that it is addressing a gap and adding value. This is what is valuable to the SFC in a political context.</p> <p>KM also highlighted that Anna Thomson at the SFC would no longer be working on Forum related work and JG and suggested a bi-monthly meeting with the 4 Forum Manager/Directors, which was welcomed by KM and the Executive.</p>			<p>For information</p> <p>For information</p> <p>For information</p>
6.	Schools Programme (P4)	<p><b>Target Schools</b> (paper 4)</p> <p>LL brought the last minutes to the groups attention, where JG had clarified the definition of the lowest quintile as being those schools that have progression rates to HE of 20% or less, taken over a 3 to 5 year average.</p> <p>LL reported to the group that this had implications for the number of schools that SEF would work with reducing it to 12. LL suggested to the group that in addition to the 12 schools with progression rates to HE of 20% or less, they also include schools that in that period have had 2 separate years where they have met these criteria. These would be:</p> <ul style="list-style-type: none"> <li>• Preston Lodge – East Lothian</li> <li>• Hawick - Borders</li> </ul>			For Information

		<ul style="list-style-type: none"> <li>• Eyemouth - Borders</li> <li>• Lornhill - Clackmannanshire</li> <li>• Bannockburn - Stirling</li> <li>• Grangemouth - Falkirk</li> </ul> <p>KM to confirm that this meets with SFC approval ahead of the YP SAG meeting on 28 Jan 2010.</p> <p>LL reported that this would include schools from Forth Valley and Borders and therefore provide intervention across all local authority areas.</p> <p>KM provided the group with an additional paper which included details of the 4 forums' target schools for 2010/11 based on progression to HE rates averaged over 3 or 5 years (as decided by each forum):</p> <ul style="list-style-type: none"> <li>- SEF – 12 schools</li> <li>- West Forum – 25 schools</li> <li>- North Forum - 10 schools</li> <li>- Fife&amp; Tayside Forum - 12 schools</li> </ul> <p>This may be subject to change and is subject to agreement with the SFC.</p> <p>The group noted that in terms of budget allocation for the schools programme the allocation per school is roughly equivalent across the Forums.</p> <p>KM informed the group that if SEF wished to include work with other schools, the other forums may have difficulty in explaining to schools in their area why they are not included in their programme as part of a national entitlement. The group took this point on board and thanked KM for this information.</p>	KM	28 January 2010	<p>Ongoing</p> <p>For Information</p> <p>For Information</p> <p>For Information</p>
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		<p><b>Forth Valley</b>  LL reminded the group that at the last Executive meeting, 17<sup>th</sup> December 2009, it had been agreed that LEAPS was an effective model for delivering SEF's work with schools. The work which LEAPS currently undertake with Group 1 schools was recognised as making a valuable contribution to the SEF Schools programme and that a funding allocation equivalent to one Development Officer post (circa £35K) should be allocated to offset the contribution of the LEAPS partners</p> <p>It was further recommended that a SEF Development Officer be appointed to work with Forth Valley schools to support the delivery of the national entitlement to eligible pupils in target schools in this area. The benefits of the current model of hosting the Borders Development Officer within the LEAPS team was recognised as contributing to an integrated model. It is therefore recommended that the Forth Valley Development post is similarly located in LEAPS. KM to communicate to Stirling University.</p> <p>It was agreed that SEF would need to meet with the 3 Local Authorities in Forth Valley to explain the model and demonstrate the impact it makes to show why they would want to take part in a SEF initiative. LL reminded group that JG had previously indicated he would be happy to support SEF with this meeting.</p> <p><b>Borders</b>  Given the small number of target schools in the Borders that would be worked with, it was agreed to meet with the Borders LA to explore what value might be added to core activity.</p>	<p>KM</p> <p>LL/KM/JG</p>	<p>As soon as possible</p> <p>Feb/ March</p>	<p>For Information</p> <p>Ongoing</p> <p>Ongoing</p>
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			KM/ JG	28 Jan 2008	Ongoing
			KM/LL/JG	Fe/March '10	Ongoing
			Executive	Feb 2010 Exec meeting- tbc	
			Executive	Review Spring 2011	Ongoing





		<p>The Executive agreed the following:</p> <ul style="list-style-type: none"> <li>• SWAP and AI would continue to be funded for 2010/2011 with the addition of a Communities Development Officer based at Napier University to map and co-ordinate the recommendations from Management Exchange for 12 months. (Recruitment would need to take place in May/June for August start). Adults SAG members to be informed of Executive's decision.</li> <li>• Once there is clarification from the SFC on the focus of the Forums' work with communities following its meeting on 11 March 2010, the Adults SAG will take forward this. It will look at what programme of activities is needed with a breakdown of actual costs. EC to circulate dates.</li> <li>• There should be a shift in culture with SEF focusing on the activities that are delivered and not the vehicles or organisations that provide this.</li> <li>• KM to begin to prepare an operational plan on the above basis.</li> </ul>	<p>KM/BD</p> <p>Adults SAG</p> <p>EC</p> <p>KM</p>	<p>May/June 2010</p> <p>Following 11 March 2010 AIC meeting</p> <p>ASAP</p> <p>Feb-March 2010</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p> <p>Ongoing</p>
8.	AOB & Future Dates & Next meeting (P5)	<p>The group agreed the Adults SAG should meet again before 14<sup>th</sup> April 2010 as planned.</p> <p>The Executive will require a meeting in February with as full a representation as possible. The current date of 4<sup>th</sup> February is no longer suitable and this should be moved to week commencing 8<sup>th</sup> February. EC to find a suitable new date and confirm with members. Week beginning 8 Feb 2010 suggested.</p>	<p>KM &amp; EC</p>	<p>Jan 2010</p>	<p>For information</p> <p>Ongoing</p>

		<p>KM highlighted that a revised date for the Forum Council to meet and approve the operational plan is also needed. KM will put out a new Forum Council date, confirming with Executive members, once the next Executive meeting date has been set.</p>	EC	Jan 2010	Ongoing
		<p>KM highlighted to the group the planned conference with schools in the south east to communicate the new focus of work that is happening on the 10<sup>th</sup> March 2010. The group agreed that only the schools that will be worked with (once confirmed with the SFC) in 2010 should be invited.</p> <p>KM also added that a small working group with LA representative is happening to make this conference as relevant as possible.</p>	KM/EC	Jan 2010	<p>Ongoing</p> <p>For information</p>