

Apologies Jon Gray (SFC) Ian Sutherland (Heriot Watt University),		Sederunt: Liz Lister, Chair (University of Edinburgh), Barbara Lawson, Vice Chair (Edinburgh Telford College), Bill Drew (Edinburgh Napier University), Kerry Musselbrook (SEF) Wendy MacAdie (Jewel & Esk College), Gillian Russell (Stevenson College) Marian Docherty (Newbattle Abbey College),			Minutes taken by: Eilidh Chalmers
No	Agenda item	Action	By Whom	When	Status
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, 14 th January 2010 were approved as an accurate account of the meeting.			For information
3	Matters Arising	Developing tracking agreement with SDS KM advised the group that Forum Managers/Directors had submitted a paper to Jon Gray to support discussions on how SDS can support all forums with tracking as part of a national approach. A meeting for mid-March is being scheduled with the SFC where an up-date on progress will be sought. EC updated that Jewel & Esk college were now in the process of drawing down funds for the CPD Unit that had been developed.	KM	mid -March 2010	Ongoing For Information

4	Executive Group membership – Verbal report	<p>KM up-dated the group that Gail Fertacz from Forth Valley College had resigned from the SEF Executive as a result of other work commitments. However KM advised that Gail had offered to provide support in taking forward SEF's work in Forth Valley.</p> <p>LL suggested that it may be helpful to have representation on the Executive from the University of Stirling.</p> <p>KM advised that the process is to write to Council Members to invite nominations to the Executive. In doing this we could highlight the need for a geographical spread of members as well as the need to ensure an even spread of college and HEI representation as per SEF's governance arrangements. KM to contact members and ask for nominations.</p>	KM	As soon as possible/ before March meeting	<p>For Information</p> <p>For information</p> <p>For information</p>
---	--	--	----	--	--

5.	SFC Up-date – Verbal Report	<p>KM up-dated the group that the South East Forum Operation Plan was due to be submitted to the SFC by the 31st March 2010.</p> <p>The next Executive meeting on the 18th March will be to review this Operational plan before it is presented to the South East Forum Council on the 22nd March 2010.</p> <p>KM also updated the group on the progress of the Communities work. The Access and Inclusion Committee will meet on the 11th March 2010 where they will be making recommendations on the Forums work with communities. Jon Gray is in the process of trying to set a meeting date with all 4 Forum Managers/Directors shortly after this date to inform them of the outcome. KM to report to Executive.</p> <p>BL asked about the process for developing the Operational Plan. KM advised that she would pull this together for the 18 March Executive meeting, with a template for this, soon to be provided by Jon Gray. She would be in a position to do this after the Adults & Communities SAG had met on 2nd March 2010 where current activities would be reviewed and priorities/gaps identified. KM reminded the group that it had been agreed that SEF would continue to fund the current communities work for 1 further year give the lack on clarity from the SFC around what this work should focus on.</p>	KM	mid-March 2010	<p>For Information</p> <p>For information</p> <p>For information</p> <p>Ongoing</p> <p>Ongoing</p>
----	-----------------------------	--	----	----------------	--

		<p>marginalised. This was agreed by the group.</p> <p>KM reported that the West and Fife & Tayside Forum both have dedicated family worker. Whether or not it was advisable for the forums to support these activities through any communities programme budget would not be known until after the SFC had provided a steer after the AIC meeting on 11 March 2010.</p> <p>MD highlighted that it would be important to have CLD representation on the YP SAG and working with them to deliver work with parents would be explored.</p> <p>MD reported on the other gaps identified from S2/3-S6 workshops - ensuring a fair balance between College and university elements, adding in college visits, the importance in not 'streaming' pupils for either college or university element and building a volunteer base for colleges.</p> <p>The group discussed the challenges in building a volunteer base from college students given they are only there for 2 years and the amount of time and effort that volunteers require to ensure they are appropriately supported.</p> <p>The group agreed it would be important to use student who have articulated as volunteers.</p> <p>BL reported that she and Myra McCabe (Telford College) had met with Ged Lerpiniere (LEAPS) to discuss what a potential summer school element at college could look like.</p> <p>CPD – MD reported that general CPD for college staff about</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>
--	--	--	--	--	---

	<p>university was needed and vice versa. The core team delivering SEF's programme would also require CPD. The group also agreed that Teachers and Guidance staff would require CPD as there continues to be a focus on university as the 'best' option from school.</p> <p>Admissions pledge LL highlighted to the group the importance of having a joined up admissions pledge to support widening access activities.</p> <p>LL explained how the admissions pledges with LEAPS and SWAP- East worked within Edinburgh University.</p> <p>KM also highlighted that a summer school report can also be used to secure the offer of a university place and help them get their first choice.</p> <p>The group discussed the challenges of the current climate and the impact this is having on available places at both college and university. They also discussed the removal of ring fencing within Local Authorities and the impact this is having on learning provision with in the community and wider. The group agreed it is important that the SFC have a strategic overview to recognise the full impact.</p> <p>Staffing, financial and hosting costs. A paper was tabled</p> <p>KM talked through the paper which outlined costs of working with SEF's 19 target schools:</p> <p>Edinburgh and Lothian: 13 schools (9 Edinburgh City, 1 Midlothian, 3 West Lothian)</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>
--	--	--	--	--

		<p>Scottish Borders: 2 schools Forth Valley: 4 schools (2 Clacks, 1 Stirling, 1 Falkirk) With a total of £240,000 was available for the schools programme.</p> <p>It was agreed that SEF would fund: 1 Development Officer post for Forth Valley 1 Development Officer Post for Borders 1 Development officer post for Edinburgh/ Lothian. £35K per post = £105,000 Plus, contribution of funding for the delivery of the existing LEAPS programme of £25K plus £10K for hosting costs. Total £140,000</p> <p>It was agreed that funding was available for 3 years however the staffing model for the schools programme would be reviewed after a 12-month period. This would reflect the higher costs of setting work up in the Forth Valley and Borders area.</p> <p>There would be £100,000 available for activities to be delivered. The YP SAG are required to cost each element of the programme of activities.</p> <p>If there is a shortfall in the funds available for all that SEF would like to do, SEF shall make an approach to the SFC to lobby for additional funds to support this.</p> <p>MD requested that details of what the actual costs are to deliver each element of the current programme</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>
--	--	---	--	--	--

		<p>are available in time for the next YP SAG meeting. KM to contact the Director of LEAPS for this information.</p> <p>The LEAPS Management Group will meet on the 22nd February. At this meeting LL will make an offer to contract the services of LEAPS on SEF's behalf. She will outline the rationale to the LEAPS Management Group and ask them to support this model.</p> <p>The group also reflected that Routes 2 Success will be funded until 31st July 2010, when SEF funding will cease. GR to advise appropriate staff at SCE.</p> <p>BD requested that the minutes of what the group agreed in relation to the schools programme, staffing and hosting costs be sent to all members within 48 hours of the meeting. EC to action.</p>	<p>KM</p> <p>LL</p> <p>GR</p> <p>EC</p>	<p>As a priority</p> <p>22 Feb 2010</p> <p>As appropriate</p> <p>18 February</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>
8.	Up-date on Forum communities programme – verbal report	<p>WM reported that the Adults and Communities SAG will be meeting on the 2nd March 2010 to look at current activities to prioritise these and identify any gaps.</p> <p>LL advised that we should ask the Adults SAG to identify target groups and how they are accessed & how we can best contribute to achieving SEF's aims.</p> <p>KM reported that along with Management Exchange had met with the SFC to feedback findings of SEF Community Transitions consultation. The key messages from the SFC were:</p> <ul style="list-style-type: none"> The Forums should work in a focussed way with particular groups of learners to show real impacts 			<p>For information</p> <p>For information</p> <p>For information</p>

10.	AOB.	<p>WM asked about the status of members of the Strategic Advisory Groups (SAG) and who were partners. It was confirmed that those delivering programme's on SEF's behalf are there in a reporting capacity and are 'in attendance.' If contractual/ funding issues are being discussed they would be asked to leave.</p> <p>It may be helpful to remind members of this.</p> <p>KM to check SEF's Governance and deliberative structure to make sure that this is clearly stated.</p>	SAG Chairs	As appropriate	For information Ongoing Ongoing
11.	Future Dates & Next meeting	<p>The Next SEF Executive meeting will take place on 18th March 2010 at 10.00am at the Forum, Bankhead Avenue.</p> <p>The SEF Council will meet on 22nd March 2010 at 10am at Edinburgh Napier's Craiglockhart campus to endorse SEF's Operational Plan.</p> <p>The YP SAG is required to meet prior to the next Executive on the 18th March 2010. EC to find a suitable date the week beginning 1 March 2010.</p>	EC	As a priority	For information Ongoing