

<b>Apologies &amp; Absences:</b> Adrian Kitchen (Oatridge College), Andrew Lawson (Forth Valley), Ian Cockbain (Stirling University), Alistair Charnely (West Lothian), Jane Fowell (Forth Valley), Val Ormiston (SDS), Cath Young (Access To Industry),		<b>Sederunt:</b> Kerry Musselbrook (South East Forum), Eilidh Chalmers (South East Forum), Wendy MacAdie <b>Chair</b> (Jewel & Esk), Lande Wolsey (Queen Margaret University), Ruth Howard (SWAP-East), Bruce Penman (Stevenson College), Lindsay Hewitt (Open University), George Wilson (Edinburgh Napier), Myra McCabe (Telford) Neil Speirs (University of Edinburgh), Callum Maguire (Heriot-Watt University), Yvonne Shaw (Management Exchange),			<b>Minutes Taken By:</b> Eilidh Chalmers
		<b>Members of the Executive</b> Elizabeth Lister Chair SEF Executive (Edinburgh University), Barbara Lawson, Vice Chair SEF Executive (Edinburgh's Telford College), Bill Drew (Edinburgh Napier University)			
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	<p>The Chair WM welcomed the group to J&amp;E College, offering an extended welcome to members of the SEF Executive who attended the meeting to hear the initial findings of the Community Transition Consultation.</p> <p>A round table of introductions were completed and apologies were noted.</p>			For information
2.	Minutes of last meeting (P1)	The Minutes of the last meeting (16/12/09) were approved.			For information
3.	Matters arising	<p>The pre- access work the Fife &amp; Tayside Forum and SWAP- East have been carrying out will be a future meetings agenda.</p> <p>Val Ormiston had discussed working with SWAP- East and Access to Industry around using ILA's for students. It was agreed this should also be added as a future agenda item.</p>	<p>RH</p> <p>VL, RH, CY</p>	<p>Next meeting</p> <p>Next meeting</p>	<p>For Information</p> <p>For information</p>



		<ul style="list-style-type: none"> <li>• It is important to recognise the challenges that this consultation has highlighted when taking this work forward.</li> <li>• The different sector active in CLD need to develop a common language</li> <li>• Wider practitioner networks should be developed</li> </ul> <p><u>Best Practice in Transition</u></p> <ul style="list-style-type: none"> <li>• There were examples of good practice in this area, however currently there are concerns around places being available in college and university to support the transition.</li> <li>• The Forums should ensure there is provision provided within the community, creating the opportunities to progress.</li> <li>• The Forums role should be about bringing opportunity and change</li> <li>• Should focus on learner outcomes and not the traditional idea of physically moving from community, FE to HE.</li> <li>• SEF can help to set academic achievement within the community setting, and a role for the Forum is to help to highlight and demonstrate the success that this can have.</li> </ul> <p><u>Effective targeting</u></p> <ul style="list-style-type: none"> <li>• What the SEF programmes are currently doing is working and effectively targeting.</li> <li>• It is important for practitioners to recognise when students are ready to make the transition.</li> <li>• Would it be best for SEF to take more of a 'conductor' role in supporting and guiding</li> </ul>			
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		<p>work?</p> <ul style="list-style-type: none"> <li>• What should SEF's partners contributions be?</li> <li>• The Forum does not engage enough with organisations active in the field.</li> </ul> <p><u>Promoting existing tools</u></p> <ul style="list-style-type: none"> <li>• Needed clarification on what was meant by 'tools': was this CPD or the wider tools used by CLD staff?</li> <li>• There appears to be a need to map out what is currently going on.</li> <li>• SEF should have more of a co-ordination approach and support the network of practitioners.</li> </ul> <p>Finally the group agreed that SEF need to develop a voice within the current environment.</p> <p>YS then outlined the next steps to completion of the work:</p> <ul style="list-style-type: none"> <li>• Consult with SFC</li> <li>• Interpret full results of online survey</li> <li>• Take cognisance of steering group discussions</li> <li>• Feedback on research findings</li> <li>• Finalise community contact database</li> <li>• Community Transitions Strategy - recommendations</li> <li>• Strategy development workshop</li> <li>• Community Transitions Strategy</li> </ul>			
6.	National Up-date	KM provided the group an up-date on the			For Information

		<p>progress of the SFC's Community Transitions paper.</p> <p>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 March 2010 meeting.</p> <p>The group agreed it was important for Management Exchange to meet with Jon Gray at SFC to feedback findings of consultation and the discussions from the Adults SAG. LL suggested that it may also be valuable if a member of the AIC attended this meeting.</p> <p>KM advised that the Executive was meeting after this meeting to discuss the way forward, taking onboard the discussions from this meeting.</p>	YS, KM	January/ February 10	Ongoing
9.	AOB	<p>The group agreed that adding CLD representation should be considered at the next meeting.</p> <p>KM thanked YS and Management Exchange's hard work over the past 6 months and for her input at today's meeting.</p>	SAG members	14 <sup>th</sup> January 10	
10.	Date of next meeting	The date of the next meeting is currently the 18 <sup>th</sup> April 2010 however, the group agreed there was a need to meet before this date. EC will liaise with members to find a suitable date.	EC	Jan/Feb	For Information