

Apologies Jon Gray (SFC), Liz Lister, Chair (University of Edinburgh), Gillian Russell (Stevenson College) Marian Docherty (Newbattle Abbey College),		Sederunt: Barbara Lawson, Vice Chair (Edinburgh Telford College), Bill Drew (Edinburgh Napier University), Kerry Musselbrook (SEF) Wendy MacAdie (Jewel & Esk College), Ian Sutherland (Heriot Watt University), Tracy Dalling (West Lothian College)			Minutes taken by: Eilidh Chalmers
No	Agenda item	Action	By Whom	When	Status
1	Welcome and apologies	The BL chaired this meeting on behalf of LL and welcomed everyone to the meeting. A warm welcome was extended to Tracy Dalling as this was her first Executive meeting since being nominated.			For information
2	Minutes of last meeting (P1)	The minutes of the previous meeting, 16 th February 2010 were approved as an accurate account of the meeting.			For information
3	Matters Arising	EC updated that Jewel & Esk college were now in the process of drawing down funds for the CPD Unit that had been developed. WM & BL will meet and up-date the Executive on the progress of this at the next Executive meeting. BL sought clarity that Stevenson College had discussed the Routes 2 Success project funding coming to an end. KM confirmed that she had spoken with the Routes 2 Success Project Manager and the exit strategy is being planned. BL noted that this year had been a year with substantial changes to be developed and the forum have moved through the process well.	WM & BL	27 th May 2010	Ongoing Completed For Information

4	Executive Group membership	<p>KM welcomed Tracy Dalling to the Executive.</p> <p>KM advised that LL the current Chair would be standing down in July and a number of other members terms will be coming to the end of their two year term.</p>			<p>For Information</p> <p>For information</p>
5.	Budgetary report (P2)	<p>The group noted that there was an underspend as a result of the work in Forth Valley not taking place.</p> <p>KM advised that recruitment of the Forth Valley worker would use some of this underspend.</p> <p>The group discussed how this underspend could be best used and what could be offered to Forth Valley schools in the short term like the High Flyers event that ran in 2009.</p> <p>IS advised that it would be unlikely that Heriot-Watt would be able to host anything this year and suggested that the University of Stirling and Forth Valley College could be approached to deliver an event.</p> <p>BL advised that a joint college and LEAPS meeting arranged in April could be used to discuss a summer event for Forth Valley.</p> <p>The budget was approved.</p>	BL	20 th April 2010	<p>For Information</p> <p>For Information</p> <p>Ongoing</p>

6.	SFC up-date – verbal report	<p>KM advised the group that the SFC have asked the Forums to submit an Operational Plan for 2010-2013 for the schools programme only. This is as a result of the lack of clarity on the communities work.</p> <p>KM advised the SFC will make decisions meeting on communities work on the 19 March following the 11 March AIC. The SFC have arranged a meeting with Forum Chairs and Directors after the LfA Conference on 23 March to discuss the implications of any decision which the Council may make.</p> <p>The group discussed what the impact of this will be on the Forum and recognised that the worst scenario would be that there were no community activities delivered by the Forum.</p> <p>KM highlighted that there could still be some forum communities work in relation to joint CPD, work with parents in relation to schools work.</p> <p>The group agreed that they were anticipating a sharper narrower focus for the forums communities work.</p>	KM & BL	23 rd March 2010	<p>For Information</p> <p>Ongoing</p> <p>For Information</p> <p>For Information</p> <p>For Information</p>
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7.	SEF work with communities	<p>KM reported that Management Exchange, who had been commissioned to develop SEF's Community Transition Strategy, were struggling to make recommendations given the lack of clarity from the SFC.</p> <p>KM recommended that Management Exchange are kept on a 'retainer' to do another 1 or 2 days work, with any report recommendations once the SFC have reached a decision. On this basis we would process and pay the second instalment they are due now, and pay them for an additional 1 or 2 days work as and when it is needed.</p> <p>The group supported the recommendation.</p> <p>KM reported that at the last Adults SAG meeting the group had prioritised current SEF activities and identified gaps.</p> <p>KM advised the following were the key areas discussed.</p> <ol style="list-style-type: none"> 1. Tracking and comparison in retention across the country and across a range of courses would be informative. This will be more critical in the current economic climate with a squeeze on resources and additional pressures on students. 2. The group discussed the financial barriers that face SWAP students as studying full time affects their benefits. A benefits review is essential to supporting students. 3. There is a need to monitor whether SWAP students are still securing places at college and then university over the coming year and if these are SEF target SIMD 4&5 zones. 	KM	As appropriate	<p>For Information</p> <p>Ongoing</p> <p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p>
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		<p>4. AI could support colleges to improve their retention on existing courses. Pre-support also needed to manage expectations, rather than develop new courses.</p> <p>5. ELRAH to be invited for a joint session to look at whether there is scope to join up SWAP and ELRAH's efforts to make information/materials more student centred in terms of presenting a range of options and to streamline efforts.</p> <p>6. The group discussed that completing a SWAP course is not seen as a qualification in its own right and should be given better recognition through exploring accreditation</p>			<p>For Information</p> <p>For Information</p>
8.	SEF Schools Programme	<p>The LEAPS management group met on the 15th February where they overall accepted the offer of funding with questions raised around management and branding.</p> <p>KM advised that the following had been discussed. The SEF funded posts and the programme would report to SEF through its YP SAG.</p> <p>Line management of posts on a day-to-day basis would be through the director of LEAPS.</p>			<p>For Information</p> <p>For Information</p>

		<p>KM highlighted that this would be a forum programme and part of a national entitlement needs to be understood as guided by the SFC.</p>			For Information
		<p>KM advised the LEAPS Chair requested a Service Level Agreement was drafted, the group agreed this was needed.</p>			For Information
		<p>The staffing model as presented would be reviewed after one year.</p>			For Information
		<p>KM advised that previous discussions around SEF being asked to bridge one post for 1-2 months are not longer needed as LEAPS partners have already agreed to this.</p>			
		<p>LEAPS partners are looking to build a contingency fund.</p>			For Information
		<p>Meetings with Forth Valley KM advised that meetings with the 3 Forth Valley LEA and schools had been successful. They had welcomed the approach, particularly being part of a wider network. They requested that there be some flexibility to take account of local needs, a local steering group to support operations would be established and the Forth Valley Officer would have a hot desk at both FVC and U of S to build relationships/local knowledge and ensure effective co-ordination with local activities.</p>			
		<p>BD reflected on the positive progress that had been made in this area. The group discussed using the underspend to support development of the Forth Valley work such as building local links, developing information material, events for schools and students etc.</p>	KM & EC	May 2010	Ongoing

		<p>BL advised in order to move things forward a time line for the following is required.</p> <p>Job description Date for advertising the post Interview date</p> <p>BD advised that would need to consult with Edinburgh University around their procedures and timescales for recruitment.</p> <p>KM advised that were in the progress of looking at a communications strategy including some exit communications for Routes 2 Success.</p> <p>KM also reported that she had met with ELRAH and had identified a number of areas to work together, CPD being on of these.</p> <p>BL asked that CPD is added to the agenda of another meeting.</p>	<p>BL, LL,MD & KM</p> <p>KM & LL</p> <p>KM & EC</p> <p>KM</p> <p>KM</p>	<p>Immediately</p> <p>Immediately</p> <p>April 2010</p> <p>As appropriate</p> <p>May 2010</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
10.	Operational plan 2010/2013 (P3)	<p>KM advised this was a template from the SFC.</p> <p>The group discussed adding in some further context details around the current climate, new emerging barriers and the impact of fewer places being available at college and university.</p> <p>The groups agreed the plan should reflect the forum's intention to work with parents in relation to schools work and also to look addressing CPD needs for schools and the sector, based on outcomes from the SEF schools conference on the 10th March 2010.</p>	<p>KM</p> <p>KM</p>	<p>22 March 2010</p> <p>22 March 2010</p>	<p>For information</p> <p>Ongoing</p> <p>Ongoing</p>

		With these changes the group agreed to endorse the plan with final approval being made by the SEF Council on the 22 nd March 2010.			
10.	Review membership of Strategic Advisory Group (P4)	<p>KM advised that at the last Executive meeting on the 16th February she was asked to review the membership section of SEF's strategic plan.</p> <p>KM Recommend that 'Access to Industry, CAMPUS, LEAPS and SWAP-East' are deleted in the composition of the SAGs to reflect that SEF may commission these or other deliverers as service providers. Rather, include that any providers of services to SEF shall attend meetings in a reporting and advisory capacity and shall not take part in discussions relating to future contacts or funding.</p> <p>The group agreed to this change.</p> <p>KM also advised that Given the importance of working closely with the LEAs one option may be to invite the LEAs to annual or bi-annual SAG meetings at key review points of Forum activities.</p> <p>The group agreed this should be bi –annually and it should be Local Authority representatives relevant to forum's work who should be invited.</p>	KM	22 March 2010	For information
			KM	22 March 2010	Ongoing
					For Information
11.	Service Level Agreement or condition of grant (P5)	<p>BD highlighted to the group then need to develop the SLA as a request from the LEAPS chair and it is based on the current SEF conditional of grant letter.</p> <p>The main areas discussed were:</p>			For Information

		<p>The notice period which the group agreed should read The minimum of a three month periods will be required if either party wishes to terminate contract or as specified by any other contract.</p> <ul style="list-style-type: none"> • SEF should refer to interim and annual Impact reports in the SEF template. • SEF should be notified of any underspend immediately. • KM will make the changes to the document. <p>BL highlighted that new project reports will need to be developed and added to a future agenda.</p> <p>BL thanked everyone for their contributions and thanked KM for her hard work in producing the operational plan.</p>	KM	As needed	For Information
			KM	As needed	Ongoing
					Ongoing
					For Information
12	Date of next meeting	<p>The next Executive meeting is the 27th May 2010 at 10.00am</p> <p>The dates of the next Young People and communities SAG's were also noted.</p>			For Information