

<b>Apologies &amp; Absences:</b> Andrew Lawson (Forth Valley), Ian Cockbain (Stirling University), Alistair Charnely (West Lothian), Jane Fowell (Forth Valley), Val Ormiston (SDS), Wendy MacAdie <b>Chair</b> (Jewel & Esk), Lande Wolsey (Queen Margaret University),		<b>Sederunt:</b> Adrian Kitchen (Oatridge College), Kerry Musselbrook (South East Forum), Eilidh Chalmers (South East Forum), Ruth Howard (SWAP-East), Bruce Penman (Stevenson College), Joan Thomson (Open University), George Wilson (Edinburgh Napier), Myra McCabe (Telford) Neil Speirs (University of Edinburgh), Callum Maguire (Heriot-Watt University), Cath Young (Access To Industry).			<b>Minutes Taken By:</b> Eilidh Chalmers
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome and apologies	NS chaired the meeting on WM's behalf.			For information
2.	Minutes of last meeting (P1)	The Minutes of the last meeting (14 January 2010) were approved.			For information
3.	Matters arising	<p>It was agreed that as this meeting was an additional meeting to the schedule. The following two matters arising should be carried forward to the next meeting on the 15<sup>th</sup> April 2010</p> <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>KM updated the group that she had met with Management Exchange and the Jon Gray from the SFC to feedback the main findings of the Community Transition Strategy. The key</p>	<p>RH</p> <p>VL, RH, CY</p>	<p>15 April meeting</p> <p>15 April meeting</p>	<p>For Information</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p>

		<p>messages from this meeting were:</p> <ul style="list-style-type: none"> <li>• The Forums should work in a focussed way with particular groups of learners to show real impacts</li> <li>• Outcomes should be measurable and accredited</li> <li>• Any additional networking activities or ways to strengthen partnership approaches with CLD should not be at the expense of the core work with learners (currently brokered and supported through Access to Industry and SWAP-East).</li> <li>• A clearer vision of what networking and partnership approaches to provide real focus in terms of what would be achieved is needed in the report.</li> </ul> <p>KM also highlighted that SEF's work is seen to be favourable and is standing up well across the other forum areas.</p> <p>KM also up-date the group that the SFC proposal for delivering a joint CPD programme through Scotland's Colleges will not be pursued given other networks available and the money available to CLD through the CLD Standards Council.</p> <p>NS clarified for the group that it would appear the only issue that the SFC had was around the networking element and the need for this to have a clearer vision and focussed outcome.</p> <p>KM highlighted the final report is due from Management Exchange imminently.</p> <p>GW feedback to the group that a large</p>			<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p>
--	--	--	--	--	--

		percentage of Management Exchange's report focussed around the issue of CPD, and SFC feedback would indicate that the Forums shouldn't focus on this. The group agreed this should be noted.			
4.	National Update – verbal report	<p>KM advised the group that the SFC's Access &amp; Inclusion Committee will meet on the 11<sup>th</sup> March 2010 to discuss the future prioritisation of the Forums' work with communities. At some point after the 19<sup>th</sup> March the SFC will let the Forums know the outcome of any decision by the Council.</p> <p>KM advised the group that the SEF Executive had decided that given this uncertainty and lack of clarity SEF should continue to fund SWAP- East and Access to Industry for another year and in addition should employ a Development Worker to take forward the recommendations from Management Exchange's report.</p> <p>BP sought clarity around the timings and the lack of clarity of information from the SFC.</p> <p>KM also reported that the SFC require the Operational Plan 2010-2013 to be submitted by the 31<sup>st</sup> March 2010. The SFC's offer of grant letter also details that the Forums will be given 2 years notice of any cessation of funding. However, this is the first year that the Forums have been funded from the Horizon funding.</p> <p>NS requested clarity around the new post.</p>			<p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For information</p>

		<p>KM reported that after the Adults SAG meeting on the 14<sup>th</sup> January the Executive met. At this meeting they decided to continue funding for AI and SWAP-East and that funding that is put aside for research and development would be used to fund a Development Officer for 1 year (this may only be a part time post depending on funds) to take forward the recommendations from the Community Transitions strategy. This could involve the networking elements described and the Practitioner database.</p>			For Information
5.	Summary of impacts (paper 2)	<p>KM introduced paper 2 which summarises the impact made over the last year.</p> <p>The group discussed the retention figures of both programmes. NS questioned if we know why some students drop out and, we could take steps to support them.</p> <p>RH advised the group of all the work that SWAP-East do to support students and the tracking they do to find out the reasons for students dropping out. A full tracking report will be out in April 2010. RH to report back to the group</p> <p>CY reported on the work AI do to support students, and a large number drop out for a wide range of person reasons. AI monitor drop out rates on courses and do adjust courses to help this situation.</p> <p>NS also highlighted the need for pre-support to manage expectations.</p> <p>The group felt the overall retention rates were</p>	RH	April 2010	<p>For Information</p> <p>For Information</p> <p>Ongoing</p> <p>For Information</p> <p>For information</p>

		<p>very good and above average.</p> <p>BP suggested that it would be good to compare these rates with a similar course across the country. Role for any SEF Development Worker? Feedback to Management Exchange.</p> <p>KM highlighted that the AI figures include work that other funders also include. The group felt it would be worth separating the SEF work. KM and CY advised that what SEF funds and what others do is clearly indicated in SEF's Annual Report.</p> <p>KM also reported that in future the SFC only want to know about the activities and outcomes that SEF deliver.</p>	KM	ASAP	<p>Ongoing</p> <p>For information</p> <p>For information</p>
6.	Review of SEF adults & communities activities – priorities and gaps (Paper 3-current activities)	<p>KM summarised the task for the meeting, to review current activities, assess priorities and gaps in provision in line with Forum objectives. In doing this, they are asked to consider how we identify target groups; how they are accessed.</p> <p>The purpose of task is to: inform any changes to our current programme of activities for next year, 2010/11. It will also help prepare the Forum for any potential changes to its role in working with communities once the outcome of the SFC review of this is known.</p>			<p>For Information</p> <p>For Information</p>

		<p><b>Access to Industry</b>  CY provided an overview of the Access to Industry activities including course design, marketing and recruitment, supporting on course retention, supporting progression, referral routes, raising aspirations, raising the profile of the work and monitoring and evaluating.</p> <p>CY advised that she thought future priorities for the work should be:</p> <ul style="list-style-type: none"> <li>• Guaranteed places and not just interviews from colleges.</li> <li>• Guarantees from colleges around running the courses again in the next academic year.</li> <li>• Colleges approaching AI to fill gaps in their provision.</li> </ul> <p>MM fed back agreed that using AIs expertise to fill the gaps in course provision would be worthwhile, however, it would be very difficult to do. MM suggested getting AI on the radar with the Telford's Curriculum Review Team.</p> <p>MM advised that given the pressures on numbers and budgets, retention rates will be important for colleges and suggested AI could support other college courses to improve their retention.</p> <p>CY advised that AI would be able to offer this as their expertise is in providing the support and they have a model that works.</p> <p>It was suggested that AI and college partners could meet to discuss the above, with less focus</p>	MM	As appropriate	<p>For information</p> <p>Ongoing</p> <p>For information</p> <p>For information</p> <p>Ongoing</p>
--	--	---	----	----------------	--

		<p>on developing new courses and more emphasis on support what is already delivered. Agreed to put down as a marker for future action.</p> <p>GW suggested that if there are no places in colleges and colleges can't guarantee places. Can we deliver courses that are credit-rated in the community and will then help learner to get into college. Given the challenges around 'wider access' students gaining places at college in the current climate. Could we fill this gap in the community in partnership with CLD? The group agreed this could be investigated, however, the group asked where the funds to deliver this would come from. They concluded here weren't sufficient funds to do this.</p> <p><b>SWAP- East</b></p> <p>RH provided an overview of SWAP-East activities including promotion and awareness raising, support of recruitment to the college courses, additional support to SWAP students and tutors, brokering and updating SWAP progression agreements, supporting university partners and monitoring and evaluating.</p> <p>The group discussed the SWAP progression agreements and discussed how SWAP could link with ELRAH.</p> <p>RH advised that ELRAH do not consider the SWAP routes as articulation. However, the group discussed the value in joining up efforts to make information/materials more student centred in terms of learners being presented with a range of</p>	AI & college partners	As appropriate	<p>For information</p> <p>For information</p> <p>For Information</p> <p>For information</p>
--	--	--	-----------------------	----------------	---



		<p>but whose lack up relevant qualifications is a disadvantage.</p> <p>The group discussed if we should be offering more flexible and P-T courses? It was noted, however, that the lack of P-T opportunities at university might be a barrier. It was also suggested that HEIs preferred learners who could show they could study F-T? No action agreed for now.</p> <p>The group discussed the financial barriers that face SWAP students as the full time course effects their benefits. The group agreed that ensuring students have access to a benefits review is essential to supporting students.</p> <p>AK highlighted that he would be keen to look at developing some work with SWAP-East to create access links between Oatridge and SAC.</p> <p>KM summaries the main points from the discussion and advised that she would feed this back to the Executive. How this will be used will be determined by the decision of the SFC on work with communities.</p>	AK/RH  KM	As appropriate  18 March 2010	For Information  For information  Ongoing  Ongoing
10.	Date of next meeting	The date of the next meeting is 15 <sup>th</sup> April 2010 at Oatridge College in West Lothian.			For Information