

<b>Apologies &amp; absences:</b> Lindsay Hewitt (OU), Ernie Romer (Forth Valley College), Margaret Forisky (West Lothian College), Karen Murray (Oatridge College), Antonia Palmer (Edinburgh College of Art), Jayne Gracie (Borders College), Phil Denning (HMle)		<b>Sederunt:</b> Marian Docherty, Chair, (Newbattle Abbey College) Donald Lumsden (SDS) Kerry Musselbrook (South East Forum), Kate Davidson (Stirling University), Ged Lerpiniere (LEAPS), Kathleen Hood (Edinburgh University), Ian Sutherland (Heriot Watt), Alan McLachlan (Queen Margaret University) Gayle Henderson (Routes 2 Success), Fiona Gunn (Stevenson College), Myra McCabe (Telford College).			<b>Minutes Taken By:</b> Eilidh Chalmers (SEF)
No.	Agenda Item	Action	By Whom	When	Status
1.	Welcome, Introductions and Apologies	The Chair welcomed the group to the meeting and apologies were noted			For information
2.	Draft Minutes of previous meeting (P1)	The minutes of the previous meeting 28 <sup>th</sup> January 2010 were approved.			For information
3.	Matters Arising	All matters arising were picked up in the agenda.			
4.	Future Direction	MD Advised that she has asked Colin Taylor Headteacher from Newbattle High School to become a member of the group and he had accepted. He will be able to attend the next meeting on the 29 <sup>th</sup> April 2010.			For Information
		MD reported that finding a CLD representative has been slightly more challenging as CLD are going through a period of uncertainty and change. MD will wait until Easter to action this.	MD	Easter 2010	Ongoing
		KM also advised that a Headteacher from	KM	As appropriate	Ongoing

		the Forth Valley would also be asked to join the group.			
5.	Up-date from SEF Executive	<p>KM up-dated the group on the following key dates</p> <p>SEF Executive meet on the 18<sup>th</sup> March SEF Council meet on the 22<sup>nd</sup> March The SEF Operational plan submission on the 31<sup>st</sup> March.</p> <p>KM advised meetings with Forth Valley Local Authority and schools had now taken place. All were very positive and are happy to be involved in the work.</p> <p>KM reported that they had asked for some local flexibility. Stirling University and Forth Valley College had also offered the use of a hot desk for the Forth Valley worker.</p> <p>MD reported to the group that Clackmannanshire welcomed the approach being taken and valued being a part of a larger network as they can feel isolated. They stressed the need for shared CPD and for extended work with parents in the community.</p> <p>KM advised this was very similar to the issues other LEAs had raised.</p> <p>KM also highlighted that the Forth Valley LEAs recognised the HE focus of the SEF</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>For information</p>

		work and the need for additional support for young people who would be moving to college.			
6.	<b>Exit Strategy and legacy of Routes 2 Success</b>	<p>GH reported that the exit strategy had been discussed at the Routes 2 Success Steering Group meeting on the 5<sup>th</sup> March and the need for clear communications during this period was needed.</p> <p>At this meeting it was proposed that a letter from SEF and R2S was sent to schools as there is some confusion at the moment to clarify the future of the project</p> <p>GH reported how to leave a R2S legacy had also been discussed; this included the website and developing teaching aids for the workshops. There will be a small underspend for the project which could be used to help develop these.</p> <p>The group highlighted that some schools will be familiar with LEAPS in Lothian and Borders.</p> <p>LEAPS and Routes 2 Success should share school contacts to ensure consistency of message with key contacts.</p> <p>GL advised that to help with communication LEAPS normally hold meetings in May with schools to plan for the coming year's activities.</p> <p>It was also recognised that it would be</p>	GH, KM, EC	ASAP	For Information
			GH	By 31 July 2010	Ongoing
			GH, GL	As appropriate	For information
					Ongoing
					For Information

		important for LEAPS to build links with Forth Valley College and Skills Development Scotland.			
7.	Up-date from partners	<p>Admission Pledge BL advised that although there had been initial discussions around this, there is a need to include all colleges across SEF in the discussion. It was recognised that a college pledge would be very different from what the HEI's have. It was agreed that a joint college meeting should be held to discuss this and a number of other issues.</p> <p>MM added that it would be important that everyone is clear and confident about what an Admissions Pledge would mean.</p> <p>KM handed out the LEAPS current Admissions pledge for information.</p> <p>'College Summer School' BL reported that a college 'summer school' element would be different to the current LEAPS summer school.</p> <p>MM added that we would need to be clear about what students this would be aimed at and what benefit it would provide. This would also be discussed at the joint college meeting. It was highlighted that summer may not be the most appropriate time for an 'event'.</p>	EC	By April	<p>Ongoing</p> <p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p>

		The group discussed other summer school models such as 'Kick Start' by Edinburgh University and a care leavers summer school at college, to help provide an indication of potential costs.			For information
8.	Prioritise SEF activities with target schools and agree target numbers for 2010/11	<p>KM advised that the staffing model and costs for the new schools programme were £240,000.</p> <p>KM thanked Ged for providing costings of activities for paper 4 and target numbers to inform discussions.</p> <p>GL indicated that the initial costings provided do not include costs for a college summer school or any work with parents. These are two areas guidance from this group are needed. He also added that the target numbers are quite conservative and would expect to exceed these.</p> <p>AM highlighted that the current summer school is limited to Edinburgh &amp; Lothians as the HEI admissions pledge is tied to this. The group acknowledge that there would be increase pressure on numbers for the summer school with Borders and Forth Valley being included.</p> <p>The group discussed the rational for the costs of the 7-week-long summer school for those holding conditional places at university. It was agreed that SEF should fund 20 places at full cost of £900 per learner for those from SEF's 19 target</p>			<p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p> <p>For Information</p>

		<p>schools.</p> <p>The group discussed the difficulty in knowing how to cost a college 'summer school' element. It was agreed that £15,000 should be set aside for this work and it should be called the S5/6 Transitional Support to college. This could consist of a 1 week non residential activity for 100-150 students based on £100 per student.</p> <p>KM advised the group that ELRAH had shown interest in a Summer School for adults going in to HN and wondered if there was scope to explore this. The group discussed the remit of ELRAH and the Forum and the need to have clear boundaries.</p> <p>The group discussed the importance of ensuring that progression routes from HN should be a part of the college transition event.</p> <p>MM recommended that there is a small amount of contingency money set aside as this will be the first year delivering the programme. It was agreed to recommend a contingency of £2,500 in SEF's budget.</p> <p>CPD MD reported to the group the interest that Forth Valley had shown in being part of a</p>			For Information
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		<p>wider CPD network. She also reported that the issue for joint CPD was reflected at the SEF conference on 10<sup>th</sup> March. However, MD advised that the schools will need to be asked what their needs are to determine priorities.</p> <p>GL clarified the CPD costs he had suggested were for CPD of the core staff team only.</p> <p>KM advised that funding to support the joint CPD element could come from another budget within SEF. This would be included for discussion by the Executive.</p> <p>GL added that it would be important for a college representative to be added to the LEAPS planning group.</p>	<p>KM</p> <p>KM</p>	<p>As appropriate</p> <p>8 March 2010</p>	<p>Ongoing</p> <p>For Information</p> <p>Ongoing</p> <p>For information</p>
9.	Date of next meeting	Date of next meeting is scheduled for the 29 <sup>th</sup> April 2010, 10.00am at Newbattle Abbey College. MD kindly offered to supply lunch after this meeting.			For Information