

<b>Apologies &amp; absences:</b> Lindsay Hewitt (OU), Ernie Romer (Forth Valley College), Margaret Forisky (West Lothian College), Karen Murray (Oatridge College), Phil Denning (HMIe) Donald Lumsden (SDS) Alan McLachlan (QMU)		<b>Sederunt:</b> Marian Docherty, Chair, (Newbattle Abbey College) Kerry Musselbrook (South East Forum), Kate Davidson (Stirling University), Ged Lerpiniere (LEAPS), Kathleen Hood (Edinburgh University), Ian Sutherland (Heriot Watt), Gayle Henderson (Routes 2 Success), Fiona Gunn (Stevenson College), Myra McCabe (Telford College), Antonia Palmer (Edinburgh College of Art), Jayne Gracie (Borders College), Colin Taylor, (Newbattle HS)			<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, extended a warm welcome to Colin Taylor from Newbattle HS. The group introduced themselves.  MD thanked CT for agreeing to join and highlighted the importance on having representation from schools.			For information
2.	Draft Minutes of previous meeting (P1)	The minutes of the previous meeting 10 <sup>th</sup> June 2010 were approved.			For information
3.	Remit of the group (P2)	The remit was noted by the group.  BL commented on the number of meetings that had been held this year which had been more than normal or than the remit details.  KM agreed this year had been an exceptional year. The group agreed the coming year there should be 4 or 5 meetings and the content should be focussed as per the remit.	SEF	Next years meeting	For Information  Ongoing



		<p>more consistent throughout and make explicit ongoing interaction and relationship building with cohorts. KM and GL met on 9 June to discuss and complete.</p> <p>KM advised that a re-worked plan was to be submitted by the end of June 2010 and that this will be circulated to the Executive for comments before re-submission. KM recognised that the final plan will need to incorporate discussions at the colleges meeting on 22 June for submission by the end of June.</p> <p>KM &amp; GL also advised that the SFC had indicated that as this is part of a national programme, measurement of success will be looked at nationally in terms of future funding.</p> <p>KM advised that a forum wide event will be held next academic year for school practitioners involved in delivering SHEP to share good practice and problem solve.</p>	<p>KM &amp; GL</p> <p>College partners</p> <p>KM</p>	<p>30 June 2010</p> <p>22 June 2010</p> <p>end June 2010</p>	<p>in progress</p> <p>Ongoing</p> <p>Ongoing</p> <p>For information</p> <p>For information</p>
5.	Up-date on appointment of Forth Valley	<p>KM reported that a Development Officer for Forth Valley has been recruited Jason Bain will be able to start on the 1<sup>st</sup> July 2010.</p> <p>GL added that Jason will be a real asset to the team.</p> <p>BL asked if priority CPD needs and activities had been identified by and for the</p>			Completed

		<p>LEAPS team, especially in relation to delivering an integrated model in line with SFC SHEP outcomes.</p> <p>It was agreed this would be discussed at the joint college meeting on the 22nd June.</p>	GL	22 <sup>nd</sup> June	Ongoing
6.	Communications with schools/ LEAs	<p>KM reported that letters had been sent to all R2S schools outlining the end of the programme, highlighting the resources that have been developed, and the pack that will be developed to enable them to use this independently.</p>			For Information
7.	Potential use of 2009/10 under spend available	<p>MD advised the group on the under spend that had been occurred, the reasons why and talked through paper 3 which outlined a number of options to utilise this spend appropriately.</p> <p>The group discussed each option and agreed on the following.</p> <ul style="list-style-type: none"> <li>- Funding for the development of LEAPS database. (£3,800)</li> <li>- Development of a SHEP film to support the activities particularly for S3 level. (£7,700 est)</li> <li>- An information pack for parents around SHEP and other useful information around post-school options, progression routes and case studies. (To be costed)</li> </ul>			For Information

		<ul style="list-style-type: none"> <li>- A CPD information pack for (guidance) Teachers about SHEP, Higher Education and post-school routes. (To be costed)</li> </ul> <p>All of the above should link to one another including use of case studies.</p> <ul style="list-style-type: none"> <li>- R2S workshop pack (£1,000)</li> <li>- A ½ day event for lower year group in each of the 19 schools. This could include Theatre production / motivational speaker(s) to begin the aspiration raising, confidence building. (To be costed)</li> </ul> <p>Purchasing past papers was seen as a lesser priority although it was recognised that not having access to these was a disadvantage and these would be welcomed by schools. The group agreed that if residual funding was available these could be purchased. (£9,880 est. for quantities outlined.)</p> <p>MM asked that all future materials produced should be suitable for people with a range of other /additional support needs.</p> <p>The group also discussed whether all new materials should be printed in different languages. The group agreed that initially printing should be done in English and this could be reviewed and could become part</p>	KM	asap	<p>Ongoing</p> <p>For information</p> <p>For information</p> <p>For information</p>
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		<p>of specification for materials we commission in the future.</p> <p>All of the above will be costed. Approval will be sought from the Executive and SFC.</p> <p>There should be approval from the (via e-mail or a designated sub group) on the film and also info pack for parents, CPD pack for teachers, half day event for whichever school year.</p>	<p>KM</p> <p>SEF &amp; partners</p> <p>KM</p>	<p>June/July 2010</p> <p>June/July 2010</p> <p>End June</p>	<p>Ongoing</p> <p>Ongoing</p> <p>In progress</p>
8.	Up-date on the School College Transitions programme	<p>KM advised a joint college meeting had taken place in April.</p> <p>At this meeting it had been agreed that replicating the current summer school model for those going to university was not possible and that engagement over a number of weeks in S4 would be most productive. The colleges would be working with local schools to invite feedback on proposed activities and discuss timetabling. Colleges would work together or separately as appropriate to deliver support to local schools:</p> <ul style="list-style-type: none"> <li>• the Edinburgh colleges (ETC/SCE/JEC)</li> <li>• Borders College</li> <li>• West Lothian College</li> <li>• Forth Valley College</li> </ul> <p>The aim of the programme is to support pupils to plan early, increase their knowledge of what is available at HE level</p>			<p>For Information</p> <p>For information</p> <p>For information</p>

		<p>at college, increase understanding of the level of study of HE at college and the progression routes from HE at college, provide motivation and encouragement to expand their options and keep pupils engaged in school and increase confidence.</p> <p>This programme should be flexible to suit schools needs and could be delivered over a number of afternoons, or a more intensive block of time, with October-December identified as the best time in S4.</p> <p>The colleges are meeting again 22<sup>nd</sup> June to take this forward, working with an agreed a template for the activities and costings. At the meeting the group will: agree outcomes; identify 'best activities'; discuss target numbers and costing models; agree next steps to ensure this programme will be deliverable from September 2010.</p> <p>KM advised that feedback from the SFC on working in a more sustained and intensive way with cohorts, might have implications for target numbers and funding. This will be discussed at the meeting on 22<sup>nd</sup> to inform the final plan for re-submission to the SFC by the end of June 2010.</p> <p>The group discussed if the activity would</p>	<p>KM MD &amp;College partners</p>	<p>22<sup>nd</sup> June 2010</p>	<p>For information</p> <p>Ongoing</p> <p>For information</p> <p>For information</p>
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		<p>be for the full year group or for targeted cohorts. It was agreed that the programme would be as inclusive as possible.</p> <p>KH &amp; MM highlighted the TLC project summer school and the potential for crossover, although it was recognised that this was aimed at different age groups.</p>			For information
9.	Date of next meeting	The next round of meetings dates will be circulated however it is likely they will be in September 2010, late December 2010/early Jan 2011.	EC		For Information