

<b>Apologies</b> Jon Gray (SFC), Tracy Dalling (West Lothian College), Bill Drew (Edinburgh Napier University).		<b>Sederunt:</b> Liz Lister, Chair (University of Edinburgh), Barbara Lawson, Vice Chair (Edinburgh Telford College), Kerry Musselbrook (SEF) Wendy MacAdie (Jewel & Esk College), Ian Sutherland (Heriot Watt University), Gillian Russell (Stevenson College) Marian Docherty (Newbattle Abbey College),			<b>Minutes taken by:</b> Eilidh Chalmers
<b>No</b>	<b>Agenda item</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Status</b>
1	Welcome and apologies	LL and welcomed everyone to the meeting.			For information
2	Minutes of last meeting (P1)	The minutes of the previous meeting, 18 <sup>th</sup> March 2010 were approved as an accurate account of the meeting.			For information
3	Matters Arising	<p>LL advised the group that the Forth Valley Development Officer post had been advertised and had received a good response. Interviews for the post are taking place on the 1<sup>st</sup> June 2010.</p> <p>LL also advised that an event for Forth Valley Teachers, LEAs, college and University and SDS had been held on the 10<sup>th</sup> May which was well attended and received positive feedback.</p> <p>KM advised that the Forum's Host Institution (ENU) had still not received a formal letter offering grant. However, following conversations with John Kemp, reassurance had been provided by email on 26<sup>th</sup> May 2010 to enable interviews for the Forth Valley Development Officer post based at Uof E to proceed. KM has written, confirming with relevant people at UofE, that SEF can fund this post until 31 July 2011 from the start date (following interviews on 1<sup>st</sup> June 2010).</p>			<p>For Information</p> <p>For information</p> <p>For Information</p>

4	Executive Group membership (P2)	<p>KM advised there are a number of Executive members nearing the end of their service to the group</p> <p>2 members of the Executive (one HEI, one college) have completed their two years of service.</p> <p>The Chair of the Adults &amp; Communities SAG is nearing two years service.</p> <p>The current Chair will be standing down in July with the current Vice-Chair advising that she will need to await the result of re-structuring within her own institution before she can commit to taking up the Chair's post or not.</p> <p>The group discussed the importance of gaining geographical representation, particularly from Forth Valley.</p> <p>LL advised that it will be important for the Executive to maintain some continuity given the period of change currently going through.</p> <p>IS agreed to continue service on the Executive for 1 further year.</p> <p>Chair of the Adults SAG agreed to continue role for a further year</p> <p>GR advised that with the focus of SEF's work moving to Schools there may be a more suitable representative within Stevenson College. KM advised that this would need to be put to nominations. GR agreed to continue service on the Executive until a new college representative could be found.</p>	IS  WM  GR	Immediate  Immediate  Immediate	For Information  For Information  For Information  Ongoing  Ongoing  Ongoing
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		BL advised that after the 7 <sup>th</sup> June she may have clearer information on the re-structuring at ETC and will be able to advise if SEF will need to seek nominations for a Chair or not. Requests for nominations for this and an other Executive position will be sought after BL has advised on this matter.	BL & KM	After 7 <sup>th</sup> June 2010	ongoing
5.	Budgetary report (P2)	<p>KM advised that there was a current projected underspend of approx. £44,000 as a result of delays in beginning work in the Forth Valley and recruitment of the Forth Valley Development Officer post.</p> <p>KM highlighted some proposed areas to best utilise the underspend and rationale. This has involved consultation with the Director of LEAPS.</p> <p>The group discussed doing some start up activity with schools in Forth Valley and Forth Valley College and Stirling University before the summer break and another in September as a lead in to the programme.</p> <p>The group agreed S4 – S6 could benefit from the activity, however, given the different needs of the two groups separate activities may be needed. LL to liaise with Ged Lerpiniere on Tues 1 June to see if LEAPS could deliver activities and cost these.</p> <p>It was agreed that if there was capacity to organise and deliver the events before the end of term the following would be needed.</p> <ol style="list-style-type: none"> <li>1. The event should be costed by the end of the 1<sup>st</sup> week of June 2010.</li> <li>2. Letters to schools would need to be sent by the</li> </ol>	LL		For Information
			GL	By 4 <sup>th</sup> June 2010	Ongoing

		<p>end of 1<sup>st</sup> Week of June 2010.</p> <p>3. The YP SAG group who meet on the 10<sup>th</sup> June 2010 could look at further ways to use the remaining underspend and provide input to any activities offered to Forth Valley schools in June and Sept 2010.</p>	GL	By 4 <sup>th</sup> June 2010	Ongoing
			YP SAG	10 <sup>th</sup> June 2010	Ongoing
6.	SFC up-date – verbal report	<p>KM advised that she had received clarification that £610,106 will be the funding received from the SFC for 2010/2011 although the official funding letter is still to be received.</p> <p>KM advised that the SFC had requested to meet with SEF Director and LEAPS Director to go over a number of points as set out in P4, with a date set for 3 June 2010. These asked questions about the numbers involved in different activities as the SFC wish to see sustained engagement with a cohort of pupils from S3. The SFC also asked questions about any additional funding and whether this would reduce costs per school? This would not be the case as SEF funds activity in the 19 target schools only. Rather funding from LEAPS partners provide added value in reaching pupils in other schools. KM also stressed that the college and HEI partners will be providing significant contributions in kind. (As such, real costs for school would be increased, not reduced.)</p> <p>KM also advised that Universities Scotland would be interested in being able to demonstrate what HEIs are doing in terms of quantifying contributions in kind to the Scottish Government. This could also be useful in informing any parliamentary discussions as to whether there the launch of a Reporters Enquiry into widening access to HE is required. Joint meeting of WARF Directors/ Universities Scotland staff to be arranged for</p>			<p>For Information</p> <p>For Information</p> <p>For Information</p>

		<p>AY 2010/11 to discuss this and other matters.</p> <p>KM also added the SFC has informed that there will be a review of costs per school to identify where efficiency savings can be made. This will take place over 2010/11 for implementation in 2011/2012.</p>			For Information
7.	SEF work with communities	<p>KM advised the group that notice had been received from the SFC that the Forum will not receive any funding for work with communities after 31 July 2011.</p> <p>KM fed back to the group the SFC's reasoning for this being the lack of a clear evidence of impact across the four Forums and lack of links with Community Learning Partnerships, which colleges have closer links with.</p> <p>It was agreed the Adults SAG meeting on the 1<sup>st</sup> June will look at how to support this year of transition and support SWAP and Access to Industry. This might involve identifying core priorities, demonstrating and promoting impact of this work, advocacy/lobbying and working with the other WARFs as appropriate to ensure it has a positive legacy/secure alternative funding sources.</p>	Adults SAG		<p>For Information</p> <p>For Information</p> <p>Ongoing</p>

8.	Communication	<p>KM reported that all R2S schools had been written to advising of the project coming to an end and reasons for this following the SFC review.</p> <p>KM also advised that work to ensure the legacy of R2S work is not lost and a worksheet to be used by schools and Careers staff is being developed. Training in this will be offered and SEF will take over the maintenance of the R2S website after July 2010.</p> <p>BL asked that the exit letter be circulated to the YP SAG for information</p> <p><b>Developing SLAs</b> KM advised that in preparation for developing service level agreements with LEAs she has been researching the most appropriate approach to this.</p> <p>KM advised that the West Forum has undertaken a 'light touch' with a partnership letter which both the LEAs and SFC had been happy with.</p> <p>The Group agreed KM should draft a letter as the basis for a partnership agreement with LEAs. KM to send to MD or BL for comment by Friday 4<sup>th</sup> June 2010.</p> <p>This will be tested with one LEA first to ensure it is appropriate and will go out to LEAs after the offer of funding from the SFC has been received and activities with schools agreed.</p> <p><b>Forth Valley Steering Group</b> KM advised she will be looking to build this group, involving Uof S, FVC, SDS and other stakeholders for</p>	EC	By 10 <sup>th</sup> June	For Information
					Ongoing
			KM	4 June 2010	Ongoing
			KM	After offer of grant and activities agreed with SFC	Ongoing
			KM		Ongoing

		<p>consideration such as a FV Head Teacher and pupil representation. The group agreed that it is important to develop a clear role and remit for this group; to be clear how it links with the YP SAG and that it will be important to allow pupils to feed into this.</p> <p>KM to draft role and remit for this group and send to BL and MD for feedback by 4/6/2010 before forwarding to all who attended Forth Valley welcome event to consider.</p>	KM	By 4 <sup>th</sup> June 2010	Ongoing
9.	Developing School/ College Transitional Support and statement of intent.	<p>BL reported to the Executive that a group had met to discuss this and that within the current climate it was difficult to commit to something meaningfully.</p> <p>BL advised that colleges already have a strong commitment to widening access and have a good record at doing this. It was agreed at the current time, however, that any statement would not be particularly meaningful and that this should not be pursued. This will be communicated to college partners and to members of the YP SAG.</p> <p>BL advised that once the programme for college/transition support had been implemented and developed, this could be reconsidered the following year if appropriate.</p> <p>BL reported that it would be useful to look at SEF specific statistics to establish the numbers from SEF target schools securing places at college. The Group agreed this would be helpful.</p> <p>KM advised that SDS would be able to support with this data gathering as they track the cohorts we engage with, differentiating between those going onto HE in college and university. This becomes available in December each</p>	KM	June 2010	<p>For information</p> <p>Ongoing</p> <p>For information</p> <p>For information</p> <p>For information</p>

		<p>year. She advised that the forums wish this to be part of a national agreement with SDS to ensure standardisation of data.</p> <p>WM advised that under the national data sharing arrangement colleges send a monthly report to SDS which could prove to be helpful.</p> <p>The Joint College working group will look to take this work forward, with a meeting planned for June 2010. KM to add to agenda</p> <p>KM advised of the work underway by Donald Steele, working with the articulation hubs and SFC to link SQA, FES, and HESA data through the Scottish Candidate Number. This would theoretically allow these databases to be linked (including with any databases we keep) to allow for more sophisticated analysis of which students are or are not progressing to HE in college and university. This could help demonstrate impact and inform future work in terms of access and retention. This group is also interested in taking forward discussions with UCAS to understand application/acceptance ratios in the current climate with pressure on places. Presently, this type of information from UCAS comes at a cost. KM to liaise with Donald Steele to find out if he could run reports for SEF and/or when this work might be complete</p>	<p>KM/college partners</p> <p>KM</p>	<p>June 2010</p> <p>June 2010</p>	<p>For information</p> <p>Ongoing</p> <p>For information</p> <p>Ongoing</p>
10.	Future dates to note	<p>College Executive members advised that common senior management meetings will be on Tuesday mornings, so future dates should avoid Tuesday mornings.</p> <p>EC will send future dates for Executive meetings for AY 2010/11</p>	<p>EC</p>	<p>June 2010</p>	<p>For information</p> <p>Ongoing</p>

		<p>The dates of the next Adults and Young People and Communities SAGs were also noted.</p> <p>KM advised that a joint WARF event is being planned for August/ September 2010. This is for Forum staff to share good practice and challenges as part of a national Schools for Higher Education Programme.</p> <p>GR offered CPD support to the Development Officers around the HE in college aspect. This was welcomed. KM advised that this would be an agenda item at the joint college working group meeting in June 2010.</p>	KM/College partners	June 2010	<p>For information</p> <p>For information</p> <p>Ongoing</p>
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