

Fife & Tayside Wider Access Forum

LIFT OFF Management Group Meeting

**Dudhope Castle, University of Abertay, Dundee
31 January 2007**

Present:

Peter Wright	Fife Council, Chair
Wilma Clark	Forum Manager
Barbara Robertson	Fife & Tayside Wider Access Forum
Karen Hinton	University of Edinburgh
Ian Sutherland	Heriot-watt University
Jonathan Staal	University of Abertay
Fraser Keir	University of St Andrews
Ann Petrie	Transitions, Fife & Tayside Wider Access Forum
Cath Ferrie	Angus College
Anne Hamilton	Dundee College
Archie McInally	Angus Council
Fraser Durie	Adam Smith College

In attendance:

Sarah Morrison	LIFT OFF Development Officer
Jennifer Shearer	LIFT OFF Development Worker
Michelle Adamson	LIFT OFF Support Officer

Apologies:

Aileen Aitken, Ann Chirnside, Cath Brown, Kenny McKeown, Gill Clark, John Blicharski, Kathleen Hood, Marilyn Binnie, Olive Sneddon, Margaret Parratt, Frances Revell

Welcome & Introduction

PW welcomed everyone, thanked them for their attendance and asked them to introduce themselves, before running through the papers.

Minutes of Previous Meeting

The minutes of the previous meeting on 8 November 2006 were noted and approved as an accurate record.

Matters Arising

WC provided an update on AOCB of the previous meeting regards to the Access Summer Schools. She advised that the Funding Council would be writing directly to the institutions regarding the Forum's position on this.

Finance

PW asked all to refer to the finance papers tabled. This included a financial statement for quarter 1 of 2006/07. PW clarified that the financial year for the forum runs slightly differently from August to July.

Steering Group Meeting – Monday 4th December

The Steering Group met as a result of the previous meetings discussion about the SE Forum's proposal to deliver activities from their "Routes to Success" programme schools in the west of Fife, including three LIFT OFF target schools - Woodmill High School, Beath High School, Lochgelly High School. The Steering Group were asked to discuss the proposal on behalf of the Management Group and make a decision. The Group decided that additional input from a different project would not be productive at this time, particularly as LIFT OFF already works closely with these schools. WC has sent a letter to the Director of the SE Forum to this effect, and confirmed that there has been no response to date.

Pupil Forum Report

SM provided everyone with an outline of the Pupil Forum. There will be meetings 2/3 times every year and membership will be drawn from those who attended LO2S 2006 (two from Dundee, two from Fife, one from Angus and one from Perth & Kinross). The Pupil Forum will provide them the opportunity to provide us with feedback, and ideas for any events that we are likely to be holding in the future. SM ran through the report, copies of which were made available to all. The pupils had identified that they would like LO2S to have included a core skills session on note taking and possibly have an essay writing competition about their week. FD suggests first of all identifying skills as this may cause problems. FK suggested holding a debate session would be good as it doesn't involve writing and is very interactive. IS noted that he has done this before and it was really successful and generally works quite well. FK also suggested a question time session; SM will speak to him about this in more detail. The pupils were also asked about what input they would like from LIFT OFF in the future - there was some support for student shadowing. AM expressed concerns about disclosure checks and suggested that schools might have a problem with this. FK and SM have experience of doing student shadowing and feel it will be possible. KH suggested a speed dating type of workshop. There was some support for a "Big Brother" style diary room. PW also suggested the possibility of using Radiowaves, online radio station. SM runs through 'Young Reporters' which is detailed on the pupil forum report. FK mentioned that University of St Andrews have a radio station and LIFT OFF could possibly tie in with them during the Summer Programme and use their facilities, FK will look into this further. The group was very supportive of this.

NEET Project

The minutes of the last meeting are now available. JS and AM requested a copy, which MA will email. The next meeting will be held on the 26th February. SM asked to prepare a contact sheet to be done of all project leaders and circulated to the Management group.

Stepping Higher

SM advised that Michelle is about to begin working on this year's articulation booklet and wondered if the group had any suggestion regards to text and finance etc. FD expressed concerns about the links between colleges and universities and how accurate the information is. SM mentioned the clause in the booklet, which states that the information may no longer be correct. SM mentioned that the main difficulty with the booklet is getting the information from the institutions in time. AM suggested it being a web based document that gets updated as and when articulation changes happen. PW thinks that majority of people would still want it in a booklet format. IS advised that it is the responsibility of the institutions to communicate with each other and agree the information. Due to limited time available, it was agreed that the process would run as normal, but that a meeting specifically about Stepping Higher should be agreed to discuss these issues in more detail.

Update on LO2S and Supporting Activities

SM advised that Jennifer has been busy doing S4 Core group workshops and is now going to be working with the S4 general group. Feedback so far is excellent. SM advised that LO2S 2007 will be held at the University of St Andrews this year, at McIntosh Hall. The dates for this year have been confirmed as Sunday 5th August to Friday 10th August.

SM went on to discuss the Woodmill High School drama performance. This was offered to all our target schools and is a free live performance in order that the schools have a better understanding of what's involved. At this stage no schools have confirmed their attendance. It is a careers event that is running at Woodmill and we have tapped into this with the 45 minute session.

WC talked about possibilities for 2008. To ensure closer relationship between the operation of the Forum and the Executive Group it has been agreed that the LIFT OFF and Transitions Chairs will join the Executive Group.

SM mentioned that we are no further forward with the Student Volunteer Co-ordinator post but this is still ongoing.

AOCB

PW mentioned Steering Group meeting for Stepping Higher and asked for a representative from each institution. Fraser Keir, Fraser Durie, Anne Hamilton / Cath Ferrie, Jonathan Stall all agreed to try and come to this. All people currently involved with Stepping Higher will get an invite to attend.

Date of Next Meeting

Wednesday 30 May – Dudhope Castle, Dundee, 10am
Wednesday 31st October – Rothes Halls, Fife, 10am