**Meeting: Tayside & Fife Learning Alliance**

**Mitchell Street, Dundee**

**Date: Monday 27th May 2019**

**Present: Gwen Bowles**

**Pete Glen**

**Sharon Doyle (Minute)**

**Sue Holland-Smith (Chair)**

**Susan Epsworth, Education Scotland**

**Tricia Ryan**

**Vicky Wilson**

**Apologies: Ross Martin,**

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| **Minute of Meeting** | **Action** |
| **1. Welcome**  SHS welcomed Susan Epsworth from Education Scotland (see below for detail) | SHS |
| **2. Minute of Previous Meeting**  Minute of last meeting approved. | SHS |
| **3. Education Scotland** has been split into regional areas. Susan Epsworth has responsibility for CLD in Tayside region. Remit for Regional Improvement Collaborative Teams area. 5 new development officers for CLD covering regions. No-one aligned for the North area yet. Susan will work with the RIC’s and the Senior Regional Advisor to the Tayside RIC is Alan Britton. CLDMS are keen to appoint a rep for the Tayside RIC. Discussion about Education Scotland being more involved in sharing practice with practitioners at a local level. Education Scotland may be able to film training and share it. ES are creating a resource around wider learning and achievement. Susan Epsworth is responsible for the CLD newsletter so if we have anything please contact her. [Susan.epsworth@educationscotland.gov.uk](mailto:Susan.epsworth@educationscotland.gov.uk) | SE |
| **4. Membership of group** - Angie Ballantine Dundee Voluntary Action has changed jobs. Anita Jamieson, Community engagement manager- Volunteer Dundee would like to be part of the group. This was agreed. Others to consider possible 3rd Sector representation. | SHS |
| **5. World Community Development Conference** – CLD Standards Council have bought one ticket for each network. Tricia and Sharon to discuss how to share. | TR/SD |
| **6. Self-evaluation toolkit** – Launch was in May. The idea is that people are trained and they would conduct self-evaluating across local authorities. The idea is of 4 local authorities doing it in one time. Home team organising the programme of visits. Another team would go out and complete peer reviews. Training required for teams. Angus has committed to do 2 peer reviews a year. Prepare a timeline to help plan. University of Dundee have on-line tools to help communicate. Tricia, Vicky and Sharon get together to create an outline proposal for self-evaluation by next meeting 27th August. Include Education Scotland Susan Epsworth | TR/VW/SD |
| **7.**  **A) Social Media course Update** – Youth Scotland delivered it. It is about film-making and the impact. The idea was that the participants would get together and deliver training and offer it through The Alliance.  **B) Banners** –contain new logo for The Tayside and Fife Learning Alliance. To put up at any learning event. Perth and Kinross to locate their banner  **C) HIIC Course** – workers and volunteers had participated in the course. There was various feedback received from participants. Vicky phoned SCDC to give the feedback. Pack 2 paperwork was not given out on during the course, participants were expected to go on-line and print if off after the course. There is an expectation that the workers will work out afterwards how they will deliver the pack. 16 people in total attended  **E) Community Empowerment e-module** – Angus has not gone live yet, Perth and Kinross -29 completed, 235 in progress, Dundee- awaiting figures, Fife- awaiting figures.  **F) Community Empowerment toolkits** – All toolkits to be created by September, Sharon will update. Fife council have NS for CE champions and they are rolling it out. Train the trainers. Possibly a sub-group required for The Community Empowerment Agenda  **G) Ethics Session** – 24 people participated and it went really well. Photographs will go on i-develop. Next one 25th September in Fife. Train the trainer opportunities to roll this out further. The Ethics have changed from 13 to 12.  **H) CLDSC Feedback** – Ross gave feedback that we were not so keen to be a branch of CLD Standards Council. Alan Sherry is the new Chair of CLD Standards Council. There was queries on whether by being a branch of CLDSC we would be required to take on the promotion of CLDSC.  **I) SQA Assessor workshop**- see below under sub-groups  **J) University of Dundee update** – new principal is Andrew Atherton, growing numbers going onto under and post graduate CLD course. Work-based programme has just been approved. Vicky bringing along 2 people who will participate in a module that will lead onto the work-based programme. 16 hours commitment of work. Connection to line manager for mentoring. 3.5 years part-time basis. Practice lunches have been organised recently. Gwen attended and enjoyed the sharing of practice. Next one is Friday 7th June, these dates are sent to The Alliance. V&A event on 18th June – re-defining community engagement. Put out to wider teams and book on Eventbrite | GB  SD/VW  VW  ALL  SD  TR/SHS  PG |
| **8. Feedback from Subgroups**  **a) SQA** – SQA Assessor workshop run through, Helen is struggling to deliver the workshop as Gillian is now leaving. Trish will email SQA sub-group to update and delay the workshop, Gwen to cancel room booking at Hilltown CC.  **b) Youth Work** – 10th September & 21st September in Fife will deliver Principles and Practice of youth work. Vicky will confirm venue and send out an email to ask for nominations from local authorities. National Youth work training forum group are meeting on 3rd June.  **c) Family Learning** –Conference 30th Oct will be paid from this year’s CLDSC budget.  **d) ESOL** – Ross has created a terms of reference for this group, and this could be a template for the other subgroups.  Consider recreating a Community Empowerment subgroup.  Create a terms of reference for each sub-group  Consider how we can get more practitioners involved in each subgroup. | TR/GB  VW  All |
| **9. Work plan**  To be updated with new tasks and circulated | SHS |
| **10. Memo of Understanding –** We agreed a couple of minor changes. Sue to update. Next meeting decide how we will spend our remaining budget for this year. Consider in kind contributions. Discuss finances at next meeting, based on our work plan, remaining budget and training priorities, and decide whether we need contributions from individual authorities. | SHS |
| **11. Newletter**  Newsletter – Trish will send out last year’s newsletter as a reminder. Sue will start to create this year’s newsletter and circulate for others to input. | TR |
| **12. AOCB nothing else** |  |
| **13. Date of Next Meeting**  27th August, Sharon to chair and Vicky to minute. | SD/VW |