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**ESOL PRACTITIONERS NETWORK**

**Note of Meeting – 4 June 2019, Mitchell Street, Dundee**

**Present:** Ross Martin (Fife Council), Christine Blair-Murray (Fife Council), Maggie Sherrit (Angus Council), Susan Guild (Perth & Kinross Council), Kirsty Forrester (Dundee City Council)

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| **AGENDA ITEM** | **DISCUSSION POINTS** | **AGREED ACTIONS** |
| **Welcome & Apologies** | RM welcomed all present, thanking them for attending. Ross offered an apology for the changed date for the meeting. |  |
| **Note of Last Meeting** | Agreed as accurate. |  |
| **Matters Arising** | All matters arising were detailed on the agenda for the meeting today. |  |
| **Terms of Reference** | Ross distributed copies of the draft ToR for the group. Following a brief discussion these were agreed. |  |
| **CPD activity** | Work Shadowing – Kirsty previously shared a template for completion outlining the range of work shadow opportunities being offered by local authorities. It was agreed that the opportunities were about sharing practice and encouraging critical/professional discussions.  The opportunities should focus on CPD and reflective practice and build connections across the 4 authorities.  It was agreed that work shadow opportunities should be targeted at identified staff and lead volunteers.  Kirsty agreed to collate all templates into one document and share with the group.  It was agreed to plan a practitioners event for early August to raise awareness of the network, seek views from practitioners on what the network should focus on, undertake a skills audit of staff training needs and outline the opportunities available through the work shadowing programme.  It was agreed that Fife and Dundee would progress with a ‘test’ of the work shadow programme, so that staff involved can share their experience at the event as a means of generating further interest. | Work Shadow opportunities template to be completed and returned to Kirsty by Friday 21 June 2019.  Kirsty to contact possible keynote speaker.  Susan to confirm venue.  Maggie to confirm catering options and cost.  Christine to prepare ‘challenge questions’ that will focus discussion in the afternoon.  Ross to request budget from the Alliance to support the event.  Ross to prepare a short and simple skills audit survey.  Kirsty and Christine to action. |
| **Future Meeting Dates** | **Next meeting – 17 September 2019, 10.30 am – 12 noon, Mitchell Street, Dundee** |  |