**Tayside & Fife CLD Professional Alliance**

**Tuesday 10th December 2019**

**Mitchell Street, Dundee**

**1pm Network Lunch / 2pm Meeting**

**Minutes**

**Attended: Anita Jamieson, Ross Martin, Sharon Doyle, Sue Holland-Smith, Susan Epsworth, Tricia Ryan, Vicky Wilson**

**Apologies: Gwen Bowles, Pete Glen**

1. Welcome and Apologies
2. Minutes of previous meeting – 28.10.19 - Everyone happy with the minutes
3. Matters Arising
4. Digital Skills event- 19th March, 10-3 pm session based on digital story telling. Sue has booked Hilltown Community Centre. Participants will be advised to download software onto their phone- Kinemaster. Participants will create a video on the day using their phone.
5. Community Empowerment Toolkit – Engaging with Communities – Awareness raising of the toolkit. Potential uses and benefits. Sharon Doyle will book venue and arrange a date and put out to The Alliance. Susan Epsworth potentially interested in a case study for the Improvement Hub
6. Work based route – Dundee University- Invite Jean, Gary and Sarah to a meeting in January and how we best can co-ordinate support for students, possibly w/c 20th January. Tricia will write to Kirsty Gemmell to clarify the basis on what the course was approved. Staff have different experiences in securing funding through SAAS. Points to consider-Recruitment, admission, sponsorship and ongoing support.
7. CLDSC professional network – The Learning Culture paper has raised several questions. Authorities can make an individual response if required. This will be raised at the National CLD CPD Network on the 16th January 2020.
8. Adult Achievement Awards- Anyone with a CLD Standards Council recognised qualification can assess Adult Achievement Award. List on the website
9. CLDSC Volunteer Paper- to be circulated for comment- Ross will circulate
10. Sub-group Updates
11. Family Learning – Sub-group met to evaluate the event. Discussed the balance of staff between CLD and Education. Should this be something the TRIC takes forward? Susan will take this idea to her Regional Manager, Alan Britton. Sue will ask Rhona to feed this idea back to the TRIC
12. Youth Work- sub-group adopted the terms of reference. Brian Hutton will chair this sub-group. Authorities will engage with third sector partners and include them in this sub-group. Vicky is the link between this group and the TAFPFL.
13. ESOL- Ethics event made a good impact with staff. Next training event is on the 8th January 2020 in St Andrews, the theme is on Visioning. The aim is for a more consistent approach to community based ESOL.
14. SQA - Assessor Workshop – 27 participants at the November workshop. It was a very useful workshop. The SQA Assessor award needs 2 learners on 2 units. Approx. £600 per candidate is the cost. Susan Guild to check the cost with Perth College. Trish will get a cost from Dundee and Angus College and also Quest Providers in Dundee. Angus and Dundee have the staff to deliver the SQA Assessor award but they do not have the capacity.
15. Community Empowerment – should it be re-established? - At the Perth toolkit event we can ask participants if they would be interested on a Community Empowerment sub-group. Is there a need?
16. Peer review – Peer Evaluation will be useful for staff to get into the way of self-evaluating. New framework in place by April 2020. Quality Indicators are being reviewed, meeting in January 2020. Education Scotland would aim to pilot this over the summer. Leads from each authority would meet 24th February 2020 and discuss theme of Community Empowerment agenda and which aspects to review. Deliver a training day on evaluative writing, the Quality Indicators etc. Proposed start date Mon 11th May 2020. Perth and Kinross are doing a peer evaluation starting in January, theme will be Literacies and ESOL. Ross will ask ESOL sub-group if anyone interested on being on the Review Team. Sharon to send Ross details on Peer Evaluation. Sharon to share Toolkit.



1. Adult Learning Strategy – Consultation Events – Survey closes on 31st January 2020. Proposal to do a consultation event on the draft strategy, between the 25th Feb and 31st March. There is £500 available for each region. Proposed date for staff is 10th March 2020 in Dundee. Sue to book a venue. Suggestion to deliver a regional session for staff and local events for learners.
2. AOCB- Fife have introduced protected time for CLD staff on a Wed morning. This has been approved by Senior Management Team. If staff do not work a Wed, staff will allocate a different half day for protected time. Protected time is 5 themes learning, evaluation, admin, planning and staff support. The benefits are Fife will be able to do co-ordinated development days. Angus also have protected time on a Wed morning. Staff will come together every second Wednesday for development.

Praxis lunch at University of Dundee – Thursday 12th December. Contact Sarah McEwan if you want to be on the mailing list.

Anita’s email address is changed to [anitajamieson@dvva.scot](mailto:anitajamieson@dvva.scot)

1. DONMs – 2020 dates proposed as follows:

***Monday 9th March***

***Monday 15th June***

***Thursday 3rd September***

***Thursday 3rd December***

All meetings will be held at Mitchell Street – networking from 1pm and business meeting starting at 2pm.