Tayside & Fife Professional Learning Alliance

Mitchell Street, Dundee

Monday 21st January 2019

Minutes

Present: Angie Ballantyne, Tricia Ryan, Sue Holland-Smith, Ross Martin, Vicky Wilson and Sharon Doyle.

Apologies: Pete Glen, Gwen Bowles

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|  | WHAT | ACTION | WHEN |
| 1 | **Welcome**  Vicky welcomed everyone to the meeting and noted apologies.  Vicky introduced Helen Reid who joined us for the first half hour of the meeting to lead a focus group discussion around the ageing workforce. Helen asked that any further comments be submitted to her at [reidH@angus.gov.uk](mailto:reidH@angus.gov.uk)  Helen will share her research findings at a later date. |  |  |
| 2  3 | **Minutes of previous meeting 13th November 2018**  Agreed as an accurate record.  **Matters Arising**  **IACD 2019**  Bookings now open for this event with a reduced delegate rate of £249 for any bookings made by 31st January. After that the rate increases to £450.  Sue noted that John Hosie secured 20 places for the event for those delivering and supporting the event.  Ross advised that staff who have submitted abstracts will also need to pay for their place.  Still seeking outreach visits for the 2 day practice exchange  **Digital Update / Social Media**  Gwen had initially spoken to Dundee colleagues who attended the training about potentially getting together with wider Tayside and Fife colleagues to look at workshop delivery.  Sue also noted survey done in Dundee with staff and issues that arose included cyber security, suspicious web links and analysing information. Asked that this be considered when rolling out the workshop.  **Banners**  The banners have been distributed and Gwen will write and thank Lewis on behalf of the group. | Vicky to check if places payable before 31/3/19  Sue to check if these open to Alliance or just Dundee staff  Await further update from Pete at next meeting  Carry forward to next meeting  Gwen to send letter. | March 19 |
| 4  5  6  7 | **Budget**  Fife has received the £3000 funding from CLDSC.  Around £2500 spent on Family Learning Conference in Rothes Halls.  Noted that we had lost track of who has paid what in this financial year and if partners had all contributed their £500 for this year.  **Health issues in Community** – **Youth Pack**  As discussed at previous meeting – a course can be provided with 16 places. Participants would need to be able to go out and deliver the programme to community groups. Agreed to try and run one course before end of March if possible. (Dundee offered to host)  **SQA delivery / collaboration**  Noted that this had been something we planned to explore and as yet hadn’t progressed. Agreed it would be useful to have a sub group look at SQA / other accredited activity and identify potential opportunities for collaborating. Meeting arranged for 12th February at Mitchell Street – 2pm.  **CLD National Network Feedback**  At the last meeting of the network a funding application for STEM was explored – but agreed to hold off until after March.  RICS had also been discussed and a number of issues highlighted around how CLD should link in – varying picture across the country.  Next network meeting is 7th March. | All to check locally what has been paid out and bring details to next meeting.  Vicky to follow up and get potential dates / further info.  All to identify who best to attend an initial meeting.  Agreed to keep the national network as a standing agenda item | March 19  12 Feb 19 |
| 8  9  10  11  12 | **Workforce Development**  It was agreed that we should explore what each area has included in their CLD plan regarding Workforce Development.  Plans to be sent to Ross and he will extract the workforce development actions and bring these to next meeting for discussion. This can then enable us to consider how these linke to our Workplan.  **Workplan**  Youth Work training – meeting agreed to take place to map out current yw training across the areas and identify how we might work together on core training for yw staff.  Family learning – sub group meeting to taking place on Mon 28 Jan to finalise evaluation from previous meeting and plan for event in September 2019  Community Empowerment – it was agreed to review how the online module had been used across the areas. Noted that there is a need for this sub group to be re-convened to support practice sharing / learning.  Volunteering – it was noted that Gill had previously highlighted work done in P & K but as Gill had been off no further progress to report. Noted that volunteering support is a further area we should seek to progress.  It was agreed that future agendas for this meeting should reflect the 4 areas of the work plan – Governance, Planning, Delivery, Review  Agreed that the memorandum of agreement and workplan should be added to next meeting agenda.  **Protected Time feedback / survey**  Ross gave an update on the survey carried out with his staff – although protected time had initially been met with negativity, feedback was generally very positive.  Tricia noted feedback from Team Leaders in Angus was also positive and attendance at team meetings, staff seminars and thematic groups had improved as a result.  Further update to be given at future meeting  **Information sharing / updates /aocb**  Ross noted previous discussions regarding ESOL and the potential establishment of an ESOL network or similar. Ross agreed to arrange a first discussion with relevant staff  TSI – Angie noted the TSI learning and development calendar and including Alliance activities as part of that in the future.  Ethics – we agreed to roll this out again as part of the Alliance activity  Tricia gave an update on Angus re-structure and appointment of Deputy Chief Executive to replace 2 Executive Directors  Tricia noted that Sue Briggs had been in touch to ask about Activ8 programme and the Competences sessions run in Perth. Activ8 has run in P&K so Tricia will pass Sharon’s details to Sue and she can get in touch for more info. Noted that we hadn’t progressed any further with competences sessions across the Alliance so this needs picked up at a later date  CLDSC – noted that we need to do more about promoting membership, role of i-develop etc. Tricia and Ross will be attending the session on 31st January with Kirsty and Marion so will report back at next meeting  **DONMs**  **Monday 27 May 2019**  **Tuesday 27 August 2019**  **Monday 28 October 2019**  **Tuesday 10 December 2019**  All meetings to take place at Mitchell Street Dundee – networking from 1pm, business meeting starts at 2pm | All to send CLD plans to Ross  Ross to summarise relevant areas  Plans to be reported back at next mtg  All to find out how / if module been used in their area and identify staff for potential involvement in a future sub group  Pick up for discussion at next meeting  All future meetings  Agenda 26th Mar 19  Ross to share survey with Tricia for using with Angus staff  All to provide contact info to Ross on who should be invited  Angie to share current calendar for information  Tricia and Sue to set dates | By Feb 19  For next meeting 26 Mar 19  Meeting taking place Mon 28 Jan  For next meeting 26 Mar 19 |