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**ESOL PRACTITIONERS NETWORK**

**Note of Meeting – 12 March 2-19, 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 and invited the group members to provide a brief summary of the role in their local authority in relation to ESOL activity.  There were no apologies. |  |
| **Purpose & Ambitions of the Network** | RM then provided background as to the purpose of the meeting and this was followed by a broad discussion on the purpose and ambitions of the group.  Suggestions include   * Safe space to share ideas and practice approaches from across all 4 local authority areas. * Shared delivery of accredited CPD opportunities for staff and volunteers. * Space to critically reflect on practice and support this process within peer groupings. * Deliver joint events for practitioners and volunteers. * Opportunities to shadow others to develop professional conversations.   It was agreed that holding a ‘spotlight session’ for staff and volunteers across the 4 authorities would be a good starting point in order to determine what ESOL practice looks like, where the commonalities area and to inform future planning activity of this group.  It was also agreed that in each area 1 or 2 staff interested in taking part in, as well as offering shadowing opportunities should be identified and fed back to the next meeting of the group. | RM to draft a terms of reference document for sharing with the group for comment/amendment.  RM to raise with Tayside & Fife Alliance to secure budget support for an event.  Group members to action locally. |
| **Network Structure and Meeting Arrangements** | It was agreed to explore this further following discussion in local authority areas with practitioners and volunteers. | RM to include as agenda item for next meeting. |
| **Reporting Arrangements** | RM confirmed the group is a sub-group of the larger Tayside & Fife CLD Professional Learning Alliance, and as such will report on activity and impact to that body. |  |
| **Future Meeting Dates** | **Next meeting – 29 April 2019, 10.30 am, Mitchell Street, Dundee** |  |