

South Adult Learning Partnership

Minutes of Meeting

Location Maureen Cope Hall

Date & Time 21st January 2015 at 10am

Present

Sheila White - Chair (Glasgow Clyde College), Cheryl McLean (Glasgow Clyde College), Ruth Forsythe (Finns Place), Rowan Maguire (Glasgow Clyde College), Suzanne Wright (Toryglen Community Base), Fiona McGovern (Ardenglen Housing Association), Mary Rocks (Glasgow Life), Pat Urquhart (Glasgow Life), Victoria McHard (Glasgow Clyde College)

Apologies

Michael Alford, Alison McLachlan, Sallie Condry, Maria- Elena Heather, Gillian Leslie.

AGENDA

ACTION POINTS

No	Item	Description/Action	Person	Action
1.	Welcome and Introductions	The meeting was chaired by Sheila White. Sheila thanked Fiona McGovern for hosting the meeting. The group introduced themselves to Cheryl McLean who will now be working from the Langside Campus, in place of Rowan Maguire.		
2.	Apologies	Michael Alford, Alison McLachlan, Sallie Condry, Maria- Elena Heather, Gillian Leslie.		
3.	Previous Minutes	Previous minutes were agreed.		
4.	Funding updates	A response has been received for the IGF projects. Lifeskills and CLD will be funded for a further three years (2015- 2018). There has been a decrease in funding for childcare and admin costs within Lifeskills but delivery costs will stay the same. There has been no		

		decrease for CLD for the South West. The decrease/low childcare funding was discussed and the difficulties that this creates.		
5.	GCC. Integrated Grants Update and 2015 Bidding Process	<p>Emma Collins submitted a funding application and it was approved.</p> <p>There was a bid put in for Pollokshaws Literacy Project for a play and this was accepted.</p> <p>An email from Sheila at the beginning of January included an evaluation and annual monitoring form for the group to fill out if they run any IGF classes. It is a standard for across Glasgow Clyde College and all 8 projects. It is recommended that colleagues start completing the form in advance, as it should be completed by April. A deadline date will be circulated closer to April.</p> <p>Colleagues are asked to start thinking about what they would like to be running from the 1st April 2015 onwards. There is a possibility that there will be a meeting to discuss the bidding process in more detail soon.</p> <p>There may be an opportunity to pull together information such as short stories and creative writing for a publication. Possible material money available to do this before March. Please keep this in mind if you have literacy learners. An email will be sent out with more information.</p>	Chair	Agenda – Application process and forms
6.	Staff Development - CPD	<p>Sallie from GCVS has a CLD remit and CPD money. We will link in with GCVS in the future.</p> <p>Mary Rocks would like it to be noted that she would like ESOL Literacy tutor support/training including pairing up with Esol tutors to be made available as part of CPD.</p> <p>This is be discussed in more detail at a future meeting.</p>		
7.	First Steps Volunteer tutor training	First Steps finished in December and the tutors are out on placements. If you would like volunteers to support a literacy class		

		contact Frances Bradley.		
8.	Aye Write	No updates, information will be out soon and will be discussed at a future meeting.		
9.	Project Updates	<p>Mary Rocks (Glasgow Life) – Ibrox Library projects going well, directed through EASE. Beginners and Elementary ESOL. The Language Café has built up good numbers (8).</p> <p>Ruth Forsythe (Finns Place) – Prospect of a structured class with a lecturer if there is an increase in learner numbers and attendance. Ruth to email Sheila for funding from now till March. Also discussed a ‘Managing money/money matters’ class. Will get in touch with Cheryl McLean to discuss tutors. Ruth was made aware that WEA may offer a similar class, to email Alison McLaughlin to discuss.</p> <p>Fiona McGovern (Ardenglen Housing) – The Maureen Cope hall is run by volunteers and supported by Ardenglen Housing. They run events such as bingo, sports and sewing. The Ardenglen Newsletter was made available with further information. Fiona discussed the lack of ESOL one to one support, will link in with Castlemilk Library and the EASE project. An ESOL map of Glasgow with further provision was passed on, as well as advice to visit the Glasgows Learning website. It was also discussed the many positive steps that learners work their way through, such as getting into employment. The BBC were filming ‘The Only Way Is Up’ and interviewing learners in January.</p> <p>Suzanne Wright (Toryglen Community Base) – Suzanne let the group know about a Basic IT class, and Healthy Cooking on a Budget. Evaluations and learner numbers looking good. There are lots of referrals for IT so Suzanne will be in touch with Sheila to discuss further funding.</p> <p>Rowan Maguire (Glasgow Clyde College) – Very successful sewing class at St Georges Primary. Will look into doing another sewing</p>	R Forsythe	<p>Email funding application to S White</p> <p>Contact C Mclean and A McLaughlin</p>

		class and a first aid class. Ongoing reminiscence project and community literacy classes at Langside Campus.		
10.	AOB	<ul style="list-style-type: none"> ▪ ShareIT – This is a multi- European funded IT project including CPD for Literacy workers involving 5 countries. The Glasgow Adult Learning partnership are supporting and would like SALP to be involved. There is a week-long ShareIT meeting in March from 9- 15th and they would like to meet SALP colleagues and participate in job shadowing. A template was emailed out to SALP members. Fill the form out if you are interested and would like the opportunity to be involved. Return completed forms to Sheila. A summary of the ShareIT plans for the week was made available. ▪ Glasgow Clyde Education Foundation – Sheila may invite Pauline Cameron, Secretary to the Board to a future meeting to discuss the Glasgow Clyde Education Foundation and the possibility for class trips and CPD. ▪ As it has been a year since SALP was formed, colleagues are asked to think about continuing on as a south partnership, or if they would prefer the partnership to be split in to south west and east. This will be put on the agenda for discussion at a future meeting. ▪ It was discussed that learner reps may be involved at future meetings. ▪ The information that is sent out to all SALP members via email was discussed and paper copies were made available. Colleagues are encouraged to forward any information to be circulated to Michael, Sheila or directly to Victoria via email. 	Chair Chair	Agenda point Agenda point
11.	Date and time of next meeting	12 th March 2015, 10am, at Cardonald Campus, Glasgow Clyde College.		

Name	Organisation	Email address
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