

**MINUTES OF SOUTH EAST REGIONAL FORUM**  
**Friday 16<sup>th</sup> May 2014, 10:00 – 12:00**  
**St Catherine’s Church, Caerphilly**

Item No.	Agenda Item	ACTION
	<p><b>Present:</b></p> <p><i>Staff:</i> David Ashman, James Fleming, Tracy Garnett, Louise Gilmore, Dafydd Rhys, Jayne Murphy, Stephen Thomas            Cathy Clark, Helen Murphy, Nathan Morgan, Marilyn Thomas, Huw Williams, Annette Alexander, Deanne Rebane, Phil Elias, Grace Garnett, Margaret Banks, Bob Young, Sian Northey, David McManus  <i>Apologies:</i> Ceinwen Stater, Leanne Saunders  <i>Translator:</i> Sion Aled Owen</p>	
	<p><b>Agenda</b></p> <ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Minutes of the last meeting</li> <li>3. Matters Arising</li> <li>4. Statement from Regional Representative to Council</li> <li>5. Matters Arising from Council</li> <li>6. Regional Matters</li> <li>7. Date of next meeting</li> <li>8. Any other business</li> </ol>	
1	<p><b>WELCOME</b></p> <p>The welcome was given by Marilyn Thomas (MT), Chair of the Caerphilly Branch and Cathy Clark(CC), Chair of the Regional Forum.</p> <p>Dafydd Rhys (DR) recapped the voting system.</p>	
2	<p><b>MINUTES OF LAST MEETING</b></p> <p>Bob Young, Deanne Rebane and Ceinwen Stater had been omitted from the list of attendees.</p> <p>The minutes were agreed as a true record, proposed by Marilyn Tomas and seconded by Margaret Banks.</p>	
3	<p><b>MATTERS ARISING</b></p> <ol style="list-style-type: none"> <li>1. Page 1 – misspelling of the word Chairperson</li> <li>2. Discussion took place on the idea of a rotating Chair for the forum meetings. It was agreed that if the elected Chair was absent, then another forum member could take on the role of Chair for the meeting.</li> <li>3. DR recapped on the democratic process of the new organisation. Members commented that they still found the structure confusing.</li> <li>4. Stephen Thomas (ST), Clerk to the Council, introduced the members of</li> </ol>	

	<p>the Council present – Cathy Clark, Jenni Jones-Annetts, David McManus, Phil Elias. DR noted that Phil Elias had attended all of the regional forums and had been invited to speak at this meeting.</p>	
4	<p><b>STATEMENT FROM REGIONAL REPRESENTATIVE TO COUNCIL</b></p> <p>CC gave a report to the meeting:</p> <ul style="list-style-type: none"> <li>• Since the AGM, discussions had taken place regarding the merger of WEA with the YMCA Community College. CC stated that this would be of benefit to all learners.</li> <li>• A skills audit was being completed on members of Council so that they are appointed to appropriate committees. CC had expressed an interest in curriculum. She invited ideas from members of the forum.</li> <li>• CC encouraged members of the forum to contact her if they wanted to raise anything.</li> <li>• CC suggested that existing branches meet up. MT noted that she had already been in touch with other branches. Branches fed back on activity taking place in the summer term.</li> </ul>	
5	<p><b>MATTERS ARISING FROM COUNCIL MEETING</b></p> <p>It was discussed that part of the forum was to scrutinise the work of Council and the question was raised about how forum members can have sight of Council minutes. A discussion took place about the ratification of minutes before they go out to members of the forum. As a way forward it was agreed that ST would take forward the proposal of a bulletin summarising the discussions at Council, to be presented to the forum.</p> <p>It was also agreed that the regional Learning Managers would rotate the role of minute taker. The minutes would be produced and forwarded to DR for translation and would be firstly distributed via email, then by post, branch, forum members and finally via the website.</p> <p>James Fleming (JF) was actioned with speaking to Martyn Reed regarding the branches pages on the website as a potential point for posting forum minutes, as MT had reported that there have been delays in posting events on the web page.</p> <p>DR confirmed that there would be 3 bulletins annually with the possibility of feeding in a regional bulletin.</p>	<p><b>JF to liaise with Martyn Reed</b></p>
6	<p><b>REGIONAL MATTERS</b></p> <p>David Ashman (DA) updated the meeting on regional developments. The region continued to be responsive to need where funding capacity had allowed. David McManus (DM) commented that there is often a mismatch between what learners want and what funding can provide.</p> <p>Caerphilly Branch commented that they were unaware of the courses which had been put on in the Caerphilly area out of the Engagement Gateway funded project.</p>	

	<p>Tracy Garnett (TG) informed the meeting of the Five Counties Learner Forum taking place and encouraged members to attend and represent the WEA.</p> <p>A discussion followed on how the regional forum takes forward the development of the voluntary movement e.g. setting up new branches. TG commented that the region had had flourishing branches in the past which had been supported by European funding and had enabled the WEA to put a Development Worker and crèche facility in place. When the funding ended it was no longer possible to continue the additional support and the branches were no longer sustainable. The curriculum had also evolved in some areas across the region where a large majority of the delivery was short courses of one or two days, which made it difficult to set up branches.</p> <p>Discussions took place on how the forum might further develop branches and how the WEA could support this. Ideas included partnership working, fund raising activities to support new developing branches together with existing branches. DR commented that learner forums can be a stepping stone to branch development.</p> <p>CC was actioned with organising an informal get together of existing branches.</p>	<b>CC</b>
<b>7</b>	<p><b>DATE OF NEXT MEETING</b></p> <p><i>Proposed dates:</i> Wednesday 15<sup>th</sup> October, 10:00 – 12:00 in Canolfan Soar, Merthyr. To be confirmed.</p>	
<b>8</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>Phil Elias, Branch Representative to Council introduced himself and addressed the group on his observations from attendance at all five regional forums and spoke of the many variances across the organisation, from the branches to staffing and processes. He had identified areas of concern including communication with regional offices across the organisation.</p> <p>Members were supportive of the work carried out by the South East regional staff and stated that there had been no issues regarding communication within the region. An invitation was extended for PE to visit the regional office, meet the team and find out about the work carried out.</p> <p>From PE's observations, a proposal was put forward for the forum to appoint a working group to prepare a discussion paper on some of the issues identified by PE in readiness for the October meeting, namely the issues that Branches face and what actions should be taken. DR added that the South West regional forum working group were looking at standing orders within the region.</p> <p>A vote was taken and it was agreed that CC would lead the working group with support from MT and other Branch members.</p> <p>Jenni Jones-Annetts (JJA) asked that an Action column be included on future minutes.</p>	<b>CC</b>

	<p>The Chair gave a vote of thanks to members and a vote of thanks to the Chair reciprocated.</p> <p>Meeting closed at 12:20pm</p>	
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