

South East Development Forum
48 Pleasance, Club Room
Thursday 31st May 2018
10:00 – 12:30

Present

Chris Purdie (CP)
Elaine Murdoch (EM)
Jen Wither (JW)
Hannah Macleod (HM)
Jane Benson (JB)
Paul Duffy (PD)
Michael Webster (MW)
Alban Dickson (AB)
Rebecca Blair (RB)
Rebecca Wilson (RW)
Keith Macleod (KM)

Apologies

Ryan Mahoney (RM)
Amy Hamilton (AH)
Mel Curle (MC)
James Bamkin (JB)
Eve O'Loan (EOL)

South East Forum Minutes

**Review of
Actions**

- MW confirmed that he shared EUSU Health & Safety Policy with ENSA & QMU
- EM provided an update on child protection queries. Various consultation meetings have been held in the last few months between SSS staff, member institutions and partners. A child protection session is scheduled at Conference 2018 to provide an update to the sector and SSS aim to produce a one-page guidance document before the start of Semester 1.
- 6-side Hockey Festival – unfortunately this did not go ahead at the end of Semester 2 due to staff commitments. Appetite from the forum to pursue this event at the beginning of the next academic year.

**Committee
Updates**

- No questions were raised concerning the minutes from the most recent SSS Executive and SSS Competitions Committee meetings.
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SGB Partnership Agreements Throughout 2017/18 SSS have continued to work closely with many of our SGB counterparts and as of the end of March we signed another 7 official partnerships with the following SGBs:

- Scottish Curling
- Tennis Scotland
- Scottish Rugby
- Scottish Rowing
- Scottish Swimming
- Scottish Handball
- Basketball Scotland

Each partnership looks at specific aims relevant to each sport, however on a broader scale they are in place to; increase participation levels; develop workforce opportunities; assist with club development; and to collaborate on competitive offering. If you would like any further information on any of these partnerships then please get in touch with EM to bring these to life on a regional level.

SSS Update

Transition The SSS team recently attended an annual planning week to map out our work for the year ahead. The Development Team discussed the launching/re-launching of a 'Transition' project. Loosely defined, transition refers to the three stages of development in a young person's education from primary to secondary, secondary to tertiary education and then tertiary to working life.

We will be focusing on the step from secondary to tertiary education in the first instance, with an emphasis on increasing awareness of opportunities and therefore participation. More information will be distributed during Conference 2018.

Staff Unfortunately, Mari-Claire (MC) Kay is leaving her post as Tayside, Fife & Grampian Regional Development Coordinator at the beginning of July. Applications for her replacement are open until 8th June. Please share the opportunity with any relevant parties at your institutions. For more information click [HERE](#).

Elected Student Handover CP asked the forum to provide an overview of the elected student handover processes in place at each institution. Of the five institutions represented around the table, just one had a formal structure in place that included a paid four week crossover between the incoming and outgoing sabbatical officer and a handover document with structured learning. Handovers do take place at the remaining four institutions in attendance at the forum however, they take place on a less structured basis at the discretion of the outgoing sabbatical officer and typically take place over a period of 2 – 5 days.

Those in attendance expressed that they would like to receive a handover template ahead of next year.

Start of Semester Promotion CP led a discussion that focused on the key messages member institutions wish to communicate at the start of the academic year. A representative from each institution present at the forum provided an overview of their aims for the year ahead and the relevant communities they wish to target.

Best Practice

KM joined the discussion to provide some best practice tips on how to effectively use communication channels to achieve these aims. Some of these tips included:

- Create an annual communication plan incorporating a separate social media plan. Think in advance about what content can be posted regularly and share activity as it happens.
- Create connections with relevant university/college departments who control overall institution social media.
- If separate, link in with Student Association communication channels.
- Ensure student sport information is easily accessible and up to date on your institution's main website. Include contact details and pictures of relevant student sport staff members/volunteers.
- Implement an annual membership survey of all students involved in a sports club. Use this information to streamline promotion and targeting in the following year.
- KM also emphasized the importance of word of mouth promotion. Getting volunteers out to speak to students at Freshers' Week, networking events, open day's etc. is invaluable.

**Annual Reflections &
Planning Ahead**

CP facilitated a discussion centring around forum feedback from the last 12 months and what the group would like to see in 2018/19. Some valuable feedback was received including:

- More of an onus wanted on recreational sport – could the group do more to create opportunities rather than relying on students having to take the lead?
- External speakers have been well received and the group would like to see more in 2018/19. External speakers should cover broad topics that are relevant to all those in attendance e.g. sponsorship, increasing participation etc.
- A key topic area for each forum, decided at the beginning of the year, may be useful in providing more structure and preparation time for those in attendance.
- Create more opportunities to share best practice sharing within the group. Could forum members present on a key project/initiative from their own institution?

EM asked the forum to identify sports that may benefit from a Regional Ladder in 2018/19. Sports mentioned were:

- Archery
- Badminton
- Men's & Women's Basketball
- Men's & Women's Football (7-aside for women)
- Men's & Women's Hockey
- Squash
- Touch Rugby

EM will confirm format ahead of Semester 1 and will ask the region to confirm Ladder sports.

YOYP Funding

- The Year of Young People National Lottery Fund is offering grants of between £3,000 and £10,000 to projects that focus on young people's health and wellbeing.
- Looking for projects that:
 - Inspire young people to lead active lives and encourage positive mental health
 - Celebrate young people's achievements
 - Share what the young people have learnt
- YOYP will fund projects that will make a difference for young people, have not started yet and will last no longer than 18 months.
- Final application deadline is 18th June. For more information click [HERE](#).

**South East Regional
Chair Position**

- After a fantastic two years, CP has decided to step down as South East Regional Forum Chair. Applications are now open for Chris' successor with the position being elected at SSS AGM on Friday 15th June.
- For more information on applying for the role, please contact EM.

AOCB

- SSS Conference (14th and 15th of June in St Andrews) sign-up is still live. For further information and registration, click [HERE](#).
 - 'Friend of SSS' Joe Finnie has graduated from his studies at Edinburgh College and is trying to become a full time rugby coach. He has a fantastic CV with some excellent experience – if there is any appetite for a paid position at any South East institution clubs, please let EM know.
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Actions	Owner
Confirm 2018/19 Regional Ladder sports by 30 th September 2018.	EM/ALL
Share elected student handover template with region by 30 th September.	EM
Organise 6-side hockey festival at Stirling at beginning of Semester 1.	EM/Incoming Chair