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| **GROUP NAME:** | **Moray Creativity Conference** | | |
| **CHAIRPERSON:** | **Mandy Macleod** | | |
| **DATE OF MEETING:**  **LOCATION:**  **ATTENDING:**  **APOLOGIES:**  **MINUTES:** | 19 January 2016  Room 200 HQ  Mandy Macleod ESO, Maxine Scott ESO, Amy Cruickshank ESO, Sarah Medcraf –Moray Chamber, Reni Milburn Principal Officer Economic Development  Karen Lees QIO, Neil Johnston HT BHS, Clare Wood, Cluny PS, Anne-Marie Ballantyne - Admin  Mandy Macleod | | |
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| ***AGENDA*** | | ACTION POINT | ACTION BY |
| 1. **Approval of Minutes** | | Minutes Approved |  |
| 1. **Format of Day  17 March 2016** | | Mandy Macleod updated attendees on the format of the day so far and that all speakers had confirmed their availability.  Re the afternoon session ICS were confident that they would find young people to speak at this session and names would be available nearer the time. | **MM** |
| 1. **Invitees** | | ***Invitation*** – this was approved and it was agreed that these would be sent electronically out to employers along with a key speakers profile and the creativity skills flyer.  Other invitees (agencies and internal staff) would be sent out by HQ. Group to forward contact details to AM.    Schools were making progress on inviting an employer as a guest to the conference. MM shared an updated list and it was agreed to send a chaser e mail.  There were a significant number of early years partners. MM to speak to Corrina Campbell re key invitees. | **SM/RM**  **AM**  **MM**  **MM** |
| 1. **Follow Up** | | This will be done after the conference in March, early April. Anne-Marie to liaise with MS to book venues and discuss possible employee speaker list and brief.  4 x Twilight sessions 4-5.30pm – sessions to be held in Forres, Elgin, Speyside, Keith or Buckie, audience 20 teachers max. | **AM/MS** |
| 1. **Evaluation** | | Twitter evaluation, Moray College facilities being checked that we can access WIFI and Tweet wall  MM spoke about wider evaluation methods to capture practitioner knowledge re creativity.  The group decided they would like time to reflect on this and carry the item over to the next meeting. | **AM/MM**  **ALL** |
| 1. **AOCB** | | A request for student helpers has been made to the college. AM to meet with college lecturers to confirm requirements.  Filming, Angus McNichol has agreed to film key note speakers on the day.MM to brief.  PR – MM to speak to Raymond Sherwan – re photos call and press releases | **AM**  **MM**  **MM** |
| 1. **Date of Next Meeting** | | 9th February – 2- 4pm Meeting Room 6 - Annexe | **AM** |

