

**Minutes of the BCS L&D SG Committee Meeting  
Held on Monday 19<sup>th</sup> October 2020  
GoToMeeting @19:00**

**Agenda**

- 1) Welcome and apologies (Kevin)
- 2) Minutes of previous meeting (ALL)
- 3) Matters Arising
- 4) Finance Update (Mark)
- 5) Events Schedule
- 6) Membership report (Gary)
- 7) Inclusion and Diversity (Ismini)
- 8) Any other business
- 9) Date of next meeting (16<sup>h</sup> November 2020)

**Minutes**

**1. Attendees**

	Action by
Present: Michelle Kaye, Kevin Streater, Mark Palmer, Gary Thornton, Ismini Vasileiou, Ken Gaines,	
Apologies: Charles Ryder, Adil Fathilrahman, Dawn Hewitson	

**2. Minutes of previous meeting:**

	Action by
The minutes were read and approved	None

**3. Matters arising:**

	Action by
We have not seen the recording yet. Mark is chasing up the Wiltshire Branch	None KS, MP
The webinar with Happy Henry 'How a training organisation has adapted in the wake of Covid by moving to remote learning' took place on 29 <sup>th</sup> September. It was very interactive and well received by the participants. It was recorded and Kevin will arrange to get it edited and upload. The chat from the session is already uploaded to the website.	None KS/MK
Committee webpage modifications still required	GT

Charles, Ken, Dawn – bios required, Ismini has sent an update, Charles needs to be reinstated on the webpage	GT
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#### 4. Finance update

	Action by
No change, we have spent £218	MP
We have a 20/21 budget of £1,456.61	MP

#### 5. Events schedule

		Action by
Rest of the year	We continue to look at more webinars now that physical meetings are on hold. The webinars will be for 1 hour, either 6-7pm or 7-8pm.	All
Daily	tweets are being sent out daily. Michelle asked for other committee members to tweet or retweet to share with their followers.	All
Oct	<p>T-Levels with Rebecca George and the LDSG AGM. 27<sup>th</sup> October at 7PM.</p> <p>Kevin will ensure the presentation is ready, incorporating updates from the Officers.</p> <p>Michelle will catch up with Rebecca to ensure everything is in place.</p> <p>Committee asked to submit some questions by Friday 23rd - <a href="https://1drv.ms/w/s!Ak6VyToxQtvWsSY4dQVdWoot22pT?e=MXGBhb">https://1drv.ms/w/s!Ak6VyToxQtvWsSY4dQVdWoot22pT?e=MXGBhb</a></p> <p>Michelle will set up a Twitter handle for the event.</p> <p>Michelle has set up short URLs for the AGM:</p> <ul style="list-style-type: none"> <li>• LDSG Web Page - <a href="https://bit.ly/39gbokB">https://bit.ly/39gbokB</a></li> <li>• Technical Training handbook - <a href="https://bit.ly/35oBikx">https://bit.ly/35oBikx</a></li> <li>• YouTube channel - <a href="https://bit.ly/2CuywA5">https://bit.ly/2CuywA5</a></li> </ul> <p>We hope that as many of the Committee will attend as possible.</p>	<p>KS</p> <p>KS</p> <p>MK</p> <p>All</p> <p>MK</p> <p>All</p>
Nov	24 Nov – LPI presents using LPI learn to support the Capability Map	MK
Dec	Dawn – eSports. Michelle will contact Dawn to see the current state of play.	MK
	Kevin’s talk on apprenticeship standards may be used as a ‘fill-in’ if required.	
Jan	Online Conference planning starts – Conference in October 2021	All
	Michelle has an ambition to have 3 webinars advertised at the same time so any other suggestions will be considered	All

## 6. Membership report

	Action by
<p>These have not been updated for the month. Last month's figures from BCS show 642 on Catalyst and 583 on Salesforce.</p> <p>According to Salesforce the SG has had 35 new members in the last 12 months and 59 people have left.</p> <p>Total membership is therefore reported as <math>583+642=1235</math></p> <p>However the email lists only show 535 members and 143 non-members, total 678. Mandy is looking into the variance.</p>	GT

## 7. Equality, Inclusion & Diversity

	Action by
<p>The Committee welcomed Ismini, who is now able to join the live committee meetings on a more regular basis.</p> <p>The committee believe that the SG is demonstrating and continuously working on good practice in the following areas:</p> <ul style="list-style-type: none"><li>• L&amp;D SG is international and has members from different countries and ethnic groups.</li><li>• All sessions/webinars are designed in an inclusive way trying to minimise the Digital Divide.</li><li>• We ensure disabled access to all face-to-face meetings.</li><li>• We are open to dialogue with the members and accommodate requests that align with EDI principles.</li><li>• We have been adapting our approaches due to Covid-19. We follow Government guidelines and make personalised arrangements as and when needed.</li></ul>	

## 8. Any other business

	Action by

## 9. DT&P of next meeting

	Action by
<p>Date 16<sup>th</sup> November at 7pm</p> <p>Somewhere in the cloud, more to follow.</p>	GT