

**Minutes of the BCS L&D SG Committee Meeting
Held on Monday 18th March 2019
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) Conference framework
- 7) Membership report (Gary)
- 8) Inclusion and Diversity (Ismini)
- 9) Any other business
 - a. Specialist Group Nominations
- 10) Date of next meeting (15th April 2019)

Minutes

1. Attendees

	Action by
Present: Kevin Streater, Michelle Kaye, Ken Gaines, Dawn Hewitson, Sue Martin, Gary Thornton	
Apologies received: from: Ismin Vasileiou	

2. Minutes of previous meeting:

	Action by
The minutes of the previous meeting were approved	

3. Matters arising:

	Action by
See Events and Conference sections	

4. Finance update

	Action by
We have been allocated £3,000 for next year. We haven't spent anything yet but will start to call on the funds this month.	None

5. Events schedule

		Action by
Feb	LPI Capability Map webinar took place on 26/2/19. The meeting was well attended and recorded for the website. KS said that the webinar approach was working well and the SG would continue to develop it.	
Apr	The launch date for the joint book with CEEdMA, "Technical Training Management", will take place on Monday, 8 April 2019 from 16:00 to 18:00 (BST) at the London Marriott Hotel, Canary Wharf. The book is a joint development between CEEdMA, L&D SG and BCS Publishing.	All
Apr	Michelle highlighted that there were a couple of discrepancies in the BCS Event webpage for the book launch and that she had raised these with the web team.	MK
Apr	The CEEdMA conference will take place on 9 & 10/4/19 at the same location as the book launch. L&D SG committee members will participate as usual.	All
May	Introduction to Apprenticeships. KG to send link to the templates	KG
Jun	Dawn Hewitson – TBA. DH confirmed she was ok for the event. Michelle Kaye said that she would post the BCS Event Booking template in the Events Folder on the One Drive. URL to Conference Folder - https://1drv.ms/f/s!Ak6VyToxQtvWmzZq8OExYZsw7ZiS URL to Events Folder - https://1drv.ms/f/s!Ak6VyToxQtvWnyxfuWJYeK-zst_y	DH
Jul	Karen Howard – TBA. KS to check with KH about the topic	KS

6. Conference Framework

	Action by
The conference date is 2/10/19. Rooms with virtual capability booked at Southampton street for 100 people.	
Lord Lucas and Chris Jones have confirmed they will be keynote speakers	
Sue Martin to confirm with Matthew Poyadgi	SM
Speakers and leaders for the breakout sessions were discussed and the agenda was updated with these details.	KG, KS, SM

Sue Martin will lead the badging workshop. John Butriss will be invited to lead the panel discussion Ken is to ask Digital.Me and Kevin is to approach the SFIA Foundation.	
The Conference agenda is now firmed up and will be launched as soon as the keynote speakers are confirmed.	SM, KS
Kevin said that this should be completed before 8 th April so that he could announce it at the book launch.	SM, KS, KG

7. Membership report

	Action by
Gary reported that he had not asked for an update this month but said that at the last meeting L&D SG had 1563 members, of which 1430 were BCS members.	Complete

8. Equality, Inclusion & Diversity

	Action by
The committee believe that we are demonstrating good practice in this area. L&D SG is international and has members from different countries and ethnic groups. We ensure, as far as possible, that dietary requirements are met at meetings. We ensure disabled access to meetings.	All

9. Any other business

	Action by
Kevin reported that he had been re-elected to BCS Council	
Ken updated the committee on the BCS/C&G joint approach for the T-Level qualifications. L&D SG members are invited to participate in the Industry Board. The committee agreed to email the invite to all SG members.	KG, GT

10. DT&P of next meeting

	Action by
Date 15 th April 2019 at 7pm	GT