# Minutes of the BCS L&D SG Committee Meeting
## Held on Monday 20th July 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 (17th August 2020)

## Minutes

### 1. Attendees

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

### 2. Minutes of previous meeting:

|  | Action by |
|---|---|
| The minutes were read and approved | GT |

### 3. Matters arising:

|  | Action by |
|---|---|
| We had 45 live attendees for the webinar on 24th June | None |

### 4. Finance update

|  | Action by |
|---|---|
| We have a £50 speaker fee | MP |
| New banner £140 – it's very green with the SG name | MP |
| We have £28 unlisted, possibly shipping for the banner | MP |

| | We have had no notification about the 20/21 budget yet.  Budgets should be in line with previous years | 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.<br><br>The committee had a general discussion about how to get more interplay with Branches.  A possible double event with Chester and North Wales is proposed. | All |
| July | 'How to use online/remote proctoring in line with GDPR' is tomorrow 21st July.<br><br>There are currently 46 names on the list | |
| Aug | Mark is doing a joint event with Wiltshire Branch, 18th August | MP |
| Aug | Ian Seward from the SFIA Foundation will present on 'SFIA – what's new in v7 and process for v8 updates'.  Suggested date 25th or 26th August.<br><br>Kevin to get Ian's details (email & Twitter) for Michelle | KS<br><br>MK |
| Sep | Dawn will do her session about "sight accessibility".  Suggested date 23rd September | DH |
| Oct | T-Levels with Rebecca George for the AGM.  Suggested date Weds 21st or 28th October at 7PM. | KS |
| Nov | Suggested topic 'How a training organization has adapted in the wake of Covid'. | MP |
| Nov | Dawn - eSports, she's a member of Digital Schoolhouse - Not just the gaming, but the career and soft-skills that are involved. | DH |
| Dec or Jan | Kevin webinar on writing apprenticeship standards.  Date to be confirmed later. | KS |

## 6.  Membership report

| | Action by |
|---|---|
| Latest figures from BCS show 647 on Catalyst including 104 non-BCS members.  There are 582 on Salesforce.  It is unclear whether all the people recruited at Learning Tech are included in the 104.<br><br>According to Salesforce the SG has had 35 new members in the last 12 months and 59 people have left.<br><br>Total membership is therefore reported as 582+647=1239 | GT |

## 7. Equality, Inclusion & Diversity

|  | Action by |
|---|---|
| The committee believes that we are demonstrating good practice in this area.<br><br>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.<br><br>We ensure disabled access to meetings.<br><br>We are having good discussions around running events focusing on diversity and disabilities with the Dawn | All |

## 8. Any other business

|  | Action by |
|---|---|
| Kevin reminded the committee about the webinar tomorrow.<br><br>https://landd21072020.eventbrite.co.uk | All |
| We will ask Ismini to try to arrange a time when she can join us. | KS |
| Planning meeting for 2021 conference to be arranged in Jan 2021 – possibly face to face.<br><br>KS, MK and MP attended the BCS membership groups online conference last week (July).  BCS are putting effort into group support so it was suggested that we talk to BCS about using their meeting rooms and technology |  |
| Online Conference – around September 2021 |  |

## 9. DT&P of next meeting

|  | Action by |
|---|---|
| Date 17th August at 7pm<br><br>Somewhere in the cloud, more to follow. | GT |