

**Committee Meeting Minutes**  
**28 February 2024, 10 am**  
**Remotely via teams**

**Present: Emily Johnson (EJ: Chair); Bekky Hillman (BH: Secretary); Imogen Wood (IW: Treasurer); Ruth Beveridge (RB); Anna Tyacke (AT) ; Rachel Cubitt (RC); Deborah Fox (DF); Peter Guest (PG); Mags Gjedboe (MG: Advisor); Jen Parker-Wooding (JP: ClfA guest).**

**1. APOLOGIES**

Nicola Rogers (NR), also standing down.

**2. MINUTES OF LAST MEETING AND MATTERS ARISING (not covered elsewhere)**

Accepted from last meeting.

**AT** not yet had any training with British Museum, will report back when some has taken place.

**3. FINDS ISSUES**

- Internal to ClfA

Minimum wages **EJ** noted understandable reasons but poor communication, internally and externally, which may be resolved with Comms Group within Advisory Council. **EJ** noted lack of very early career representation on the committee, with the committee's personal concerns often involving retention of experienced specialists. **JPW** ClfA board includes representatives with HR experience. They have lots of emails but are responding as quickly as they can.

- ClfA Groups forum meeting,

New Knowledge Hub for Group Committee Peer support.

**ACTION:** Committee to join, with RB doing a more active review and feeding back at next committee meeting.

- External (AEA, ICON, Other groups etc). **MG** attended ICON meeting 6 February, main thing is FAFF could become an online resource hosted by Cardiff University rather than a book, content should start to appear online in June/July 2024. Website is being updated and there is a conference called ICON 2024 in July. **MG** is stepping down from being ICON rep in August and also as advisor to finds group as she is a little out of the loop as she is working abroad. Committee now lacks conservation representative.

**ACTION:** **AT** has colleague who is an ICON member and may be able to report back to the group in an advisory role. **AT** to make contact.

- FSIG Aims/policy

Competence matrix review **PG** attended meeting and is now on working group. There were many matrixes all of which needed comment. There is a big variety as all are individually created by the groups. The working group want a more unified version with terminologies in a glossary and reference made to 'the latest version' of standards and documents to keep them up to date. **EJ** suggests this is not a working group issue and should be handed down from a single authority and the matrix should cover the same items as the accreditation upgrade interview. **DF** there is disagreement with definition so a thesaurus/glossary of terms is needed **RC** without a specific matrix it can be difficult if there isn't one for your specialism it is hard to apply for upgrade.

#### 4. TRAINING

-Specialist training crisis and funding **EJ and JPW** had a meeting with Cara Jones who is skills manager for CIFA, looking at skills gaps/apprenticeships etc across the UK. Will be useful to link up with her. There are difficulties of recording specialist training (ie no BAJR record/CPD forms) CPD can be linked to PDP in CIFA. **RC** likes the forms and they can be used to cover mentee/mentor relationships. **AT** PAS training given and received is logged as CPD  
**ACTION:** **AT** to give copy of PAS form to group to review.

**ACTION:** should promote the CPD/PDP forms more on social media pages/website.

**IW** harder for self-employed as no in house training, could also add in the teaching element to others as your CPD.

**EJ** the Landward survey, our last survey results and the CIFA survey results can be used. Cara will help with future survey questions to gather more information. Funding is available from Cara but workshop would have to be in Scotland, though this can be online too, the workshop would need to be in person for training, could be expensive. We could have accessibility and funding issues.

**ACTION:** **EJ** to find out where abouts in Scotland it could be and what collections would be used.

**RC** MPRG would like to run a course for people that are interested and have no experience, Lorraine Methan says some funding could be made available for another training course, finds group could be involved.

**PG** HE corporate plan removes skills resilience? **RC** says this is not the case and they have a team of people working on initiatives **ACTION:** **RC** to report back to group about corporate plan.

**DF** can apply to arts council for funding for CPD workshops, Grantium portal not a great platform but once you get through it it is worthwhile, there are also grants available from smaller organisations.

#### 5. PROJECTS

- Toolkit updates

Pottery toolkit **EJ** has put the pottery standard through the tool kit standard just awaiting the feedback and may need more funding for some extras that weren't included in the

original budget. **JPW** once this has been done it will be sent out for comment more widely. Applying for funding for training in using the toolkits would be a later proposal, but this second phase does need building in.

Roman coinage toolkit/enhancement project **PG** needs a few tweaks leading to a more user-friendly toolkit, no idea how many people are using it though and has had no feedback about it, though has been approached and asked questions by people. Needs to be clear what the toolkit is for and how to fill in the template, guidance is available and perhaps a downloadable PDF would be better with click on links to the chapters. Funding for toolkit training hasn't been costed but the proposal will include funding for this. **AT** says it can be thought that this toolkit was to identify coins, but actually is just to aid recording not identification. **PG** agrees and title is being changed, his project proposal was discussed and approved by the FSIG and the amended proposal will go to **JPW** for checking / addition of financial details before being sent to the CIFA.

All noted that the CIFA website is not easy to navigate and terms searches are unavailable in the toolkits. It would be easier to have a downloadable version which you can search and is accessible offline. This would mean that versions become out of date, but you can get over this by date stamping the PDF.

**RB** can toolkits training be online webinar so that people can access it more readily and then be shared for others to view. This could be added to the initial budget proposal for the toolkit and produced at the same time.

**JPW** to add questions on toolkit use in surveys, this was included in CIFA bi-annual survey last year.

**EJ** there needs to be more reflection on toolkits produced and how much they are used and useful and changing the way that people do things. **JPW** said she is working on an evaluation project.

## 6. FSIG EVENTS

- FSIG AGM 2024 (including budget review) **IW** need to increase budget with bigger committee maybe allocating a set amount per person to help budget approximation. Maximum you can apply for is £800 so will have to stop doing food as this won't be covered. Only £300 for the venue may not cover a large venue. **JPW** you could do an event application on top of this which would increase the funding available. **IW** May consider later start and finish which could half the budget for travel.

**EJ** maybe an online AGM recapping the current toolkits would be better so budget can be saved for possible Scotland training session.

Teabreaks **IW** to sort out pottery tea break to cover all periods of pottery to help networking note that this is not an offer of online training **ACTION: EJ & IW** to report back to group with dates and ideas

## 7. COMMUNICATION



**EJ** need a comms officer ideally with training in social media to take over Facebook is slowly growing, need to post more aim for once every two weeks. Need to add Alt text to images.  
Newsletter: No update as there was a recent one, aim to get one a year in January to update what we have planned.

8. THREE YEAR PLAN

No updates

9. AOB

None

10. Date of next meeting

W/C 22 or 29 April Let **BH** Know any bad dates doodle poll to follow **EJ** to create.