

Minutes of the meeting of the CIFA Finds Special Interest Group

Held: Wednesday 16th October, 2019
at RPS offices, 20 Farringdon Street
London

Present: Louise Rayner (LR, Chair), Kayt Hawkins (KH), Mags Felter (MF, Secretary), Peter Guest (PG), Helen Wickstead (HW)

Action points:

LR to track changes of S&G and circulate

MF to circulate matrix with RP's tracked changes.

All to circulate training ideas by email for next meeting

All to circulate ideas for 2020 AGM for next meeting.

All to send comments re specialist report toolkit. LR to collate and circulate comments.

KH to circulate full survey results to the committee.

All to think of ideas for a strapline.

Agenda item		Action points
1. Apologies for absence	Nicky Rogers, Ruth Pelling, Imogen Wood, Rowena Hart	
	At this point a warm welcome was extended to three new committee members: Peter Guest, Helen Wickstead and Imogen Wood. Brief introductions were made. HW stated that she was aware that research funding is changing and that a lot of PhDs are now done in partnership with organisations and she is keen to explore this with the FSIG.	
2. Minutes of last meeting and matters arising	Minutes were taken as a true record. PG asked about the status of Chartered Archaeologist. LR gave a short overview and a discussion arose about	

(not covered elsewhere)	chartership levels.	
3. Finds issues	<p><u>Internal to ClfA</u></p> <p>Standards and Guidance review – LR informed new committee members that we have been asked to review the current Standards and Guidance on finds work as part of a wider review of S&G across ClfA and that we have been through it as a committee. A few updates are needed especially in light of findings from project 7090. LR to circulate document with tracked changes from committee and re-circulate to get new members’ input so it can be updated to underpin the new selection policy toolkit. HW talked about Spectrum in museums which has a flow-chart of procedures which is more punchy than the quite wordy S&G document. Would we be able to change the S&G to be more simple and impactful – LR stated that we would have to clear this with ClfA central office. HW suggested that other selection toolkits such as the one from the Museums Association should be referenced in ClfA’s selection toolkit.</p> <p>ClfA Groups Forum meeting RH is our rep but there had been no meeting.</p> <p>Finds work Competency Matrix RP had been through the Matrix. MF to circulate. HW commented that it’s quite difficult to come up with a competency matrix as it is so general. A comment was made about whether it was more difficult to become a member as a finds specialist than as a field person. LR commented that the finds specialist matrix sits alongside the general matrix for memberships. NR had asked by email whether as a finds specialist you had to tick all the boxes in order to become a full member and LR clarified that you didn’t necessarily have to. It was decided that it would be worth clarifying this as part of the matrix.</p> <p><u>External (EAA, ICON, Other groups etc)</u></p> <p>The Trailblazer apprenticeships for the historic environment which has been developed recently to fit in with new standards for modern apprenticeships are being delivered autumn 2020 despite various issues getting level 7 linked to university courses. Lots of info online.</p>	<p>LR to track changes of S&G and circulate</p> <p>MF to circulate matrix with RP’s tracked changes.</p>
4. Training	A discussion was held about Finds training provision. What would potential training sessions run by the FSIG look like? KH suggested a series of sessions for early careers at the	

	<p>conference. HW stated that there are grants available from the Arts and Humanities Research Council to provide training days. A series of 'back to basics' skills sessions was suggested.</p> <p>The survey of ClfA members found that only 30% of members have been to a training session in the last 5 years and 60% of members stated that online training would be good but that if the training was in conference format, a full day on a weekday would be best.</p> <p>It was decided that a more formal proposal for training sessions should be put together and imbedded in the 3 year plan. Everyone to come up with training aims and circulate by email for next committee meeting.</p>	<p>All: circulate training ideas by email for next meeting</p>
<p>5. FSIG Events</p>	<p>FSIG AGM 2019 round-up</p> <p>The AGM itself was really successful with lots of positive feedback. The booking/organisation had been a bit problematic and it was decided it would be good to feed this back to central office.</p> <p>KH has started to write this up for inclusion in the Archaeologist.</p> <p>AGM 2020</p> <p>Ideas for this were discussed briefly. Everyone to think of suitable ideas for January's meeting.</p>	<p>All: ideas for 2020 AGM for next meeting.</p>
<p>6. Projects</p>	<p>Project 7090 update</p> <p>LR gave an update. This has now moved on to development of a toolkit for generating reports and has been given a new project number. It will be a 'nuts and bolts' checklist for reporting. It was stated that it is in danger of becoming too narrow and that minimum standards do not exist for quite a few different material types.</p> <p>It was stated that it would be useful for the toolkit to contain guidance on procedures, such as a checklist of data to request from the excavation unit. It was stated that it would be good to support and safeguard the specialist within the system, for example a list of info that the specialist should be given and encouragement to seek an expected time-frame for the work. PG suggested it might be useful for a post-ex or project manager to have the checklist for reporting as they are likely to have overall control of the project so they can drive the change.</p> <p>MAP2 was mentioned as being useful as it has clear outline/structure. HW pointed out that a visual flow chart style might be more useful as the toolkit needs to be quick and effective. At this point there was a discussion about the challenges of producing specialist reports. The bottom line is that the toolkit needs to provide an outline of the things</p>	<p>All to send comments re specialist report toolkit. LR to</p>

	<p>needed for a successful report to be written with a link to the standards and guidance already in place. Everyone to send comments/suggestions/additions to LR will re-circulate after collation of comments.</p> <p><u>Survey</u> A brief discussion was held about the survey results, which KH had also given a talk about at the AGM. KH to circulate full survey results to the committee.</p>	<p>collate and circulate comments.</p> <p>KH to circulate full survey results to the committee.</p>
7. Communication	<p><u>Website</u> Committee changes to be put onto website. A discussion was held about how to make our webpage more interesting perhaps through the use of images. Kerry will be asked if this is possible. It was decided that it would be good to have the banner and possibly flyers and postcards available for TAG.</p> <p><u>Social media</u> 300 twitter followers. The potential for setting up an instagram account was discussed – to be decided next time.</p>	
8. Any Other Business	<p>The 3 year plan – MF to circulate. The name of FSIG was generally accepted as good, but it was felt that more information was needed on the website to describe the group, perhaps a strapline and a policy statement. It was decided that everyone should try to think of a strapline and to share this discussion by email.</p>	<p>All to think of ideas for a strapline.</p>
9. Date of next meeting	11.30am, Wednesday 29th January, 2020 @ RPS offices.	