

**Chartered Institute for Archaeologists
Scottish Group**

Committee Meeting

Thursday 2 August, 13:00 – 15:30

RSK Offices, 65 Sussex Street, Glasgow, G41 1DX

Attendees: Andrew Bickett (AB), Sam Fox (SF), Cara Jones (CJ) & Joe Somerville (JS)

1.	Apologies	Action
	Peta Glew (PG), Peter Hinton (PH), Biddy Simpson (BS), Tristain Boyle (TB) & Lianne Birney (LB)	N/A
2.	Previous Minutes	N/A
3.	<p>Newsletter Biddy Simpson not present.</p> <p>It was noted that the newsletter had not been received by some members of the committee who will check with BS whether she requires anything further from us.</p> <p>BS resent newsletter – Committee to provide comments for Autumn newsletter by 07/09/2018</p>	<p>SF</p> <p>All</p>
4	<p>CifA Scottish Group: 2018 AGM</p> <p>The AGM and Training Event for 2018 was discussed and planned and details agreed;</p> <p>A draft agenda for the day and the outdoor activity to be shared with committee.</p> <p>To be held on 28th Sept, 10am – 3pm, Holyrood Park Education Centre.</p> <p>Accommodation & catering to be booked, pricing to be discussed</p> <p>Committee to enquire whether representative from National Trust for Scotland will be available on the day</p>	<p>JS & AB</p> <p>SF & TB</p> <p>CJ</p>
5	<p>CifA2019 Annual training event and conference: conference session proposal</p> <p>No proposals have been put forward, but it is understood that CifA Scotland will be present on the day and can represent the Scottish Group, if needed.</p>	CJ
6	Update from committee for Groups Forum for LB	SF

7	<p>CifA Scotland Update</p> <p>As detailed at the last meeting, funding for the part-time post has been reduced to 13 hours a week. For this financial year, CJ is going to focus on supporting the development of a college course and apprenticeship framework for Scotland and delivering the training programme /workshops (detailed below).</p> <p>On 31st July, an industry panel met (chaired by CifA) in Edinburgh to discuss skill gaps and training initiatives. It was decided that both initiatives would continue to be developed but reviewed in 6 months' time to see if both were needed. An industry panel/working group has been created to guide the process. CJ has upcoming meetings with Forth Valley College (with Headland and Society of Antiquaries of Scotland) to confirm the cost of developing the college course. CJ also has upcoming meetings with SQA to discuss qualifications.</p>	CJ
8	<p>Training Events</p> <p>CJ provided overview of recent and approaching training events. Upcoming events to include small finds/assemblage training in partnership with the NMS.</p> <p>Committee to forward to CJ details of potential training providers to help CJ plan training opportunities over the next year.</p> <p>JS to organize a second workshop on asbestos training.</p>	All JS
9	<p>Consultations</p> <p>None that the committee are aware of; Noted that a written summary from PH in advance of the meeting may provide a better overview given availability & time constraints. SF to enquire whether this is suitable.</p>	SF & PH
10	<p>Date of Next Meeting</p> <p>2018 AGM 28/09/2018 12:00 – 16:30, Holyrood Park Education Centre, 1 Queen's Drive, Edinburgh, EH8 8HG,</p>	SF
11	<p>AOB</p> <p>N/A</p>	