

Minutes of the meeting of the CifA Finds Special Interest Group

Held: Wednesday 19th September, 2018 at CGMS offices, Bastion House, 140 London Wall,
EC2Y 5DN

Present: Phil Mills (PM, Chair), Duncan Brown (DB), Louise Rayner (LR), Kayt Hawkins (KH), Mags Felter (MF), Rowena Hart (RH), Ruth Pelling (RP)

Action points:

- KH to write conference session review for the Archaeologist.
- MF to draft new business plan.
- DB to contact Sam Paul of the ASIG re response to the Chichester document. MF to send on.
- MF to send email to Jen Parker-Wooding re: Standards and Guidance review.
- LR to circulate apprenticeship paperwork to committee.
- RP to email Rebecca Nicholson to invite her to join the FSIG.
- RP to circulate link to the NHSF website.
- MF to draft agenda for the AGM.
- KH to email Colin Forrestal to respond to the CifA Conference proposal.
- KH to draft list of FSIG survey questions and circulate to the committee.

Agenda item		Action points
1. Apologies for absence	Alex Beeby	
2. Minutes of last meeting	Taken as a true record.	
3. Matters arising (not covered elsewhere)	Action points from last committee meeting were gone through: Forms for the election of different officers have almost all gone in. The rest will be done this week. RH had forwarded the PCA advert to Kate Geary and BAJR had also taken up this issue. An email re individual Chartership had not been sent but it is included as a discussion point for the AGM next week.	KH to write conference session review for the Archaeologist.

	<p>The review of the ClfA conference session on assessments was still thought to be worth putting into the Archaeologist.</p> <p>3 year plan had already been done up to 2019. MF to draft the one leading on from that, by following similar format.</p> <p>Re: the Sussex guidance on archaeological materials, DB had been to a positive meeting with the Sussex CC to talk about the Chichester/Fishbourne guidance on retention and discard. The Sussex CC had agreed to trial the ClfA selection toolkit on a future project. The committee agreed that there should be a response from the FSIG to the Chichester guidance as well as from the Archives SIG.</p> <p>DB to contact Sam Paul, the Chair of the ClfA Archive Group, to ask her to contact MF about the letter they have written but not yet sent.</p>	<p>MF to draft new business plan.</p> <p>DB to contact Sam Paul.</p>
<p>4. Finds issues</p>	<p><u>Internal to ClfA</u></p> <p>Volunteer guidelines - this was on the agenda due to an advert which had been placed on social medial by PCA asking for volunteers to carry out finds work – with unclear language. ClfA head office is issuing a new statement soon regarding equality and diversity which also covers the use of volunteers.</p> <p>A discussion was held about harassment at work and the potential for people working in situations where harassment could arise, such as younger members of staff finding themselves working alone with more senior staff. The working party on Equality and Diversity will review this.</p> <p>Specialist standards – Jen Parker-Wooding had been in touch as she is starting the process of reviewing the Standards and Guidance for archaeological materials. Members of Barbican (an independent group of Finds Specialists including Peter Guest) had been in touch offering their help in drafting the guidelines and they had also attended the project 7090 feedback day.</p> <p>It was stated that the S&G for archaeological materials had last been done in 1999.</p> <p>It was decided that updating the S&G should start with a review by the committee of the current guidelines and for comments to be collated at the next meeting which would then form a draft document which could go out to consultation. It was also decided that a logical next step would be the publication of a series of best practice guides which the FSIG could publish. MF to send an email to Jen Parker-Wooding to this effect.</p> <p>ClfA Groups Forum meeting – no one had been able to attend the last meeting.</p>	<p>MF to send email to Jen Parker-Wooding</p>

	<p><u>External (EAA, ICON, Other groups etc)</u></p> <p>Trailblazer apprenticeships – LR gave an update on progress from the ClfA working party for this. The Institute of Apprenticeships has approved the draft standard for the Level 7 apprenticeships and the next step is to draft the end of programme assessment criteria. KH raised the question of whether completing the level 7 would mean automatic MCIfA level membership of ClfA – LR stated that it would not now but that the competency matrix has been used to set benchmarks for the apprenticeship. LR to send round the paperwork.</p> <p>EAA conference - DB informed the committee that he had attended the EAA conference in Barcelona and that there is a move to set up a Conservation and Materials Science Special Interest Group. RP also raised the issue of a potential for an Environmental SIG. A discussion was held about this with the outcome that the committee felt that a Conservation and Materials Science SIG is probably not required, with the feeling that this is covered by the FSIG and that it is more beneficial for such specialists to join together under the FSIG umbrella, with more participation forming a stronger group. There was a feeling that an Environmental FSIG could be useful however. RP suggested asking Rebecca Nicholson from Oxford Archaeology to join the FSIG in the first instance.</p> <p>NHSF Resources Working Group – RP raised the potential for ClfA to join the National Heritage Science Forum. The NHSF is a lobbying group with many large Heritage groups as members and who help to shape the National Heritage Science plan. They have invited ClfA to join. It costs £3000 per year to be a member but you get access to the 'kit catalogue' which is an equipment sharing resource and access to certain funding bodies. It was decided to put that on the agenda for the next advisory council meeting. RP to circulate link to the website.</p>	<p>LR to circulate apprenticeship paperwork</p> <p>RP to email Rebecca Nicholson to invite her to join the FSIG.</p> <p>RP to circulate link to the NHSF website.</p>
5. Training	There were no further issues to do with training.	
7. FSIG Events	<p><u>FSIG AGM 2018</u></p> <p>This meeting is in hand with 38 people booked on so far. Kerry is dealing with bookings and has ordered lunch. LR to give introduction and chair the talks. MF to draft agenda for the AGM.</p> <p><u>ClfA conference session 2019</u></p>	MF to draft agenda for the AGM.

	<p>A discussion was held about the potential joint session with the New Generation SIG. As the session did not seem to fit with current FSIG issues, it was decided that we can only support it in a limited capacity. KH to email Colin Forrestal in this regard.</p>	<p>KH to email Colin Forrestal</p>
8. Projects	<p><u>Project 7090 update</u> The enhanced proposal to turn it into a toolkit for developing criteria for training and quality benchmarking had been completed and returned to Kate Geary who has commented and returned it to DB. It is now in its final stages. The hope is to turn it into an online training resource in the future.</p> <p><u>Survey</u> KH had been asked to complete a ClfA-wide survey by the advisory council as ClfA is looking for greater participation across all groups. It was decided that we would like a FSIG separate survey. A discussion was then held about what questions we would want to see. KH to draft list of FSIG questions and circulate to the committee.</p>	<p>KH to draft list of FSIG survey questions and circulate to the committee.</p>
9. Communication	<p><u>Website</u> Small updates to be added. Changes to the committee will be amended after the AGM.</p> <p><u>Social media</u> We now have 215 followers on Twitter. LR has been sending out Tweets regarding booking for the AGM which has been successful.</p>	
10. Any Other Business	<p>None.</p>	
11. Date of next meeting	<p>Wednesday 16th January at CGMS. (The one after that will be held Wednesday 3th April).</p>	