|  |  |  |
| --- | --- | --- |
| **Title: Midlands Regional Meeting**  | **Date**: 13.11.24**Venue: Priestly Smith School****Time: 10am** | **Chair**: Louise Neuchterlien |
| **Attendees**: Kayleigh, Fran, Jane, Suzy, Jodie, Nikki, Celina, Simon, Fiona, Judie, Ellie, Rebecca, Kate, Layla, Farriah, Jayne, Helen, Sarah.  | **Regrets**: N/A |

|  |  |  |
| --- | --- | --- |
| **Agenda Items** | **Discussion & Decision** | **Action** |
| 1. Introductions and welcome
 | Suzy toilets, fire evacuation. |  |
| 1. Apologies
 |  N/A |  |
| 1. Minutes of previous meeting
 | N/A |  |
| 1. Apps (Fran)
 | Clew App session delivered by Fran. | .Regional Rep to email presentation to members. |
| 1. ILS Equipment
 | Demonstration and group discussion around different equipment available led by Suzy. | . |
| 1. CPD Logbooks
 | Those on the register are due to hand in 2024 logbooks in January 2025. Each CPD section to be signed off by line manager or senior, then emailed to Regional rep.  | Registered members to email logbooks to regional rep in Jan 25.  |
| 1. Any Other Business
 | Please email Louise any CPD areas for future regional meetings.  |  |

**Meeting Adjourned: 2pm**

**Next Meeting Date: TBC**

**Minutes By: LNeuchterlien**