

BSC YL Central Meetings Policy

RATIONALE

For the smooth and efficient running of the establishment it is essential to call regular YL Central meetings across multiple departments to ensure effective communication, and so that staff have the opportunity to solve problems, make decisions and have ownership in the development of effective YL operations.

AIM

The aim of British Study Centres Young Learners (BSC YL) is to promote the smooth running and effectiveness of operations through regular opportunities for staff/team meetings where staff opinions and contributions to decision making are valued and implemented across the seasonal programmes.

OUTCOMES

- Staff are provided with information regarding current issues / developments within the respective department
- Staff have opportunities to contribute to discussions, give feedback on all multiple agendas across the department as well as chair the staff meeting
- Problems are debated and resolved
- Staff are consulted on spending, however final decisions are made by the Operations Director
- Staff have a sense of ownership in the running of their area/department

MEETING PROCEDURES

Staff/team meetings are agreed by the relevant stakeholders and a calendar drawn up. Dates take account of members of staff who are in a job-sharing position and those who are/who aren't on shift. Additional meetings may be arranged as necessary.

All staff members are given opportunities to suggest agenda items and any preparations to be made. During the meeting, staff have the opportunity to contribute to discussion, provide feedback on relevant events and discuss the progress/concerns about departments/areas of work.

The minutes of every official meeting (across departments) is expected to have recorded minutes (where possible) to support the meeting. The minute templates include:

- Department
- Date/Time
- Attendees
- Agenda
- Notes
- Action points
- Who is responsible?
- When it will be finished?

BSC YL CENTRAL ESSENTIAL WEEKLY MEETINGS

Meeting/Department	Hosted by	Attendees	When	Minutes recorded by
Weekly YL Ops	Operations Director	YL Ops Team	Every Thursday	Operations Director
Weekly 1:1s	Operations Director	YL Ops Team	Every Friday	Operations Director
HR and Recruitment	HR Manager	YL Ops Team	Every Monday	YL Operations Manager
Daily catch up	Operations Director	YL Ops Team	Everyday	No Meetings recorded

**The days and times are flexible and subject to change.*

OTHER DEPARTMENT MEETINGS

Many other formal department meetings will occur over the course of the year. They include:

- France – LEA
- BSC - Ireland
- Sales
- Marketing
- YL Safeguarding Group
- Wycliffe MasterChef
- Manchester City Football School

These meetings are less frequent but its still essential to have the meeting minutes recorded.

ROLES AND RESPONSIBILITIES

YL Operations
<ul style="list-style-type: none">• Invite team members to consider items for the agenda (where possible)• Chair the meeting as appropriate• Ensure minutes and action points are recorded• Monitor and follow-up action points
Other Team Members from other Departments
<ul style="list-style-type: none">• Suggest items for the agenda• Participate in the discussion and the decision making• Accept responsibility for agreed action points• Respect colleagues' contributions to the meeting

RESOURCES

- BSC YL – Meeting Minutes Template