

# BSC YL – Seasonal Staff Meetings Policy

## RATIONALE

For the smooth and efficient running of the Young Learner centre it is essential to call regular staff meetings to ensure effective communication, and so that staff have the opportunity to solve problems, make decisions and take ownership and accountability within their respective roles.

## AIM

The aim of BSC-Young Learners (part of BSC-Education) is to promote the smooth running and effectiveness of the designated BSC YL centre through regular opportunities for staff/team meetings (across all departments) where staff opinions and contributions to decision making are valued.

## OUTCOMES

- Staff discuss and collaborate a range of different agendas connected to the centre
- Staff are provided with best practice guidance regarding safeguarding, COVID19 procedures and current issues
- Staff have opportunities to contribute to discussions, give feedback (please refer to the [BSC YL Seasonal Staff Feedback Policy](#)) on every aspect of the centre.
- Problems are debated and resolved
- Staff are able to take ownership of tasks through departmental meetings

## MEETING PROCEDURES

All Staff/Management Meetings and Department Meetings are agreed at least 24 hours in advance. They are confirmed via email and What's App. The All Staff Meetings are also elicited using a Meetings Template on the staff office Noticeboard. Additional meetings may be arranged as necessary.

The Line Manager hosting every meeting sets the agendas of every meeting, however, the safeguarding of young learners is an essential agenda for every single meeting across the centre. During the meeting every team member has the opportunity to contribute to discussion, provide feedback on relevant events and discuss the progress/concerns about students.

The minutes of every official meeting is expected to have recorded minutes (where possible) to support the meeting. The minute templates are readily available for Centre Management and include:

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

The Centre Management Team are responsible for monitoring and following up points for action. A copy of the minutes is circulated to attendees via email and to be stored in a folder easily accessible in the staff room. The Centre Manager reviews all meeting minutes at the end of every working week

***BSC YL are available to support all unresolved issues during these meetings***

**ESSENTIAL CENTRE MEETINGS**

Meeting	Hosted by	Attendees	When	Minutes recorded by
Centre Management	Centre Manager	Centre Management	Everyday	Centre Manager
All Staff	Centre Manager	All Staff	Twice per week (one for Transfers)	Delegated by Centre Manager
Department Manager	Line Manager	Relevant Department	Everyday	Line Manager
International Group Leader (IGL)	Hosted by Centre Management	A Member or Centre Management and the IGL	Everyday	One meeting to be recorded per week
YL Central	YL Operations Manager	Centre Manager	Once per week	YL Operations Manager
YL Safeguarding Forum	YL Designated Safeguarding Leads (DSL and DDSL)	Centre Managers from every centre	Once per week	DSL

***\*The days and times are flexible and subject to change. They depend upon the centre. BSC YL Team Members need to cover each other's duties during days off and other absences as well as ensuring that the meeting minutes are readily available.***

**OTHER CENTRE MEETINGS**

It’s extremely likely many other formal meetings will occur over the course of a busy season at the centre, they’ll include meetings with:

- Host Centre Liaison Officers
- The Catering Team
- Other Host Centre Staff
- British Council Inspectors
- Visiting YL Central Team Members
- Agents
- Suppliers

Although, it’s not essential to record these minutes. It’s still good practise and YL Central advises for Centre Management to document/minute important meetings to help with general Operations and to maintain the Safeguarding of Young Learners.

**ROLES AND RESPONSIBILITIES**

Centre Management
<ul style="list-style-type: none"> <li>• Invite team members to consider items for the agenda (where possible)</li> <li>• Chair the meeting as appropriate</li> <li>• Ensure minutes and action points are recorded</li> <li>• Monitor and follow-up action points</li> </ul>
Non-Management
<ul style="list-style-type: none"> <li>• Suggest items for the agenda</li> <li>• Participate in the discussion and the decision making</li> <li>• Accept responsibility for agreed action points</li> <li>• Respect colleagues’ contributions to the meeting</li> </ul>

**RESOURCES**

- BSC YL – Meeting Minutes Template