

Staff Meeting Procedure

Acculearn Training Limited

T/A

Cranbrook College

Reviewed: May 2025

Staff Meeting Procedure

The Administration of Acculearn calls in a meeting once a month. The purpose of these meetings is to look into the updates and discuss the scenarios prevailing in the institution.

Staff Invitation

Once the Administration has decided the meeting date and timings all members of staff would be informed first through telephonic contact that the meeting is taking place. Later on, an e-mail confirming the date, timing and the venue for the meeting is sent to the members. A notice is being displayed on the notice board.

Round Table

All meetings are conducted round desk. Before the start of meeting the presence of all members is confirmed by marking an attendance sheet. Following points are generally discussed during a meeting

- Results for the training
- Outcome of reports and feedback
- Updates from Awarding Bodies
- Number of candidates registered
- Discipline
- Teaching
- Available resources
- Business or Marketing Plans
- Laws and regulations for Health and Safety, Equality and Diversity
- Evaluation of course by Candidate feedback

Conclusion of meeting

During the meeting all issues and matters being considered as important or affecting the institution environment is raised. Effective measurements are suggested. Final

conclusions are recorded in minutes of meeting and preserved as preamble for the next meeting. Action is taken to implement the final conclusion of the meeting. Responsibilities are being distributed among the members and relevant jobs are assigned to the relevant department.

A date is suggested for next meeting and targets are set to be achieved by the proposed date. The meeting ends with all members liable to present their performance chart in the next meeting.

