|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Time | Staff  | Discussion | Action |
|  | 10:00 | HB MH LS DS SC KC | Opening Welcome. Itinerary of what will be covered.Discuss action’s met from last meeting | Question and answer |
|  | 10:10 | HB MH LS DS SC KC | **Alpha Training becoming a charity**Due to the recent minimum spend charge from City & Guilds, it has been decided that Alpha will become a charity.MH to explain what this entails. | MH and MW to continue this process of change. HB to update City and Guilds. |
|  | 10:20 | HB MH LS DSSC KC | **VTCT**Alpha is now a VTCT approved centre.HB to explain login and user information. | HB to demonstrate how to find useful information.Staff to look at VTCT policies and procedures. |
|  | 10:30 | HB MH LS DSSC KC | **Oriflame**Alpha is now an Oriflame Stockist. | Staff to become familiar with the products and should promote to clients when convenient. |
|  | 10:40 | HB MH LS DSSC KC | **Dyslexia Training**Hayley and Michelle have completed the dyslexia course and will be teaching parts of the course to staff at the next meeting in February.  |   |