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| 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 DS  SC 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 DS  SC 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 DS  SC 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. |  |