Minutes of YLEUK Meeting 21st September 2018.

Sarah welcomed all members, there were no new member schools, but there were new representatives.

She gave a brief description of the committee members and their roles for the benefit of the new representatives.

Anna talked about Study World, the good and the problems. There was discussion on whether YL should attend ALFE, which is just before Study World. It will be looked into regarding cost, but the general feeling was that the agents at Study World were more focused as it represents the UK only where as ALPHE is international.

Anna pointed out that next year we learnt from our mistakes and we will make sure we have table clothes, a purple carpet, leaflets that arrive on time, banners and balloons that don’t deflate after 1 day! Neil who was on the stand for most of the time got a good response from agents. YL held a seminar where we had representatives from different parts of the UK talking about their region. This was well attended and got a good response from both schools and agents. As a result 10 new schools are interested in joining YL. These are being followed up and will be invited to the AGM, but will have no voting rights.

Some members asked if they could also have copies of the YLEUK Safeguarding card/leaflet/folder to give potential clients. They also wanted it in pdf format. Please just ask if you would like copies sent to you and we will arrange this. We have to re-print the leaflets later in the Autumn so we can have some to hand out at the AGM or e-mail to request some of the old ones before this.

Tim then lead the break out session to discuss any issues/challenges with BC inspection this summer. There were 10 members who had been inspected this summer and they joined the 4 groups to lead the discussions.

Issues arose from this discussion were:-

1. There still needs to be standardisation across the inspectors.
2. Some schools found it difficult to get parental consent when agents were involved and inspectors said that this was unacceptable. This was different to the advice following our AGM last December with Liz McLaren. Some schools were advised by the BC to withhold information from agents e.g host family details until they have the parental consent form.
3. One school who deals with homestays was pulled up because they hadn’t verified or talk to the Aunt and Uncle who had their niece staying with them to make sure they were ‘nice’ people.
4. The 28 day foster care came up. This is a problem because many students stay for 4 weeks and even 6 weeks. Some members have been told that this will also apply to residential students in the future but have not been given any timing if/when this is indeed will happen. If possible this needs clarifying before the AGM if possible.
5. Emergency procedures were looked at and asked about staff training.
6. What is the acceptable % of rationales? Why do the BC continue to insist that teachers need a any degree to teach when a CELTA and experience should be more acceptable.
7. Safeguarding came up and DSL training. Inspectors wanted to see a certificate.
8. Many schools found the inspectors human and reasonable.
9. The new criteria was generally liked across schools.
10. One school said that the inspectors spent more time on Safeguarding and issues around this e.g risk assessments than the academic programme.
11. General lack of focus on social, welfare and activities.
12. Home stays were very carefully checked regarding numbers and nationalities.
13. Members asked what self-assessments are going to be used for? Do they have to be done along with the annual declaration?

Sarah then talked about forming a new committee member to take on the admin role.

Please see a description of this on the forum and web site. YL wish to create this post to steam line the joining of YL much smoother and efficient.

Sarah then started a group discussion on the 3 questions that came up regarding the summer. The room was divided into 3 groups and the questions were discussed and Tim led the feed back session.

* **Students leaving the campus unaccompanied.** This varied considerably depending on location, age and homestay or residential. The one thing that most schools had in common was parental permission was needed before this could go ahead. Normally the minimum age was 13 or 14 years and the students had to be in small groups.
* **Operational issues over the summer.** The main issues were whether the school had been given the information before the student arrived.

One school had been told about a transgender student so was able to cope with this, whilst anther school was not told about behaviour problems and the student ended up being sent home.

If parents will not accept responsibility then as a last resort schools have threatened to take the students to the embassy of the students country. This usually results in the parent taking responsibility.

One school had an actively disruptive group leader. The agents don’t want to help as they need that group leader for custom. Sarah suggested they use the YL web site and the information for ‘Group Leaders’. One school mentioned that they sat the leaders down on arrival and told them that this is where their responsibility ended and they now had free time. They could go on excursions if they wished and if they wanted to talk to their students they could do at a pre-arranged time. This seemed to work for that school. Other schools said that wouldn’t work for them as the parents expect the students to be with that group leader at all times. Maybe the solution is to have a mini induction for group leaders on arrival so they know what to expect?

* **Supervising children overnight.** This varied with schools, some paid staff to stay awake all night, some paid management to ‘be on duty’, some used existing staff and didn’t mention about night duty. There is a case going through court at the moment, which will hopefully change this law and will have a positive outcome.

Schools adhered to the BC ratio of 1:20 for students aged 12 to 17 and 1:15 for students aged under 12 in residence with some giving even lower ratios.

**7** Anna gave feed back on the training sessions. Overall it was very positive. It was a problem with people not turning up or cancelling at the last minute. It was generally agreed that there would be some sort of financial penalty. This will be reported at the AGM. A member said they would like to see a session on Managing People for managers to pass onto their younger activity staff who have moved up the job line. Anna will look into this.

Anna also asked that if you had staff or knew speakers/trainers who were particularly good and would like to come up with training or talks about useful topics, please let her know.

Jane offered to work with Mel to do a session at the Academic conference in January.

8 AOB, Anna brought up a letter from LTD-Oxford regarding a training course for staff who have a 1st or 2:1 of a humanity degree. It offers any teacher or ADOS the chance to gain either Diploma in TESOL or Diploma in Education (PGCE equivalent) with full funding. If the staff member has a 2:2 or below, or a 2:1/1st in a non humanities subject, they can receive 90% of their funding, through an apprenticeship. For more information please contact Simon Baker ([simon.baker@ltd-oxford.com](mailto:simon.baker@ltd-oxford.com)).

Members were asked about having schools who are EUK members, but accredited by another body not the BC. This will be voted on at the AGM with a show of hands.

Members would like Liz to come to our AGM to discuss the questions that have come up in this meeting. Sarah will approach Liz to see if she is able to attend. We will also invite any BC inspectors who would like to attend too as we have in the past.

Sarah asked members if they had issues with jobs being advertised on the forum. They had no problems with this so we will continue to do this.

Fiona asked if the training dates for English UK and the British Council could be put on the website. Sarah agreed to do this.

Members were reminded at various times throughout the meeting to look at the web site if they need any information.

Discovery School, London has a member of staff going to Indonesia with a teaching project and asked if anyone had any old text books they want to donate. If so, please contact [jane@discoverysummer.com](mailto:jane@discoverysummer.com)

The meeting finished at 16.10.