

Terry Kemple

- Lots of issues about meetings - just sharing some random tips etc....How to chair a GP meeting in five steps?
- 1/5 There are 4 basic rules: courtesy and justice to all, consider one item at a time, minority must be heard but majority must prevail.
- 2/5 Items on the agenda should be either for information or for action. Action items dictate an outcome either approved, denied or tabled until the next meeting
- 3/5 Chair must stimulate discussion and participation but keep the meeting focussed on the agenda
- 4/5 Chair firmly deals with any emerging items. Emerging items can be 'parked' as the meeting is conducted until the end of the meeting, then dealt with if there is time, or be new business on the agenda of the next meeting.
- 5/5 Chair asks committee members once a year 1. Did everyone have a chance to speak 2. Did you have a chance to speak 3 Were decisions on the action items achieved 4 Were information items useful 5 Was business accomplished in minimal amount of time 6 were emerging issues dealt with effectively
- Group sizes for doing things well is covered very well in a new book - The Social Brain The Psychology of Successful groups Tracey Camilleri, Samantha Rockey & Robin Dunbar - It gives useful insights about how to work within the limits of our social brains. The social brain hypothesis is the idea that a species' brain size and available time determines or more correctly constrains the size of that species social groups. For humans the maximum natural level is 150 people. This is the Dunbar number and considered the natural limit of meaningful social relationships that an individual can manage at any one time. The Dunbar graph goes further and layers your relationships by their size and function from the intimates (1-2), close friends (5), best friends (15), good friends and your main social circle (50), just friends (150), acquaintances (500) faces you can put names to (1,500) and individuals you recognise but can't name (5000). These are linked with the size of groups in our evolutionary history and echoes in organisations like the military, and many successful businesses. There is a rule of three - each layer is three times the size of the one within it.

The 5 questions to ask and answer when you consider any changes

- What are we trying to achieve?
- What is already known about this change?
- What will success look like – what are our success criteria?
- What can we actually do with the limited resources that are available?
- How and when will we review this plan

Margaret Whitby

- Medact encourages people to step up (if you are normally quite quiet in meetings) or to step back (if you tend to be someone who talks a lot)  
Settle, Take a breath, Observe, Pause / permission

STOP acronym.

- STOP- settle (allow to be here), Take a breath or few, Observe body.  
Pause/permission- all takes 30 secs, creates bit of space before starting.

**What was most useful from the session (this is probably a good place to start in terms of making simple changes to what you are already doing well):**

- The idea of humanising the meeting
- Time preparing for meetings and ensure agenda items are questions.
- Focussing on outcomes not issues
- Questions not agenda items
- Creating ease and starting with a positive in the round to create equality. (And prep time!)
- Getting everyone thinking about to have better meetings - raising the standards
- Equality!
- Recognising the different ways people think and using questions not statements for agenda items
- Focussing on the outcome and working in pairs or threes for more creativity
- Defining the purpose of the meeting with a question that needs answering
- New ideas from bringing everyone out in the group e.g. rounds /pairs. And nailing the outcome/ question ahead of meeting
- Different sizes for different purposes
- Being well prepared for meetings and knowing the outcome you want to achieve
- Outcomes/agenda questions
- Great to be reminded to think about the energy in the room as facilitator all the time and adjust whole group 12 1 and small group to get energy ( and ease )maximised
- Having a moment to STOP at the start of the meeting then getting everyone to contribute something in a round of how everyone is/a positive from their day etc!
- Very useful to think about preparation and being clear about what you want the outcome to be - I am going to have to practise that!
- Prepare appropriately so that you can be clear on the desired output from the beginning.



- Sending out a short video clip before people come to encourage to turn up?
- Speaking with the dominant voice(s) outside of the meeting to try to create better balance
- Many useful things but importance of defining the outcome in advance is a very important take home message. Also appreciated knowing that introverts' first thoughts are rarely their best thoughts as this is something that applies to me but I didn't know it applies to others too!
- Made me realise as a reflective thinker why I get frustrated by some meetings more than others, where some claim to be friendly/open but insist on extrovert qualities to appear attentive. Made me feel better
- Main issue for me is idea of framing agenda items as questions and being very clear about 'outcomes'.