



# Company Development Scheme

September 2014



# The Boys' Brigade

## Company Development Scheme

### How to use the scheme

The Boys' Brigade is continuously striving to improve the quality of our youth work, both the quality of the programmes and the levels of participation of young people in Companies.

The Company Development Scheme is a way of improving and building on the work that Companies do, by providing a structure to plan and review what we do in the BB.

#### How the scheme works

The Company Development Scheme is based around two staff meetings a year, with set agendas. The purpose of these meetings is to:

- ❑ Plan and develop an exciting and relevant programme for the coming session
- ❑ Plan staffing for all sections
- ❑ Identify recruitment and training needs
- ❑ Agree goals for improving the quality of experience for children and young people
- ❑ Provide an opportunity for the staff to meet as a whole group for support and recognition of the work being done

**It is important that you arrange the meeting when all staff, including the Chaplain can attend.**

The first staff meeting held in June or July is when the staff meet to plan the coming session and review the session just gone. The meeting agenda is set out in **Part 1**.

The second staff meeting is held in December or January and is a mid-session review when staff can discuss the progress they are making towards the goals they set the previous session. The meeting agenda is set out in **Part 2**.

## Using this file

Using the file is purely voluntary, as some companies may already have their own systems for planning and review.

The file is in four parts:

**Part 1: Pre-session planning**

**Part 2: Mid-session review**

**Part 3: End of- session review**

**Part 4: Feedback to Headquarters**

**Parts 1, 2 and 3** are kept within the Company, and need not be copied to BB Headquarters or to the Battalion.

**Part 4** is to be returned to BB Headquarters so that we know what training or support you need from us. This can be posted or emailed to [karen.jay@boys-brigade.org.uk](mailto:karen.jay@boys-brigade.org.uk).

You will need to refer to **Part 1** of the file with your Company paperwork so you can refer to it at the mid-session review.

**More information is available on the website:**  
**[www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)**

## The BB Company Development Cycle

(Dates of meetings for guidance only)



**Note:** The End of Session Review and the Pre Session Planning meeting are run one after the other on the same occasion. This means there are only two meetings a year, not three.

# **PART 1**

## **Pre-session Planning Meeting**

## Pre-session Planning Meeting

### Captain's notes

This meeting is intended to help your Company think about what you and your staff want to achieve in the coming session, what resources and finances are required, and how the programme will run in each section.

It also asks you to look at staffing levels in all of your sections, to think about what training needs you have and whether or not you will be seeking to recruit new leaders.

Please keep a copy in your Company to enable you to refer to your plans at the mid-year review and the end of year review.

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**Remember!** This meeting is held in June or July, the same time as the End of Session Review. They could be on the same day, if convenient, and run one after the other.

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### MEETING AGENDA

#### 1. Company Goals

Through discussion with Company staff, please outline the main goals you would like to achieve this session, using the table overleaf. (For example: numbers of young people, adult leaders, formation of Amicus group, expedition or camp, special events, purchase of equipment etc.)

#### EXAMPLE:

Goals for coming session.	What do we want to achieve?	Who is the lead person for this goal?	By when should the goal be achieved?
1. Anchors	Recruit 6 more boys	Joanne	By the end of October
EXAMPLE	Visit to Christmas pantomime	Tom	By the end of December

Goals for coming session.	What do we want to achieve?	Who is the lead person for this goal?	By when should the goal be achieved?
1. Anchors			
2. Juniors			

Goals for coming session.	What do we want to achieve?	Who is the lead person for this goal?	By when should the goal be achieved?
3. Company			
4. Seniors			



Goals for coming session.	What do we want to achieve?	Who is the lead person for this goal?	By when should the goal be achieved?
5. Amicus			
6. Camp/holiday			

Goals for coming session.	What do we want to achieve?	Who is the lead person for this goal?	By when should the goal be achieved?
7. Participation of young people			
8. Fundraising			
9. Other			

**Remember! Keep your goals SMART**

**Specific, Measurable, Agreed, Realistic and Time-framed**

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## **2. What do we need to achieve these goals?**

Please be specific about any costs, training needs, staffing levels, fundraising targets etc.

## **3. Programme**

What changes, if any, will you be making to the programme this session (if any)? Take this opportunity to discuss and plan your programme with Company staff and include young members in your planning. Outline your plans for each section below.

#### 4. Training

What are your plans for training in the coming session? Who would like to do what?

**Try to think what training will help you to achieve your goals when identifying your needs.**

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(See the lists of training modules at the end of this section and ask staff to state their own needs and preferences. Most BB training comes into two categories, list A shows training modules related to Youth Work and Children's Work, and list B shows training related to programme activities.) Please note that the lists are not exhaustive, and leaders may wish to develop other relevant skills or knowledge.

**The Director of Youth and Children's Work at BB Headquarters, Felden Lodge, can help you find appropriate training, email [karen.jay@boys-brigade.org.uk](mailto:karen.jay@boys-brigade.org.uk) or telephone 01442 231681.**

When you have decided what training is wanted by leaders, copy the list of topics onto Part 4 of this file and send it to the BB Headquarters.

### 5. Other Company business

This is an opportunity for people to raise any other matters that have not been discussed under the previous headings

Date \_\_\_\_\_

Company \_\_\_\_\_

Signed \_\_\_\_\_

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Remember! Keep this form so you can refer to it at your mid-session review.

LIST A	LIST B
Youth & Children's Work Competencies	Programme Activities
- The BB and the wider voluntary youth work movement	- Campcraft
- Building relationships with young people	- Holiday Leadership
- Working effectively with young people	- Expedition: standard and advanced
- Faith development	- BB Award schemes
- Participation of young people	- Physical activities and games
- Understanding Child Abuse	- Arts and crafts
- Building relationships with children and their parents or carers	- D of E awards
- Contributing to a child's development through BB	- CCPR
- Safeguarding and Social Networking	- Storytelling
- The recruitment and induction process	- Worship and Christian teaching
- Company Development Scheme	- Music
- Captains Training	- Drama
- Working with Challenging Behaviour	- Other specialist activities
- Introduction to Equal Opportunities	- Emergency Aid
- Programme Planning	- Global Youth Work

**NOTES:**

Pre session planning meeting - Summary of actions:

Agreed action(s)	Person responsible	Date to be completed



## PART 2

### Mid-session Review

## PART 2

### Mid-session Review

#### Captain's notes

You will need a copy of your pre-session meeting notes, and should remind staff of the goals you had set yourselves when you met to plan the programme at your last meeting.

#### MEETING AGENDA

##### 1. Progress towards goals

Have a look at the goals you set yourselves before the beginning of the session. Refer to the table in **Part 1**. Were they realistic? Has progress been made? Do you need to re-think any of your goals? Make notes below and overleaf.

##### 2. Programme

Is the programme running to plan? Do you need any extra resources, (staff, financial, equipment and training)? Make notes below and overleaf.

3. Training

Have the training needs you identified at your last meeting been met? Do you need to plan any other training for staff? Make notes below.

4. Other Company business

Date

Company

Signed

**Mid-session review: - Summary of actions:**

Agreed action(s)	Person responsible	Date to be completed

## PART 3

### End of Session Review

## PART 3

### End of Session Review

#### Captain's notes

This end of session review is to enable you to look back over the BB session, to see if you have met the goals you set at the beginning and to give yourselves credit for what has gone well. You will need a copy of the pre-session meeting form to remind yourselves of what you set out to achieve.

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**Remember!** This meeting is held in June or July, the same time as the Pre-session meeting. They could be on the same day, if this is convenient, and run one after the other.

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#### MEETING AGENDA

##### 1. Company goals

How well did you meet the goals you set yourselves? Refer to the table in **Part 1**. Try to be specific about why you achieved some and not others. For example, were the goals realistic? Did you lose leaders mid-session? Did you meet fundraising targets?

##### 2. Programme

Discuss how well the programme ran. Did your young people contribute to the planning and running of activities? Did you try any new activities? Were they a success? What changes, if any, will you make to the programme next session?

### **3. Training**

List the training undertaken by staff in the past session. What was felt to be the most useful? What was not useful and why? What other training needs were identified during the course of the session?

### **4. Camp, holiday, expedition**

If your Company ran a camp, holiday or expedition, discuss how well this went, and what, if anything, you would do differently next time.

### **5. Other Company business.**

End of session review - Summary of actions:

Agreed action(s)	Person responsible	Date to be completed



## PART 4

# Feedback to BB Headquarters

PART 4

Please return this page to BB Headquarters:

The Boys' Brigade Headquarters, Felden Lodge, Hemel Hempstead, Herts, HP3 0BR  
or email to [karen.jay@boys-brigade.org.uk](mailto:karen.jay@boys-brigade.org.uk)

## Feedback to BB Headquarters

### Captain's notes

This part of the form is intended to help BB Headquarters respond to your training needs by giving us feedback on what courses we need to be developing to help Companies meet their goals.

Where there is a clear demand for a certain learning need we can respond by making the right courses available to you in your local area.

Please refer to **Part 1** of this file and copy any training needs you have identified into the space below.

### Training support needs for our Company are:

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Name

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Date

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Company

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Battalion / District

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