SSLC Chairing Phrases Cheat Sheet

Opening a meeting:

- Is everyone we are expecting present?
- Welcome to today meeting
- Has everybody got access to the agenda?
- I'd like to welcome XX who is new to the meeting today. Please let me know if you need anything explaining during the meeting.
- Shall we do introductions (go first and it helps, as chair, if prompt each introduction as you cannot go around the table)
- Shall we commence? / Let's get started
- Thank you everybody for attending

Apologies:

- (name of SSLC secretary) could you update us on who had given apologies
- We have XX missing today
- I have apologies from…

Approving minutes

- Has everyone had a chance to read the minutes
- Is there anybody who didn't get a chance to read the minutes?
- (yes) did anyone have any amendments or clarifications questions?
- (no) please try to check the minuets to check the accuracy of any sections you may have contributed to.
- (after any clarifications/amendments) I will take the minutes as approved and move on, thank you.

Matters Arising

- Read through mins and find actions
- Do you have an update on this XX?
- Could we make sure that this action is completed for the next meeting please?

Managing conversation

- Thanks for your contribution XX. Shall we hear from XX now?
- How does XX feel about this?
- I would be interested to hear XX perspective on this.
- Does anyone have anything else they would like to add before we move on?
- Does anyone want to comment on this?

- Are there any further questions?
- Do you have any suggestions on what you would like to see change/improve?
- XX we will come back to you in a moment
- Could we please continue discussing…
- Could we come back to…
- Could I remind everyone of the ABCDE's of feedback and that it is important we are being X (use one of the letters)

Moving Conversations along

- This is a valuable conversation and I don't want to rush it shall we continue this at another date.
- Could I ask that we try wrap this discussion up as we need to move on to rest of the agenda.
- I am going to allow for three more comments and then we are going to have to move on to the next conversation.
- I think we need to pause this conversation and come back to it (in case things are getting heating)
- Would XX like to run us through [agenda item] please?
- We are going to move onto the next agenda item now
- I am going to skip agenda item XX due to time constraints, does anyone have any objections?

Summarising and setting actions

- To summarise….
- To conclude that discussion…
- To recap…
- Are we agreed that…?
- XX is going to communicate/report back/circulate/follow up…
- XX is going to confirm/discuss/liase with…
- XX is going to change/review/develop/consider…
- Who would be responsible for completing this action?
- Could you keep the SSLC team update to date with developments on this?

Another Business and closing the meeting

- Does anyone have any other business they'd like to add?
- That's all we have time for.
- Thank you everybody for attending
- The date of the next meeting is…