

## Notes from Youth Voice Executive Committee meeting 17/04/2025

Meeting date: Thursday 17 April 2025  
Meeting time: 5 – 7.30pm  
Meeting location: Hybrid –  
In-person access: **Newtown Family Centre,**  
Berkhamsted Road, Chesham, HP5 3AT  
Online access: **Zoom**

### Attendees

Members: IO, EC, WT, IL, LW, PH (all in person)  
Youth Voice Bucks team: Lucy, Sam, Gareth, Sarah  
Guests: Katherine and Evelyn from the School Awards

### Hello and welcome, overview of agenda for today

We welcomed everyone and went through the agenda.

Lucy congratulated YVEC on a successful Summit and shared some of the feedback received.

### Hybrid Facilitation Project Update

- Sarah updated that in March, a small workgroup of 3 YVEC members worked came together to review YVEC's experiences of hybrid sessions, and their ideas for improving them. They chose 3 tools to help make YVEC meetings more engaging for members joining online:
  1. Buddy system
  2. Zoom
  3. Canva/whiteboards
- Zoom and the buddy system were pilot tested during this YVEC session.
- Sarah highlighted that the aim of this project is to make YVEC members joining online feel included and equally represented at meetings.
- Sarah outlined the purpose of Buddy system and the responsibilities of In-room Buddies and Online Buddies, developed by the workgroup a few weeks ago



### Buddy System

**Purpose:** Help online YVEC members feel part of team, increase involvement, and add some fun!  
• Equal mix of online and in-room members, total of 4-6 per group.  
• Groups (ideally) formed early on the day; members check in with each other before main session.  
• Use Zoom break-out rooms for buddy work.

#### **Role of Online Buddies**

- Speak up if a task is boring; alternative options provided.
- Report sound & technical issues at the start.
- Be fully present, contribute, and participate.
- Camera: Keep camera on if you can; or tell your in-room buddies when stepping away.

#### **Role of In-Room Buddies**

- Ensure online buddies' points are heard and shared.
- Notice if online buddies are engaged and being heard.
- Allow online participants to speak for themselves.
- Share roles equally between online and in-room participants.



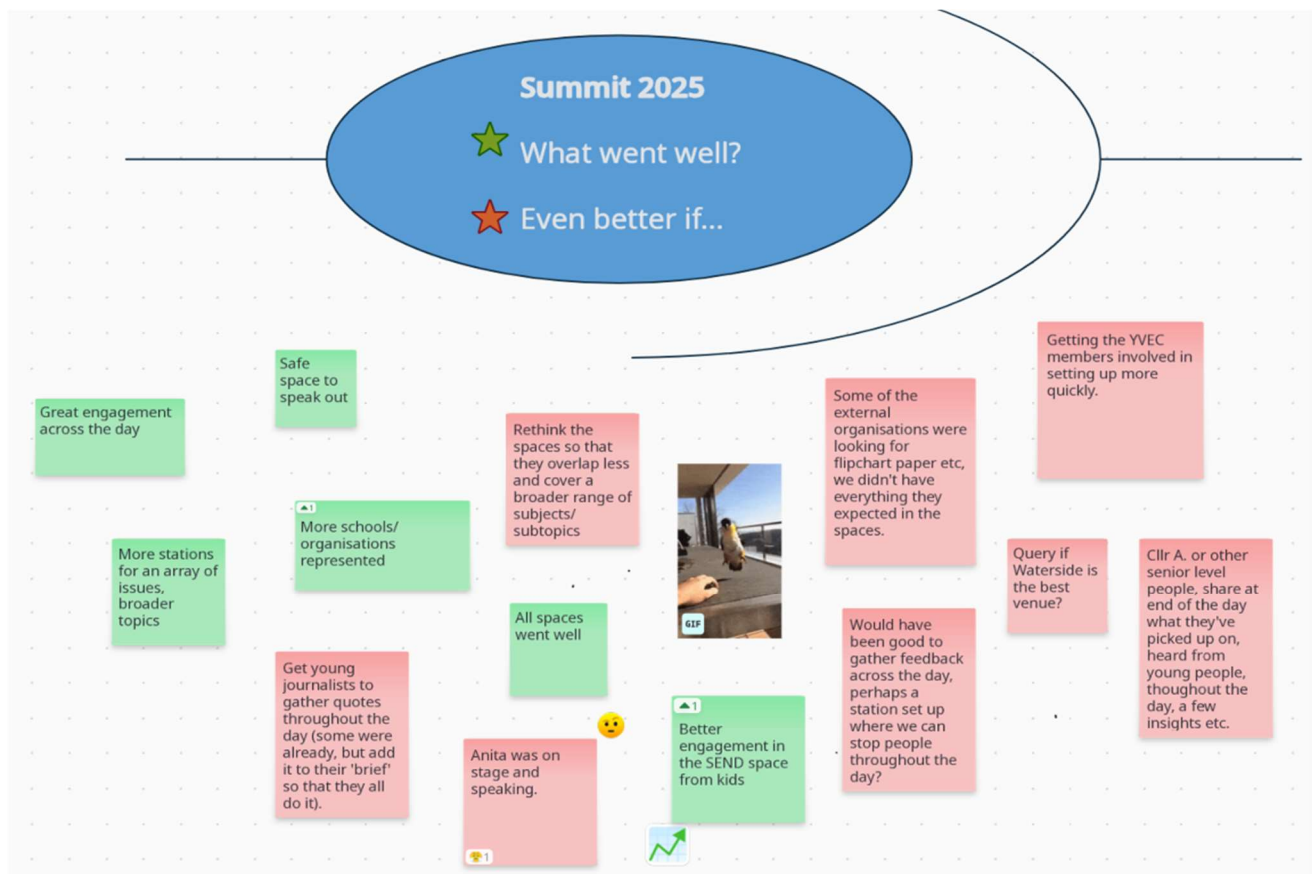
### Mini training on Zoom / Canva by Sarah

- Sarah gave a quick overview of the Zoom breakout room and whiteboard feature being used today to gather feedback on Summit 2025.

### The Pilot Test

- We were unable to fully test buddy system, as all participating YVEC members attended in-person this session.
- After some last minute re-jigging/regrouping, we were able to test Zoom as a meeting platform, and to partially test the online breakout rooms, and shared Whiteboard function.
- Sarah hosted a large 'buddy group' in main meeting room, with Gareth moving into the corridor with his laptop to simulate being the remote/online buddy, joining via a virtual break-out room.
- Lucy and two YVEC members went into one of the smaller rooms, and whilst they didn't have an online buddy to join them, they were able to contribute real-time to the shared whiteboard, which everyone could see, regardless of their physical or online location.
- Both Lucy's group and Gareth were able to access and post on the Whiteboard, Green post-its were used for 'what went well at Summit' and red for 'could've been better if...' – see insights gathered below.
- Everyone was able to discuss the topics within their own groups, and whenever ready, place their post-it notes on the shared whiteboard for all to see. Gareth did some cute drawings on the whiteboard for us too!

### Youth Summit 2025 – What went well? Even better if



### Break

- We had a 15-minute break and some refreshments.

### The Buckinghamshire School Awards

- Katherine talked about last year's School Awards, sharing the positive impact the YVEC members had on the award ceremony! (YVEC member WT represented us at the award ceremony last year.)
- Katherine shared the categories for this year and gave out the short-listed nomination submissions for Primary and Secondary Teacher of the Year Award 2025.
- YVEC reviewed the submissions and selected a winner for each category. See PPT attached. Members were in agreement with the winners!



### Pilot Feedback

- We mostly preferred Zoom over Teams for various reasons;
  - Zoom is more interactive, fun tools
  - Zoom takes up less power than Teams
  - Many YVEC members associate school with Teams whiteboards and prefer the fun and easier to use format of Zoom whiteboard.
  - Some devices can't use Teams, all can use Zoom
  - Teams is easier to log into (tech side is more complicated on Zoom).
- Really like the whiteboard as a shared space for everyone to contribute to.
- We tried too many things at once today.
- Needs clearer set-up with Zoom. Give a 'how to use Zoom' guide for people to follow if we're going to be using this in all our meetings. Make it simple and clear.
- Buddy System needs to be cleared up, how it will work with the changing attendance numbers, online and in-person rooms etc.
- The online groups felt included/equal in the activity

### Summary, AOB and close

The meeting closed at 7.30pm.

**Thank you** to everybody who was part of this meeting!  
If you have any questions or comments, please contact Lucy:  
07767 433826 / [YouthVoiceBucks@buckinghamshire.gov.uk](mailto:YouthVoiceBucks@buckinghamshire.gov.uk)