

# School Meeting Planner

Structure discussions between families, schools and professionals.

## Meeting details

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location / platform: \_\_\_\_\_

Attendees: \_\_\_\_\_

## Suggested agenda

- Warm welcome and student voice update.
- Review previous actions and data since last meeting.
- Celebrate wins, name what is working.
- Identify current barriers (learning, environment, wellbeing).
- Agree new adjustments, responsible person and review date.

## Action tracker

Action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

Action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

Action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

## Follow up

- ☐ Minutes shared within five working days.
- ☐ Student receives age appropriate summary.
- ☐ Adjustments entered on SEN support plan or EHCP tracker.
- ☐ Next review scheduled.