

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.