Meeting Record

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| Type of meeting: (please indicate) | Progress Review  (recommended half termly) | | Induction tutor/mentor meeting  (recommended fortnightly) | |
| Date: | | Time: | | |
| Review Summary (progress on previous targets on individual action plan, progress towards meeting Teachers’ Standards, progress with tracker) | | | | |
| Targets for Development (specific subject knowledge, specific aspect of Teachers’ Standards) | | | | |
| Agreed Actions (include time deadlines, success criteria/complete a new individual action plan where appropriate) | | | | |
| General Comments/Items discussed | | | | |
| Is the NQT currently making satisfactory progress/on course to successfully complete the Induction Period? (please indicate) | | | Yes | No  (notify Appropriate Body immediately) |
| If no, what are the concerns and what *additional* support is necessary? Refer to specific Teachers’ Standards which will be addressed | | |  | |
| Items for next meeting | | | | |
| Signed Induction Tutor/Mentor: | | | | |
| Signed NQT: | | | | |
| Date of next meeting: | | | | |

Following each meeting a copy of this form should go to NQT and induction tutor/mentor