

ECT & Induction Tutor Meeting Notes Form

Meeting No: 1	Year 1, Autumn Te	erm 1	Date:			
Present:						
Focus:						
 Refer to docume 	nts from end of ITT if availa	ıble;				
 Arrange a lesson 	observation of the ECT (re	commended A	Autumn Term 2 prior to Progress			
Review 1);						
 Arrange lesson o 	bservations by the ECT of ϵ	xperienced te	achers in the autumn term;			
 Ensure ECT is aw 	 Ensure ECT is aware of internal and external CPD opportunities; 					
 Ensure ECT is aw 	are of school safeguarding	procedures.				

Confirmation of discussion:	Tick	Comments, Details and Actions summary
One lesson observation has been		
arranged in the autumn term		
(recommended Autumn Term 2).		
Lesson observations by the ECT of		Colleague observed:
experienced teachers have been		Strategies to experiment:
arranged for this half term.		
Recommendation of 2 per half term.		
term.		Colleague observed:
		Strategies to experiment:
		, and a second part of the secon
Internal and external CPD		
opportunities were discussed.		
Safeguarding procedures were		
discussed.		
Targets from ITT year were		Strengths:
discussed.		
		Development Areas:

Meeting No: 2	Year 1, Autumn Term 2	Date:	
Present:			
Focus:			
 Discuss draft of Progress Review 1; 			
 Induction Tutor to upload Progress Review 1 to ECT Manager; 			



• ECT to comment on and sign Progress Review 1 on ECT Manager.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
Progress Review 1 was discussed.		
Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.		Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Progress Review 1 was uploaded and signed by both the Induction Tutor and the ECT.		Strengths: Development Areas:

Meeting No: 3	Year 1, Spring Term 1	Date:
Present:		

- Arrange a lesson observation of the ECT (recommended Spring Term 2 prior to Progress Review 2);
- Arrange lesson observations by the ECT of experienced teachers in the spring term;
- Discuss targets from Progress Review 1.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
One lesson observation has been		
arranged for the spring term (recommended Spring Term 2).		
(recommended spring remi 2).		
Lesson observations by the ECT of		Colleague observed:
experienced teachers have been arranged for this half term.		Strategies to experiment:
Recommendation of 2 per half		
term.		Calleague abasmadu
		Colleague observed:
		Strategies to experiment:



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Targets from Progress Review 1 were discussed.		Strengths:	
		Development Area	is:
Meeting No: 4	Year 1, Sprin	ug Torm ?	Date:
Present:	rear 1, Spill	ig Terrii Z	Date.
Focus: Discuss draft of Progress Induction Tutor to upload ECT to comment on and s	l Progress Re		
Confirmation of discussion:	Tick	Comments, Details	and Actions summary
Progress Review 2 was discussed.			
Lesson observations by the ECT of	f 🗆	Colleague observe	d:
experienced teachers have been		Strategies to expe	riment:
arranged for this half term.		Strategies to exper	illient.
Recommendation of 2 per half			
term.		Colleague observe	d:
		Strategies to expe	riment·
		Strategies to exper	
Progress Review 2 was uploaded		Strengths:	
and signed by both the Induction			
Tutor and the ECT.		Davida a accept A accept	
		Development Area	IS:
Meeting No: 5	Year 1, Sumi	mer Term 1	Date:
Present:			
Focus: • Arrange a lesson observation	tion of the F(T (recommended S	ummer Term 2 prior to Formal
Assessment 1);	tion of the Ex	or (recommended 5	animer renniz prior to ronnia
 Arrange lesson observations by the ECT of experienced teachers in the summer term; 			
 Discuss targets from Prog 	ress Review	2.	

Confirmation of discussion:	Tick	Comments, Details and Actions summary



One lesson observation has been arranged for the summer term (recommended Summer Term 2).	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Progress Review 2 were discussed.	Strengths: Development Areas:

Meetin	Meeting No: 6 Year 1, Summer Term 2		Date:			
Presen	t:					
Focus:						
•	 Discuss draft of Formal Assessment 1; 					
•	 Induction Tutor to upload Formal Assessment 1 to ECT Manager; 					
•	 ECT to comment on and sign Formal Assessment 1 on ECT Manager. 					

Confirmation of discussion:	Tick	Comments, Details and Actions summary
Formal Assessment 1 was discussed.		
Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.		Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Formal Assessment 1 was uploaded and signed by both the Induction Tutor and the ECT.		Strengths:



	Development Areas:

Meeting No: 7	Year 2, Autumn Term 1	Date:
Present:		

- Arrange a lesson observation of the ECT (recommended Autumn Term 2 prior to Progress Review 3);
- Arrange lesson observations by the ECT of experienced teachers in the autumn term;
- Discuss targets from Formal Assessment 1.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
One lesson observation has been arranged for the autumn term (recommended Autumn Term 2).		
Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.		Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Formal Assessment 1 were discussed.		Strengths: Development Areas:

Meeting No: 8	ng No: 8 Year 2, Autumn Term 2		Date:	
Present:				
Focus:				
Discuss draft of Progress Review 3;				
 Induction Tutor to upload Progress Review 3 to ECT Manager; 				
 ECT to comment on and sign Progress Review 3 on ECT Manager. 				

Confirmation of discussion:	Tick	Comments, Details and Actions summary
Progress Review 3 was discussed.		



Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Progress Review 3 was uploaded and signed by both the Induction Tutor and the ECT.	Strengths: Development Areas:

Meeting No: 9	Year 2, Spring Term 1	Date:
Present:		

- Arrange a lesson observation of the ECT (recommended Spring Term 2 prior to Progress Review 4);
- Arrange lesson observations by the ECT of experienced teachers in the spring term;
- Discuss targets from Progress Review 3.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
One lesson observation has been arranged for the spring term (recommended Spring Term 2).		
Lesson observations by the ECT of experienced teachers have been arranged for this half term. Recommendation of 2 per half term.		Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Progress Review 3 were discussed.		Strengths: Development Areas:

Meeting No: 10 Year 2, Spring Term 2 Date:	Meeting No: 10	Year 2, Spring Term 2	Date:
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Focus:

- Discuss draft of Progress Review 4;
- Induction Tutor to upload Progress Review 4 to ECT Manager;
- ECT to comment on and sign Progress Review 4 on ECT Manager.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
Progress Review 4 was discussed.		
Lesson observations by the ECT of experienced teachers have been arranged for this half term.		Colleague observed: Strategies to experiment:
Recommendation of 2 per half term.		
term.		Colleague observed:
		Strategies to experiment:
Progress Review 4 was uploaded and signed by both the Induction Tutor and the ECT.		Strengths:
		Development Areas:

Meeting No: 11	Year 2, Summer Term 1	Date:
Present:		

- Arrange a lesson observation of the ECT (recommended Summer Term 2 prior to Formal Assessment 2);
- Arrange lesson observations by the ECT of experienced teachers in the summer term;
- Discuss targets from Progress Review 4.

Confirmation of discussion:	Tick	Comments, Details and Actions summary
One lesson observation has been arranged for the summer term (recommended Summer Term 2).		
Lesson observations by the ECT of experienced teachers have been arranged for this half term.		Colleague observed: Strategies to experiment:



Recommendation of 2 per half term.	Colleague observed: Strategies to experiment:
Targets from Progress Review 4 were discussed.	Strengths: Development Areas:

Meeting No: 12	Year 2, Summer Term 2	Date:		
Present:				
Focus:				
 Discuss draft of Formal Assessment 2; 				
 Induction Tutor to upload Formal Assessment 2 to ECT Manager; 				
 ECT to comment on and sign Formal Assessment 2 on ECT Manager. 				

Confirmation of discussion:	Tick	Comments, Details and Actions summary
Formal Assessment 2 was discussed.		
Lesson observations by the ECT of experienced teachers have been		Colleague observed:
arranged for this half term.		Strategies to experiment:
Recommendation of 2 per half term.		
term.		Colleague observed:
		Strategies to experiment:
Formal Assessment 2 was uploaded and signed by both the Induction Tutor and the ECT.		Strengths:
		Development Areas: