

ECT & Induction Tutor Meeting Notes Form

Meeting No: 1	Year 1, Autumn Term 1	Date:
Present:		
Focus: <ul style="list-style-type: none"> • Refer to documents from end of ITT if available; • Arrange a lesson observation of the ECT (recommended Autumn Term 2 prior to Progress Review 1); • Arrange lesson observations by the ECT of experienced teachers in the autumn term; • Ensure ECT is aware of internal and external CPD opportunities; • Ensure ECT is aware 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).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Internal and external CPD opportunities were discussed.	<input type="checkbox"/>	
Safeguarding procedures were discussed.	<input type="checkbox"/>	
Targets from ITT year were discussed.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 2	Year 1, Autumn Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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.	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	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.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 3	Year 1, Spring Term 1	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:

Targets from Progress Review 1 were discussed.	<input type="checkbox"/>	Strengths: Development Areas:
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Meeting No: 4	Year 1, Spring Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> • Discuss draft of Progress Review 2; • Induction Tutor to upload Progress Review 2 to ECT Manager; • ECT to comment on and sign Progress Review 2 on ECT Manager. 		

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

Meeting No: 5	Year 1, Summer Term 1	Date:
Present:		
Focus: <ul style="list-style-type: none"> • Arrange a lesson observation of the ECT (recommended Summer Term 2 prior to Formal Assessment 1); • Arrange lesson observations by the ECT of experienced teachers in the summer term; • Discuss targets from Progress Review 2. 		

Confirmation of discussion:	Tick	Comments, Details and Actions summary
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One lesson observation has been arranged for the summer term (recommended Summer Term 2).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Progress Review 2 were discussed.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 6	Year 1, Summer Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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.	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	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.	<input type="checkbox"/>	Strengths:

		Development Areas:
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Meeting No: 7	Year 2, Autumn Term 1	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Formal Assessment 1 were discussed.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 8	Year 2, Autumn Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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.	<input type="checkbox"/>	

Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	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.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 9	Year 2, Spring Term 1	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Targets from Progress Review 3 were discussed.	<input type="checkbox"/>	Strengths: Development Areas:

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

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.	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Progress Review 4 was uploaded and signed by both the Induction Tutor and the ECT.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 11

Year 2, Summer Term 1

Date:

Present:

Focus:

- 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).	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term.	<input type="checkbox"/>	Colleague observed: Strategies to experiment:

<i>Recommendation of 2 per half term.</i>		Colleague observed: Strategies to experiment:
Targets from Progress Review 4 were discussed.	<input type="checkbox"/>	Strengths: Development Areas:

Meeting No: 12	Year 2, Summer Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> • 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.	<input type="checkbox"/>	
Lesson observations by the ECT of experienced teachers have been arranged for this half term. <i>Recommendation of 2 per half term.</i>	<input type="checkbox"/>	Colleague observed: Strategies to experiment: Colleague observed: Strategies to experiment:
Formal Assessment 2 was uploaded and signed by both the Induction Tutor and the ECT.	<input type="checkbox"/>	Strengths: Development Areas: