

ECT & Induction Tutor Meeting Notes Form

Meeting No: 1	Year 1, Autumn Term 1	Date:
Present:		
<p>Focus:</p> <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 understands requirement to complete Teachers' Standards Evidence Form; Ensure ECT and Induction Tutor have watched HISP TSH ECT Induction Training videos (on HISP TSH website). <i>Please note, it is a requirement that all ECTs (and new Induction Tutors) watch the videos;</i> Ensure ECT is aware of internal and external CPD opportunities; Ensure ECT is aware of school safeguarding procedures. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
One lesson observation has been arranged in the autumn term (recommended Autumn Term 2).		
Lesson observations by the ECT of experienced teachers have been arranged in the autumn term.		
The ECT understands the requirements of the Teachers' Standards Evidence Form.		
ECT and Induction Tutor have watched the HISP TSH induction training videos.		
Internal and external CPD opportunities were discussed.		
Safeguarding procedures were discussed.		



Meeting No: 2	Year 1, Autumn Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Progress Review 1 was discussed.		
Progress Review 1 was uploaded and signed by both the Induction Tutor and the ECT.		

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; • Review and discuss evidence needed for Teachers' Standards Evidence Form; • Discuss targets from Progress Review 1. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
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 in the spring term.		
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Targets from Progress Review 1 were discussed.		

Meeting No: 4	Year 1, Spring Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Progress Review 2 was discussed.		
Progress Review 2 was uploaded and signed by both the Induction Tutor and the ECT.		

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; ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● Discuss targets from Progress Review 2. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
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 in the summer term.		
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Targets from Progress Review 2 were discussed.		

Meeting No: 6	Year 1, Summer Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Formal Assessment 1 was discussed.		
Formal Assessment 1 was uploaded and signed by both the Induction Tutor and the ECT.		

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; • Review and discuss evidence needed for Teachers' Standards Evidence Form; • Discuss targets from Formal Assessment 1. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
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 in the autumn term.		
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Targets from Formal Assessment 1 were discussed.		

Meeting No: 8	Year 2, Autumn Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Progress Review 3 was discussed.		
Progress Review 3 was uploaded and signed by both the Induction Tutor and the ECT.		

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; • Review and discuss evidence needed for Teachers' Standards Evidence Form; • Discuss targets from Progress Review 3. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
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 the spring term.		
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Targets from Progress Review 3 were discussed.		

Meeting No: 10	Year 2, Spring Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Progress Review 4 was discussed.		
Progress Review 4 was uploaded and signed by both the Induction Tutor and the ECT.		

Meeting No: 11	Year 2, 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 2); ● Arrange lesson observations by the ECT of experienced teachers in the summer term; ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● Discuss targets from Progress Review 4. 		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
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 the summer term.		
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Targets from Progress Review 4 were discussed.		

Meeting No: 12	Year 2, Summer Term 2	Date:
Present:		
Focus: <ul style="list-style-type: none"> ● Review and discuss evidence needed for Teachers' Standards Evidence Form; ● 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/Actions (Optional)
The Teachers' Standards Evidence Form was reviewed and gaps in evidence discussed.		
Formal Assessment 2 was discussed.		
Formal Assessment 2 was uploaded and signed by both the Induction Tutor and the ECT.		