**ECT & Mentor Meeting Notes Form**

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| ECT: | Date: |
| Present: |
| **Suggested points to discuss:** * Progress with Early Career Training Programme (ECTP)
* Key learning points from CPD (including any reading)
* Areas for development to focus on (including observations of other colleagues)
* Upcoming lesson observations
* Upcoming Progress Review or Formal Assessment; consider reflections and evidence you may wish to share/ include
* Any issues/ problems or additional support needed
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| **Record of discussion:** |

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| **Action points: *(to include initials of the person responsible for carrying out the action, and the date by which the action will be completed or reviewed)*****Identify**: *what is your focus for the next week? (Link to Teachers’ Standards)***Learn**: *Plan and practise, how will you see progress towards your current targets?***Improve**: *Apply and review, how successful has this been?* |

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| ECT Signature: | Mentor Signature: |