**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: |