

Date:	Time:	RED Class Teacher	GREEN Class Teacher
<b>Success Stories:</b> Have you got any success stories/celebrations you would like to share?			
<b>IEP &amp; Behaviour Children</b> <ul style="list-style-type: none"> <li>- Are they on track?</li> <li>- Do you require any support?</li> </ul> <b>Outside Agencies/ Referrals/Recommendations:</b> <ul style="list-style-type: none"> <li>- Any students you feel that we need to monitor before we make a referral?</li> </ul>			
<b>Welfare &amp; Pastoral Care Concerns:</b> <ul style="list-style-type: none"> <li>- Behaviour issues/concerns?</li> <li>- Student absences?</li> <li>- Lunches?</li> <li>- Consistently Late/Early Pickup?</li> </ul>			
<b>Maintenance:</b>			
<b>Staff Memo:</b> <ul style="list-style-type: none"> <li>- any clarification needed regarding messages in the staff memo?</li> </ul>			
<b>Events / Excursions /Masse/Liturgies</b> <ul style="list-style-type: none"> <li>- Have you got any coming up?</li> <li>- Do you require any support?</li> <li>- Are your duties covered?</li> </ul>			
<b>PD/Leave or Resources Requests?</b>			
<b>Any other issues/concerns</b> <b>Feedback on School Initiatives:</b>			
<b>Teacher Assistants:</b> <ul style="list-style-type: none"> <li>- How are they being utilised?</li> <li>- Do you feel that they need any training?</li> <li>- How are you providing feedback to them for their work?</li> </ul>			
<b style="color: red;">ACTIONS</b> – actions from previous 10mins fulfilled?			
<b>Leadership</b>			
<b>Teacher</b>			
<b>Teacher</b>			