

Weekly professional review meeting: record of discussion
Review of progress & achievement since the last meeting

Date	Summary notes	NQT
8/9/17	<p>Initial meeting and setting of PDP targets.</p> <p>IT and NQT discussed the settling in week where year 2 only got into their classrooms the Saturday before term started due to building work. NQT discussed the new room and classroom resources still to be organised. The year team NQT is in was discussed and NQT expressed she was enjoying it and settled.</p> <p>IT and NQT discussed what records needed to be kept and by whom (induction log and TSEF by NQT). Targets on PDP discussed using previous lesson observations and final reports from previous NQTS term and NQTs own audit against the standards.</p> <p>Discussed that IT would send this on to Dinah and Lisa to ensure the level of support was correct. (See email copied with PDP in induction tutor folder.)</p> <p>Note: PDP uploaded on NQT manager after approval and NQT sent a final copy to work from.</p> <p>IT and NQT discussed the first lesson observation and NQT to confirm a suitable date. (20/9/17)</p>	
15/9/17	<p>Pre-observation discussion & TSEF and induction log update.</p> <p>IT and NQT looked at induction log. IT and NQT discussed more development activities that could be logged on this with NQT taking a lead role in topic in her year group and other professional development activities (whole school, staff mtgs and INSETS) that can be used for this.</p> <p>The TSEF was looked at and discussed keeping autumn 1 in one colour and 2 in another for ease of review.</p> <p>Focus of the meeting was the pre lesson observation ‘walk through talk through’, including how target from PDP would be met). NQT showed me the plan the year group are working from which she has written based on cold task assessments prior and ‘walk through, talked through’ the lesson, activities/task design (including challenge) and LSA support, she would be observed in. IT suggested target board for key words (or use of any board), however, reassured NQT that the English lesson sounded like a perfectly appropriately pitched lesson for this class.</p> <p>IT reminded NQT that once the lesson observation was complete, she would need to complete the self-evaluation and then they would discuss feedback.</p>	
22/9/17	<p>Review of TSEF and development focus after lesson observation and feedback (20/9/17)</p> <p>IT and NQT discussed write up on lesson observation (verbal feedback given on the day) and signed both the feedback and evaluation forms.</p> <p>IT and NQT discussed how the actions on the lesson observation can be met and NQT has already spoken to her year 2 colleague about the range of behaviour management and questioning strategies she could be using with the year group, but has also proactively arrange to observe this teacher next Wednesday.</p> <p>Discussed how impressed IT and NQT were with English books and marking – in line with school expectations, however, productivity and</p>	

	quality of work are exceptional for a year 2 class at this stage in the school year. Well done.
13/10/17	<p>Review of TSEF and foci for development.</p> <p>IT and NQT reviewed the TSEF, discussing and adding to evidence of the standards. From this, areas which require further evidence were identify (notably: 2c & d and 3b) and possible activities discussed. IT had no concerns that standards are being evidenced well and NQT is proactively seeking opportunities for evidence and, more importantly, for her own development.</p>
20/10/17	Half termly professional review (see full write up)
3/11/17	<p>PDP update and agreement from professional review</p> <p>IT and NQT discussed that after the last professional review no new targets will be set for the final half term (5 weeks total due to panel requiring final report in by 4/12/17). However, standard 2b will continue and be the focus of the next lesson observation. Both IT and NQT in agreement and discussed what this could look like this half term and in a lesson observation/ pre-meeting.</p>
17/11/17	<p>Pre-observation discussion</p> <p>NQT talked through weekly plan and planned lesson for observation. NQT 'walk through, talked through' the input, modelling, strategies going to be used, differentiation, cut away groups (based on prior knowledge AFL) and task designs. IT was happy that this presented like a well pitch based on seen AFL, thought out lesson and no suggestions were made to it.</p>
24/11/17	<p>Development focus after lesson observation and feedback (23/11/17)</p> <p>IT and NQT discussed the written observation outcomes and how impressed IT as maths lead was with the pitch and pace of the teaching in the class. The modelling of strategies was good, class control excellent and task design developing, but appropriate, just consider the Has level of challenge.</p> <p>Progress clearly made by all in the lesson and can be seen over time in the books. Well done.</p> <p>IT and NQT discussed completing the TSEF and updated with autumn 2 evidence, along with the induction log to be reviewed next week.</p>
30/11/17	Half termly professional review (see full write up)

Signed: NQT..... Induction Tutor.....