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| **REFLECTIVE MEETING TEMPLATE: Guiding Questions**These are guiding questions for your reflective meetings to support the conversation and stimulate deep dialogue to* Reflect on the status of short/ long term goal attainment
* Reflect on the implications for next steps
* Analyse collected and collated data to drive planning
* Allow the voices of all involved stakeholders to have input into the coaching process
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| **Agenda** | **Current Status** | **Critical Reflection: Evaluation to Understand; Challenge Beliefs** | **Future Actions** |
| **Record here the agenda for the meeting****What data will be reviewed?** Staff Survey Term Two Plans **What topics will be covered?** Review and Formative Assessments **Who will attend?**Megan, Kate and Alex  | **Record here understandings of the current status of coaching in your context****What has happened to this point?** Megan’s students are engaged in Writing in their Writer’s Notebooks during the Writer’s Workshop. Pinterest has helped Megan with slightly scaffolded ideas for Writer’s Notebook. **What changes have taken place? (teachers and students)**Perceptions of Best Practice Writing?Resource huntingTimetabling changes – a little bit rushed. **What are the data results?**NA | **Record conversation and dialogue of the analysis and evaluation of what has happened and what this means** **How does the current status of the coaching process align with planned goals?**Students are becoming more engaged and confident in their writing ability**What assumptions were made that need to be challenged?**Time – how can we timetable?Whole term time frame with reflective practice of implementation. Whole class engagement and independence during conferencing??**What coaching actions might we keep? Change? Add? Revise?**Collaborative Evernotes, research….good.Other actions to edit and revise – modelled or feedback on guided reading.  | **Record future steps agreed upon in the meeting** **What goal/s need to be set?**Set goals based on 6 traits. Introduce and use. Megan has collected a range of digital stimulus; however, wants to have photos (visual stimulus). Have a clear plan (for café) for Term 4. **What are the next steps you need to take?**Megan wishes to link mini lessons to other aspects of English. Make goals in Writer’s Notebooks (whole class) with mentor texts. Baskets of stimulus. **What is the required sequence for these steps?**Print photo stimulus for Megan (Kate has these)Jeannie Baker resources? |
| **Summary of Main Issues**Time constraints and behaviour issues in 3E cause problems during Conferencing.  | **Proposed Future Directions**To sort out how Conferencing can happen without interruptions. Use of 6 Traits during Mini LessonsStudents to have individual goals – goal setting.  |