# Meeting AGENDA/MINUTES

## AGENDA

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Venue: |  |
| Chair: |  |
| Minute takers: |  |
| Attendees: |  |
| Apologies: |  |

## AGENDA/ACTION ITEMS

|  | Agenda/Action Items | Responsibility |
| --- | --- | --- |
|  | Welcome | Chair/Lead Professional |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Close |  |

**Next meeting:**

## Team Around the Learner - key principles

**1**. The learner and family are at the centre.

**2.** Learners experience a coordinated and seamless experience.

**3.** TAL promotes positive engagement.

**4.** TAL is outcomes focussed.

**5.** TAL is a collaborative and collective team effort within an effective school-wide framework.

**Meeting type:**

Team/Planning/Review/Transition Planning

**Contact:**

Lead Professional

**Chair:**

Lead Professional

**TAL team members:**

Learner

Family

Lead Professional

**Frequency:**

Weekly, Fortnightly

**Duration:**

**Meeting objectives:**