

Meeting Planner

Helping you plan for meetings



Meeting details

Date, time and venue

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Who'll be there?

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What's going well?

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What's not going so well?

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What are your child's thoughts and wishes?

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What questions do you want to ask?

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What topics and points do you want to discuss?

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Make a note of the discussion, agreed actions, and next steps

Topics and points	Agreed actions	Who	By when	Next steps

Next meeting date

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Need more help? Get in touch with us:



Call

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Email

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**Hertfordshire
SENDIASS**

**We Listen.
We Care.
We Include.**