

Team Meeting Planning Calendar

January	July
February	August
March	September
April	October
May	November
June	December

Team Meeting Agenda Prompts

Do we need to discuss:

- Planning for the term
- Planning for the next (few) lessons
- Reflecting on the previous (few) lessons
- Reflection on the term
- Good qualities/behaviour or capacities we have noticed in children
- Issues with child behaviour/interactions
- Classroom management
- Home visit planning
- Home visit reflection
- How to better involve parents/whanau
- Special events planning
- Resource needs
- Props for next (few) lessons
- Allocation of lesson components (i.e., who will do what)
- Need for further training
- Need for guidance from cluster/regional Children's Class/Institute Coordinator
- Who can be accompanied to train as a children's class teacher or start to assist with classes (especially think about available junior youth, younger youth, parents or whanau members from the wider community).
- Other?