

ASSESSMENT · ADULT TEMPLATE

Pupil Progress Meeting Template

Turning data into decisions

Purpose of the meeting

Before the meeting — preparation



Standard agenda (45 minutes)

Per-child discussion — structured prompts

Prompt	Why this prompt
What's the current data picture?	Establishes the facts before opinions
What's been tried so far?	Avoids re-running failed interventions
What's the family / home context?	Sometimes critical (bereavement, EAL, attendance)
What's the realistic target?	Sets expectations; avoids over-promising
Who's leading the action?	Names a specific owner
When do we review?	Every action needs a review date

What kinds of action emerge



Difficult dynamics — and how to handle them

Follow-up after the meeting

Coordinator's PPM checklist

- Schedule PPMs early (start of term) — 30-45 min per year group
- Bring previous PPM action list to review
- Class teacher pre-flags 5-10 children
- Take notes — actions, owners, review dates
- Diary the actions: which need coordinator follow-up?
- Confirm attendance: class teacher, SENDCo, coordinator (sometimes head)
- Bring cohort overview data
- Run agenda; discipline timekeeping
- Within 48 hours: send follow-up summary email
- Diary the next PPM

