

## Parent/Carer Meeting Proforma

<b>Date of meeting:</b>	<b>Time of meeting:</b>
<b>Pupil full name:</b>	<b>Pupil Year Class &amp; Year Group:</b>
<b>Parent/Carer name:</b>	
<b>Parent/Carer name:</b>	<b>Staff member(s):</b>

<b>Meeting initiated by: (circle)</b>	Staff member	Parent/carers
<b>Purpose of the meeting:</b>		
<b>Issue/s discussed:</b>	<b>Next steps agreed:</b>	

<b>Signed staff member:</b>	<b>Signed parent/carers:</b>
<b>Date:</b>	<b>Date:</b>

Please ensure that this is signed by all stakeholders and given to the office for the pupils' personnel folder.