

Program Support Group Meeting Record

Student: _____

School: _____

Date:/...../.....

Purpose of meeting:

Program Support Group members

		Present	Apology
1.	Student _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	Parent 1 _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	Parent 2 _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	Principal/nominee _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	Teacher _____	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Key issues for today's meeting:

Goals to be prioritised/reviewed this meeting:

Goal	Target area	Current performance	Strategies to be used

Minutes:**Recommendations as an outcome of today's meeting:**

Actions from today's meeting:

Action	Person responsible	Timeline

Details of next meeting: