

School Meeting Notes Template

Use this one-page template before, during and after every meeting · UK

Notes make a difference. Meetings you thought went well can turn into different things a week later. Written notes — especially sent afterwards as 'here is what I understood' — create a paper trail that supports every future request, EHCP application or appeal.

Before the meeting

- Write down your top three concerns and what you want from the meeting.
- List the people attending (SENCO, head of year, LA officer, social worker).
- Ask in advance what will be discussed, and whether you can bring an advocate or a friend.

During the meeting

- Note decisions, not feelings: what was agreed, who will do it, by when.
- Note anything refused or 'parked' — that is evidence too.
- It is fine to ask someone to slow down, or to say 'let me read that back'.

Fill in during the meeting

Date: _____ Meeting about: _____

Present: _____

1. Concern raised: _____
2. What was said / agreed: _____
3. Who is responsible: _____
4. Deadline / date of next review: _____
5. What was refused or deferred: _____

After the meeting

- Within 48 hours, email your notes to the school's SENCO and anyone who attended, starting: 'Thank you for meeting me. Here is my summary of what we agreed...'
- Add: 'Please correct me if I have misunderstood anything by .' If nobody replies, your notes stand as the record.
- Keep every email in one folder — this is your evidence trail.

This is guidance, not legal advice. Free advocacy support: pzadi2012@gmail.com.