

Appendix 2 – Sample meeting agenda

OTLA English Project

Agenda (Redcar)

Date: 18.11.19

1. Welcome
2. Apologies
3. Review of actions undertaken and impact on learning
4. Next stages/actions
5. Writing Workshop in York (12.12.19)
6. Padlet
7. January Review date
8. Tricia's article in Intuition Mag.
9. Date of next meeting
- 10.AOB
 - a. Phonics Webinar
 - b. Consent form