

Organising a monitoring meeting

Required before meeting

1. List of pupils who are the focus of the monitoring meeting, and the interventions they have been engaged in
2. Evidence on the progress of each pupil, including completed tracking documents
3. Close case analysis tool: Individual needs and analysis and progress monitoring sheet for each pupil
4. Close case analysis tool: Overview of target pupils' needs and intervention strategies sheet – both completed from last meeting plus a clean table to be completed at this one
5. Evaluating in-school interventions tool for each of the interventions related to these pupils – completed from last meeting and to be updated at this one
6. Determining frequency/duration of interventions tool for each of the interventions related to these pupils – completed from the last meeting and to be revised in the light of evidence at this one
7. Invitation to staff involved in supporting and delivering the interventions/working with the pupils, and Achievement Champion

Agenda for meeting (to be adapted as required)

1. Pupil progress
 - a. For each pupil, discuss progress to date referring to collated data and complete overview of target pupil's needs and intervention strategies sheet
 - b. Once all individual pupil sheets have been completed, complete the overview sheet
2. Review of interventions
 - a. Reflect on the effectiveness of the interventions relating to these pupils by:
 - i. Referring to and revising the 'evaluating in-school interventions' sheets for the interventions you have used
 - ii. Completing new 'evaluating in-school interventions' sheets for interventions you have introduced since the last meeting
3. Plan interventions for coming phase
 - a. Refer back to the 'frequency and duration of the intervention' tables completed at the last meeting

This tool was created by CUREE as part of the RTI project funded by The Education Endowment Foundation

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- b. Use the evidence from the meeting to decide:
- i. Which pupils should continue with the intervention, and which have made enough progress to move off the intervention
 - ii. Whether the frequency and duration decided at the last meeting are appropriate, or whether the intensity should be increased/decreased
 - iii. Whether any pupils need to start a new intervention