

Initial Meeting Guidance for LLEs

The toolkit documents to use are shown in blue text

Attendees

As well as the Headteacher (or Acting Headteacher), depending on depth of deployment may wish to invite:-

Chair of Governors
Priest/Diocese Representative
LA representative/School Improvement Partner
(Decision maker regarding sign off of financial resource for support)
Other school leaders

Purpose of the meeting

Clarify:

- Who is the client
- To whom will you report and how will this reporting take place
- Terms and Conditions (client school to read and sign [Terms and Conditions for School to School Support Document](#))
- Who else is working with/providing support and what will your relationship with them be

Establish:

- Priorities
- Shared understanding of level and direction/path of support

Diagnose:

[Kyra Audit Tool](#)

Produce a costed action plan ([Deployment Action Plan Template](#)) which the client is to sign ([School to School Support Costing Guidance](#))