**Droichead - Initial Meeting between PST and NQT(s) Sample Agenda - Primary**

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| **Date:** | **In attendance: (Principal\*, PST members, NQT/s)****Apologies:** | **Assigned to** | **Review Date** | **Please tick when complete****✓** |
| **Agenda** | **Actions Agreed** |
| Welcome and Introductions |  |  |  |  |
| Confidentiality protocolsTC Code of Conduct, principal’s role/attendance at meetings |  |  |  |  |
| Overview of the Droichead ProcessTo save time, invite NQT(s) to read related items on the website (NQT Information) in advance of the meeting |  |  |  |  |
| Agree [**DroicheadOutline Plan**](https://oide.ie/wp-content/uploads/2023/10/Droichead-%E2%80%93-Outline-Plan-Calendar-Template-with-key-%E2%80%93-Primary-%E2%80%93-2024.2025-2.docx)**:**One for each NQT*Ensure that indicative time frames include provisional dates for professional conversations and quarterly reviews* |  |  |  |  |
| Share the [**DroicheadStandards and Induction Plan**](https://oide.ie/wp-content/uploads/2024/02/Droichead-Standards-and-Induction-Plan-Blank-Template-Primary.docx) |  |  |  |  |
| Clarify [**Roles and Responsibilities**](https://oide.ie/wp-content/uploads/2024/05/Droichead-PST-and-NQT-Roles-and-Responsibilities-%E2%80%93-Primary.docx) for the **principal, PST and NQT**  |  |  |  |  |
| Explain **protocols** e.g., relating to observation, maintaining records, data protection, confidentiality etc.*Protocols included in the*[***sample Induction Policy***](https://oide.ie/wp-content/uploads/2024/05/Droichead-Sample-NQT-Induction-Policy-%E2%80%93-Primary.docx)*. Share Policy with NQT once finalised. Ensure policy is ratified by BOM.*  |  |  |  |  |
| Introduce [**Welcome Pack**](https://oide.ie/wp-content/uploads/2024/05/Droichead-%E2%80%93-Welcome-Pack-Template-%E2%80%93-Primary.docx) |  |  |  |  |
| **Child Protection and Safety**: DLP, Deputy DLP |  |  |  |  |
| **Taisce**  |  |  |  |  |
| **NQT Questions/Concerns/ Clarifications/Needs** *e.g.: NQT is encouraged to be proactive about identifying own needs* |  |  |  |  |
| **AOB** |  |  |  |  |

\*It is recommended that the principal would attend this initial meeting if they are not on the PST, as they have an oversight role in the Droichead process.