**Droichead - Initial Professional Support Team Meeting Sample Agenda - Primary**

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| --- | --- | --- | --- | --- |
| **Date:** | **In attendance:**  **Apologies:** | **Assigned to** | **Review Date** | **Please click when complete**  **✓** |
| **Agenda** | **Actions Agreed** |
| Review Droichead Process: [**Key Steps**](https://oide.ie/droichead/home/primary/induction-supports/the-droichead-process/) document |  |  |  |  |
| Create a[**Droichead Outline 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) for each NQT |  |  |  |  |
| Finalise Professional Support Team (PST) [**responsibilities**](https://oide.ie/wp-content/uploads/2024/05/Droichead-PST-and-NQT-Roles-and-Responsibilities-%E2%80%93-Primary.docx) |  |  |  |  |
| Discuss possible NQT [**responsibilities**](https://oide.ie/wp-content/uploads/2024/05/Droichead-PST-and-NQT-Roles-and-Responsibilities-%E2%80%93-Primary.docx) |  |  |  |  |
| [**Droichead Standards and Induction Plan**](https://oide.ie/wp-content/uploads/2024/02/Droichead-Standards-and-Induction-Plan-Blank-Template-Primary.docx): Finalise indicators and school context examples |  |  |  |  |
| Finalise/update [**Welcome Pack**](https://oide.ie/wp-content/uploads/2024/05/Droichead-%E2%80%93-Welcome-Pack-Template-%E2%80%93-Primary.docx) |  |  |  |  |
| Agree protocols re. observation, record-keeping... |  |  |  |  |
| Agree [[**agenda**](https://oide.ie/wp-content/uploads/2023/10/Droichead-Initial-Meeting-between-PST-and-NQTs-Sample-Agenda-Primary.docx)](https://oide.staging.tempurl.host/wp-content/uploads/2024/02/Droichead-Initial-Meeting-between-PST-and-NQTs-Sample-Agenda-Primary-6.docx)for initial meeting with NQT(s) |  |  |  |  |