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| **Sample Template for Initial Meeting between PST & NQT(s)** |
| **Agenda** | **Actions Agreed** | **Assigned to**  | **Review date** | **Completed ✓** |
| Welcome and Introductions |  |  |  |  |
| Explore Droichead Welcome Pack |  |  |  |  |
| Discuss Confidentiality Protocols,Teaching Council Code of Conduct, Principal/Deputy Principal role/attendance at meetings |  |  |  |  |
| Overview of the Droichead Process:This could be shared in advance of the meeting |  |  |  |  |
| Agree Droichead Outline Plan:One per NQT - ensuring indicative time frames include provisional dates for professional conversations, observations, induction activities |  |  |  |  |
| Share Sample Droichead Induction Plan.Create an Individual Plan per NQT  |  |  |  |  |
| Clarify Roles & Responsibilities for the Management, PST and NQT Review ‘Suggested Role & Responsibilities’ Document |  |  |  |  |
| Explain protocols e.g., relating to observation, maintaining records, data protection, confidentiality etc.Protocols can be included in the Droichead Induction Policy-Share Policy with NQT once finalised. Ensure policy is ratified by BOM.  |  |  |  |  |
| Child Protection: DLP, Deputy DLP |
| Taisce: |
| NQT Questions/Concerns/Clarifications/NeedsNQT is encouraged to be proactive about identifying own needsNeeds Analysis Template maybe helpful. This can be found in the Resource Pack. |
| AOB: |
| Date: In Attendance: |