Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Droichead - Initial Professional Support Team (PST) Meeting Agenda – Post-primary**

**Sample Agenda and Actions Agreed Document**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **Actions Agreed** | **Review Date** | **Completed ✓** | **By whom** |
| Review Droichead Process: Key Steps\* document |  |  |  |  |
| Finalise PST responsibilities\* |  |  |  |  |
| Discuss [Release Time](https://oide.ie/wp-content/uploads/2024/01/Droichead-Release-Time-Information.pdf)\* and how it is managed in the school |  |  |  |  |
| DroicheadStandards\* and Induction Plan\*:  Discuss indicators and school context examples |  |  |  |  |
| Finalise/update Welcome Pack\* |  |  |  |  |
| Agree agenda\* for initial meeting with NQT/s |  |  |  |  |
| Agree protocols: observation, record-keeping etc. |  |  |  |  |
| Discuss possible NQT responsibilities\* |  |  |  |  |
| Create a Droichead Outline Plan\* for each NQT |  |  |  |  |

**\***[**Droichead - Toolkit - Post-primary**](https://teacherinduction.ie/en/supports/droichead/droichead-toolkit-pp)