

[Click here to see an example of this template as a record.](#)

# Pastoral Meeting Minutes

Quick analysis of tasks for form tutors and pastoral leaders.

It could be easily adapted for other meeting minutes.

Section titles are used to separate the record. These can be collapsed and expanded when in "View" mode. This template uses the section titles to identify the agenda of the meeting.

**Attendance**

Action 1 Outcome: **Completed**

**Completed**

**Comments:**  
All forms within house King have 100% attendance this week.

▼
🗨️ 0
✎️ 0
📄 0
Add +

By Whom 1	By When 1
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Fields are used to record information which does not need to be quantified. The information will only be able to view when clicking into the record.

**Punctuality**

Action 2 Outcome: **In Progress**

**In Progress**

**Comments:**  
Lots of late comers - particularly year 11! JK will be at the bus stop in the morning to hurry them along. Form tutors to call home/form report for consistent late comers.

▼
🗨️ 0
✎️ 0
📄 0
Add +

By Whom 2 All form tutors	By When 2 After half term
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Focus Areas

Action 1  
Action 2

Field

By When 1 and 2  
By Whom 1 and 2

Outcome set  
"Performance Related Pay"

Outcomes:  
Strongly Agree  
Agree  
Neither Agree nor Disagree  
Disagree  
Strongly Disagree

Focus areas allow for resources, reflections and actions to be added to records in “View” mode. This means that staff can add reflections at a later date and upload evidence such as scanned form reports and other important evidence. The pastoral lead can also add an action to set a reminder for the next meeting.

**Attitude to Learning**

Action 3 Outcome: **Partially Comp**

**Partially Completed**

**Comments:**  
 No major issues since coming back. Keep going through the lesson scores with students during academic review.

0 0 0 Add +

By Whom 3 All tutors	By When 3
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**Careers/ Post 16 (If applicable)**

Action 4 Outcome: **In Progress**

**In Progress**

**Comments:**  
 Year 9 forms - start discussing options within academic review to make sure they are prepared.  
 Year 10 and 11 forms - careers fair is arranged for December - start considering post 16 options.

0 0 0 Add +

By Whom 4 9,10 and 11 tutors	By When 4
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Focus Areas  
 Action 3 and 4

Field  
 By When 3 and 4  
 By Whom 3 and 4

Outcome set  
 “Task Review”

Outcomes:  
 In Progress  
 Partially Completed  
 Completed  
 See Comment  
 Not Started  
 Not Required

Field  
 By When 5 and 6  
 By Whom 5 and 6

**Behaviour and Well-being**

Action 5 Outcome: In Progress

**In Progress**

**Comments:**  
 Behaviour so far has caused no issues. Keep going through lesson grades during academic review.  
 Well-being club has been arranged by RJ for all students. Consider including some mindfulness tasks during academic review.  
 Assemblies planned to focus on student well-being and mental health after coming back full time.

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By Whom 5	By When 5
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Focus Areas  
 Action 5 and 6

Comments made within a focus area are pulled through into the details section of reports. These can be exported if needed.

The used outcome allows for easy analysis on the progress of specific tasks mentioned during meetings.

**Uniform**

Action 6 Outcome: In Progress

**In Progress**

**Comments:**  
 Uniform has been great. Keep an eye on boys' ties. Ensure coats are removed during am review.

▼ 🗨️ 0 ✎️ 0 📄 0 Add +

By Whom 6 All tutors	By When 6
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Outcome set  
 "Task Review"

Outcomes:  
 In Progress  
 Partially Completed  
 Completed  
 See Comment  
 Not Started  
 Not Required

Field  
By When 7  
By Whom 7

Focus areas allow for resources, reflections and actions to be added to records in "View" mode.

Pupil Reports - Who is on report currently? Who is going on report?

Action 7 Outcome: **Partially Comp**

**Partially Completed**

**Comments:**  
At present only JJpynson on report to JK - due to lateness.

0 0 0 Add +

By Whom 7 By When 7

Focus Areas  
Action 7  
AOB

Including an AOB focus area allows for staff to include other relevant information mentioned during meetings. This helps to keep a track of these ideas and tasks.

Any Other Business

AOB Outcome: **In Progress**


**In Progress**

**Comments:**  
Halloween inter-house competition.  
Consider ideas for Christmas charity work.

0 0 0 Add +

Outcome set  
"Task Review"

Outcomes:  
In Progress  
Partially Completed  
Completed  
See Comment  
Not Started  
Not Required



What would this  
look like in  
reports?

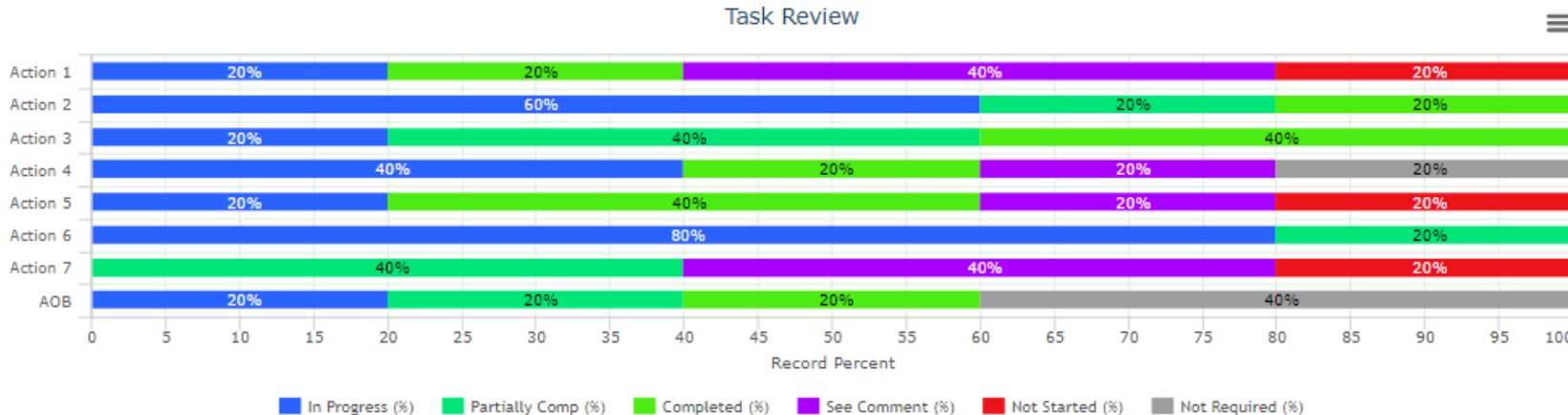
Focus Areas  
Action 1 – 7  
AOB

This outcome allows for easy at-a-glance analysis for busy pastoral leaders. This allows leaders to easily identify what tasks are completed and what may need to be followed up on.

Focus Area Name	In Progress (%)	Partially Comp (%)	Completed (%)	See Comment (%)	Not Started (%)	Not Required (%)	Record Count
Action 1	20.0	0.0	20.0	40.0	20.0	0.0	5
Action 2	60.0	20.0	20.0	0.0	0.0	0.0	5
Action 3	20.0	40.0	40.0	0.0	0.0	0.0	5
Action 4	40.0	0.0	20.0	20.0	0.0	20.0	5
Action 5	20.0	0.0	40.0	20.0	20.0	0.0	5
Action 6	80.0	20.0	0.0	0.0	0.0	0.0	5
Action 7	0.0	40.0	0.0	40.0	20.0	0.0	5
AOB	20.0	20.0	20.0	0.0	0.0	40.0	5
<b>Total</b>	<b>13</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	

Outcome set  
"Task Review"

Outcomes:  
In Progress  
Partially Completed  
Completed  
See Comment  
Not Started  
Not Required

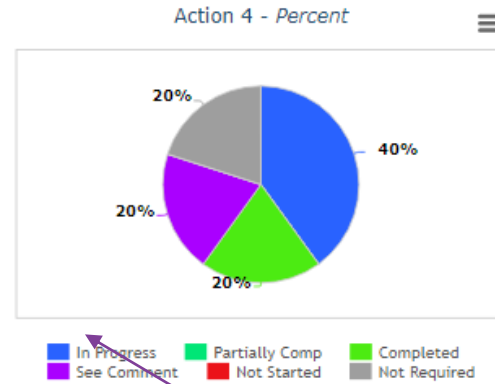
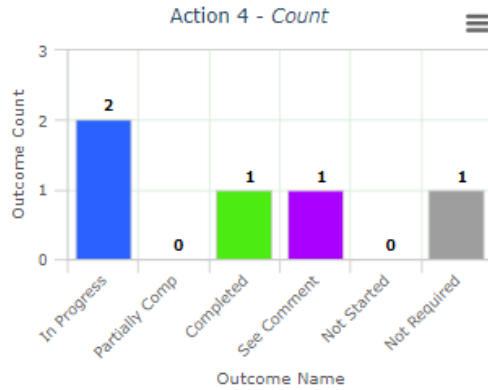


Focus Areas  
Action 4

Action 4

Summary Information

Outcome Name	Count	%
In Progress	2	40.0
Partially Comp	0	0.0
Completed	1	20.0
See Comment	1	20.0
Not Started	0	0.0
Not Required	1	20.0



Outcome set  
"Task Review"

Outcomes:  
In Progress  
Partially Completed  
Completed  
See Comment  
Not Started  
Not Required

Focus area reports.  
The details section allows for identification of in depth information. You are able to filter this by Category, Faculty, Subject or Staff.

Detailed Information

Category	Faculty	Subject	Staff				
Subject	In Progress (%)	Partially Comp (%)	Completed (%)	See Comment (%)	Not Started (%)	Not Required (%)	Total
Meeting Minutes	40.0	0	20.0	20.0	0	20.0	5

Focus area reports.  
If you click into focus area names (the rows of your table) you will be directed to these individual reports. Charts can be exported if needed.

This record was created in our demonstration school and all data is illustrative.