**Leadership agenda - week commencing [DATE]**

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| **Leadership pledges:*** drive school improvement as a team
* everything comes to the table
* publicly back decisions around the table
* be positive
* be solution-focused
* actively listen to each other
* use learning points to improve
* own your areas
* follow up, finish and communicate
* prioritise and focus on the right things
* hold each other to account to make the team better
 |

**Morning meetings (Monday – Thursday 7:50am)**

***Discussion topics 5 mins max.***

**Priority 1:** Urgent & important (do now)

**Priority 2:** Important but not urgent

**Priority 3:** Urgent but not important

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| --- | --- | --- | --- | --- |
| **Agenda Item** | **Date Added** | **Priority** | **Actions/communication (staff, parents & pupils)**  | **Who/when?** |
| Attendance | Every Monday | [Priority level] |  |  |
| Line management agenda | Every Tuesday | [Priority level] | **Any items for LM agenda to be put here:*** [Item]

**LM agenda to be discussed on Tuesday morning meeting:*** [Item]
 |  |
| [Agenda item e.g. staff cover, student council, assembly topics, school trips] | [Date added] | [Priority level] |  |  |

**Strategy meetings (Tuesday 4:15pm & Thursday 4:00pm)**

***Longer discussion topics and presentations***

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| **Agenda Item** | **Actions/communication (staff, parents & pupils)**  | **Who/when?** |
| [Agenda item e.g. Ofsted preparation, analysis work] |  |  |
| [Agenda item]  |  |  |
| [Agenda item]  |  |  |