Review board — preparation, minutes and appointments

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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54 boards, 1,240 appointments, 63 deadlines tracked · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The minutes carry only what was said in the sitting:** an opinion that was not expressed does not appear in them, and pending passages are marked in plain sight to be completed or removed.

The preparation page, delivered 48 hours ahead

What it carries, per pupil	Source	What it avoids
Marks entered by subject, with the date of each assessment	Pupil-management software	**Thirty minutes of searching during the sitting**
Comments validated by the teachers	Settled reports	Reading them out loud one by one
Absences and lateness recorded	Pastoral staff	A request made in the sitting and dealt with afterwards

What it carries, per pupil	Source	What it avoids
Adjustments recorded on file	**The pupil's file**	**An opinion given without everyone knowing about the adjustment**
Points left open at the previous board	Minutes of the previous term	**Follow-up that gets lost from one term to the next**

Measure	Last year	This term
Boards started at the scheduled time	**34 out of 54**	**51 out of 54**
Minutes sent after the sitting	**Three weeks on average**	**The next morning**
Time to write the minutes	45 min	**8 min of reading**

> **These hours are not counted in the year's report.** The total of 3,214 hours carries only the three measured items — sequences, report comments, family messages. **A total inflated with what was not measured cannot be defended in front of a governing board.**

Extract of minutes, as built on the school's template

Section	Draft text	Status
Attendance	Chaired by the head teacher · form tutor: Hélène Barrault · 9 teachers present · 2 parent representatives: Farida Belhadj, Grégoire Anselme · 2 pupil representatives	Taken from the attendance sheet
General situation of the form	« The board notes a form working steadily, with a marked gap between the first and last third on the November assessments. »	**Said in the sitting**

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Section	Draft text	Status
Decisions taken	« Introduction of two hours a week of personalised support from 6 January, for the pupils designated by the team. »	**Said in the sitting**
Pending passage	**« [To be completed by the form tutor: action taken on the meeting request made by the parent representatives.] »**	**Marked in plain sight — to be completed or removed**

Parents' evenings

Step	What the agent does	What is left to the school
Slots	**Offers only the slots teachers have declared**	**Declaring their slots**
Booking	Books the appointment, sends the confirmation in the standard version and in the easy-read version	—
Reminder	Reminds the day before on the channel the family uses	—
Request for an appointment outside the calendar	**Passes it to the teacher with the subject noted and three free slots**	**The teacher picks one with a word**

Measure	Last year	This year
Appointments booked across the two evenings	1,040	**1,240**
Appointments kept	**78 %**	**92 %**
Families coming for the first time	—	**61**

Administrative deadlines tracked — 63 over the year

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Deadline	Recipient	Alert	What is already drafted
Year-10 work placement agreements	118 year-10 families	**10 days ahead**	**Letter and agreement on the office's template**
Trip consent forms	Families concerned	10 days ahead	Trip notice and consent form
Textbook orders	Bursar	10 days ahead	Statement of needs by year group
Marks returns	Teachers	10 days ahead	Named reminder by form
Total tracked	—	—	**0 deadline missed out of 63**

Automatic sending of the preparation page to the 18 form tutors — authorised by the head teacher on: _____

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