



Centre Leadership Team Meeting Notes



Date: _____

Time: _____

Attendance:

Meeting Roles

Facilitator: _____

Note Taker: _____

Welcome

Review objectives and purpose of meeting.
Introduce any new members.

Meeting Focus: _____

Pyramid Model Implementation Update

Provide brief implementation update or current classroom Action Plans

Action Plan Goal

(Refer to Program Wide Implementation Benchmark of Quality)

Indicate which area the Action Plan is focused on.

- Centre Leadership Team
- Educator Buy In
- Professional Learning and Staff Support
- Family Engagement
- Program Wide Expectations
- Inclusive Policy
- Responding to Child Specific Needs

Indicator/Goal: _____

**Follow Up Tasks
Between
Meetings**

Are there tasks to delegate or a working plan?

**Action Plan
Updates**

What arose between meetings?

**Questions
Addressed in
Meeting**

Any questions that may need to be noted or revisited.

**Notes/
Discussion
Points**

**Next Meeting
Date:**
