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| Review Meeting with Professional Mentor 1 To review and gain an overview of trainee’s progress (*two weeks of placement* *left).*  2 To reflect on development in relation to the UoM ITE curriculum  3 To consider, discuss and set developmental targets or action in remaining two weeks.  4 To moderate subject mentors’ judgements so far. | **Trainee/PM to make notes on meeting below**  **Trainees should bring to the meeting:** two recent lesson plans with evaluations, two lesson observations, progress matrix  Professional Mentors will typically spend 15/20 minutes discussing and reviewing documentation, sharing judgements and setting developmental targets with the trainee. |

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|  | **Placement 1** | | |
| **Areas for scrutiny and discussion** | **PM comments and judgements.** | | **Key areas for development for the remainder of this placement and next** |
| 1 Progress Matrix – action plan, notes and summaries – review trainee’s progress with evidence where appropriate |  | |  |
| 2 **Core Area 3**: Planning: refer to two recent lesson plans. |  | |  |
| 3 **Core Area 3**: In lessons: refer to two recent lesson obs. and trainees’ own reflections. |  | |  |
| 4 Feedback and targets – and the trainee’s response |  | |  |
| 5 **Core Area 5**: Wider school involvement, e.g., CPD, form group, extra curric, SEND, PHSE, RSE, events. |  | |  |
| **Professional Mentor to sign** | **Signature** |