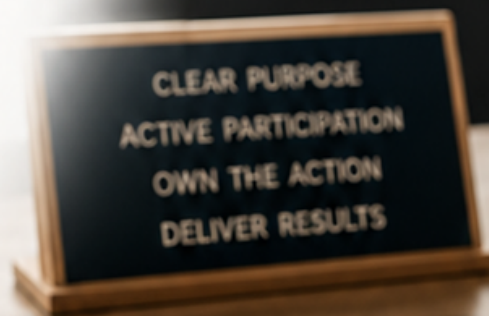




LEADERSHIP MEETING PLANNER

Plan with Purpose.
Lead with Clarity.
Finish with Action.

Great meetings don't happen by accident. They are planned with intention, led with focus and closed with clarity. This tool helps you run meetings that respect people's time and deliver real results for your school.



PURPOSE

Start with a clear reason and desired outcomes.



PREPARE

Plan thoroughly so everyone comes ready.



LEAD

Facilitate with focus, engage people and manage time.



FOLLOW THROUGH

Clarify decisions, assign actions and review progress.

“

A meeting is only successful when people leave knowing what was decided, who is responsible and what happens next. ”



A practical resource
for school leaders

PURPOSE
FOCUS
IMPACT

Plan well.
Lead well.
Achieve more.

ELEVATED
LEADERSHIP

PURPOSE
FOCUS
IMPACT

Plan well.
Lead well.
Achieve more.

ELEVATED
LEADERSHIP



Why are we meeting?



What do we want to achieve by the end of this meeting?

- _____
- _____
- _____
- _____



List the key people who should attend and why their presence matters.

Name	Role / Position	Why they are essential



What will we discuss and in what order?
Keep it focused. Keep it realistic.

Agenda Item / Topic	Purpose	Time
	Total Time:	



What prep or information is needed before the meeting? What do people need to read, consider or bring?

• _____

• _____

• _____



What decisions need to be made during this meeting?



A few minutes of planning can save hours of unproductive discussion and ensure your meeting leads to real progress.

- ✓ Purpose is clear
- ✓ Outcomes are defined
- ✓ Agenda and preparation are ready



Your Leadership Meeting Planner

A practical planner to help you run focused, productive meetings that lead to clear decisions and meaningful action.



*Better
meetings.
Better results.*

Meeting Title: _____

Date: _____ Time: _____

Location / Platform: _____



Meeting Purpose

Why are we meeting?



Desired Outcomes

What do we want to achieve by the end of this meeting?

- _____
- _____
- _____



1 Timed Agenda

What will we discuss and in what order? Keep it focused. Keep it realistic.

Time	Agenda Item / Topic	Purpose	Lead

Total Time: _____



2 Key Decisions Required

What decisions need to be made during this meeting?

- _____
- _____
- _____
- _____



3 Preparation / Resources

What do people need to read, bring or consider beforehand?

- _____
- _____
- _____
- _____



4 Attendees

Who needs to be there?

- | | |
|--------------------------------|--------------------------------|
| ☐ _____ | ☐ _____ |
| ☐ _____ | ☐ _____ |
| ☐ _____ | ☐ _____ |
| ☐ _____ | ☐ _____ |
| ☐ _____ | ☐ _____ |



5 Additional Notes

Other information to keep in mind.



A well planned meeting creates the conditions for focused discussion, clear decisions and real progress.



Actions, Follow Through & Meeting Review

The value of a meeting is measured by what happens next. Clear actions, ownership and follow-through turn discussion into progress.



Decide.
Act.
Follow through.
Make it count.



1 ACTION LOG

What actions were agreed? Who is doing what and by when?

Action / Task	Owner	By When	Support / Resources	Status / Notes



2 FOLLOW-UP

How will we track progress and what is the next check-in?

Next Review Date: _____

Review Format (e.g. meeting, email update, dashboard):

How will progress be reported?

- ☐ Written update / report
☐ Meeting update
☐ Dashboard / data review
☐ Other: _____



3 CHAIR'S REFLECTION

Take a few minutes to reflect while it's fresh.

What worked well in this meeting?

What could I improve next time?

What is one thing I will do differently?



4 OVERALL MEETING RATING

How effective was this meeting overall?



Why did you give this rating?



CLOSE WELL.
FOLLOW THROUGH.
DRIVE RESULTS.

Your leadership is demonstrated not just in the meeting, but in what happens afterwards. Consistent follow-through builds trust, delivers results and moves your school forward.

LEADER CHECKLIST

- ☒ Purpose achieved?
☒ Decisions clear?
☒ Actions assigned and follow-up set?

