

Meeting Summary Worksheet

About this tool

School meetings often involve a lot of information, ideas and decisions. It can be difficult to remember everything that was discussed. Taking notes during or after a meeting can help you keep track of what was discussed, what supports were suggested, and what next steps were agreed.

This tool provides a simple structure to help you record important information and follow up with the school if needed.

When to use this tool

- during or after a meeting with your child's teacher
- during a learning support or review meeting
- when discussing supports, strategies or adjustments
- anytime you want to keep a clear record of what was discussed and agreed

How to use it

1. If you are using the Word version, you can adapt the worksheet by removing sections that are not relevant to your situation.
2. The text inside each box is a prompt to guide your thinking. Once you add your own notes, you can delete the prompt text.
3. Bring the template to a meeting or complete it afterwards.

Meeting Summary Worksheet

Meeting Details

Date:

Meeting type:

Who attended:

Key topics discussed

What concerns or issues were raised?

Feedback from the school

What important information did the school share? For example: updates about your child's progress, observations from teachers, information about supports or adjustments.

Strategies or supports discussed

What strategies, adjustments or supports were suggested?

What was agreed

Action	Person responsible	Timeframe (if known)

Questions or things still unclear

Is there anything you did not fully understand or would like to clarify?

Review or follow-up

Will there be a follow-up meeting or review? If yes, when.

My reflections

Is there anything you want to remember, follow up, or think about later?

Follow-up after a meeting

Following up after a meeting can help make sure everyone has the same understanding of what was discussed and what next steps were agreed.

How to follow up

Send a short email after the meeting summarising the key points and agreed actions creates a shared record and helps avoid misunderstandings later. You can use your meeting notes to write the email.

Example follow-up email

Subject: Follow-up from meeting about [child's name]

Thank you for meeting with me today to discuss [child's name].

I wanted to briefly summarise what we discussed and the agreed next steps, so we are all on the same page.

(Add your summary here. For example: support or strategy discussed; agreed action of next step)

Please let me know if I have misunderstood anything.

Thank you again for your time and support.
(Your name)

Using AI to help draft the email

Some parents use generative AI tools like ChatGPT to help turn their meeting notes into a clear email. You can copy and paste the prompt below and add your notes. If you do use AI, always review the wording to make sure it reflects what you want to say.

Prompt:

Help me write a short and respectful follow-up email to my child's school summarising a meeting.

Please include:

- a brief thank you for the meeting
- a summary of the key points discussed
- the agreed actions or next steps

Please keep the tone collaborative and focused on supporting my child.

Meeting notes:

(paste your meeting notes here)