# SEND meeting notes

Use one sheet per meeting. Keep it with your diary, and send a short summary email the same day.

**Date and type of meeting (for example SEN Support review, annual review)**

**Who attended**

**My top three points**

**What school or the council said**

**Agreed actions**

| Action | Who | By when |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**Next review date**

**Summary email sent on (date)**

*Write what was said, as close to the words used as you can. A same-day email ("Thank you for meeting today. To confirm, we agreed...") gives everyone the same dated record.*