Section 1 – Purpose (quantitative Likert 1 - 5):

I completely understand the purpose of the collaborative planning process

This purpose is absolutely worth achieving

The collaborative planning process is working towards the achievement of its goals at an appropriate rate

This process contributes to my ability to plan for and put into practice good teaching

My pedagogical content knowledge is improving as a result of my participation in this process

The process is being provided with sufficient resources to achieve its purpose

As a result of participating in this process I am becoming more confident in my planning and teaching

Section 2 – Process (quantitative Likert 1 - 5):

Collaborative planning meetings are well organised

Today we remained focussed on our agenda

Today we made real progress towards achieving our agreed aims

Section 3 – Actions (qualitative – expanding text boxes):

A. What worked really well in today’s meeting?

B. What did not work well in today’s meeting?

C. What additions should we make to our next meeting?

D. What should we not do in our next meeting?

E. How can I help myself to achieve the goals of this project?

F. How can my colleagues help me to achieve the purpose of this project?

G. How can my school leader help me to achieve the purpose of this project?