**Key People in the Core Group Meeting Process**

**Core Group Lead Teacher/Facilitator**

* Facilitates the meeting of core teachers – promotes the participation of all members.
* Liaises with Literacy and Numeracy co-ordinators.
* Shares data and strategies with the core group teachers.
* Ensures that strategies are being implemented.
* Makes sure all teachers understand their role in the process.
* Sends out agenda.

**Literacy and Numeracy Coordinators**

* Collates the asTTle data and identify areas of strength and weakness within a cohort for staff meeting discussion.
* Identifies strategies to address weaknesses for school wide intervention.
* Breaks the data down so weaknesses are identified by core class.
* Identifies strategies for class intervention and liaises with the facilitator of the core group meetings.
* Finds resources to share with teachers of core groups.

**Recorder**

* Writes details of the meeting, such as the people present and the agenda items, along with any relevant information discussed. S/he should also produce written minutes of the meeting and distribute them to all staff members within 48 hours.

**Timekeeper**

* Watches the clock and warns fellow members when the designated time for each agenda item is over.

**Core Group Teacher**

* Attends meetings and contributes ideas.
* Uses the strategies that have been agreed on at the meeting.
* Brings evidence to the next meeting to show how the strategy is working or needs reviewing.