

The Data-Driven Department: Your Results Meeting Checklist

This checklist is a practical framework to help you run a high-impact, diagnostic planning session instead of a time-wasting data autopsy. The goal: turn results into concrete actions that improve teaching.

Part 1: Before the Meeting (The Preparation Phase)

Goal: To set the stage for a collaborative diagnosis, not a judgment of results.

- [] **Aggregate Question-Level Data (QLA):** Don't just bring grades. Collate the data on which specific questions students struggled with the most across the entire cohort.
- [] **Identify the Top 3 "Problem Questions":** Pinpoint the 3 questions where the most marks were dropped or the most common misconceptions occurred.
- [] **Define the Meeting's Core Question:** Frame the agenda around a single, powerful question. (e.g., "Why did 70% of our students struggle to apply the sine rule in an unstructured problem?")
- [] **Circulate Key Data in Advance:** Send the QLA summary to your team 24 hours beforehand. This saves time and allows for deeper reflection.

Part 2: During the Meeting (The Diagnostic Phase)

Goal: To facilitate a curious, solution-focused discussion, not a defensive one.

- [] **Start with the "Why":** Open the meeting by stating the goal: "Our aim today is not to look at individual teacher results, but to find 2–3 specific misconceptions we can solve together as a department."
- [] **Focus on the "Problem Questions":** Go through your top 3 problem questions one by one. For each, ask the team:
 - "What was the core misunderstanding here? Was it a knowledge gap or a skills gap?"
 - "What does this tell us about how we taught this topic?"
- [] **Hunt for "Positive Deviance":** Ask the most important question:
 - "Did anyone's class buck this trend? Who had success teaching this, and what was your approach?" (This is the key to sharing best practice.)
- [] **Agree on Concrete Actions:** For each misconception, collaboratively decide on a specific, time-bound action. Move from "We need more revision" to:
 - "For the next two weeks, all Year 11 classes will use this specific modelling technique for this type of problem."

Part 3: After the Meeting (The Action Phase)

Goal: To ensure the great ideas from the meeting translate into real classroom practice.

- [] **Send a "One-Page Summary":** Within 24 hours, email the team a brief summary including: 1) The key misconceptions identified, and 2) The exact actions agreed upon, with owners.
- [] **Collate & Share Resources:** If the action involves a shared teaching technique or resource, create a central folder where everyone can access it.
- [] **Schedule the "Closing the Loop" Moment:** Put a 5-minute item on the agenda for your next department meeting to review the impact of the actions. Did the mini-quiz results improve?
- [] **Celebrate the Win:** Acknowledge the team's collective effort and the progress made.

