



FREE BUILD THE ENGINE RESOURCE

Leadership Meeting Agenda Template

A meeting structure that helps leadership teams leave with ownership and action

Purpose

Use this agenda when your leadership team needs more than conversation. The goal is to leave every meeting with a clear priority, a decision, an owner, evidence, and a checkpoint.

What Makes This Meeting Different

Old Meeting Habit	Build the Engine Meeting Move	Why It Matters
Everyone reports updates.	The team studies evidence tied to one priority.	Updates create awareness. Evidence creates action.
Problems are discussed broadly.	The team names the adult move or system causing the result.	Leaders can coach adult action and improve systems.
Tasks are assigned loosely.	Every action has an owner, date, evidence, and checkpoint.	Ownership only exists when follow-up is visible.
The meeting ends when time runs out.	The meeting ends when the next move is clear.	A strong close protects execution after the meeting.

Before the Meeting: Principal Prep

Complete this page before the leadership team meets. If the prep is vague, the meeting will become vague.

Meeting date / time	Facilitator / timekeeper / recorder
One leadership priority for this meeting	Why this priority matters now
Evidence to bring	Decision needed before we leave
People or teams impacted	What must not take over this meeting

Principal move

Do not bring five priorities to one leadership meeting. Choose the issue that needs adult action, shared ownership, and a visible checkpoint.

60-Minute Leadership Meeting Agenda

Use this structure for weekly leadership team meetings, dean check-ins, short-cycle planning meetings, or data meetings.

Time	Move	Facilitator Prompts	Product Before Moving On
0-5	Open with the focus	What priority are we protecting today? What evidence tells us this matters now?	One meeting focus and one success statement.
5-15	Review evidence	What are we seeing in walkthroughs, data, attendance, behavior, culture, or coaching notes?	A short list of trends, not isolated stories.
15-25	Identify the root move	What adult action is creating or blocking the result? Which system needs tightening?	One to two adult moves the team can influence.
25-40	Decide actions	What will happen, who owns it, by when, and what evidence will prove it happened?	Named owners, dates, and evidence.
40-50	Plan communication	Who needs clarity after this meeting: staff, deans, teachers, families, students?	One message or follow-up plan.
50-60	Close with accountability	What will we check before the next meeting? What can be removed, delegated, or scheduled?	A checkpoint and next meeting opening item.

Meeting Norms That Protect Action

Norm	What It Sounds Like
Evidence before opinion	What did we see, hear, count, review, or collect?
Adult action before student blame	What do adults need to do differently or more consistently?
Own the next move	Who owns this, by when, and what evidence will we check?
Shorten the list	What matters most between now and the next checkpoint?

Meeting Notes and Action Tracker

Use this during the meeting. Every action should be clear enough that someone absent could understand the next step.

Agenda Item	Evidence / Trend	Decision	Owner	Due	Checkpoint Evidence
Priority focus					
Walkthrough trend					
Teacher coaching					
Culture or operations					
Communication needed					
Next meeting opener					

Accountability checkpoint

Begin the next meeting by reviewing the final column. If the evidence is missing, the work was not fully owned yet.

Ownership Language for Leaders

Use these sentence stems when the team gets stuck in discussion or when a decision needs a clear owner.

When This Happens	Say This
The team is naming too many problems.	Which one of these is the highest-leverage priority for this week?
A problem sounds student-centered only.	What adult action or system is influencing that student outcome?
The next step is unclear.	What exactly will happen before our next checkpoint?
Ownership is too broad.	Who is the single owner responsible for bringing evidence back?
The solution is too large.	What is the smallest move that could show progress within five school days?
A team member needs support.	What coaching, script, schedule, or tool would help this owner execute well?

After the Meeting: Principal Reflection

What decision did we make?

Who owns the next move?

What evidence will I expect by the checkpoint?

Who needs coaching, clarity, or follow-up from me?

Filled-Out Example: Weekly Instructional Leadership Meeting

Use this example to see the level of precision leaders should leave with. Notice that the team names evidence, adult action, owners, dates, and checkpoint evidence.

Meeting focus Priority: Improve lesson clarity and checks for understanding in grades 3-5 math because walkthroughs show students can complete tasks but cannot consistently explain the learning target or success criteria.
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Agenda Item	Evidence / Trend	Decision	Owner	Due	Checkpoint Evidence
Priority focus	8 of 12 walkthroughs showed objectives posted, but only 3 teachers had students explain what success looked like.	All grades 3-5 math teachers will use a student-facing success criteria check during independent practice.	Principal	Mon	Shared one-page model and named look-for sent to teachers.
Walkthrough trend	Students were compliant, but student talk was low during problem solving.	Dean will complete 10 short walkthroughs focused only on student explanation and success criteria.	Dean	Thu	Walkthrough tracker shows teacher, time, look-for, and trend notes.
Teacher coaching	Two teachers need support turning the objective into student language.	Coach will model a 5-minute lesson launch and rehearse the teacher script during planning.	Coach	Wed	Coaching notes include model, teacher practice, and next step.
Communication needed	Teachers need clarity that this is a schoolwide instructional focus, not a compliance check.	Principal will send a short message naming why this focus matters and what leaders will look for.	Principal	Today	Message sent and copied into leadership folder.
Next meeting opener	Team needs to know if the move changed student explanation.	Start next meeting with walkthrough evidence: How many students could explain the target and success criteria?	Dean	Next Mon	Bring 10 walkthrough notes and 3 student quotes.

Why this example works	What leaders can copy
It names one priority instead of trying to fix instruction broadly.	Choose one high-leverage focus for the meeting.
It uses evidence from walkthroughs, not opinions or isolated stories.	Bring data, notes, student work, or direct observations.
It turns the problem into adult action.	Name what adults will do differently before the next checkpoint.
It assigns ownership and checkpoint evidence.	End with who owns it, by when, and what proof will be reviewed.

Want the deeper system? This free template helps leadership teams run meetings that produce ownership and action. Build the Engine consulting, coaching, and step-by-step guides help schools connect meeting rhythms to walkthroughs, dean coaching, teacher feedback, short-cycle plans, and accountability systems.

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