**Minutes of**

**Pre-Appraisal Discussion**

held on 10 February 2022 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Head)

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**Points of discussion:**

1. Class visit schedule (attached)
2. Expectations according to the appraisal instrument
3. Self-appraisal instrument: weaknesses and strengths
4. Please note that a post-appraisal discussion will follow the class visit (lesson observation) and completed appraisal instrument by the appraiser

**Closing:**

Next meeting – a post-appraisal discussion

Meeting adjourned

**Minutes of**

**Post-Appraisal Discussion**

held on 15 March 2022 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

L Fullard (Departmental Head)

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**Points of discussion:**

1. Discussion of appraisal instrument completed by the appraiser
2. Opportunity for appraisee/s’ input regarding the evaluation
3. Finalisation of the appraisal instrument
4. Discussion of the finalisation of the composite score sheet
5. Discussion of the filing and verification of the final appraisal instrument and composite score sheet

**Closing:**

Next meeting – a pre-appraisal discussion

Meeting adjourned

**Minutes of**

**Pre-Appraisal Discussion**

held on 10 Augustus 2022 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Head)

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**Points of discussion:**

1. Class visit schedule (attached)
2. Expectations according to the appraisal instrument
3. Self-appraisal instrument: weaknesses and strengths
4. Please note that a post-appraisal discussion will follow the class visit (lesson observation) and completed appraisal instrument by the appraiser

**Closing:**

Next meeting – a post-appraisal discussion

Meeting adjourned

**Minutes of**

**Post-Appraisal Discussion**

held on 1 October 2022 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

L Fullard (Departmental Head)

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**Points of discussion:**

1. Discussion of appraisal instrument completed by the appraiser
2. Opportunity for appraisee/s’ input regarding the evaluation
3. Finalisation of the appraisal instrument
4. Discussion of the finalisation of the composite score sheet
5. Discussion of the filing and verification of the final appraisal instrument and composite score sheet

**Closing:**

Meeting adjourned