**Solution Circles / Action Learning Sets**

*Format adapted from One Education: Solution Circles, Educational Psychology Connect and various action learning set question format.*

**Roles**

* Time keeper
* Process facilitator
* Presenter
* Note taker / graphical recorder
* Creative ideas team (rest of room)

The Facilitator keeps the conversation on track. The time-keeper keeps time. The recorder takes notes on a flip chart.

**Ground Rules.**

At the beginning of the session agree ground rules – e.g. confidentiality, respect, participation, creativity, positivity etc. It is useful to have a reflection ‘round’ at the end of the session to reflect upon the usefulness of this approach.

**Step 1: Sharing of Practice and Thinking. 3 + 1 min (4 min)**

The presenter has 4 uninterrupted minutes to talk about the focus of their setting: (5 minutes)

* What are your schools strengths /positives around aspect 3? Consider whole school practice / individual practice, view of parent carers / child / staff / external verifiers (e.g. data / Oftsed / governors etc)
* What are your schools concerns / needs / barriers for aspect 3?
* What ideas are you planning to do to address this these barrier / concerns?
* What things are you stuck on / would like some support with?

The creative team has 1 minute to add anything they feel is important or to ask a question to clarify thinking.

**Step 2: What are the top 3 concerns (2 mins)**

The presenter considers the input from the team and highlight the top 3 concerns to focus on for further discussions during the session – it is useful to capture these on a flip chart.

**Step 3: Creative Solutions (3 mins)**

The creative team offers ideas about creative solutions that could address the concerns. It is not time to clarify the problem or to ask questions. Everyone gets a chance to give their ideas for strategies / additional ideas that could also be helpful. The ideas are captured on post-it notes and stuck on a flip chart or the note-taker may want to represent them graphically.

**Step 4: Consider top concerns and positive and possible solutions to address the problem (4 minutes)**

The presenter has a dialogue with the creative team about the solutions, considering what is positive and possible – not what can’t be done.

Some facilitator questions to help the process:

* What excites you? Why?
* What have you already tried? What did / didn’t work?
* What opportunities are there?
* What would success look like?
* Who else have you involved in this issue?
* Who could you turn to for advice / support?

**Step 5: Action Plan (4 mins)**

The presenter decides on 3 achievable solutions / action that could be implemented over an agreed short time period. Dates for initial actions are captured for the presenter to take away. The presenter will be asked to report back on developments at the next session.