# Regional Conservatorium Grants Program Support site visit

## Meeting Details

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| --- | --- | --- |
| **Purpose** | Support the department to understand conservatoriums' business in action, diversity of communications, landscapes, demographics, socioeconomic factors and local issues.  Support regional conservatoriums individually as well as contribute to standard practices across all Regional Conservatorium Grants Program recipients. | |
| **Date** | [Insert date] | [Insert time] |
| **Location** | [Insert name of conservatorium} | |

| Agenda | Action required and notes | Addressed (Y or N) |
| --- | --- | --- |
| 1. Program Performance Reports KPMs analysis & data evidence |  |  |
| 1. Governance / Operations  Reviewed policies and procedures |  |  |
| 1. Music education and performance opportunities |  |  |
| 1. Premises |  |  |
| 1. Public school engagement |  |  |
| 1. Promotional materials samples (DoE logo) |  |  |
| 1. Tutor observation |  |  |
| 1. Ensemble observation |  |  |
| 1. Administration observation |  |  |
| 1. Performance event (if possible) |  |  |
| 1. Board meeting (if possible) |  |  |
| 1. Local Issues |  |  |
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**Attachments**

[**Documents provided as evidence to be listed here]**

**NSW Department of Education representative**

Name: Position: Conservatorium Officer

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conservatorium representative**

Name: Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_