

Record of Supervision Meeting

Name:	Name of Supervisor:
Date of Last Supervision Meeting:	Date of this Supervision Meeting:
NB remember to update individual pupil chronologies if you have discussed safeguarding during this meeting.	Date of Next Supervision Meeting:

Issues Addressed	Discussion	Actions agreed	By Whom and by When
Review of last supervision and actions			
Current work items and priorities			
Key achievements What is going well?			

<p>Case discussion individual /key children</p> <p>(Remember to include safeguarding discussions in child's chronology)</p>			
<p>Learning and development-training needs, training attended etc.</p>			
<p>AOB - personal reflections, demands and frustrations</p> <p>(How do you feel things are going?)</p>			

Name (Employee)

Signature

Date

Name (Supervisor)

Signature

Date