**Heathfield Primary School**

**RECORD OF STAFF SUPERVISION MEETING**

|  |  |
| --- | --- |
| **Employee name:** | **Date:** |
| **Position:** | **Line Manager:** |

|  |  |
| --- | --- |
| **Agenda items**  **1.**  **2.**  **3.** | **Actions from previous meeting met**  **y/n**  **Comments** |
| **Agreed actions** | **Person Responsible And Timescales** |
|  |  |
| **Safeguarding Issues y/n**  **Reported to DSL (tick and date)**  **Written up on CPOMS (date)** | **CPD issues:**  **Request submitted to HT**  **Tick and date** |

**Signed (employee) …………………………………………………………………………………………**

**Signed (line manager) ……………………………………………………………………………………**

**Date of next Supervision Meeting………………………………………………..**