**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………………………………………………..**