**Record of Performance concerns**

(NB. Copies to be kept by both parties)

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| Line Manager: |
| Employee: |
| Date of Meeting: |
| Brief description of concern(s): |
| We discussed: |
| We agreed to (with timescales):  (examples would include coaching/mentoring, CPD, observation of good practice, visit to another Academy etc.) |
| We will meet again to review on: |