This simple agenda template can be used for recording supervision and support meetings with staff and volunteers.

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| **Staff/Volunteer Support Meeting Agenda** |
| Name of Staff/Volunteer: | Name of Responsible Person: |
|  | Agreed | Date Completed |
| 1. Action points from last time:
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| 1. What has the staff member/volunteer been doing since the last meeting?
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| 1. What’s gone well? What hasn’t gone so well?

This is also a chance for the responsible person to talk about the staff member/volunteer’s work, give positive feedback as well as an opportunity to raise any minor problems or issues if necessary. |  |  |
| 1. What help or support does the staff member/volunteer need?
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| 1. Safeguarding matters:

Any relevant concerns or issues can be discussed, including any risk management. |  |  |
| 1. Development/motivation:

Such meetings can be used to gauge whether the staff member/volunteer is still getting what they were looking for from their role; they may benefit from a minor change in their tasks or afresh challenge. |  |  |
| 1. Training:

Is relevant safeguarding training up to date, any additional training needs identified. |  |  |
| 1. Work life balance, health and wellbeing.
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| 1. Action points for next time:
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