

Recording template for the Board of Trustees

Consultation process and delivery
statement agreement

Date consultation started

People involved

Summary: Consultation process

(Events and activities planned and completed)

Also attach a copy of the leaders' evaluation and reflection

Summary: Successful actions and what to do differently next time

(e.g. specific community groups to consult and effective ways of doing this)

Summary: Consultation outcomes

(Based on the feedback of the delivery statement and what was decided)

Amendments to be made to the health education programme.

If any – what was changed, who is responsible for these changes, what will be the evidence that shows these changes have been implemented and when?

Finalised and agreed delivery statement

Attach the 'Overview of the health education programme'

Date consultation completed**Start and completion date for next consultation****Board of Trustees verification: Consultation process completed according to requirements**

Also attach a copy of the statement provided for parents e.g. from a newsletter