

# 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*