|  |
| --- |
| Leadership conversation record Date: |
| Distributed Leader | Senior Leader or Governor |
| The conversation is likely to follow the sequence of:1. Goals – *confirm what we are trying to achieve*
2. Actions – *what has been done so far?*
3. Impact – *summarise what we have achieved so far*
4. Evidence – *how do we know what we have achieved?*
 |
| Leadership focus  |
| Questions asked  | Main responses / actions arising and impact sought from them |
| Follow up - any further meetings or evidence to be shared in the near future |