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| 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 | |