Name of childminder:

Name of assistant:

Date of meeting:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of discussion** | **Action/by who** | **Timescale** | **Progress** | |
|  |  |  |  | |
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|  |  |  |  | |
| **Comments** | | | |
|  | | | |

Childminder signature:

Childminder assistant signature: