****

## Mentor meeting report

Please briefly and factually complete this report after each mentoring session and return it to ***<insert name>*** within 48-hours. All reports will be read, responded to and kept on file for use in reviews.

|  |  |
| --- | --- |
| Mentor name |  |
| Mentee name(s) |  |
| Business Name |  |
| Business Status  | Full Trading | Part Trading | Business On Hold | Ceased |
| Meeting Date  |  | Meeting Location  |  |
| Meeting Duration |  | Next Meeting Date |  |
| Additional time | *Additional time working with young person since last meeting*  |  |
| Financial Information |  | **Comment** (*e.g. details of short term financial commitments; explanations for large or one off transactions)* |
| Opening Balance |  |
| Cash In |  |
| Cash Out |  |  |
| Closing Balance |  |  |

|  |
| --- |
| **Progress: What progress has been achieved by the mentee and / or you on previously agreed actions?** |
|  |

|  |
| --- |
| **Outline topics covered at this meeting** *(e.g. progress against business plans, opportunities, threats, areas requiring further support; contact detail changes; and guidance given)* |
|  |
| **Actions: List any actions agreed from this meeting and who will carry them out** |
|  |

|  |
| --- |
| **Do you have any concerns (E.g. wellbeing or safeguarding) or further comments? Anything you wish to discuss with Trust staff?** |
|  |

|  |  |  |
| --- | --- | --- |
| **Text Survey complete?** | [ ]  | This will be sent to all young people **three months,** **six months** and **twelve months** after they complete the programme. This survey will ask about what they are doing now and what they thought of the programme. Please encourage the mentee to complete this |

Thank you for completing the mentor meeting report. The is essential to ensure we can better support your mentoring relationship. Please share a copy of this report with the young person.

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| Mentor |  |  |
| Young Person |  |  |