**Annual Review meeting outcomes**

Complete this summary at the Annual Review meeting to document shared reflections on how your hub has been operating and the direction and goals for next year.

This document is to be completed by the support coordinator who will facilitate the meeting discussion. Once completed, the support coordinator will share the final version with the hub leader and principal and will also keep a copy for their records.

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| --- | --- | --- | --- |
| **Support Agency** |  | | |
| Name |  | Email |  |
| Position |  | Phone |  |
| **Community hub details** | | | |
| Local Government Area |  | School |  |
| Hub leader |  | Email |  |
| Principal / leadership representative |  | Email |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Community hub operations** | | | | |
| Tick the rating that best describes how the community hub was running in each of the six key areas over the past year. | | | | |
|  | **Requires improvement** | **Meets requirement** | **Exceeds requirement** |
| 1. Planning and reflection |  |  |  |
| 1. Hub activities |  |  |  |
| 1. Hub operations and space |  |  |  |
| 1. School-hub partnership |  |  |  |
| 1. Networks and partnerships |  |  |  |
| Click here to enter text. | | | | |
| 1. Other factors impacting hub operations   Consider whether factors will be ongoing and therefore need to be factored into planning for the following year. | | | | |
| Click here to enter text. | | | | |

| **Hub leader role and responsibilities** | | | | |
| --- | --- | --- | --- | --- |
| This section details Community Hub Australia’s guidance in terms of how the hub leader role contributes to the operations of the hub within the school, local community and as part of the broader network. | | | | |
|  | **Yes** | **No** | **If no, please explain why** |
| Is the hub leader employed for 20–25 hours per week? |  |  | Click here to enter text. |
| Does the hub leader attend local hub leader meetings? (at least 80% attendance) |  |  | Click here to enter text. |
|  |  |  |  |
| Does the hub leader proactively build relationships with the: | **Yes** | **No** | **Please provide your response** |
| * School community? |  |  | Click here to enter text. |
| * Local community? |  |  | Click here to enter text. |
| * Local stakeholders and partner organisations? |  |  | Click here to enter text. |

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| **Goals for the community hub next year** |
| What are the community hub goals for next year? Why?  What are you not doing, stopping next year?  Click here to enter text. |