**Museum Accreditation**

**Mentor report template**

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| Mentor name: |  |
| Mentored museum: |  |
| Mentored museum Accreditation number: |  |
| Date of report: |  |
| Date of previous report: |  |
| Previous Accreditation outcome and any Required Actions or Areas for Development identified: |  |

*(Note: If your museum’s assessment was some time ago you may find that Areas for Development are called Areas for Improvement in the outcome letter.)*

Mentor engagement with the museum

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| How many times have you visited or met with the museum since your last Mentor report? |  |
| For each site visit or meeting since the last Mentor report, please provide the date with the name and role of museum representatives in attendance |  |
| Please provide the date of each meeting of the governing body that you have attended since the last Mentor report. |  |
| Have you been provided with papers for every meeting of the governing body during this time? | Yes/No |
| What other engagement with the museum have you had since the last Mentor report? Please summarise e.g. meetings or email correspondence and which roles in the museum you have engaged with (e.g. staff, Trustees or volunteers) |  |
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Your summary assessment of the museum’s performance against the Accreditation standard since the last Accreditation return:

1. Organisational health

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| In your opinion, does the museum meet the Organisational health requirements of the Accreditation standard? | Yes/No |
| Outline any significant achievements since the museum’s last Accreditation return in terms of governance and management, forward planning, risk management. Examples might include: governance reviews; a refresh of the business plan; resolution of occupancy issues, security upgrades… Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. |  |
| Outline any particular challenges currently facing the museum in terms of its organisational health, the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. |  |
| Do you have any significant concern about the ability of the museum to address these Organisational health challenges, between now and its next return? |  |

1. Managing collections

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| In your opinion, does the museum meet the collections management requirements of the Accreditation standard? | Yes/No |
| Outline any significant achievements since the museum’s last Accreditation return in terms of collections management, documentation and care. Examples might include: improvements to collections development policy; implementation of Spectrum primary procedures; improvements to storage…  Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. |  |
| Outline any particular challenges facing the museum in terms of its collections management, the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. |  |
| Do you have any significant concern about the ability of the museum to address these Collections management challenges, between now and its next return? |  |

1. Users and their experiences

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| In your opinion, does the museum meet the Users and their experiences requirements of the Accreditation standard? | Yes/No |
| Outline any significant achievements since the museum’s last Accreditation return in terms of how it makes its collections accessible to the public, understands and develops its audiences and engages with people to give them a better experience. Examples might include: improved access arrangements; community consultation; relevant workforce training.  Where applicable, focus in particular on progress towards addressing Areas for Development listed in the museum’s last Accreditation award letter. |  |
| Outline any particular challenges currently facing the museum in terms of Users and their experiences , the actions you believe the museum should take to address them and how you plan to help them to do so. Include Areas for Development listed in the museum’s last Accreditation award letter but not yet addressed. |  |
| Do you have any significant concern about the ability of the museum to address these Users and their experiences challenges, between now and its next return? |  |

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| Any other comments? |  |

Submit your completed Accreditation Mentor report by the museum’s Return deadline. You can:

* Upload it to the online form via [Grantium](https://www.artscouncil.org.uk/our-application-portal-grantium)

Or

* Email it to:

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| --- | --- |
| Scotland | Museum Galleries Scotland  accreditation@museumsgalleriesscotland.org.uk |
| Wales | The Welsh Government  MuseumDevelopment@gov.wales |
| Northern Ireland | Northern Ireland Museums Council  devofficer@nimc.co.uk |
| England | Arts Council England  accreditation@artscouncil.org.uk |