

A Step-by-Step Guide to Headteacher/Principal Performance Review - 2017

<p>Step 1</p>	<p>Selecting governors to carry out the headteacher/principal's performance review</p>	<p>The governing body appoints two or three governors to carry out the performance review. Governors who are teachers or members of staff at the school/academy, must not be involved in the headteacher/principal's review. Governors need also to nominate a contact person, (this could be the headteacher/principal), for the adviser to make arrangements for the school/academy visit, and to ensure that school/academy contextual documents are sent, (see Step 3 below).</p>
<p>Step 2</p>	<p>Selecting and booking your adviser</p>	<p>Please find attached a booking form for the 2017 round of adviser visits. The governing body may select an adviser from the following list of experienced, headteacher/principal's performance management external advisers. <i>(Brief career details for each adviser are available on request from the BCPP Office)</i>. Alternatively, the governing body may ask the Birmingham Catholic Primary Partnership to allocate an external adviser from the list below.</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div data-bbox="904 496 1144 715"> <p>PAUL ARCHER SUE BERTI ANDY CHECKETTS JULIE COLLINS MARY DANIELS JIM HENRY PETER O'HANLON</p> </div> <div data-bbox="1375 496 1671 683"> <p>EDWARD MASTERSON MARY SIMMONS ALISON STURGESS JACKIE TOMLINSON EILEEN WALKER PAUL WALMSLEY</p> </div> </div> <p>The booking form should be completed and returned to: Paul Walmsley The Birmingham Catholic Primary Partnership Office c/o Newman University Genners Lane, Bartley Green, BIRMINGHAM, B32 3NT</p>
<p>Step 3</p>	<p>Preparatory information. Pre-visit school contextual documents.</p>	<p>Once the booking request form is returned to The Birmingham Catholic Primary Partnership Office, the adviser will be contacted to assess availability. On acceptance of the visit, the adviser will call the nominated contact to discuss more detailed arrangements for the visit, and will request that the headteacher/principal provides the following pre-visit school/academy contextual documents to send to the adviser:</p> <ul style="list-style-type: none"> • Objectives set for 2016 - 2017 • A summary of monitoring information collected during the year • Most recent statistical data available • Most recent external test/examination results • Current school/academy improvement plan • Last Ofsted and Section 48 report • Any other available monitoring information <p><u>All pre-visit, school/academy contextual documents should be sent directly to the external adviser by email, at least ten working days before the arranged date.</u></p>

Step 4	Adviser's preparatory work	The adviser reviews the documents and sends preliminary written advice to the appointed governors and the headteacher/principal, about the progress towards achievement of objectives for 2016-2017, and the suggested areas for objectives for 2017-2018. Attention will also be drawn to the need to review the overall performance of the headteacher/principal.
Step 5	Pre-review meetings	The headteacher/principal will meet the adviser to discuss the preliminary advice, overall performance and arrangements for the formal review meeting. The adviser will then meet the appointed governors to discuss the preliminary advice, overall performance and the handling of the formal review.
Step 6	The review meeting	The review meeting takes place, during the same visit to the school/academy, with the appointed governors, headteacher/principal and the external adviser present. There should be at least two appointed governors involved. The review should cover the overall performance of the headteacher/principal during the year, including achievements against previously agreed objectives. Professional development needs and activities should be discussed and new objectives agreed.
Step 7	Recording the outcome	Following the review meeting, a performance review statement and a statement of objectives for 2017-2018 will be produced. The review statement will be brief, summarising the discussion at the review meeting, and the conclusions reached. The statement of objectives should state the objectives set for 2017-2018, together with details of arrangements for monitoring performance during the year etc. An annexe to the review statement should identify the training and development needs of the headteacher/principal. On agreement that the objectives are mutually acceptable, copies of the document should be made and circulated to all parties involved in the performance management process, for signature.
Step 8	Pay	The appointed governors should provide a copy of the review statement, on request, to those governors responsible for taking decisions relating to pay who should then take account of it when making such decisions.