

**Headteacher Appraisal and Review**

**Governors’ Report**

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| **Headteacher** |  |
| **School** |  |
| **Governors** |  |
| **SIP** |  |
| **Date** |  |

**Headteacher annual appraisal and review meeting**

**Aims and Objectives**

Review of progress towards last years agreed targets

Discussion and agreement of Headteacher of overall performance during the last academic year

Discussion and agreement of objectives for the coming academic year

Discussion and agreement for the Headteachers personal / professional development

**Using the form**

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| **Part 1** | **A review of achievement against objectives for 2018 - 2019** |
| **Part 2** | **Suggested Objectives for academic year 2019 – 20** |
| **Part 3** | **Summary of discussions that took place at the meeting.** |
| **Part 4** | **Appraisal agreed by Review Committee** |

**Process Checklist**

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| **Action** | **Who** | **When** | **Comment** |
| A date and time to be agreed for the Formal Appraisal Review meeting | By the Governing body and headteacher. ALPSIT SIP must be consulted about suitable dates. | At least 10 working school days in advance |  |
| Governors, ALPSIT SIP and HT to agree the format of the meeting | Governors  Headteacher  ALPSIT SIP | At least 5 working school days before the meeting. |  |
| Parts 1 and 2 of the Appraisal document are completed in advance to present at the meeting. It may be shared in advance by the headteacher. | Headteacher | At least one working day before the meeting. |  |
| Optional  It can be helpful for the headteacher and ALPSIT SIP to meet briefly in advance of the meeting | ALPSIT SIP  Headteacher | 30 minutes before the start of the formal meeting. |  |
| Appraisal review meeting to take place | Governors  Headteacher  ALPSIT SIP | On agreed date |  |
| ALPSIT SIP provides a summary of the meeting and outcomes | Governors  Headteacher  ALPSIT SIP | At the end of the Appraisal Review meeting |  |
| Governors (or the ALPSIT SIP if requested by governors) to complete the Appraisal Review Documentation. | Governors  ALPSIT SIP | Within 5 working school days after the review meeting |  |

**Autumn 2019**

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| **Part 1: A review of achievement against objectives for 2018 - 2019** | |
| **Previous Objective 1: Pupil Progress** | |
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| **Success Criteria** | **Governors Review (MET / partially MET / NOT MET / carried over)** |
|  | **Evaluation:** |
| Previous Objective 2: Leadership and Management | |
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| **Success Criteria** | **Governors Review (MET / partially MET / NOT MET / carried over)** |
|  | **Evaluation:** |
| Previous Objective 3: Personal / Professional Development | |
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| **Success Criteria** | **Governors Review (MET / partially MET / NOT MET / carried over)** |
|  | **Evaluation:** |
| **Overall performance of Headteacher and the school** | |
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| **Part 2: Suggested objectives for academic year 2019-20** | |
| New Objective 1: Pupil Progress | |
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| **Success Criteria** | **Monitoring** |
| Objective 2: Leadership and Management | |
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| **Success Criteria** | **Monitoring** |
| Objective 3: Personal / Professional Development | |
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| **Success Criteria** | **Monitoring** |

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| **Part 3: Discussion with governors and Headteacher** |
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| **Part 4: Governing Body outcome.** | |
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| Chair of Committee |  |
| Signed |  |
| Headteacher |  |
| Date |  |