

PRSD: FACT SHEET FOR GOVERNORS AND PRINCIPALS

This fact-sheet is intended ONLY as a quick guide to the respective roles of the employing body, governor reviewers and the external adviser.

THE ROLE OF THE EMPLOYING BODY

The employing body will:

- Allocate an external adviser to each of its schools.
- Inform the adviser of the name and other contact details of a named governor reviewer (the contact governor).
- Provide the contact governor and the principal with the name and contact details of the external adviser.
- Support the adviser through the provision of appropriate contextual information for each school.
- Provide the adviser with all the documentation required for the review process.
- Provide access to advice and support for the governor reviewers and the principal.
- Receive reports from the adviser on completion of the review process.

THE ROLE OF THE GOVERNORS

The **governors** responsible for reviewing the performance of the principal (governor reviewers) will:

- Prepare and publish a Performance Review Policy for their school.
- Work with an external adviser whose role is to support and advise them when carrying out the review of the principal.
- Secure that objectives have been agreed or set for the principal at the beginning of each review year.
- Consider advice from the external adviser when setting objectives and reviewing the performance of the principal.
- Meet with the principal and the external adviser at the start of the review cycle to agree objectives and plan and prepare for the review
- Meet with the principal and the external adviser at the end of the review cycle to review the principal's performance and identify achievements, including assessment of achievement against objectives, and to discuss and identify professional development needs.
- Produce a performance review statement and give a copy to the principal within 10 days of the review meeting, and allow 10 days for the principal to add written comments.
- Provide the principal and chair of the governing body with a copy of the principal's performance review statement and, in exceptional circumstances, provide a copy to the employing authority on request.
- Provide a copy of the principal's performance review statement to the governors responsible for taking decisions in relation to pay, who must take account of this when making such decisions.

THE ROLE OF THE EXTERNAL ADVISER

External advisers will:

- Support an effective process of performance monitoring and review, guiding the governor reviewers effectively in relation to their current expertise in this area.
- Review the documentation provided by the school and the employing authority in order to understand the ethos and context in which the principal works.
- Provide written and oral advice to governor reviewers on a review of the extent to which the objectives for the outgoing year have been met and the setting of objectives for the year ahead.
- If requested, arrange a pre-review meeting with the principal to clarify any issues, to discuss the adviser's preliminary advice and where relevant, to collect further evidence prior to the meeting with the governor reviewers.
- If requested, arrange a pre-review meeting with the governor reviewers to clarify any issues, ensure governors are aware of their role, agree arrangements for the review meeting and to discuss the adviser's preliminary advice.
- Attend the formal preparation/planning (review) meeting at which the governor reviewers and the principal are present. A pre review meeting may not always be required, however, advisers would normally attend any pre meeting which is deemed beneficial.
- Attend the formal review meeting with the governor reviewers and the principal, to support the review of the performance of the principal against the objectives set, and (after the first cycle) advise on the setting of further objectives for the following year (the preparation/planning meeting referred to above).
- Advise the governor reviewers on the preparation of the performance review statement for the principal.
- Provide the employing authority with a summary of the performance review **process** outlining the advice given by the adviser and a summary of the outcomes reached.

The role of the external adviser is to give advice and support governor reviewers and the principal – **NOT** to determine or set objectives for the principal.

The responsibility for agreeing objectives and reviewing the performance of the principal rests with the governor reviewers.