



GUIDANCE FOR UNDERTAKING HEAD TEACHER APPRAISALS REMOTELY

Please read in conjunction with the general guidance for governors found on our website

In the current climate it is possible that governors will need to undertake this process remotely. If this is the case, certain protocols need to be observed and potential issues need to be discussed and planned for.

This process remains the responsibility of the governor panel and they are responsible for ensuring the process is undertaken in line with guidance, including ensuring that an external advisor is commissioned to support throughout. Therefore if possible, the chair of the panel should host the meeting virtually via whichever platform is most appropriate. Many schools have a subscription for Zoom but Teams is equally effective. The preparation can still be done via email (setting of dates, collection of evidence etc) but the host needs to ensure all members of the panel, the head teacher and the advisor are invited to the remote meeting. If there is difficulty with hosting a meeting it may be that the head teacher or the advisor can set the meeting up.

Whoever is hosting, the following issues need to be considered:

- There needs to be the facility for the head teacher to meet with just the advisor, the panel to meet with the advisor without the head teacher and then for all of the panel meet together. This may mean that the head teacher needs to sign out of the virtual meeting (which may be difficult if he/she is hosting) if all start together. The meeting will also need to start with just the headteacher and the advisor, without the governor's panel. All these issues will need to be considered and it may ultimately be easier for the advisor to host the meeting as he/she will be present throughout the meeting
- It will need to be made clear that this meeting is confidential and any recording should be done within the meeting by the advisor and panel and not through recording via Zoom or Teams
- In case there are technical issues it would be pertinent to exchange phone numbers for all involved.