

Content of Headteachers' Reports to Governors

The Governance Handbook provides the role of a Governing Board is to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Oversee the financial performance of the school and making sure its money is well spent.

The Handbook goes on to state that:

- It is the Headteacher's job to provide their board with the information it needs to do its job well.
- They should also provide whatever management information the board requires to monitor different aspects of life in the school throughout the year. In particular, a board will need to see information relating to the priorities it has identified for improvement.
- This might include data on:
 - pupil learning and progress;
 - pupil applications, admissions, attendance and exclusions;
 - staff deployment, absence, recruitment, retention, morale and performance; and
 - the quality of teaching.
- **The board, not the Headteacher, should determine the scope and format of headteacher's reports.** This will mean that the board receives the information it needs in a format that enables it to stay focused on its core strategic functions and not get distracted or overwhelmed by information of secondary importance.

A concise and focused report from a Headteacher is likely to be more valuable as a tool for Governors than a lengthy document where important information is lost due to the other content.

It is important that the report focus' on strategic matters rather than operational matters to provide Governors with the information they need to act strategically and hold the Headteacher and Senior Leaders to account.

The report should be sent to Governors at least 7 days before the meeting along with the other paperwork prepared for the meeting.