



Brentwood Diocesan Education Service

“Supporting Catholic schools to provide excellent education where pupils flourish, and Christ is made known to all.”

Headteacher Well-being – Potential questions for governors

- Is there an assigned governor responsible for Headteacher well-being, including workload?
- How does this governor meet these responsibilities?
- Is the Headteacher encouraged to take part in a Leadership Development programme
- Does the Headteacher have designated headship time?
- Does your Headteacher take a lunch break?
- Is the Headteacher undertaking administrative duties that could be undertaken by others?
- Is the Headteacher encouraged to attend cluster/network meetings?
- Are the HT Performance Management Reviews treated as a positive development opportunity?
- Do you have a written policy statement on Headteacher well-being? *A written policy makes it clear to all parties what the arrangements will be. Reviewing this statement on an annual basis enables the governing body to assess the effectiveness of this policy and, thereby, ensures accountability.*
- Are opportunities for the professional development of the Headteacher reviewed?
- Does the Headteacher have the opportunity to work off site on a planned and regular basis?
- How long are governors’ meetings? *Heads will already have had a long day. How long is their drive home? Legally, there should be an 11 hour gap before returning to work (Working Time Regulations 1998)*
- Do you praise, encourage, acknowledge the achievements of your Head? Sometimes it is difficult for them to get this from their staff so there is a role for governors here.



Brentwood Diocesan Education Service

“Supporting Catholic schools to provide excellent education where pupils flourish, and Christ is made known to all.”

Governing Body meetings - simple ways to support the health and well-being of the Headteacher

The following are offered for your consideration, but guidelines are most meaningful when determined in dialogue between the Headteacher and governors.

- Always start governing body meetings on time
- Ensure meetings have an absolute finish time
- Assume that governors have read the papers before the meeting
- Ensure that effective clerking arrangements are in place
- Delegate items to committees for longer discussion and debate
- Sometimes use other senior staff to report to committees in lieu of the Headteacher
- Avoid delegating the majority of matters to the Head or Chair
- Meet at more flexible times e.g. during school day, asap at the end of the school day
- Amalgamate committees or run them ‘back to back’
- Understand implications for time when the governing body requests the Head to prepare papers/policies