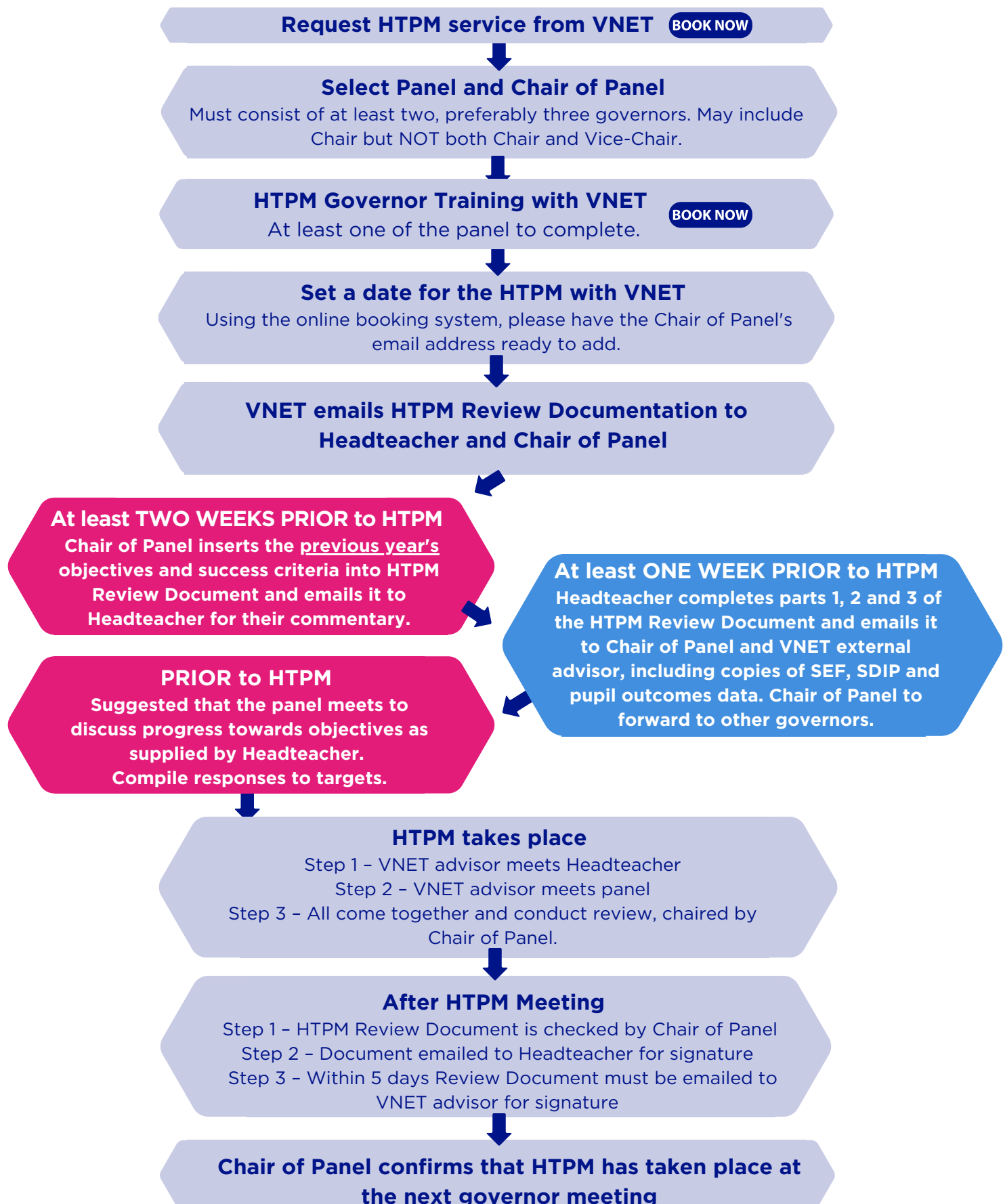


HEADTEACHER PERFORMANCE MANAGEMENT

Guidance Notes for Headteachers, Chairs of Governors
and Governor review panels, 2026-27.



HEADTEACHER PERFORMANCE MANAGEMENT

APPENDIX 1 – AGENDA FOR THE HTPM MEETING.

- 1 Welcome and introductions

- 2 Overview of the HTPM appraisal process

- 3 The role of the VNET Associate

- 4 2025-2026 review including governor pay recommendations

- 5 2026-2027 Targets

- 6 CPD and work life balance of the Headteacher

- 7 Mid-term review date (ideally set in the meeting)

- 8 Closing comments

HEADTEACHER PERFORMANCE MANAGEMENT

APPENDIX 2 – RESPONSIBILITIES

Chair of Panel Responsibilities

- To arrange HTPM (in conjunction with the headteacher).
- The Chair of the Panel will act as the main point of contact during the process.
- To ensure that at least one governor will have completed recent VNET training on headteacher performance management.
- Update and share HTPM documentation with objectives and criteria with the headteacher, panel, and adviser at least **two weeks prior** to HTPM meeting.
- Review progress using evidence provided by the headteacher.
- Collaborate with the panel to consider future objectives.

Headteacher Responsibilities

- Complete parts 1–3 of the performance review document.
- Share evidence, including self-evaluation (SEF), school improvement priorities (SIDP), and outcome data, with the adviser and Chair of Panel at least **one week prior**.

External Advisor Responsibilities

- The role of the External Adviser is to advise the panel on the legal process, help interpret performance information and data as necessary, and advise how to frame objectives for the coming year.
- Review the headteacher's evidence and assess progress towards **2025-26** objectives.
- Prepare potential objectives for **2026-27** based on SEF, SIDP, and data.
- Liaise with the headteacher and Chair of Panel.

Please note that the VNET External Adviser reserves the right to postpone the session if the completed documentation does not arrive in good time. Please notify the External Adviser if you foresee this as a problem.