A picture containing logo

Description automatically generated**Headteacher & Chair of Governors Agreement**

The professional relationship between the Chair of Governors and the Headteacher is crucial to the successful leadership of a school. This can be used when one party is new to role, or in reviewing the working relationship, to agree ground rules, clarity of roles, and your expectations of each other. This will help your working relationship be more effective.

It is important for a Headteacher and Chair of Governors to work together on key priorities for the school. This needs to be within the confines of their respective roles which includes an understanding of the difference between the Headteacher’s professional leadership and day to day management, and the governing body’s strategic leadership. There should be an agreement on how to maintain a professional dialogue, what to do if there is disagreement and how to ensure that the governing body is able to hold the Headteacher to account for financial management and educational performance. They will need to be able to trust each other with confidential information.

This document suggests the basic areas you may want to consider but do feel free to make it your own. Many Chairs of Governors and Headteachers involve the deputy and/or the Vice-Chair of Governors in drawing the agreement up. If you would like someone to facilitate the meeting for you do please get in touch with Governor Services ([governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) or Tel: 01473 265987).

We suggest that you each spend some time thinking about the questions below before the meeting, and then have an open and respectful discussion before coming to an agreement about how you will work together in the future.

**One to One Meetings**

* How often will you meet as Headteacher & Chair of Governors?
* Will it be virtual or in person?
* When will you meet? How long for?
* Who will draw up the agenda?
* Who will take and circulate notes?
* What are the best methods of communicating between meetings? Is it more convenient to use email, mobile phone, texting or the school phone?

**Our agreement about 1:1 meetings**

**Governing Body Meetings**

* How will you agree what goes on GB agendas?
* How do you agree the minutes? If there is disagreement how will you resolve
* Agree what information will be in the Headteacher’s Report? What data should be reported and how should it be presented?
* How will you support each other to develop the GB’s role in holding the school to account? How will the Self – Evaluation Form (SEF) and School Development Plan (SDP) be shared so that the governors can hold leaders to account? How will you each support governors to ask appropriately challenging questions? And as Chair of Governors, how will you help the Headteacher feel confident enough to welcome difficult questions and give an honest answer, even if that answer is “I don’t know”.
* Do the time, frequency and organisation of GB meetings suit you both, and the majority of governors?

**Our agreement about our expectations of each other**

**Mutual Expectations**

* What are your expectations of each other in your roles?
* What do you need from each other? What is off-limits?

**Our agreement about our expectations of each other**

**Having shared expectations of** t**he work of Governors**

* Do you agree about how often governors should be in school, what and how they are monitoring and how they report back on what they see?
* Do you agree about the role of the staff governors and parent governors?
* Do we challenge each other effectively?
* What will you do if a governor doesn’t behave appropriately?

**Our agreement about how we manage the work of governors**

**Strategic**

* How will you share important documents in a timely way?
* What will you share and how often? Examples are:
  + The School Development Plan
  + outcomes from monitoring
  + assessment information
  + Local Authority rolling records from SEO visits
  + finance information and budget planning
  + the school’s self-evaluation document.
* How will you organise governor monitoring so that it is tracking improvement in the key areas?
* How will you support the governing body in being focused on strategic, not operational, matters?
* Agree what evidence you will share with each other, the FGB and how often.

**Our agreement about being strategic**

**Other matters we would like to record**

This agreement should be completed and then signed by the Headteacher and the Chair of Governors.

Chair of Governors ………………………………………………………………………. Date ………………………………

Headteacher …………………………………………………………………………….. Date………………………………

Review Date………………………………………………………………………………