

**Checklist 2 Chair's meeting with the Head Any relevant issues arising from:**

- Attendance and punctuality
- Behaviour (including exclusions)
- Pupils (recruitment, transition, safeguarding, special educational needs and disabilities, student voice, inclusion)
- Teaching and learning (including curriculum)
- Achievement and attainment targets
- Self-evaluation and the school improvement plan
- Finance (budget preparation and monitoring, income generation)
- Governance (governing board meeting preparation, recruitment/retention/development of governors)
- Headteacher performance objectives and progress towards achieving them (if the chair is a member of the headteacher performance review panel)
- Headteacher work-life balance and welfare
- Staffing issues (performance management, continuing professional development, starters and leavers, discipline/grievances, restructuring)
- Confidential matters (not dealt with elsewhere)
- External partnerships (e.g. other schools, the local authority)
- Community issues
- Parents (engagement, complaints, communication, parent teacher association)
- Premises and physical resources (buildings maintenance and development, ICT, playgrounds)

The Key