

## Head of School/Board Self-Assessment FAQs

### **Is this survey all completed online?**

Yes. We will provide you the link to the survey which can only be completed online.

### **Are the survey responses confidential?**

Yes. The school will never know the identity of any of the survey responses.

### **If the wording of the questions causes some concern, or there are some questions that we would prefer to skip or modify, is that possible?**

Minor adjustments can be made.

### **Can we get a copy of the questions beforehand, so staff/board has time to think through their responses?**

Yes, these can be provided ahead of time after you have signed an agreement to use our services.

### **Does the survey have to be completed in one sitting and how long will it take?**

There is no set time-limit, so if the participant cannot complete it at one setting, they may close out and return to it at their convenience. The HOS review should take about 20 minutes for staff and board to finish. The Board Self-Assessment will likely require an additional 15-20 minutes for board members to complete.

### **Are parents surveyed as well?**

There is NO parental component for this survey.

### **How long will the survey remain open?**

There is a two-week window for the entire survey to be completed.

### **Will participants be reminded of the survey time frame?**

It is recommended the school send our reminders for survey completion. The school will also send out the survey link with a password to every user. We will generate the passwords which keep the survey secure and protect the identity of the user.

### **Is there a place for comments?**

There is space for personal comments at the end of the survey, but not after every question.

### **Is the intent for the staff to review our Head of School?**

You should encourage the staff that they are taking a "survey" regarding the Head of School, and that this is a part of the board's function on an annual basis to review their Head of School.

### **Could you help us understand the purpose of the board self-assessment component?**

The self-assessment is meant to be board's opportunity to do its own internal inspection of their role. This is completed by the board members only, for their own scrutiny and evaluation. We don't

want boards to be undisciplined in this practice of self-assessment. When a board doesn't follow its own policies of operation and organizational integrity they undermine the HOS. The self-assessment is perhaps the most significant way a board can take an honest look at themselves, and by their own transparency to one another and to the structure they have put in place for the governance of the school, be honest about their own areas in need of improvement.

Boards that use a systematic self-assessment process agree that it should be continuous (year to year) and that it primarily is used to help them recognize when it is not in step with its own policies. Board self-assessment, from our vantage point, should be required by the board on an annual basis to help identify any gaps in performance and function and to then undertake the needed changes in training to improve upon or completely close those gaps.

### **What sorts of questions is this asking and who reflects upon their (the board's) performance, etc.?**

- Board Demographic (status, term, frequency of involvement)
- Ratings of Mission, Visions, Values, Plans, Ends (how well understood)
- Rating on Budget (providing for a viable future, fair and adequate compensation structure, etc)
- Rating on Trust (as found in relationships)
- Rating on Satisfaction (with various functions, roles, etc)
- Rating on General areas

It is incumbent upon the board to govern themselves and to reflect critically on their own role and function regardless of its overall governance model.

### **Can we provide feedback after completing the survey?**

Your feedback will be valuable as we always seek to make our surveys as user friendly and relevant as possible.

### **What kind of report will this survey produce and how soon?**

Understanding information is definitely more important than gathering it. Therefore, we are committed to providing you with the information you need, not mere data, in a format you can use, so that you can make wise ministry decisions.

### **Will anyone from SchoolRIGHT be able to go over the report with us?**

Yes. Our basic report will include a printable electronic copy plus 1 hour of consultant review via phone or an online video meeting.

### **How do we begin?**

To initiate the survey, we will need to receive a signed approval form from the HOS and Board Secretary or President that you would like to use implement the survey, along with all board member and staff email addresses. Working with you, we will send them an invitation email that includes a link with instructions to login and complete the survey.