



STAFF AND GOVERNOR EXIT INTERVIEW POLICY

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Next Review Date:	February 2025

Introduction

As part of ACE's commitment to valuing and developing its employees and governors, we monitor staff and governor turnover and build a picture of emerging trends, paying particular attention to:

- School and governance development opportunities.
- Management styles.
- Working conditions.
- Staff wellbeing
- Any other general areas of concern expressed by both employer, employee and governor.

The exit interview is undertaken by one of the following persons of your choice and is an opportunity to gather information, which can highlight our strengths and weaknesses.

- Headteacher
- Alternative member of staff
- Chair of Governors
- Vice Chair of Governors
- Alternative member of the Governing Body.

Although some comments may be general, the purpose of the interview is to listen carefully to gain information which can be used constructively within the school to make improvements and retain valuable staff. The interview also provides an opportunity for an employee / governor to say what he or she likes or dislikes about the school.

Interviewer's Key Considerations

The main function of the exit interview is to determine why the employee/governor is leaving and to gather information about the job/role. Key areas of consideration are:

- Conduct the interview on an informal basis and in private.
- Welcome the interviewee.
- Give the interviewee assurance on confidentiality.
- Thank the interviewee their participation and explain fully the reason for the interview.
- Advise the interviewee that the reasons for leaving will not affect any future references or offers to work again for the School.
- Be open on neutral ground, e.g. asking about the new job.
- Ascertain the major reasons for leaving.
- Deal with any specific issues, e.g. finish date.
- Invite discussion on the job/role, the working atmosphere and working conditions.
- Invite suggestions for improving operations within their area of work/governance role (e.g. policies and practices).
- Ask if the interviewee wishes to discuss other issues.

Process

After receipt of a letter/email of resignation the Headteacher/Chair of Governors sends a letter of acknowledgement advising the leaver that they will be invited to an exit interview in their last week at Warden Hill Infant School. It advises the employee/governor of any arrangements connected with the termination of employment /voluntary service that must be completed prior to departure.

A copy of the exit interview form is included, with an explanation that the meeting is on a one-to-one basis with the Headteacher or a staff/governor member of your choice. The leaver is asked to think about the questions and advised that notes taken are to help identify issues to improve the management of the school and to retain valuable staff.

If an employee/governor expresses concern about going 'on record' then some or all of the comments may be made anonymously. However, the practical benefit for the School/Governing Body is from having an agreed record of issues raised, which can then be addressed.

The Headteacher's/Chair of Governor's role in the exit interview is to acquire information to help in the running of the school and not to pass judgement.

The interview should take place at an agreed place and time where the employee/governor will feel completely comfortable.

Should any concerns be raised during the exit interview that require investigation it is important that the individual conducting the exit interview raises these with the HR Traded Services Team.

Exit Interview Form

The questions on the exit interview form (Appendix A) are used as the basis for discussion. Further questions may be raised by the interviewer and interviewee during the interview. Any action points that arise are noted on the form during the discussion. The responsibilities of the interviewer are to:

- Safeguard confidentiality where possible and where agreed with the departing employee/governor.
- Make clear and accurate notes of the interview.
- Report comments in the third person (e.g. the employee/governor reported that...).
- Keep the report of the exit interview only for the purpose for which it was obtained.

The responsibilities of the interviewee are to:

- Provide information on their experience at Warden Hill Infant School to help the school develop.
- Have good grounds for any comments made or conclusions drawn.

After the interview the following actions are initiated by the Headteacher/Chair of Governors:

- A record of the interview is made promptly.
- Any issues emerging are raised at the next meeting of the Senior Leadership Team/Governing Body. The Senior Leadership Team/Governing Body will consider whether there is a pattern to any comments which may require a change of procedures or action.

Data Protection

The school will not retain exit interviews for no longer than is necessary and all documents will be kept securely, in accordance with Data Protection rules and the retention periods as guided by the Data Protection Officer.

Review

This policy was reviewed and adopted by the Governing Body on 6th December 2021. The Chair of Governors updated the policy on 4th February 2022. The next review will be in the spring term 2025.

Appendix A

Staff / Governor Name: _____

Current Position: _____

Start date: _____ Leaving date: _____

Name of Line Manager: _____

Date of Exit Interview: _____

Name of Exit Interviewer: _____

1. What first attracted you to work for this school?

2. Did you receive induction training? Yes / No

If yes, could it have been improved and if so, how?

3. Were your expectations met?

4. What did you like best about your job/governor role and why?

5. What did you not like about your job/governor role and why?

6. Do you have any comments about your workload?

7. Were you clear about what was expected of you in your role at Warden Hill Infant School?

8. Were you satisfied about communication in the school?

9. If not, how could it have been improved?

10. Describe the working relationship you have with a) colleagues, and b) Headteacher and/or Line Manager.
 - a)

 - b)

11. Would you like to comment on any development opportunities you had at Warden Hill Infant School?

12. Did you feel that you received sufficient training, instruction and support to enable you to perform your job effectively? Yes/No

If, no, please state what would have helped.

13. If there was one thing you would like to see done differently at Warden Hill Infant School, what would that be?

14. What was your main reason for your leaving?

15. Do you have any other comments?

16. What will you be doing next? (Staff Only).

17. What will you remember most about Warden Hill Infant School?

Action Points

If there are areas of concern it may be necessary for the School to arrange to meet with you/discuss the feedback with you, to gather more information. HR advice and guidance may also be sought.

Agreed as a fair record of the exit interview:

Signed (Employee/Governor) _____ Date: _____

Signed (Headteacher/Chair of Governor's) _____ Date: _____