

Headteacher's Performance Management Committee

Terms of reference

(these terms should be read in conjunction with the Standing Orders)

Membership

The performance of the headteacher will be managed by a nominated Committee of the Governing Body, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose.

The Committee will comprise three governors, including the Chair of the FGB, one from Finance, Personnel & Premises Committee and one from Curriculum, Standards and Engagement Committee.

Membership shall be rolling, with no individual governor being a member for more than three consecutive years. Governors may be reappointed to the Committee after 1 year.

The external advisor will be appointed on a three year basis, and the appointment confirmed by the FGB each year.

The headteacher and members of staff are disqualified from being members of this Committee

All members need to be present for the Committee to be quorate. The Headteacher must also be present, but does not have a vote.

The Headteacher may not attend those parts of the meetings where his/her pay award is discussed.

One of the appointed governors will act as Chair; one of the appointed governors will keep a confidential record of each meeting.

Meetings: The Committee shall meet with the Headteacher, normally twice per year. Other meetings may be scheduled, if required.

Duties delegated to this committee:

- To decide, with the support of the external advisor and in consultation with the headteacher, the head teacher's annual objectives/performance targets in line with the School's vision and strategic priorities
- To report performance targets (not personal development objectives), confidentially and in summary, to the FGB
- To monitor throughout the year the performance of the headteacher against the targets
- To decide, with the support of the external adviser, whether the annual objectives/performance targets have been met
- To provide an annual report, confidentially and in summary, to the FPP, providing an overview of the outcome of the appraisal and whether the objectives have been met, and any recommendations in respect of pay awards.
- To maintain clear records of decisions and recommendations made, demonstrating that these are made objectively, fairly and in compliance with equalities legislation.