



## Terms of Reference

**Membership:** The Committee shall consist of at least three eligible governors. Every governor (other than the staff governor) is eligible for membership. The committee members will be appointed annually during the July FGB meeting. Ideally one member of the Committee will be a member of the Pay Committee

An External Advisor will be employed on an advisory basis. Their role to review the Objectives outcomes, and assist in Target Setting for the next academic year.

**Quorum:** Three governors.

**Meetings:** The Committee shall meet for target setting, 2 Interim Reviews, and a 3<sup>rd</sup> Interim Review/end of year

**Chair:** FGB will appoint a Chair of the Committee annually.

**Accountability:** The committee has full decision making powers and will report back to the Full Governing Body. Decisions it makes are subject to appeal, which will be heard by the Pay Appeals Committee.

**Meeting Records:** Notes from the meeting will be taken by a member of the committee and added to the current year report which will be forwarded to HT to add comments and then sent to all members of the committee.

### **The Committee is responsible for:**

- Review of the Headteacher's performance, supported by a suitably skilled external adviser who has been appointed by the Governing Body for that purpose.
- Setting the Headteacher's objectives after consultation with the external adviser.
- At least one of the targets for the Headteacher will relate to outcomes for pupils.
- The HTPMC, with advice from the External Adviser, will review levels of pupil attainment, rates of pupil progress and whole school performance in their assessment of a Headteacher's performance in addition to other objectives that may have been set.
- Evidence from reports from external sources such as Ofsted, the local authority, Analyse School Performance (ASP), data dashboard and other performance tables will be considered in reviewing whole school performance.
- Objective setting will be linked to SIP
- Objective setting will have regard to a reasonable level of expectations of the Headteacher in the context of work/life balance.
- Monitoring through the year, the performance of the Head teacher against the targets

The Headteacher (HT) will receive a written performance management statement by 31 December. The performance management statement will include:

- an assessment of the HT's performance of their role and responsibilities against their objectives in the last performance management cycle;
- an assessment of the HT's performance of their role and responsibilities against the standards / accountabilities for their role in the last performance management cycle;



## Head Teacher Performance Management Committee (HTPMC)

- summary of the evidence considered to support the decisions made;
- a recommendation on pay based on performance in the last performance management year (where eligible for progression).

The HT will also receive a new performance management statement for the new performance management cycle. This will include:

- details of the HT's objectives for the new performance management cycle;
- details of the standards/accountabilities to apply in the new performance management cycle;
- an assessment of the HT's current training and development needs and identification of any action that should be taken to address them in the new performance management cycle;
- an indication of when monitoring will take place during the year.

The HTPMC must also refer their recommendation for any pay increase to the governors' pay committee by 31 December.

### **Performance concerns**

Concerns about the performance of the Headteacher may be identified by an individual or combination of sources.

Where a concern is identified via the HTPMC, the Chair of the HTPMC must notify the Chair of Governors.

Where the concern is notified to the Chair of Governors, the Chair of Governors must notify the Chair of the HTPMC.

In both circumstances, the Chair of the HTPMC will review the evidence available with the School's School Improvement provider to determine how to proceed.

Where it is necessary to take forward a performance concern in respect of the Headteacher, this will be undertaken by the HTPMC, with professional advice from the School's LLP, and the Chair of Governors will be kept apprised of the situation.

### **Records**

The HTPMC and Headteacher will ensure that all written performance management records are retained securely for six years and then destroyed

Approved by FGB: July 2022