

2024
HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE:
TERMS OF REFERENCE

1. Membership and quorum

- 1.1 The Headteacher Performance Management (HTPM) Committee shall consist of at least three governors, excluding the headteacher, who will be agreed at the first full governing body meeting of the academic year.
- 1.2 The headteacher will attend to engage in discussions regarding his/her performance.
- 1.3 Staff governors cannot be members of the Committee. Any other type of governor can be a member of the Committee.
- 1.4 In this school, the Chair of Governors will not be a member of the HTPM Committee, enabling them to remain a source of support and challenge to the headteacher outside of their formal performance management framework.
- 1.5 The Chair of the Committee will be elected at the first meeting of the Committee each academic year.
- 1.6 Only members of the Committee are entitled to vote where this is required.
- 1.7 Members of the HTPM Committee will not normally be a member of the Pay Committee. Where this occurs, it will be limited to one member of the Committee and they shall not have voting rights in respect of headteacher pay at the Pay Committee.
- 1.8 The Chair of the HTPM Committee will be expected to present any arising pay recommendation to the Pay Committee for decision.
- 1.9 The quorum of the HTPM Committee shall be three governors for both objective setting and end of year reviews. The HTPM Committee may proceed with two governors for interim reviews where undertaken.
- 1.10 In accordance with The Education (School Teachers' Appraisal) Regulations 2012, the HTPM Committee will ensure that an external adviser is appointed for the purposes of providing it with advice and support in relation to the appraisal of the headteacher.

2. Delegated powers and purpose of Committee

- 2.1 The purpose of the Committee is to appraise the headteacher via assessment against objectives and standards ensuring review of evidence to make judgements of performance.
- 2.2 The Committee meeting will undertake a full formal review of performance, by 31 December each year, to:
 - review the headteachers' performance for the preceding academic year, having regard to both objectives set for the previous year and standards being used in used for performance management purposes;
 - determine the recommendation to be made for headteacher pay progression where the headteacher is eligible for such progression;

- establish objectives for the current academic year and confirm standards (Headteacher or Teacher Standards) to be used in performance management for the current year; [*The HTPM Committee should note the guidance regarding use of Teacher Standards or Headteacher Standards*]
- establish any professional development required to support the headteacher in performance of their duties and/or achievement of objectives and standards;
- provide an opportunity to discuss wider matters pertinent to performance of the headteacher role, including general wellbeing and workload.

2.3 The Committee will normally undertake an interim review with the headteacher, without external adviser input, in both the spring and summer terms. The interim reviews will consider evidence towards objectives and standards in the preceding period and discuss updated matters in relation to the fourth and fifth bullet points above. [*The HTPM Committee will need to adjust this paragraph where one interim review is undertaken.*]

3 Meeting organisation

- 3.1 The Committee must meet once per year in the autumn term for the formal review of performance but will normally meet in the spring and summer terms to conduct interim reviews. [*The HTPM Committee will need to adjust this where one interim review is undertaken.*]
- 3.2 Where headteacher performance review takes place outside of the Pay Committee timeline (i.e. after October) and a pay progression decision is required (i.e. where the Headteacher is eligible for progression), the HTPM Committee will notify the Chair of the Pay Committee of the need to arrange an exceptional meeting.
- 3.3 An agenda for the formal review of performance will not normally be established for the meeting but will follow the steps outlined in section 2.2 above.
- 3.4 Whilst minutes of the committee will not be produced, the HTPM Committee must provide the headteacher with detail of the objectives set, standards to be used and success measures. [*Please note a model form is available in the Manual of Personnel Practice*]
- 3.5 The Chair of the Committee shall report back to the full governing body that the HTPM Committee has met to review performance and set objectives and standards for the following year. No other detail shall be provided to wider members of the full governing body, given the nature of the Committee, and to ensure other governors are not tainted in light of any related pay appeals.

4. Review

- 4.1 These Terms of Reference will be reviewed annually and agreed at the first meeting of the full governing body each academic year.

FGB Agreed date: INSERT DATE

Review date : INSERT DATE