



# Pirton Hill Primary School

## Headteacher's Appraisal Panel Terms of Reference

### **Purpose:**

The Headteacher's Appraisal Panel is a sub-committee of the Full Governing Body. The purpose of the Headteacher's Appraisal Panel is to determine and review the Headteacher's performance and pay.

### **Membership:**

- The Headteacher's Appraisal Panel shall consist of not less than 2 Governors and an external advisor. The Committee members must not include any staff or Associate Governors.
- Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the Panel. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body.
- Members of the panel should be trained for the role and preferably have attended the specific training on offer through the Local Authority.

### **Quorum:**

The quorum shall be not less than 2 Governors and an external advisor on the Panel. If the meeting is not quorate, recommendations only can be made and any resolution of matters will be referred to the next full meeting of the Governing Body.

### **Meetings:**

- The panel shall meet at least once a year following receipt of pay recommendations from the Chair of the Headteacher's Appraisal Panel.
- The Chair of the Headteacher's Appraisal Panel shall be elected annually at the first meeting of the Full Governing Body in the Autumn term.
- The agenda for the meeting shall be distributed at least seven days before the meeting.

### **Voting:**

Only full members of the Panel, as approved by the Governing body, shall have the right to vote on any resolution placed before the Panel.

To vote, a voting member of the Panel must be present at the meeting. Meetings may be hosted face to face or remotely. If a Panel member has a direct or indirect interest in a matter to be decided by the Panel, and this could affect the way they do their duties they must tell the Panel and must not vote on the issue. A motion will be passed at a Headteacher's Appraisal Panel meeting where a majority of voting members present are in favour of the motion.

Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body.

### **Accountability:**

The Panel will report back to the Governing Body by distributing a confidential report giving a brief overview of the meeting, decisions made, actions to be taken and/or recommendations for consideration.

### **Agenda, Supportive Documentation and Minutes**

An agenda for each meeting will include all the tasks which the Panel is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting.

The Panel will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the Panel are satisfied should remain confidential.

The Headteacher's Appraisal Panel will be conducted as a confidential meeting. The external advisor will ensure a confidential written report is produced, reviewed and ratified by the Panel. The confidential written report will not be made available to the public.

### **Scheme of Delegation:**

The Headteacher's Appraisal Panel will have delegated powers from the Full Governing Body to:

- To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives.
- To work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Headteacher's appraisal process.
- To prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced.
- To lead the Headteacher's performance appraisal meeting with support from the external adviser.
- To consider the Headteacher's learning, development & support needs and how these will be addressed.
- To advise the Headteacher of the standards against which the performance will be assessed during the coming year.
- Headteacher's Appraisal Panel to recommend any pay progression for the Headteacher, in line with the School Teachers' Pay and Conditions Document, to the Full Governing Body by 31st December.
- To set the objectives for the coming academic year.
- To agree with the external adviser a written report of the appraisal process for the Headteacher as soon as is practicable.
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.
- Report to the Full Governing Body all decisions taken within the powers delegated to the Panel. The Full Governing Body will consider and ratify any pay recommendations.
- The Chair of the Full Governing Body will update the Headteacher of any outcomes, in writing.
- The Chair of the Full Governing Body will communicate with the Business Manager to ensure all relevant pay documentation is signed by the Chair and submitted to the Local Authority prior to 31<sup>st</sup> December.

### **Equal Opportunities**

- To ensure that equal opportunities for the Headteacher is encompassed within all school policies and procedures.
- To keep under review, the requirements of the Equalities Act 2010.

**Approved by the Governing Body:**

Autumn Term 2024

**Next Review Date:**

Autumn Term 2025