

## Terms of Reference for the Governing Body's Head Teacher Appraisal Panel

Agreed at the meeting of the full governing board: Autumn Term 2020

Review date: Autumn Term 2021

Membership:

Mrs. Sarah Smith (Foundation)  
Mr. Colin Wadsworth (Foundation)

Quorum: At least two governors

The panel should not include:

- The headteacher
- Staff governors
- Any other governors employed at the school
- Associate members
- Governors who are members of the Appeal Committee

In VA and VC schools at least one Foundation governor must be part of the panel

### Delegation

As an accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees...or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made... (Governance Handbook, March 2019).

Governors and Associate Members serving on the HT Appraisal Panel will undertake appropriate training in order to fully understand their role.

### Levels of Delegation - Decision or Recommendation

D = **Decision** to be taken by the committee and recorded confidentially in Part 2

R = the committee to make a **Recommendation** to the Pay and Performance Committee, who will make the decision and report headlines only to FGB.

### Policies & Documents Delegated to this committee

None – the committee should have regard and be familiar with:

Policy/Document	D/R	Frequency	Term	Next Review	Statutory
School Teachers Pay and Conditions Document <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740575/School_teachers_pay_and_conditions_document_2018.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740575/School_teachers_pay_and_conditions_document_2018.pdf</a>					
Appraisal Policy					
Pay Policy					

## Duties which are delegated to this committee:

<b>Duty</b>	<b>D/R</b>	<b>Timescales</b>	<b>Evidence</b>
To ensure that at every stage the appraisal is firmly linked to the School Improvement Plan and the agreed criteria identified in the performance objectives;	<b>D</b>	Throughout the process	Meeting minutes External Adviser Report
To work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Headteacher's appraisal process	<b>D</b>	Throughout the 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	<b>D</b>	Relevant training Be familiar with the School Teachers Pay and Conditions Document	External Adviser Report
To lead the Headteacher's performance appraisal meeting with support from the external adviser	<b>D</b>	At the Autumn HT Appraisal meeting	
To consider the Headteacher's learning, development & support needs and how these will be addressed	<b>D</b>	At each HT Appraisal meeting	External Adviser Report HT Appraisal Meeting minutes
To advise the Headteacher of the standards against which the performance will be assessed during the coming year	<b>D</b>	In the Autumn Term at least 7 days prior to meeting	
To make recommendations to the Pay and Performance Committee in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the governing board	<b>R</b>	By 31 <sup>st</sup> December	Pay and Performance Meeting minutes (confidential)
To set the objectives for the coming academic year	<b>D</b>	At the Autumn HT Appraisal meeting	External Adviser report
To agree with the adviser a written report of the appraisal process for the Headteacher as soon as is practicable	<b>D</b>	In the Autumn Term prior to making recommendations on pay	External Adviser report confirmed
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.	<b>D</b>	In the summer term	HT Appraisal Meeting minutes