

# **HEAD TEACHER REVIEW PANEL**

## **Terms of Reference**

### **1. Purpose**

The role of the Headteacher Review Panel is:

- (a) Annually in the autumn term to meet with the Headteacher to review performance against the objectives and success criteria set for the previous year that ended on the previous 31 August.
- (b) In the meeting, discuss with the Headteacher whether such objectives were exceeded, met or not met and discuss the reasons for the level of performance.
- (c) Agree the objectives and success criteria for the current year which started on 1 September.
- (d) On the basis of the annual review, and in accordance with the Pay Policy, to make a recommendation to the Pay Committee (excluding the three governors who took part in the annual review) as to the Headteacher's point on the leadership pay scale for the current year, backdated to 1 September. If the Pay Committee accepts the Panel's recommendation the Chair will inform the Headteacher of the decision in writing not later than 31 December.
- (e) To meet with the Headteacher once in the spring term and once in the summer term to review progress towards meeting the success criteria for the current year objectives and to identify enablers and blockers to delivering agreed performance standards against each criteria.

### **2. Membership**

This panel will consist of three governors plus the external adviser. The WGB will decide on the members, which will not include the Chair of Governors nor any Governor who is a member of staff. Membership will be reviewed annually.

### **3. Quorum**

For the annual review in the autumn, two Governors assisted by the external adviser. For the interim reviews in the spring and summer, two Governors.

### **4. Meetings**

The panel shall meet annually in the autumn term with interim meetings in the spring and summer terms.

### **5. Sub-Committees**

There are no sub-committees to this panel.

### **6. The Headteacher review panel will:**

- Consult with the external adviser who, together with the Governors, will appraise the Headteacher and review targets set from the previous year.

- Inform the Headteacher of the standards against which his/her performance will be assessed.
- In the autumn term, agree with the Headteacher his/her objectives for the current year which started on 1 September.
- Discuss with the Headteacher his/her professional development needs and agree the actions to address them.
- Discuss with the Headteacher his/her work/life balance and any relevant actions.
- Discuss with the Headteacher any circumstances that are preventing or hindering the achievement of the objectives and recommend to the WGB any remedial action necessary to enable performance objectives and standards to be achieved.
- Input the result of the Headteacher’s appraisal in the confidential Standards Tracker program, but not including the Panel’s pay recommendation to the Pay Committee.
- Ensure that the Headteacher carries out the duty to appraise other teachers, including making recommendations on pay.

**7. Reporting**

Minutes of meetings are confidential between the Panel, Headteacher and the external adviser. When the annual review has been completed the Chair will report the fact to the WGB, but disclose no details.

**Approved by the Whole Governing Body on 15<sup>th</sup> October 2020.**

Signed by Chair: .....

**Review: Autumn 2021**