

PETERSFIELD INFANT SCHOOL



Terms of Reference

HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE

Membership and Quorum

Title: Headteachers Performance Management Committee (HPMC)

Membership: Membership shall consist of 3 governors, excluding the Headteacher, who will be agreed at the first Full Governing Body (FGB) meeting of the academic year. The Headteacher will attend to engage in discussions regarding his/her performance. Staff governors cannot be members of the Committee. Any other type of governor can be members of the Committee. 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. In this school, members of the Pay Committee will not be members of the HTPM Committee. The Chair of the Committee will be elected at the first meeting of the FGB each academic year. Committee members shall serve for a maximum of three years and the role of Chair shall be held for a maximum of two years.

Quorum: The quorum of the HTPM Committee shall be 3 governors for both objective setting and end of year review. The end of year review and objective setting held in October shall be attended by both outgoing and new committee members. The new committee member shall not have voting rights regarding any pay award unless needed to ensure the meeting is quorate.

The HTPM Committee may proceed with 2 governors for the interim reviews.

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. The external adviser will attend the full formal review held in October.

Only members of the HTPM Committee are entitled to vote where this is required.

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.

The Chair of the HTPM Committee will be expected to present any arising pay recommendation to the Pay Committee for decision.

Delegated Powers and Purpose of Committee

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.

The committee meeting will undertake a full formal review of performance by 31 October each year to:

- 1 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
- 2 determine the recommendation to be made for Headteacher pay progression where the Headteacher is eligible for such progression
- 3 establish objectives for the current academic year and confirm standards (Headteacher Standards) to be used in performance management for the current year
- 4 establish any professional development required to support the Headteacher in performance of their duties and/or achievement of objectives and standards
- 5 provide an opportunity to discuss wider matters pertinent to performance of the Headteacher role, including general wellbeing and workload

The Committee will normally undertake an interim review, without external adviser input, with the Headteacher in both the spring and summer terms considering evidence towards objectives and standards in the preceding period and discussing updated matters in relation to bullet point 4 and 5 above.

Meeting Organisation

The Committee must meet once per year in the Autumn term for the formal review of performance but will also meet in Spring and Summer terms to conduct interim reviews.

Where Headteacher Performance takes place outside of the Pay Committee timeline (ie after October) and a pay progression decision is required (ie 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.

An agenda for the formal review of performance will not normally be established but will follow the steps outlined in the Delegated Powers and Purpose section.

Whilst formal minutes of the committee need not be produced an outline record of meetings is required and should be logged with the Finance Officer at the School. The HTPM Committee must provide the Headteacher with detail of the objectives set, standards to be used and success measures.

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 FGB given the confidential nature of the committee and to ensure wider governors are not tainted in light of any related pay appeals.

Review

These Terms of Reference will be annually reviewed by the HTPM Committee and agreed at the first FGB meeting of the academic year.