

Committee – Headteacher's Appraisal Terms of Reference (2023-2024)

Overview

1. The Headteacher's Appraisal Committee, will meet when required to set/review the Headteacher's objectives. Notes shall be prepared and matters reported to the Pay Committee or the Governing Body as required.
2. There will be at least 3 Members of the Governing Body on the Committee; none of whom will be employed by the School. The Chair of the Committee will be elected by the Committee.
3. The quorum shall be a minimum of 3 Governors.

Responsibilities of the Committee

4. The Headteacher's Appraisal Committee will be responsible for the following:
 - The establishment, in conjunction with the External Adviser, of the Headteachers objectives.
 - The monitoring of progress towards these objectives.
 - The arrangements for Reviews; Interim and Final.
 - The decision on whether or not the objectives have been met in consultation with the External Advisor.
 - The making of recommendations to the Pay Committee, or the Governing Body as required, in relation to the awarding of performance related salary increases for the Headteacher.
 - Monitoring the overall effectiveness of the Performance Management policy.

Responsibilities of the Chair of the Committee

5. The Chair of the Committee's key roles are as follows:
 - Liaising with the External Adviser throughout the Headteacher's appraisal process.
 - Making the necessary arrangements for the Interim Review.
 - Making the necessary arrangements for the Final Review.
 - Reporting findings of the Review(s) to the Pay Committee or Governing Body as required.

Update and Approval

6. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.

Valid For Academic Year 2023-2024