

Terms of Reference

Headteachers Performance Review

- Membership** : Two governors. Staff governors or persons who are employed by the school shall be disqualified.
- Quorum** : Two governors.
- Confidentiality** : Absolute confidentiality must be maintained in respect of any item concerning individuals
- Meetings** : The Committee shall meet in the Autumn term by no later than 31st December.
- Reporting back** : A verbal report will be made to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers and recommendations where there is no delegation.

Remit

- To ensure that arrangements are in place to carry out the Headteacher's annual performance review and that objectives are reviewed and agreed within prescribed time limits
- To arrange to meet with the External Adviser to discuss the Headteachers's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year, the performance of the Headteacher against the targets
- To make recommendations to the Governing Body in respect of awards for the successful meeting of targets set and of pay progression for all teaching staff.