



Headteacher's Performance Review Committee 2024-2026

Purpose of committee:

This committee will have delegated responsibility for carrying out the annual monitoring and review the Headteacher's performance against targets.

This document is provided to outline the working structure for the Headteacher's Performance Review Committee for the 2024-26 school year. It is reviewed biennially.

Terms of Reference:

- To act on behalf of the Full Governing Body in carrying out the annual Performance Management Review and any interim reviews of the Headteacher's performance (collectively "the Headteacher's Performance Management Review");
- To arrange to meet with the External Adviser to discuss the Headteacher'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 throughout the year the performance of the Headteacher against the targets
- To report to the annual Pay Committee meeting following the Headteacher's Performance Management Review in general terms (and in so far as permissible within the bounds of confidentiality) on the Headteacher's performance and the outcome of that review; to make recommendations to the Pay Committee following the annual Performance Management Review and to make recommendations as to any changes in the Headteacher's salary in respect of awards for the successful meeting of targets set

Membership:

- The committee shall consist of three (3) members and quoracy will be determined by a minimum of two (2) Governors being present,
- Governors will have completed the relevant training provided by Governor Services,
- It is advisable for the panel not to consist of the Chair of Governors who shall remain available, should it be necessary for any appeals by the Headteacher

Disqualification:

The Headteacher and any staff governors shall not be considered for this committee

These Terms of Reference having been fully reviewed and approved at a Full Governing Body Meeting in September 2024.