



HILLBOROUGH INFANT AND NURSERY SCHOOL

HEADTEACHER'S APPRAISAL PANEL

Terms of Reference

MEMBERSHIP

- The Headteacher's Appraisal Panel shall consist of not less than 2 governors and an LA advisor. The panel members must not include any staff governors.
- Only full members of the panel, as approved by the Full Governing Body, shall have the right to vote on any resolution placed before the panel. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body.
- Members of the panel should be trained for the role and preferably have attended the specific training on offer through the Luton Governance Team.

QUORUM

- The quorum shall be not less than 2 governors and an LA advisor on the panel.

MEETINGS

- The panel shall meet at least once a year.
- The Chair of the Headteacher's Appraisal Panel shall be elected annually at the first meeting of the Full Governing Body in the Autumn term.
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting.

TERMS OF REFERENCE

The Headteacher's Appraisal Panel will have delegated powers from the Full Governing Body to:

1. Ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives.
2. Work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Headteacher's appraisal process.
3. Prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced.

4. Lead the Headteacher's performance appraisal meeting with support from the external adviser.
5. Consider the Headteacher's learning, development & support needs and how these will be addressed.
6. Advise the Headteacher of the standards against which the performance will be assessed during the coming year.
7. Headteacher's Appraisal Panel to ratify any pay progression for the Headteacher, in line with the School Teachers' Pay and Conditions Document, by 31st December.
8. Set the objectives for the coming academic year.
9. Agree with the adviser a written report of the appraisal process for the Headteacher as soon as is practicable.
10. Undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.
11. The Chair will communicate the pay reward to the Headteacher and Business Manager.
12. Report to the Full Governing Body all decisions taken within the powers delegated to the Panel.

REVIEW

These Terms of Reference will be reviewed annually.

Date of ratification: 17th September 2024

Date of review & additional ratification: N/A

Ratified by: Full Governing Body

Date of review: Autumn Term 2025