



## **STOWER PROVOST COMMUNITY SCHOOL**

### **HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE**

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Ownership</b>                 | <b>FGB</b>            |
| <b>Created</b>                   | <b>April 2018</b>     |
| <b>Approved by<br/>Governors</b> | <b>September 2018</b> |
| Updated (if apt)                 |                       |
| <b>To be reviewed</b>            | <b>March 2019</b>     |

#### **Membership and Quorum**

- The committee will consist of three members of the Governing Board that are not employed at the school.
- The committee will elect a chair from its own membership.
- The membership of the committee will be reviewed annually by the Governing Board.

The current membership of the committee is:

Vanessa Lucas  
Martin Crossman  
Nigel Lithgow

The quorum will be a minimum of two Governors.

#### **Meetings**

The Chair of the committee will make arrangements for the review and objectives setting meeting and the monitoring meetings. A Clerk is not appointed to this committee and details are not made available to the whole Governing Board.

#### **Headteacher's Performance Management Committee terms of reference**

1. To arrange to meet with the External Adviser (to discuss the Headteacher's performance targets)
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
3. To monitor through the year the performance of the Headteacher against the targets

4. To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set
5. To report to the Governing Board when the review and objective setting meeting has taken place and advise on whether or not all objectives have been met.
6. To review these Terms of Reference annually and take to the full Governing Board for approval.

### **Calendar of Business**

#### Autumn term (Meeting1)

1. Elect Chair of Panel
2. Confirm meeting dates [if not already established at end of previous academic year]
3. Review membership and plan to fill any vacancies [if not undertaken at full governing board]
4. Headteacher's Review and Planning meeting with external partner
5. Agree objectives and provide Headteacher with written report
6. Determine Pay recommendation for Pay Panel

#### Spring term (Meeting1)

Mid year review meeting

#### Summer term (Meeting 1)

End of year review