



STOWER PROVOST COMMUNITY SCHOOL

HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE

Ownership	FGB
Created	April 2018
Approved by Governors	September 21st 2022
To be reviewed	September 2026

Membership and Quorum

The committee will consist of three members of the Governing Body 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 Body. 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 Body.

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 Body 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 Body for approval.

Calendar of Business

Autumn term (Meeting 1 and 2)

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 body]

Meeting 2

1. Headteacher's Review and Planning meeting with external partner
2. Agree objectives and provide Headteacher with written report
3. Determine Pay recommendation for Pay Panel

Spring term (Meeting 3 and 4)

Review meetings

Summer term (Meeting 5 and 6)

Review meetings