

THE POCHIN SCHOOL

HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

- The committee shall consist of at least 3 governors excluding the headteacher

QUORUM

- 2 governors

MEETINGS

- 2 meetings a year, one at commencement of academic year and one further to monitor progress

CHAIR

- There will be a Chair to be elected annually by the committee at the first committee meeting of the academic year.
- If the Chair is absent from a meeting a governor may be elected to take the Chair for the duration of that meeting
- It is the role of the Chair to ensure that committee members attend appropriate training for the effective function of this committee and keep an appropriate record of that training

MINUTES

- A governor from the committee must be nominated to take minutes of meetings who may be the Chair

STANDING ORDERS

- Chair of committee to send draft minutes to all committee members for agreement as soon as possible after each meeting
- Chair of committee to send agreed objectives to headteacher for formal acceptance
- Terms of reference will be reviewed annually at the first meeting in the academic year of the full governing body
- All participating governors of this committee must undergo dedicated Performance Management of the Headteacher training

FUNCTIONS

- Work within the time scale for performance review as set out by Government regulations
- Seek advice from the appointed external advisor when setting objectives and reviewing the performance of the Headteacher
- To set and record Headteacher objectives relating to school leadership and pupil progress based upon reports received from other governor committees
- Meet with the Headteacher and advisor at the end of the performance review cycle to review the Headteacher's performance and identify achievements against the set objectives
- Write a performance review statement and give a copy to the Headteacher within 10 days of the meeting review and allow 10 days for the Headteacher to add comments
- Provide the Headteacher and Chair of Governors with a copy of the Headteacher's performance review statement
- Agree methods of monitoring the progress of objectives through the performance review cycle and adhere to them
- Make recommendations to the full governing body in relation to pay based upon the necessary reports

DECLARATION OF INTERESTS

- Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting

ASSOCIATED TRAINING

All governors serving on this committee must agree to undergo the following training course

- **Performance Management of the Headteacher**

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....