

Appendix F Continued

Headteacher's Appraisal Committee

Terms of Reference

Delegation of Function

The Governing Body shall establish a Committee to assess the Headteacher's Performance, set objectives and make decisions on any pay award above the national pay award applied in any given year for all teaching staff.

Membership

The Chair of the Governing Body, minimum of two other Governors (other than Staff Governors and normally including the Chair of Resources)

Chair

The Chair of Governors.

Quorum

Three Governors

Frequency of Meetings

One meeting a year, in the Autumn term.

Minutes

The minutes are to remain confidential to non-staff governors.

Terms of Reference

- To receive a report from an independent reviewer on the Headteacher's performance against the objectives agreed for the year under review. The independent reviewer will have carried out interviews with a range of school staff and may take into account the views of other stakeholders to inform their assessment
- On the basis of that report and their knowledge of the Headteacher's and the School's performance from their governance of the School, to determine annual pay progress for the Headteacher by 31 December;
- To provide verbal feedback (to be followed by a written report) to the Headteacher on Governors' assessment of their performance and their pay decision
- To discuss and agree with the Headteacher their current year's objectives