



# Queensgate Foundation Primary School



## Terms of Reference - Headteacher Performance Management Committee

### **Overall Purpose of the Committee**

The overall purpose of the Committee is to carry out the Governing Board's statutory responsibilities for the Performance Management of the Head Teacher.

### **Membership**

The Governing Board of the school will determine the membership of the Head Teacher Performance Management Committee (HTPMC). It will be reviewed by the Governing Board at its first meeting in the Autumn Term that takes place before any sub-committees meet. The Governing Board may resolve to change the membership at any time during the year. The membership will comprise of 2-3 governors who are not employees of the school and who do not have any personal conflicting interests with the decision that the committee needs to make. This committee may not appoint Associate members

### **Chair**

The committee will elect a Chair at its first meeting of the academic year. The term of office of the Chair will be one year.

### **Clerk to the Committee**

A member of the Committee acts as Clerk.

### **Agenda and Minutes**

Agendas and minutes are not produced for the Autumn meeting of the Performance Management Committee. The statutory Head Teacher Performance Management Documents are completed instead, in accordance with the Performance Management Procedures.

The Chair of the Performance Management Committee will provide a summary report (excluding all confidential detail) to the Chair of the Pay Committee for inclusion on the agenda of the next FGB meeting.

### **Quorum**

In order for business to proceed at least two members of the committee must be present. In the event of a tied vote the Chair has a deciding, second vote.

### **Meetings**

The Head Teacher Performance Management Committee will meet as necessary but at least twice per year. The Autumn Term meeting should be shortly before the Pay Committee meeting held in that term and as early in that term as is practically possible.

The Chair of the Head Teacher Performance Management Committee will ensure that all matters arising from a meeting requiring the attention of any other committee are passed onto appropriate Chair for inclusion on the agenda of the next meeting.



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## Review

The terms of reference will be reviewed annually by the Governing Board at its first meeting in the Autumn Term that takes place before any sub-committees meet. The Governing Board can extend the powers of the Head Teacher Performance Management Committee at any time; however, the Governing Board can also withdraw its delegated powers at any time.

## Delegated Responsibilities of the Committee

The individual areas of responsibility delegated to the HTPMC by the full Governing Board are as follows:

1. To carry out the performance review of the Head Teacher in accordance with legal requirements and the performance management policy of the school, including:
  - a. agreeing the Head Teacher's performance objectives and monitoring progress towards them over the year;
  - b. reviewing progress against the objectives on an annual basis;
  - c. where pay progression for the Head Teacher is possible within the relevant legislation, recommending whether such progression should take place.
2. To appoint an independent advisor who will assist them in carrying out their responsibilities effectively, within the budget set for this purpose by the Governing Board.
3. To pass the result of the performance review, including any recommendation on pay progression, to the Chair of the Governing Board.

The Chair should then pass the Committee's recommendation on pay progression to the Pay Committee as this has the delegated responsibility for making decisions on the Head Teacher's pay progression That Committee should then make a decision in accordance with the statutory criteria.

Signed:.....*R. Williams*.....Chair of Governors

.....*S. Little*.....Headteacher

Reviewed: September 2018

Next Review Date: September 2019