

WYTON ON THE HILL PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE HEADTEACHER'S APPRAISAL COMMITTEE

17.1.13

1 GENERAL

- 1.1 The purpose of this document is to set out how this Governing Body within its overall responsibility for personnel resources will allocate its responsibility for the annual appraisal of the Headteacher.
- 1.2 The work of this Committee will be reported to the Full Governing Body (FGB), although the detail of the appraisal meetings will remain confidential.

2 TERMS OF REFERENCE

- 2.1 To timetable the annual appraisal of the Headteacher to be completed no later than 31 December of each year
- 2.2 To carry out the annual appraisal in the manner recommended by the Local Authority (LA) in the context of government regulations
- 2.3 To provide a summary report of the outcomes of the appraisal of the Headteacher to the FGB regarding the achievement of the previous year's objectives and the setting of objectives for the following year
- 2.4 To make a recommendation regarding the annual salary of the Headteacher for approval by the FGB
- 2.5 To undertake a mid-year review of objectives with the Headteacher and make a general report of such to the FGB
- 2.6 To evaluate the school's appraisal process of the Headteacher
- 2.7 To undertake the preliminary work required when a new Headteacher is being recruited
- 2.8 To review any policies related to this process as required

3 MEMBERSHIP

- 3.1 Three members of the FGB (excluding the Chair) shall be appointed to the Headteacher's Appraisal Committee (HAC) as 'review governors' by the FGB.
- 3.2 Staff, other employees of the school, and members who have children in the school will not be eligible for the HAC.
- 3.3 One member will take the role of Chair of the HAC. He/she will be responsible for timetabling and organising the annual appraisal and the mid-year review - liaising with the LA recommended external consultant, the other review governor/s and the Headteacher.
- 3.4 Members of the HAC will undertake the training for the appraisal role as offered by the LA.
- 3.5 The Terms of Reference and the membership of the HAC will be confirmed by the FGB at the first meeting of each calendar year.

4 PROCEDURES

- 4.1 The Chair of the HAC will set the date for the annual appraisal of the Headteacher in liaison with all the interested parties.
- 4.2 The HAC will undertake the appraisal in accordance with published guidance. At least two members of the Committee must take part in the appraisal session.
- 4.3 The Chair of the HAC will draft a report for the HAC and the Headteacher within 5 days of the appraisal meeting. The Chair will then produce the final report within 10 days of the appraisal meeting. The Headteacher may comment on the report both verbally and in writing.
- 4.4 The Chair of the HAC will then present the final report (not the review document) to the next meeting of the FGB. This report will include a recommendation about the salary position of the Headteacher. The Headteacher and staff will withdraw from the meeting for this item.
- 4.5 The Chair of Governors will write to the Headteacher about the decision of the FGB regarding the outcome of the salary recommendation and will also inform the Local Authority / Human Resources Management (EPM).
- 4.6 The Chair of the HAC will hold a post-appraisal meeting with the Headteacher to evaluate the annual appraisal process.
- 4.7 The Chair of the HAC will organise a mid-year review with the Headteacher on behalf of the HAC and will prepare a report (agreed with the Headteacher) for the FGB. The timing of this meeting will link with the second term review of the School Plan.
- 4.8 The Chair of Governors will serve as Review Officer for the overall appraisal process, including the appeal process. He/she will, therefore, not take part in the appraisal sessions with the Headteacher.