



## **HEADTEACHER'S APPRAISAL PANEL**

### **Terms of Reference**

#### **MEMBERSHIP**

- The Headteacher's Appraisal Panel shall consist of not less than 2 governors and an LA advisor. The panel members must not include any Staff Members.
- Only full members of the panel, as approved by the Management Committee, shall have the right to vote on any resolution placed before the panel. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next meeting of the Management Committee.
- Members of the panel should be trained for the role and preferably have attended the specific training on offer through the Luton Governance Team.

#### **QUORUM**

- The quorum shall be not less than 2 Members and an LA advisor on the panel.

#### **MEETINGS**

- The panel shall meet at least once a year.
- The Chair of the Headteacher's Appraisal Panel shall be elected annually at the first meeting of the Management Committee in the Autumn term.
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting.

#### **TERMS OF REFERENCE**

The Headteacher's Appraisal Panel will have delegated powers from the Management Committee to:

1. Ensure that at every stage the appraisal is firmly linked to Pupil Referral Unit's improvement and the agreed criteria identified in the performance objectives.
2. Work with an external adviser, appointed by the Management Committee to support and advise the panel during the Headteacher's appraisal process.

3. Prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced.
4. Lead the Headteacher's performance appraisal meeting with support from the external adviser.
5. Consider the Headteacher's learning, development & support needs and how these will be addressed.
6. Advise the Headteacher of the standards against which the performance will be assessed during the coming year.
7. Headteacher's Appraisal Panel to ratify any pay progression for the Headteacher, in line with the School Teachers' Pay and Conditions Document, by 31<sup>st</sup> December.
8. Set the objectives for the coming academic year.
9. Agree with the adviser a written report of the appraisal process for the Headteacher as soon as is practicable.
10. Undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.
11. The Chair will communicate the pay reward to the Headteacher and Central Services Team Lead.
12. Report to the Management Committee all decisions taken within the powers delegated to the Panel.

## **REVIEW**

These Terms of Reference will be reviewed annually.

Date of ratification: 19<sup>th</sup> October 2023

Ratified by: Management Committee

Date of review: Autumn Term 2024