



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## **Headteacher's Performance Management Committee – Terms of Reference 2023 - 2024**

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

### **Purpose of the Committee**

To agree and review the objectives of the Headteacher on behalf of the Full Governing Board (in conjunction with feedback from the External Advisor)

**Membership** To consist of **at least 3** Governors.

The membership shall comprise of two Foundation Governors and an External Advisor. The Full Governing Board can remove the external advisor at any time.

**Quorum** To consist of 2 members (any combination)

*Where a committee member is unable to attend review meetings prior to required deadlines and alternative Finance and Staffing Committee member can be included.*

**Chair** To be elected by the committee (to be determined by the Full Governing Board). Membership shall be agreed on an annual basis at the first meeting of the Full Governing Board.

**Clerk to the Committee** To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the clerk at any time.

**Timing / Frequency of meetings** There should be a minimum of two meetings each year, 31 December in line with School Teacher's Pay and Conditions Document, and the other to review objectives with the School Improvement Partner.

### **Terms of Reference:**

- To meet with the appointed External Advisor to discuss / set the Headteacher's performance objectives
- In line with the school's Performance Management Policy decide, with advise from the External Advisor, whether the objectives have been met.
- To set new targets annually
- To monitor through the year of the performance of the Headteacher against the objectives and amend if necessary during the performance management cycle.
- To make recommendations to the Governors' Finance and Staffing Committee with regard to any pay awards

### **Committee members**

Mrs J Brooks	Foundation Governor - Committee Chair
Mr D Grounds	Foundation Governor
Dr M Hogg	Parent Governor
External Advisor	
Mrs V Lynch	Committee Clerk

Reviewed Autumn 2023 - 2024

Signed (Chair)

Date

Date of next review – Full Governing Board Autumn 2024 - 2025