



Performance Management Committee Executive Principal/Headteacher's Terms of Reference

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 shall act as "critical friend" to the Executive Principal/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 Executive Principal, and/or the Headteacher on behalf of the Full Governing Board (in conjunction with feedback from the External Advisor).

Membership 3 Quorum 2

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 at least 2 - (any combination)

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

Chair

To be elected at the time of the meeting. (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.

Timing/Frequency of Meetings:

There should be a minimum two meetings each year, one to be held no later 31 October in order to make a recommendation by 31 December in line with School Teachers' Pay and Conditions Document, and the other to monitor progress against objectives during the year.

Terms of Reference

- To meet with the appointed External Advisor to discuss/set the Executive Principal's and/or the Headteacher's performance objectives.
- In line with the school's Performance Management Policy decide, with advice from the External Adviser, whether the objectives have been met.

- To set new targets annually.
- To monitor through the year the performance of the Executive Principal and/or 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

Mr D Grounds
 Mrs J Brooks
 External Advisor

Review: Membership and Terms of Reference to be reviewed and ratified annually at the first Full Governing Board meeting.

Review|: Membership and Terms of Reference to be reviewed termly at the Governors' Finance and Staffing Committee meetings and ratified annually at the first Full Governing Board meeting.

Review: Signed: Date: 18.10.2018

 (Chair)

Date of next review –Full Governing Board –20.03.2018

Signed: Date:
 (Chair of Governors)