

# Sheet Primary School - Headteacher Performance Management Committee Terms of Reference – 2017/18

## **Sheet Primary School, Petersfield Headteacher Performance Management Committee (HPMC)**

### **Terms of Reference and Delegated Responsibilities**

#### **Rationale**

The Governing Body has delegated to this Committee certain statutory functions relative to Performance Management that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

#### **Membership**

The Governing Body at their first meeting of the academic year will:

- Appoint not less than three (3) Governors. The Chair of Governors should not be appointed to this committee, nor should any of the governors appointed be employees at the school or be closely related to an employee.
- Appoint a Clerk to the committee.
- Delegate to the committee members responsibility at their first meeting for the election of chair for one year.
- Ensure that new and existing committee members undertake Governor Services Training on performance management within schools.

#### **Quorum**

- The quorum shall be three (3) not including the Headteacher
- The Headteacher, or a substitute nominated by the Headteacher shall be present

#### **Meetings**

- The Committee shall meet at least once per term. The committee may need additional meetings during the year.
- Dates to be agreed at the first meeting of the academic year of the full Governing Body taking into account the requirements of the pay and performance management policies to notify staff of pay decisions. Any subsequent amendments are to be notified to the Clerk of the Governors for inclusion in the schedule for all meetings.
- Before each meeting an Agenda shall be prepared by the Chair in discussion with the Headteacher for distribution by the Clerk.
- The Clerk will distribute papers for meetings to all members seven days in advance.

#### **Minutes of Meetings**

The Clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the Chair of the Committee and Headteacher.

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Following approval of the draft minutes a copy is to be distributed to all members of the committee. HPMC meeting minutes are to remain confidential and must not be circulated outside of the HPMC.

### **Delegated responsibilities to committee**

The Committee is responsible for:

- Review of the Headteacher's performance, supported by a suitably skilled external adviser who has been appointed by the Governing Body for that purpose.
- Setting the Headteacher's objectives after consultation with the external adviser. At least one of the targets for the Headteacher will relate to outcomes for pupils.
- The HPMC, with advice from the External Adviser, will review levels of pupil attainment, rates of pupil progress and whole school performance in their assessment of a Headteacher's performance in addition to other objectives that may have been set.
- Evidence from reports from external sources such as Ofsted, the local authority, RAISEonline, data dashboard and other performance tables will be considered in reviewing whole school performance.
- Objective setting will have regard to a reasonable level of expectations of the Headteacher in the context of work/life balance.
- The Headteacher (HT) will receive a written performance management statement by 31 December. The performance management statement will include:
  - an assessment of the HT's performance of their role and responsibilities against their objectives in the last performance management cycle;
  - an assessment of the HT's performance of their role and responsibilities against the standards/accountabilities for their role in the last performance management cycle;
  - summary of the evidence considered to support the decisions made;
  - a recommendation on pay based on performance in the last performance management year (where eligible for progression).

The HT will also receive a new performance management statement for the new performance management cycle. This will include:

- details of the HT's objectives for the new performance management cycle;
  - details of the standards/accountabilities to apply in the new performance management cycle;
  - an assessment of the HT's current training and development needs and identification of any action that should be taken to address them in the new performance management cycle;
  - an indication of when monitoring will take place during the year.
- The HPMC must also refer their recommendation for any pay increase to the governors' pay committee by 31 December.

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**Performance concerns**

Concerns about the performance of the Headteacher may be identified by an individual or combination of sources. Where a concern is identified via the HPMC, the Chair of the HPMC must notify the Chair of Governors. Where the concern is notified to the Chair of Governors, the Chair of Governors must notify the Chair of the HPMC. In both circumstances, the Chair of the HPMC will review the evidence available with the School's School Improvement provider to determine how to proceed.

Where it is necessary to take forward a performance concern in respect of the Headteacher, this will be undertaken by the HPMC, with professional advice from the School's LLP, and the Chair of Governors will be kept apprised of the situation.

**Records**

The HPMC and Headteacher will ensure that all written performance management records are retained securely for six years and then destroyed.

**Approved by the HPM Committee on 29 Oct 2017**

**Signed by Chair of HPM Committee .....**

**Approved by the Full Governing Body on .....**

**Signed by Chair of Full Governing Body .....**