



## **THE KITE PRIMARY FEDERATION**

### **EXECUTIVE HEAD TEACHER'S PERFORMANCE MANAGEMENT & PAY REVIEW COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Membership:**

This Committee is appointed by the Governing Board to conduct the Performance Management of the Executive Headteacher (EHT) and to review the EHT pay. The membership of the committee will be four governors and will include the Chair of Governors.

Staff Governors may not sit on the Committee.

The Governing Board shall appoint the members at the first full meeting of the academic year.

The term of office shall be one (1) year.

The Committee shall appoint its own Chair at the first committee meeting of the academic year, for a term of one (1) year.

##### **Quorum:**

Three members of the Committee must be in attendance for the Performance Management Review Meetings of which one must be the Chair of Governors. Only one of these three members may be a parent of a child or children at the school at the time of the meeting.

##### **The Review Cycle:**

The review cycle shall run from October to October, with the first Performance Review meeting of the academic year taking place before 31<sup>st</sup> December.

##### **The members of the Committee must:**

- Seek advice from the appointed external consultant (the School Improvement Advisor) when setting objectives and reviewing the performance of the Executive Head Teacher.

- Meet with the Executive Head Teacher and external consultant at the start of the performance review cycle to plan and prepare for the performance review, and set and record Executive Head Teacher objectives relating to school leadership and management and pupil progress.
- Agree arrangements for monitoring the progress of the performance objectives during the year through interim review meetings held halfway through the year and at the end of the academic year.
- Meet with the Executive Head Teacher and external consultant at the end of the review cycle to review the Executive Head Teacher’s performance and identify achievements, including assessment or achievement against objectives, and to discuss and identify professional development needs/activities.
- Agree with the external consultant a performance review statement and give a copy to the Executive Head Teacher within 10 days of the first review meeting, and allow 10 days for the Executive Head Teacher to add written comments.
- Ensure the Executive Head Teacher and the members of the Committee are given a copy of the finalised Executive Head Teacher’s Performance Review Statement and objectives for the coming year.
- Review the Executive Head Teacher’s pay and agree a recommendation to be submitted to the Finance and HR Committee for Formal Approval
- Inform the Finance Committee immediately of their recommendation on the Executive Head Teacher’s Pay.

**Appeal Review Panel:**

The Committee shall consist of the Vice Chair of Governors and two other governors. These appointments shall be made at the first full meeting of the Governing Boards in the academic year and shall be for a term of one (1) year. The appointed Governors shall not be a member of the Executive Head Teacher’s Performance Management & Pay Review Committee, nor shall they be Staff Governors.

In the case of the Executive Head Teacher not being happy with the Performance Review, it will be the responsibility of the Appeal Review Panel to review the process and outcome of the performance Review and inform the Executive Head Teacher of its decision.

These Terms of Reference shall be reviewed annually in the Autumn Term.

Approved by Full Governing Board	Chair of Governing Board
Date :	Signature:
Next Review due	Autumn Term 2024

