



## Terms of Reference –Headteacher's Performance Review Panel

<b>Name of Committee</b>	<b>Headteacher's Performance Review Panel</b>
<b>Membership</b>	Two governors none of which can be staff governors, plus the external advisor.
<b>Quorum</b>	The quorum shall be 2 governors plus an external advisor, none of whom shall be employed by the school.  When setting objectives and reviewing the end of year performance an external advisor must be present.
<b>Meetings</b>	The panel shall meet as required.
<b>Delegated powers and purpose of Committee</b>	<p>Panel governors are appointed by the governing body with fully delegated powers and have certain statutory responsibilities.</p> <p>Seek advice from the appointed external adviser when setting objectives and reviewing the performance of the headteacher.</p> <ul style="list-style-type: none"> <li>• Meet with the Headteacher and adviser at the start of the performance review cycle to plan and prepare for the performance review and set and record Headteacher objectives relating to school leadership and management and pupil progress. To be completed annually by the 31<sup>st</sup> December.</li> <li>• Agree arrangements for monitoring the progress of the performance objectives during the year.</li> <li>• Meet with the Headteacher and adviser at the end of the review cycle to review the Head's performance and identify achievements, including assessment of achievement against objectives, and to discuss and identify professional development needs/activities.</li> <li>• Write a performance review statement and give a copy to the Headteacher within 10 working days of the review meeting and allow 10 working days for the Headteacher to add written comments.</li> <li>• Provide the Headteacher and chair of the governing body with a copy of the Headteacher's performance review statement.</li> <li>• Recommend pay awards to the Pay committee. On request, provide a copy of the Headteacher's statement to those governors who are responsible for taking decisions in relation to promotion and pay, who should take account of this when making such decisions.</li> </ul>
<b>Virtual meetings</b>	<p>It may be the case that meetings will not be able to take place face to face due to an emergency situation, a pandemic or a health and safety issue. In this case the meeting will be held virtually by a Hampshire approved virtual platform.</p> <p>Governors will be told 7 days in advance of the intention to hold the meeting virtually and by what platform, including log in details and links. All meeting information will be sent out 7 days in advance if possible.</p>



	<p>At the beginning of the meeting the chair may do a roll call of who is in attendance. Additional time should be given at the beginning of the meeting to ensure everyone is logged on.</p> <p>If the video or telephone link is lost to someone in virtual attendance at a meeting, they would have to be deemed to have left it until such time as the link is re-established. If a governor needs to leave the room, they should notify the clerk so this can be recorded in the minutes.</p> <p>Normal meeting protocols still stand and governors are expected to be on time, prepared and follow code of conduct and procedures. If a governor is giving approval, they should do so by showing a raise of hand. If a governor wishes to ask a question they should do so normally or raise their hand.</p> <p>If the meeting requires a vote to take place, those standing should leave the meeting for the GB to discuss. The governor will then be asked to log back into the meeting by sending the governor an email or a message to log back into the meeting, when the discussion has finished. Similarly, if someone has to leave the meeting for a confidential discussion the same rule will apply.</p>
<b>Review</b>	Approval by the governing body at the beginning of the academic year (autumn term) or earlier.
<b>Approved at FGB</b>	21st September 2021
<b>Date of Next Review</b>	Autumn term 2022 'Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified.