



The Federation of Bedenham & Holbrook Primary Schools



Federation of Bedenham and Holbrook Primary Schools, Gosport

Terms of Reference –Head of School's Performance Review Panel

Name of Committee	Headteacher's Performance Review Panel
Membership	Two named governors none of which can be staff governors
Quorum	<p>The quorum shall be 2 governors, none of whom shall be employed by the school and the external advisor. The Executive Headteacher and each Head of School (separately) will be present.</p> <p>When setting objectives and reviewing the end of year performance an external advisor must be present.</p>
Meetings	The panel shall meet termly and otherwise as required.
Delegated powers and purpose of Committee	<p>Panel governors are appointed by the governing body with fully delegated powers and have certain statutory responsibilities.</p> <ul style="list-style-type: none"> • Seek advice from the appointed external adviser when setting objectives and reviewing the performance of the executive headteacher. • Meet with the Executive Headteacher, Head of School and external advisor at the start of the performance review cycle to plan and prepare for the performance review, and set and record objectives relating to school leadership and management and pupil progress. • Agree arrangements for monitoring the progress of the performance objectives during the year. • Meet with the Executive Headteacher, Head of School and external advisor at the end of the review cycle to review performance and identify achievements, including assessment of achievement against objectives, and to discuss and identify professional development needs/activities. • Write a performance review statement and give a copy to the Executive Headteacher and Heads of School within 10 days of the review meeting, and allow 10 days for them to add written comments. • Provide the Executive Headteacher, Heads of School and chair of the governing body with a copy of the performance review statements. • Recommend pay awards to the Pay committee. On request, provide a copy of the Executive Headteacher's and Head of School statements 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.
Review	The panel is responsible for the annual review of the Terms of Reference in the summer term for approval by the governing body at the beginning of the academic year (autumn term) or earlier.
Approved at FGB	<p>10/09/2018</p> <p>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</p>



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Date of Next Review	September 2019
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