

Templefield Lower School

Terms of Reference – HTPM panel



Templefield Lower School

Membership

- The panel shall consist of at least two eligible governors.
- Every governor (other than the staff governor) is eligible for membership.
- Associate members are not eligible for membership of this panel.
- An External Adviser will be employed on an advisory basis.

Quorum

At least 2 members of the panel, not including the Headteacher.

Meetings

- The panel shall meet on an 'as required' basis.
- The panel shall agree a Chair at each meeting.

General terms

The committee has full decision-making powers and will report back to the full governing body. Decisions it makes are subject to appeal, which will be heard by the Pay Appeals Committee.

- To arrange to meet with the External Adviser to review the Headteacher's performance management targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor throughout the year, the performance of the Headteacher against the targets.
- To make recommendations to the full governing body with regard to any pay awards following the final annual review.
- To consider the Headteachers' professional development, wellbeing and support needs, and how these will be addressed.

The Headteacher Performance Management (HTPM) panel terms of reference will be adopted by the full governing body at the start of each academic year.

These terms of reference will be reviewed as and when required, taking into account any changes in the School Teachers Pay and Conditions Document and any other relevant requirements of the Department for Education.

These terms of reference will be reviewed annually in the autumn term.