

Terms of Reference for the Headteacher's Appraisal Panel at Instow Community Primary and Preschool

Membership:

- Hayley Heaton
- Alan Mackie
- Sue Edmonds

The panel should not include:

- The headteacher
- Staff governors
- Any other governors employed at the school
- Associate members
- Governors who are members of the Appeal Committee

Members of the panel should be trained for the role and preferably have attended the specific training on offer through the Governance Consultancy Team

Quorum: all members of the panel

Agreed at the meeting of the full governing board on: 21st September 2026

Date of review*: September 2027

*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership

Agreed terms of reference:

- To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives;
- To work with an external adviser, appointed by the Full Governing Board to support and advise the panel during the Headteacher's appraisal process;
- To prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced;
- To lead the Headteacher's performance appraisal meeting with support from the external adviser;
- To consider the Headteacher's learning, development & support needs and how these will be addressed;
- To advise the Headteacher of the standards against which the performance will be assessed during the coming year;
- To make recommendations by 31st December in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the governing board committee with delegated responsibility for decisions on pay;
- To set the objectives for the coming academic year;
- To agree with the adviser a written report of the appraisal process for the Headteacher as soon as is practicable;
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.