

WYTON ON THE HILL PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE STAFF APPRAISAL SUB-COMMITTEE

1 GENERAL

- 1.1 The purpose of this document is to set out how this Governing Body within its overall responsibility for personnel resources will allocate its responsibility for the annual appraisal of the Headteacher and for dealing with appeals arising from the implementation of the Whole School Pay Policy
- 1.2 The work of this committee will be reported to the full Governing Body (GB), although the detail of the appraisal and appeal meetings will remain confidential

2 TERMS OF REFERENCE

- 2.1 To timetable the annual appraisal of the Headteacher to be completed no later than 31 December of each year
- 2.2 To carry out the annual appraisal in the manner recommended by the Local Authority (LA) in the context of government regulations
- 2.3 To provide a summary report of the outcomes of the appraisal of the Headteacher to the GB regarding the achievement of the previous year's objectives and the setting of the objectives for the following year
- 2.4 To make a recommendation regarding the annual salary of the Headteacher for approval by of the GB
- 2.5 To undertake interim reviews of objectives with the Headteacher and make a general report of such to the GB
- 2.6 To evaluate the school's appraisal process of the Headteacher
- 2.7 To undertake the preliminary work required when a new Headteacher is being recruited
- 2.8 To hear appeals from staff arising from the Whole School Pay Policy
- 2.9 To review any policies related to these processes as required

3 MEMBERSHIP

- 3.1 Four members of the GB (plus the Chair) shall be appointed to the Staff Appraisal Committee (SAC) as 'review governors' by the GB.
- 3.2 Governors who are Staff, other employees of the school, or members who have children in the school will not be eligible for the SAC.
- 3.3 One member will take the role of Chair of the SAC. He/she will be responsible for timetabling and organising the HT annual appraisal and the mid-year review – liaising with the external consultant, the other review governors and the Headteacher.
- 3.4 Members of the SAC will undertake training for the appraisal role as offered by the LA.
- 3.5 The Terms of Reference and the membership of the SAC will be confirmed by the GB at the first meeting of each year.

4 PROCEDURES

- 4.1 The Chair of the SAC will set the date for the annual appraisal of the Headteacher in liaison with all the interested parties.
- 4.2 The SAC will undertake the appraisal in accordance with published guidance. At least two members of the SAC must take part in the appraisal session.

- 4.3 The Chair of the SAC will draft a report for the SAC and the Headteacher within 5 days of receiving the draft report from the external consultant. The Chair will then produce the final report within 10 days of the appraisal meeting. The Headteacher may comment on the report both verbally and in writing.
- 4.4 The Chair of the SAC will then present the final report (not the review document) to the next meeting of the GB. This report will include a recommendation about the salary position of the Headteacher. The Headteacher and staff will withdraw from the meeting for this item.
- 4.5 The Chair of the SAC will write to the Headteacher about the decision of the GB regarding the outcome of the salary recommendation and will also inform the LA / Human Resources Management (EPM).
- 4.6 The Chair of the SAC, or the Chair of the GB, will hold a post-appraisal meeting with the Headteacher to evaluate the annual appraisal process.
- 4.7 The Chair of the SAC, or the Chair of the GB, will organise termly reviews with the Headteacher on behalf of the SAC and will report to the GB that these have taken place.
- 4.8 Any appeal from the Headteacher arising from the appraisal process will be referred in the first instance to the Chair of the GB who would not normally take part in the HTPR.

OTHER STAFF

- 4.9 The Committee will hear appeals from staff arising from salary decisions made by the Headteacher within the Whole School Pay Policy according to the appeal process set out in the policy.