St Michael and All Angels

Headteachers Performance Management Committee

Terms of Reference

2023-24

As members of the Governing Body of SMAAA we pledge to:

Follow the 7 Principles of Public Life outlined by Lord Nash including:

1. selflessness;
2. integrity;
3. objectivity;
4. accountability;
5. openness;
6. honesty;
7. leadership.

We will also:

|  |  |
| --- | --- |
| Area | Responsibilities |
| Organisation and teamwork | * review the terms of reference for this committee; * set out a monitoring plan annually; * participate in training; * agree to use the Nolan principles of public office; * review / make recommendations for policies with key staff. |
| Recruitment and retention/ communicate with parents/carers | * contribute to the School Development Plan; * contribute to the schools Self-evaluation; * actively engage with the School Council and other groups of pupils; * engage with parents through questionnaires and surveys. |
| Strategic Leadership and Statutory Responsibilities | * be responsible for the leadership of specific activities; * monitor the Performance Management process. |
| Strengths and Weaknesses/Self-Review and Change | * read and evaluate case studies from key staff; * contribute and participate in key chosen areas of development; * attend school events; * follow up on proposed actions. |
| Support and Challenge | * work with staff and other Governors; * promote the good reputation of the school; * ask questions and ensure that challenges are followed through; * engage with the school leadership team. |
| Impact/including school improvement/pupil safety and well being/partnerships and community engagement | * we will identify a priority that will improve outcomes for pupils; * we will decide what to do; * we will review what action the school took; * we will review the impact; * we will review the lessons that we learned. |

Membership and Meetings

* there will be a minimum of three Governors;
* this committee will meet on an annual basis,
* this Committee will be Chaired by Rev Andrew Rowlands during the academic year 2021-22 .

Quorum

Three members of the committee.

Terms of reference

We will

|  |  |
| --- | --- |
| Area | Responsibilities |
|  | * Arrange to meet with the Headteacher Performance Management Advisor (HPMA) to discuss the Headteacher’s performance management and review in accordance with current regulations; * To decide, with the support of the HPMA, whether targets have been met and set new targets annually; * Monitor throughout the year the performance of the Headteacher against the targets; * Make recommendations to the Pay Committee, whichever system is adopted) in respect of pay progression for the successful meeting of targets set.   **Disqualification – staff governors** |