

CEFN SAESON COMPREHENSIVE SCHOOL

PERFORMANCE MANAGEMENT APPRAISERS (HEADTEACHER)

Purpose

The performance management appraisers are appointed to monitor and review the headteachers' performance, in accordance with the school's procedure.

Membership

The chair of the governing body and one other member as determined by the full governing body when reviewing its sub-committees.

Up to two Local Authority advisers.

Disqualification

Members of staff at the school.

Restrictions on persons taking part in proceedings

Any governor where there may be a pecuniary interest or conflict of interest.¹

Election of chair

The Chair of Governors. In his/her absence Members of the committee may elect a replacement chair. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

Quorum

The quorum for this committee is three.²

Delegated Powers

Full delegated powers for decisions were granted by the governing body on 12th September 2023

Meetings

The committee shall meet as required to carry out their role in the performance management of the headteacher.

The committee will as appropriate, to review and assess the performance of the headteacher.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to performance management procedures should be carefully safeguarded and kept confidential.

The decisions of the committee will be taken to the Pay Review Committee and brought to the full governing body for information.

Terms of Reference

- To agree targets with the headteacher;

¹ Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

² Regulation 7 of The School Teacher Appraisal (Wales) Regulations 2011

- To meet when appropriate to review and assess the performance of the headteacher against the targets set, with the assistance of the Local Authority advisers as part of a cycle of performance management;
- To make recommendations to the Pay Review Committee in respect of pay awards for the successful meetings of targets;
- To attend relevant training as appropriate.

Date reviewed and adopted: **12th September 2023**

Date of next review: **September 2024**

Signature of chair of governors: