

## CEFN SAESON COMPREHENSIVE SCHOOL

### PERFORMANCE MANAGEMENT APPEAL APPRAISER(S) (HEADTEACHER)

#### Purpose

The performance management appeal appraiser(s) are appointed to hear appeals from the headteacher in relation to an appraisal.

#### Membership

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

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 a conflict of interest.<sup>1</sup> Those involved in the original review.

#### Election of chair

The Vice-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 may be the same person who clerks the governing body or a different person.

#### Quorum

The quorum for this committee is the same as the membership.<sup>2</sup>

#### Delegated Powers

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

#### Meetings

The committee shall meet as required to carry out any appeal from 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.

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

<sup>2</sup> Regulation 16 of The School Teacher Appraisal (Wales) Regulations 2011

**Terms of Reference**

- To carry out any appeal review in accordance with the school’s Performance Management policy;
- To attend relevant training as appropriate.

**Date reviewed and adopted:** 12<sup>th</sup> September 2023

**Date of next review:** September 2024

**Signature of chair of governors:** .....