

CEFN SAESON COMPREHENSIVE SCHOOL

HEADTEACHER CAPABILITY PANEL

Purpose

This panel is established to consider any issues of headteacher capability,
in accordance with the school's procedure

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

Disqualification

The headteacher.

Associate pupil governors.

Restrictions on persons taking part in proceedings

- The chair of the governing body should not a member of this panel due to their involvement at an earlier stage in the capability procedure.
- Any member of the panel who may be tainted or has a direct interest or involvement in the case in question.
- Teacher and staff governors and any other member of staff who may be a governor.¹

Election of chair

Appointed by the governing body or elected by the panel - to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of this panel.

Quorum

The quorum for this panel shall be three governors.

Delegated Powers

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

Meetings

The panel shall meet as required.

Minutes of all meetings will be taken and retained. Any records or minutes relating to capability procedures should be carefully safeguarded and kept confidential.

The decisions of the panel will be brought to the full governing body for information, once any appeal process has been carried out (if appropriate).

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

Terms of Reference

- To review the capability policy as appropriate and make recommendations to the governing body for discussion and ratification;
- To determine whether the formal stages of the capability procedure should be invoked;
- To initiate the formal investigation of the issues and take appropriate action at any stage in the management of unsatisfactory performance;
- To appoint, where appropriate, designated members of the local authority or consortium staff to investigate the issues and provide appropriate support ensure an appropriate programme of support is put into place for a headteacher whose performance is deemed to be unsatisfactory;
- To seek the advice and support of the local authority (or the diocesan authority or provider of human resources support) at every stage of the procedure;
- To attend relevant training as appropriate.

Date reviewed and adopted: 12th September 2023

Date of next review: September 2024

Signature of chair of governors: