



Aldermaston CE Primary School



Headteacher Performance Management **Terms of Reference** **Aldermaston CE Primary School**

Version: 1

Reviewed by: FGB Committee

Date adopted by FGB: 11.11.20

Review by: November 2021 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs	11/11/20
Chair of Governing Board	Mrs S Chaventre	11/11/20



Membership

2 - 3 governors who the Board of Governors feel confident to be suitably qualified or experienced to undertake the task, none of whom can be employed at the School. It is highly desirable they have attended the WBC training session, but as a minimum must be fully briefed beforehand, and must attend the WBC training at the earliest opportunity. *At least one governor must be the Chair of Governors, and it is preferable that at least one other is the Chair of the Curriculum Committee.*

Quorum

A minimum of 2 governors are required.

Terms of Reference

1. To make the necessary arrangements to meet with the School Improvement Adviser to discuss the Head Teacher's objectives in the Autumn term.
2. During the Autumn term agree with the Head Teacher, with the advice of the School Improvement Adviser, the previous year's performance in relation to:
 - Specific objectives set as part of the formal job planning process
 - Overall management of the school, using the National Standards for Head Teachers as a guidance document
 - Performance against the School Development Plan.
3. To agree with the Head Teacher new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed. All objectives must be SMART and challenging and will be focused on Leadership and Management and Pupil Progress.
4. To monitor throughout the year the performance of the Head Teacher against the agreed objectives, taking into account any relevant changes to the school's circumstances, with the support of the School Improvement Adviser. Hold at least one interim review with the Head Teacher halfway through the year, formally agreeing any adjustments to objectives or success criteria in light of better data, and more interim reviews if significant underperformance has been observed.
5. To make recommendations to the Full Governing Body in respect of any award of performance point/s leading to a review of the salary.