



Headteacher Appraisal Panel

Terms of reference for 2025/2026

1. Membership and Quorum

1.1 The Headteacher Performance Appraisal Panel (HTAP) shall consist of at least 3 governors, excluding the Headteacher, who will be agreed at the first Full Governing Body (FGB) meeting of the academic year.

1.2 The Headteacher will attend to engage in discussions regarding her performance.

1.3 Staff governors cannot be members of the Panel. Any other type of governor can be members of the Panel. In this school the preference is for co-opted or associate governors (with FGB approval)

1.4 In this school, the Vice of Governors will not be a member of the HTA Panel, enabling them to remain a source or support and challenge to the Headteacher outside of their formal performance management framework

1.5 The Chair of the Panel will be elected at the first meeting of the Panel each academic year.

1.6 Only members of the Panel are entitled to vote where this is required.

1.7 Members of the HTA Panel will not normally be a member of the Pay Panel. Where this occurs, it will be limited to one member of the Panel and they shall not have voting rights in respect of Headteacher Pay at the Pay Panel.

1.8 The Chair of the HTA Panel will be expected to present any arising pay recommendation to the Pay Panel for decision.

1.9 The quorum of the HTA Panel shall be 3 governors for both objective setting and end of year reviews. The HTA Panel may proceed with 2 governors for interim reviews where undertaken.

1.10 In accordance with The Education (School Teachers' Appraisal) Regulations 2012, the HTA Panel will ensure that an external adviser is appointed for the purposes of providing it with advice and support in relation to the appraisal of the Headteacher.

2. Delegated powers and purpose of the Panel

2.1 The purpose of the Panel is to appraise the headteacher via assessment against objectives and standards ensuring review of evidence to make judgements of performance.

2.2 The Panel meeting will undertake a full formal review of performance, by 31 December each year:



2.2.1 review the Headteachers' performance for the preceding academic year having regard to both objectives set for the previous year and standards being used in used for performance management purposes

2.2.2 determine the recommendation to be made for Headteacher pay progression where the Headteacher is eligible for such progression

2.2.3 Establish objectives for the current academic year and confirm standards (Headteacher or Teacher Standards) to be used in performance management for the current year [The HTA Panel should note the guidance regarding use of teachers standards or headteacher standards]

2.2.4 Establish any professional development required to support the Headteacher in performance of their duties and/or achievement of objectives and standards

2.2.5 Provide an opportunity to discuss wider matters pertinent to performance of the Headteacher role, including general wellbeing and workload

2.3 The Panel will normally undertake an interim review, without external adviser input, with the Headteacher in both the spring and summer terms considering evidence towards objectives and standards in the preceding period and discussing updated matters in relation to 2.2.4 and 2.2.5 above. Should only one interim review be undertaken this will be at the request of the HT & only with unanimous agreement of the HTA Panel.

3. Meeting Organisation

3.1 The Panel must meet once per year in the Autumn term for the formal review of performance but will normally meet in Spring and Summer terms to conduct interim reviews unless panel has agreed one interim review with HT.

3.2 Where Headteacher Performance takes place outside of the Pay Panel timeline (i.e. after October) and a pay progression decision is required (i.e. where the Headteacher is eligible for progression), the HTA Panel will notify the Chair of the Pay Panel of the need to arrange an exceptional meeting.

3.3 An agenda for the formal review of performance will not normally be established for the meeting but will follow the steps outlined in section 2.2 above.

3.4 Whilst minutes of the Panel will not be produced, the HTA Panel must provide the Headteacher with detail of the objectives set, standards to be used and success measures (Model review form is available in the Manual of Personnel Practice)

3.5 The Chair of the Panel shall report back to the Full Governing Body that the HTA Panel has met to review performance and set objectives and standards for the following year. No other detail shall be provided to wider members of the FGB given the nature of the panel and to ensure wider governors are not tainted in light of any related pay appeals.



4. Review

4.1 These Terms of Reference will be annually reviewed and agreed at the first meeting of the governing body each academic year.

Approved by the FGB:	6.10.2025
Adopted by the HTA Panel:	September 2025
Next review due by:	September 2026

Signed:
Date:

Name: