

Terms of Reference for the Principal's Appraisal Committee of the Board of Trustees of United Schools Trust

Review date: September 2024

These terms of reference should be reviewed annually by the Full Trust Board and when there are any changes to the Board membership

Agreed at the meeting of the full Trust Board on 18 September 2023

Membership: THREE Trustees, but no fewer than TWO

- External Adviser
- Jane Collings
- Ed Brett

The panel should not include:

- The Principal
- Staff trustees
- Any other trustees employed at the school
- Associate members
- Trustees who are members of the Appeal Committee

Quorum: External Adviser and two trustees

Agreed terms of reference

- To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives;
- To work with an external adviser, appointed by the Full Trust Board to support and advise the panel during the Principal's appraisal process;
- To prepare for the appraisal meeting with advice from the external adviser by reviewing the objectives set for the previous year along with the Principal's overall performance and any challenges faced;
- To lead the Principal's performance appraisal meeting with support from the external adviser;
- To consider the Principal's learning, development & support needs and how these will be addressed;
- To advise the Principal of the standards against which the performance will be assessed during the coming year;
- To make recommendations by 31st December in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the governing board committee with delegated responsibility for decisions on pay;
- To set the objectives for the coming academic year;
- To agree with the adviser a written report of the appraisal process for the Principal as soon as is practicable;
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.