



PERFORMANCE MANAGEMENT TERMS of REFERENCE

PERFORMANCE MANAGEMENT COMMITTEE

1. Membership and Chairing

- The governing body determines the constitution, membership and terms of reference of any committee it decides to establish and reviews them annually.
- A chair must be appointed annually by the governing body or elected by the committee, as determined by the governing body. In the absence of the chair the committee must appoint a chair from its members.
- No person employed at the school may act as chair to any committee.
- Membership of a committee may include persons who are not governors and their entitlement to vote is to be determined by the governing body. However, the majority of members must be governors. Non-governors may not act as chair of a committee.
- A clerk must be appointed to all committees by the governing body.

2. Voting and Quorums

- Only governors and associate members can vote. No vote may be taken at any meeting where associate members outnumber governors.
- The committee quorum is three governors.
- Staff Governors or those eligible to be staff governors, should always form less than 50% of those present
- For Part 2, Pay Progression and Appraisal discussions, staff governors should not be present

3. Functions

- The committee will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.
- Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
- For committees other than the Finance Committee, decisions, which require a spending commitment over and above agreed budget provision, must be referred to the Finance Committee.

4. Procedures and Training

- The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.

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- The normal procedures and regulations of the governing body also apply to its committees.
- Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

TERMS OF REFERENCE

PERFORMANCE MANAGEMENT COMMITTEE (Including STAFF PM REVIEW)

Purpose of committee

This committee has responsibility for monitoring and reviewing the Head teacher and whole school Staff, PM/Appraisal processes and performance against, career related teaching Standards, pupil progress, lesson observations, work scrutiny and PM targets.

Review and set the Pay Policy and Appraisal Procedures annually.

Ensure a consistency of paperwork and recorded evidence.

- To annually review, update and set the School's Pay Policy and Performance Management/Appraisal Procedures. (In agreement with the staff body).
- To annually review and update the relevant paperwork and recorded evidence of the Pay Related Appraisal process.
- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year, the performance of the Head teacher against the targets and to conduct and complete the PM programme.
- To conduct the PM programme for the Business Manager.
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- To monitor the process and review the evidence of Staff Performance management review with HT and relevant Line Managers
- To make recommendations to the Finance Committee in respect of awards/pay progression for the successful meeting of staff targets set.
- To inform staff formally on an annual basis of their pay review and progression related to the PM programme.
- To receive on a termly basis, evidence of staff progress (or otherwise) towards achieving objectives including lesson observation, pupil progress, work scrutiny records and teachers' standards relevant to career stage expectations.

Membership

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Minimum of 3.

Disqualification from HT review:

The Head teacher and Staff Governors