



*Lunsford Primary School*  
*A journey of success and excellence*

**Policy:** Biometric Data Statement

**Reviewed by:** FGB

**Date reviewed:** July 2024

**Date approved at FGB:** July 2024

**Date to be reviewed:**

**Review period for this policy:**

**This policy includes guidance on:**

## Terms of Reference for Headteacher Performance Management Panel

### Guiding Principles:

- In following best practice, the headteacher's appraisal will be the first staff appraisal performed to enable headteacher objectives to be reflected within other whole school staff performance management objectives to drive the school forward.
- Is it a statutory requirement that the board appoint an independent external adviser to assist the panel with the headteacher's appraisal, and to consult on setting objectives for the headteacher; this person should be suitably experienced and knowledgeable in school improvement and leadership matters.

Where serious weaknesses are identified in the headteacher's performance then the process should cease, and the issues will be managed within the school's formal capability procedure. The appraisal process will be recommenced when the headteacher's performance has reached the required standard.

### Responsibilities:

- To meet annually with the headteacher and a *board appointed*, independent external adviser
- Inform the headteacher of the standards against which their performance will be assessed.
- To review, in consultation, with the external advisor, the performance of the headteacher against the agreed appraisal objectives.
- To consult with the external advisor to set challenging but achievable objectives for the coming year ensuring they are specific, measurable, attainable, relevant, and time-bound (SMART).
  - Objectives should as far as possible be reached by agreement. However, where a joint determination cannot be made the HTPM panel will make the determination, following consultation with the external adviser, with the provision for the headteacher to record any disagreement if required.
- To prepare and agree the headteacher appraisal review statement, and report to the board the completion of the process.
- To determine the recommendation on pay progression for approval by the full board.
- To monitor through the year, including a mid-year review meeting, the performance of the headteacher against the agreed objectives and to ensure appropriate support and development opportunities are provided.

**Membership:** At least two governors, including the chair of the board, though not the vice chair as well.

The chair of the board will not take the role of the panel chair.

PLEASE NOTE:

- Neither the headteacher nor staff governors may serve on this group.

- In voluntary aided/controlled schools, consideration for best practice, for at least one member to be a foundation governor.
- Consideration may need to be given to situations where governors serve on both HTPM and the pay panel.

Governor 1 and chair of panel: Steven Ashby
Governor 2: Jacquelyn Sharpe
Governor 3: Stephanie Smith
<b>Date agreed for HTPM: 18<sup>th</sup> September 2024</b>
<b>Date agreed for mid-year review: <i>To be arranged March/April</i></b>