



CHOWBENT PRIMARY SCHOOL
GOVERNING BOARD
2026 TERMS OF REFERENCE

HEADTEACHER PERFORMANCE MANAGEMENT COMMITTEE	
Members	The Committee shall comprise of three non-staff Governors supported by an External Adviser appointed by the Governing Board. Members should have no conflicts of interest.
Associate Members	Associate members do not have a vote.
Quorum	The Quorum for the Committee shall be three non-staff Governors.
Meetings	The Committee will meet once per year.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Committee.
Clerk to the Committee	Arranged by the Governing Board / External Adviser
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Minutes will be circulated to members of the Committee only.
Administrative Responsibilities	
• Ensure there are effective clerking arrangements for the Committee. • Ensure that the Committee receives relevant, accurate, timely and user-friendly reports prior to the meeting. • Ensure decisions, including any changes are evidence based and clearly recorded. • Ensure that declarations of pecuniary interest are recorded at each meeting.	

Commented [MF1]: Check Policy.
Check Foundation Governor requirements for faith schools.

- Ensure that Governors, particularly Committee members, receive appropriate training.

The Headteacher Performance Management Committee should report to the Full Governing Board:

- That the appraisal process has been completed; and
- That statutory obligations have been met.

The Committee will have delegated powers to oversee and carry out the annual performance management of the Headteacher in accordance with the school's policies and statutory requirements, ensuring a fair, robust and evidence based process that supports school improvement and leadership effectiveness.

The Committee will work with the External Adviser to

- (a) carry out an objective and informed review of progress towards objectives set for the previous appraisal period; and
- (b) agree annual performance objectives for the Headteacher which are linked to the National Standards of Excellence for Headteachers, aligned with the School Improvement Plan and strategic priorities, and are focused on pupil outcomes, leadership and management; and
- (c) conduct a mid-year review meeting.

The Committee may recommend, with a clear rationale for any such recommendation, a review of the Headteacher's pay range to the Full Governing Board for approval; the final decision sits with the Full Governing Board.

The written appraisal report will only be circulated to members of the Committee and the Headteacher by 31st December.

Members of the Committee should undertake appropriate performance management training.

The Headteacher has the right of appeal against any pay related decisions made in their annual appraisal report as set out in the school's Pay Policy.