

ToR for Headteachers Appraisal Panel (HAP) Ac/Yr 2021/22

1: Name	Headteachers Appraisal Panel (HAP)
2: Membership	<p>Membership: Minimum of 2 governors, if possible from the Personnel Committee (PERS) to include the Management Committee (MC) Chair or Vice Chair and one External Adviser.</p> <p>Clerk: Clerk or MC governor</p> <p>Meetings: When required</p>
3: Appointment of members	Annually by MC
4: Officers	Chair to be appointed at the first meeting of each Academic Year. Committee to decide whether MC Clerk takes minutes or another governor, if possible this should not be the Chair of the committee.
5: Function	Fulfilling all statutory and contractual obligations relating to the annual review of the Headteacher (HT) performance.
6: Quorum	2 governors
7: Voting rights	The committee will attempt to reach a consensus. If not, they will refer matter to full MC. In the event of an emergency, decisions can be made by email; following full consultation of all committee members. Decisions must be reported to the next full MC.
8: Frequency of meetings	At least once a year.
9: Reporting	Advise MC that appraisal has taken place, can share targets if HT agrees.
10: Responsibilities	<p>To support and monitor the Senior Leadership Team and staff regarding:</p> <ul style="list-style-type: none"> • To carry out annual HT appraisal and mid term reviews • To appoint a School Improvement Adviser (SIA) • To agree HT salary <p><i>NB. The full MC should not approve salaries as this does not leave a group of governors able to act in the event of an appeal.</i></p>
11: Associated policies	<p>MC Instruments and Standing Orders</p> <p>STPCD</p> <p>Appraisal Policy</p> <p>Pay Policy</p> <p>Safeguarding Policy</p> <p>Grievance and Capability Policy</p> <p>Disciplinary Procedure Policy</p> <p>Restructuring and Redundancy Policies</p> <p>Any other relevant policies</p>

Reviewed and Approved by MC 05.10.21

Review date: September 2022