



APPRAISAL PANEL TERMS OF REFERENCE 2023-24

The Appraisal Panel carries out the annual appraisal of the Headteacher of St Peter's Catholic School ("the School").

MEMBERSHIP

The Appraisal Panel will consist of at least three members of the Governing Body, none of whom will be employees of the School. Either the Chair of Governors or the Vice Chair of Governors (not both) should be a member of the Panel. The Panel will elect a Chair each year, at the first meeting of the academic year. The Panel may invite an external advisor to attend its meetings to aid in discussions.

MEETINGS

The Panel will meet three times per year – twice to review progress against objectives and once to determine performance against objectives. Minutes and records of discussions will be kept confidential.

GENERAL TERMS OF REFERENCE OF THE APPRAISAL PANEL

The Appraisal Panel will:

- Ensure the Headteacher has the opportunity to raise any objections to the Panel membership whenever a change is made;
- Appoint an external adviser to assist with the appraisal process;
- Arrange an appropriate time and place for a review and planning meeting with the Headteacher and external adviser;
- Ensure appropriate evidence is gathered on the Headteacher's performance including an appropriate self-evaluation by the Headteacher (to be prepared by the Headteacher prior to the final meeting);
- Ensure the Headteacher's performance is reviewed against the Teachers' Standards;
- Arrange for a summary of the initial discussions/conclusions raised by the Headteacher and external adviser to be offered to the Panel prior to the performance review meeting;
- Ensure a meeting takes place between the Headteacher and external adviser before the main review and planning meeting, to discuss the Headteacher's performance against their objectives, the Headteacher's self-evaluation, potential objectives for the next appraisal cycle and the Headteacher's professional development needs and how these might be met;
- Conduct the review and planning meeting with the Headteacher and external adviser. Discuss the Panel's judgements about the Headteacher's overall performance;
- Agree SMART objectives for the next appraisal period, and decide how progress against these objectives will be monitored and evaluated;
- Review the outcomes of the Headteacher's appraisals of individual SLT members and review and approve recommendations for individual SLT members' salary progression.
- Determine any professional development activities to support the Headteacher in the next appraisal period.

Quorum	The quorum for meetings is three members of the Appraisal Panel.
Approved by the governing board	13 September 2023
Next review date	September 2024