

KENNEL LANE SCHOOL

Terms of Reference Head Teacher Review Panel

1. **Purpose:** The purpose of the Head Teacher Review Panel is to ensure that all arrangements relating to the Head Teacher's review are effectively managed in line with statutory requirements, locally agreed arrangements and our commitment to ensuring the professional development and well-being of our Headteacher.
2. **Membership:** The Committee will consist of three Governors (other than staff Governors) and will include the Chair of Governors. Membership will be decided annually at the Annual Planning Meeting.
3. **Quorum:** The quorum shall consist of three Governors, two of whom should be designated members of the committee.
4. **Meetings:** The Committee shall meet as appropriate and will ensure that its meetings coincide with the annual cycle of appraisal and pay determination in line with statutory requirements.

Two weeks notice shall be given of any meeting with the Agenda being issued one week in advance.

5. **Delegated Authority:** The Committee is authorised by the Full Governing Body to consider and decide all matters relating to the Headteacher's review including making arrangements for any appeals that may arise.
6. **Responsibilities:** The Committee will:
 1. In conjunction with a suitable external advisor review and discuss with Headteacher:
 - a. Progress against prior years objectives
 - b. Objectives and actions for the new school year
 2. Be advised by the external adviser in relation to the pay progression of the Headteacher
 3. Ensure that the Headteacher receives a letter from the Chair of Governors confirming details of salary to be effective from 1 September each year
8. **Input:** The Committee will be provided with appropriate and sufficient information to undertake the tasks set out above by the Headteacher.
9. **Reporting:** The Committee will report to the FGB following each of its meetings. The reports will be appropriate to the level of confidentiality required.
10. **Revision:** These Terms of Reference will be reviewed and agreed or amended annually, usually at the September Planning meeting of the Full Governing Body.

Date agreed by the Governing Body: 16/09/2020