



HEYES LANE PRIMARY SCHOOL
HEADTEACHER'S PERFORMANCE MANAGEMENT AND PAY REVIEW COMMITTEE REMIT

Terms of reference for Headteacher's Performance Management:

- To arrange to meet with the External Adviser (or Link Adviser subject to purchase of School Improvement Service Contract) to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Terms of reference for Pay Review:

- Establishing the policy and reviewing it annually, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval and to be reviewed annually
- Taking decisions regarding the pay of the Deputy and Assistant Head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Head teacher
- Taking decisions regarding the pay of the Head teacher following consideration of the recommendations for the governors responsible for the Head teacher's performance review.
- Submitting reports of these decisions to the Governing Body
- Ensuring that the Head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal

The Head teacher is responsible for:

- Ensuring that pay recommendations for the Deputy and Assistant Head teachers(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- Advising the Pay Committee on its decisions
- Ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal

Membership – 3

Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body

Date: 21/09/2020

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr T Meacock	G	21/09/2020
Mrs D Knowles	G	21/09/2020
Mrs L Powell	G	21/09/2020

Chair of the Group	Mr T Meacock
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Review Officer	Ms R Johnson
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Quorum	2
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Date Committee established	21/09/2020
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Date of review	September 2021
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