

Terms of Reference for the Committees

General

All committees should

- Ensure that they contribute to the development and implementation of the school's strategic objectives
- Ensure that effective safe guarding and child protection practices are applied to all aspects of their responsibilities
- Ensure that the school's equalities policy is central to their decision making and the school complies with the Equality Act 2010 and the Public Sector Equality Duty
- Act on matters delegated by the full Governing Body or the Chairs Committee
- Liaise and consult with other committees where appropriate
- Report the outcome of meetings to the full Governing Body
- Have regard to the statutory duties of governing bodies in undertaking their work

Staff Performance and Appraisal Committee

1. undertake the appraisal process in respect of the Head Teacher; including the agreement, monitoring and review of appraisal objectives. This must be in accordance with The Education (School Teachers' Appraisal) (England) Regulations 2012 and any subsequent legislation (and guidance).
2. work with the School's Achievement Partner in undertaking the appraisal process; in particular, concerning the gathering and assessing of appropriate evidence relating to the performance objectives;
3. agree performance objectives for pay purposes with the Head Teacher (and in default of agreement to set such objectives) in accordance with the current School Teachers' Pay and Conditions Document. It is recognised that these objectives may be the same as, or based upon, the appraisal objectives referred to above;
4. monitor through the year the performance of the Head teacher against the objectives;
5. determine the salary of the Head Teacher and other members of the Leadership Team.
6. agree the appropriate Individual School Range within which the Head Teacher's salary and those of other members of the Leadership Team should fall.
7. make a report, in the confidential section of the agenda, to the full Governing Body
8. consider the head teacher's report on teachers' and other appraisals and decide performance awards accordingly.

Appeals against decisions of this committee

If a member of staff wishes to appeal against the decision of the committee, notification should go to the chair of the committee, with a copy to the Clerk, within 10 days of a decision being made, setting out in writing the grounds for questioning the committee's decision.

In such circumstances the committee will convene a hearing to review the original decision and will normally give the appellant at least 10 working days notice of the date of the hearing. The member of staff has the right to see all relevant papers and to be accompanied/ represented by a friend or a recognised trade union/association. The member of staff will be informed in writing of the hearing's decision and the right to appeal against it.

Any appeal should be notified to the chair of the committee within 10 working days of the receipt of the hearing's decision. The Appeals Committee, which should comprise no fewer than three Governors - none of whom serves on the Head Teacher's Appraisal Committee, will meet normally within 20 working days of receiving the written appeal. The decision of the Appeals Committee will be final.