Headteacher's Performance Management Review Panel: Terms of Reference

These Terms of Reference were approved by the Board of Trustees in:	2 September 2026
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	September 2027

Delegation of Function
The Local Governing Committee has delegated the function to establish a Headteacher's Performance Management Review Panel for reviewing the performance of Executive Headteachers, Headteachers and Heads of School.

Composition
Executive Headteacher: All LGCs under the Executive Headteacher's remit should be represented. A minimum of two Governors (including either the Chair or Vice-Chair of the LGCs) and the CEO. An External Adviser may be present at the discretion of the CEO. This meeting should take place after the PMRs of any Heads of School Line Managed by the respective Executive Headteacher. Staff Governors are not eligible to sit on the Executive Headteacher's PMR Panel.
Headteachers: Two Governors (including either the Chair or Vice-Chair of the LGC) and the CEO. An External Adviser may be present at the discretion of the CEO. Staff Governors are not eligible to sit on the Headteacher's PMR Panel.
Head of School: Two Governors (including either the Chair or Vice-Chair of the LGC) and the Executive Headteacher. Staff Governors are not eligible to sit on the Head of School PMR Panel.

Quorum 100% of the appointed committee.

Clerking
It is not common practice to have this meeting clerked. However, it is a requirement that a member of the panel will take comprehensive notes.

Meetings
- Annual performance management review meetings should occur in July following the summer term pupil outcomes.
- Mid-year performance management review to occur preferably in January.

Terms of Reference
- To consider the performance of the Executive Headteacher/Headteacher/Head of School against the set objectives.
- To receive advice from the CEO and External Adviser on the achievement objectives and work with the CEO/External Adviser to set objectives for the next year.
- To ensure that the objectives are relevant and realistic, unambiguously stated and measurable, indicating milestones and monitoring procedures.
- To confirm the Headteacher Appraisal document prepared by the CEO/External Adviser is issued within the agreed timescales.
- To review the Headteacher's salary and make recommendations to the Trust Pay Panel.

Appeals Process
Any appeals against the process will be heard by the Trust's HR Committee as detailed within the Trust's Performance Management Policy.