



Battling Brook Primary School
Head Teachers Appraisal Review Panel
Terms of Reference

General Terms

- To act on matters delegated by the Full Governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To ensure that data will be processed to be in line with the requirements and protection set out in the UK General Data Protection Regulation.

Membership

- The committee shall consist of at least 3 governors.
- Committee membership shall be determined at the annual Strategy Day in the Autumn Term.
- The committee may have additional members who support the activity but who do not participate in any voting.
- There will be a chair for these meetings agreed by the membership annually.

Quorum

- The committee meeting can only function if there is a minimum of 3 members present.

Meetings

- The committee shall meet once a year, and otherwise as necessary.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

Review

- These Terms of Reference will be reviewed annually at the Strategy Day in the Autumn Term.

Purpose

- To establish and oversee the Appraisal Review for the Head Teacher– including
 - the arrangements for the review
 - Review of performance over the past year
 - setting of targets for the coming year

Approved by the Head Teachers Appraisal Review Panel on

Signed by the Chair of the Head Teachers Appraisal Review Pane :