



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Principal's Appraisal Committee of the Governing Body
Terms of Reference 2021-2022

"Success for All"

Terms of Reference – Principal's Appraisal Panel of the Governing Body

Membership: Up to three Governors (including the Chair of Governors) but no fewer than two. The panel should not include the Principal, Staff Governors, any other governors employed at the college and associate members.

Members of the panel should be trained for the role and have attended the specific training on offer through Governor Support.

Quorum: All members of the panel.

Agreed Terms of Reference

- To ensure that at every stage of the appraisal is firmly linked to college improvement and the agreed criteria identified in the performance objectives.
- To work with an External Adviser; appointed by the Full Governing Body to support and advise the Panel during the Principal's appraisal process.
- To prepare for the appraisal meeting with advice from the External Adviser by reviewing the objectives set for the previous year along with the Principal's overall performance and any challenges faced.
- To lead the Principal's performance appraisal meeting with support from the External Adviser.
- To consider the Principal's learning, development and support needs and how these will be addressed.
- To advise the Principal of the standards against which the performance will be assessed during the coming year.
- To make recommendations by 31st December in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the Performance and Pay Committee.
- To set the objectives for the coming academic year.
- To agree with the adviser a written report of the appraisal process for the Principal as soon as it practicable.
- To undertake a review meeting after 6 months to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.

*Agreed at the meeting of the Full Governing Body 14th July 2021
Review date: Last meeting of the academic year 2021/22 (and then annual)*