



## *Milford Primary School*

*Care, Share, Respect, Learn!*

### **MILFORD PRIMARY SCHOOL**

#### **TERMS OF REFERENCE OF THE HEAD TEACHER PERFORMANCE MANAGEMENT (HTPM) COMMITTEE**

##### **Membership and Administration**

The membership of the committee will be a minimum of three members. The committee will meet annually to set and monitor the Performance Management objectives for the Head Teacher. Additional meetings will be held as required to undertake non-statutory review, or to correct errors which may come to light between annual reviews.

The quorum for the committee will be two. One member will be elected to chair the committee for the year at the first meeting. The Chair of the committee will report its work to the Full Governing Body annually in the second half of the Autumn term. No member of the school's staff may serve on this committee.

##### **Terms of Reference: Headteacher's Pay and Appraisal**

- To appoint an external advisor to manage the Head Teacher's Performance Management;
- To take advice from the advisor when setting and reviewing the Head Teacher's objectives;
- To identify any professional development activities which would support progress towards the objectives;
- To agree indicators for monitoring progress towards the objectives and meet termly to assess progress; and
- To take advice from the advisor when evaluating the performance of the Head Teacher, and when determining whether s/he is eligible for progression up the Leadership Pay Scale; and
- To receive the Review Statement prepared by the Advisor and process it according to stated guidelines.

Date: 23<sup>rd</sup> September 2025

Signed:

Chair of Governors

Date for review: Autumn 2025

FGB/230925/09