

ST MARY'S CATHOLIC PRIMARY SCHOOL

HT APPRAISAL & PERSONNEL COMMITTEE

Membership:	Miss Patricia Pickering (Headteacher/Governor) Chair: Sean Taylor Chris Hartley Martin Doherty
Quorum:	The quorum shall be 2 governors and the headteacher.
Meetings:	The committee shall meet 3 time/yr, plus external advisor review meetings

TERMS OF REFERENCE

- 1) To draft and review the school's Pay Policies for all categories of staff for approval by the governing body, at Mar meeting
- 2) To review the staffing structure as necessary and, at least annually, in relation to the School Improvement Plan, and to determine salary levels for individual posts in accordance with Pay Policy, at each meeting
- 3) To recommend to the Governing Body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary, at Sep meeting.
- 4) To monitor and review the staff development policy, at Sep meeting
- 5) To set agreed objectives with the headteacher and review on a regular basis
- 6) To make recommendations to the governing body in respect of the annual performance review of the headteacher.
- 7) In consultation with the headteacher, to make recommendations to the governing body in respect of the annual appraisal review of the deputy headteacher and all other staff, at Sep meeting
- 8) To review and recommend for adoption by the Governing Body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them, at Jul Meeting

Date of Terms of Reference approved by the Governing Body: _____

Review of Committee Terms of Reference and Membership

Last Review _____

Next Review _____