

# **HADRIAN LEARNING TRUST**

## **HR and Performance Management Committee**

### **Membership**

The Committee shall consist of three non-staff trustees and the Executive Headteacher. The Executive Headteacher shall not participate as a member when matters relating to the Executive Headteacher's pay are discussed and decided upon. Other individuals may attend meetings at the Committee's invitation.

### **Quorum**

No vote on any matter shall be taken at a meeting of a committee of the trustees unless the majority of members of the committee present are trustees.

### **Chair**

To be appointed by the Trust Board but excluding the Chair or Vice-Chair of the Trust Board.

### **Clerk**

To be appointed by the Committee but excluding the Executive Headteacher.

### **Frequency of Meetings**

Three meetings each year and as required.

## **Terms of reference**

### **General**

1. Advise the Trust Board on pertinent issues arising from human resource and performance management matters.
2. To have delegated power to approve relevant staffing policies and procedures, including pay, appraisal, staff discipline, conduct, grievance, capability and safer recruitment.
3. Consider applications from staff for leave of absence and secondment that the Executive Headteacher feels necessary to refer to the Committee.
4. Determine and appoint external advice and guidance relating to human resources.

### **Teacher and headteacher appraisal**

5. Approve the appraisal policy reviewing as necessary to ensure that it will support effective appraisal in the school. Be satisfied:
  - with the provision that is made for the appraisal of teacher performance against the Teachers' Standards and their objectives;
  - with the arrangements being made for classroom observation, now that there is no annual limit on the amount of observation that can take place;
  - with any arrangements for the Executive Headteacher to delegate the duty of managing the performance of teachers to others;
  - that the appraisal policy is being implemented effectively and fairly in the school, challenging the Executive Headteacher on how objectives and assessments are quality assured and moderated;
  - that appraisal evidence informs other decisions for example, on professional development and pay.

6. Ensure that the Executive Headteacher carries out their duties in respect of appraising other teachers (including recommendations on pay).
7. Appraise the performance of the Executive Headteacher, assessing their performance of their role and responsibilities against the relevant standards and their objectives, and assess the Executive Headteacher's professional development needs and action needed to address them. Give the Executive Headteacher a written report of their appraisal which includes the assessments and recommendation above.

### **Pay**

8. Approve and annually review the pay policy.
9. Review and, if appropriate, approve recommendations for teacher pay progression, ensuring that these are based on robust performance management.
10. Determine the Trust's headteacher group to determine if any change in the Executive Headteacher's salary is merited.
11. Make a decision on the Executive Headteacher's pay, where relevant.
12. Determine settlement payments, early retirement, voluntary redundancy (except under Section 188, which would be delegated to a hearing body).

### **Recruitment**

13. Approve safer recruitment policy and procedures, reviewing where necessary.

### **Statutory induction for newly qualified teachers (NQTs)**

14. Be satisfied that the trust is fulfilling its responsibilities regarding statutory induction arrangements for NQTs.

### **Discipline, grievance and capability procedures**

15. Approve procedures for addressing staff discipline, conduct, capability and grievance, reviewing where necessary.
16. End suspension of Executive Headteacher and other staff where applicable.