

Appendix 5 – Executive Appraisal

1 Introduction

- 1.1 This appendix to the Appraisal Policy has been implemented following consultation with the executive staff to which this appendix applies.
- 1.2 The Board adopted this appendix to the Appraisal Policy on 1 April 2020.
- 1.3 The appendix was updated in June 2021 and May 2023.
- 1.4 This appendix does not form part of any employee's contract of employment and may be amended at any time.

2 Guiding Principles

- 2.1 The main policy applies, unless otherwise stated in this section.
- 2.2 Decision making and practice will be guided by section 11 of the 'Setting executive salaries: guidance for academy trusts' [document](#) from the Education & Skills Funding Agency.
- 2.3 As referenced in the Academies Financial [Handbook 2022](#), Trustees should focus on three core functions:
 - 2.3.1 ensuring clarity of vision, ethos and strategic direction;
 - 2.3.2 holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;
 - 2.3.3 overseeing and ensuring effective financial performance
- 2.4 All three of these core functions are relevant to the Appraisal Policy for the Arthur Terry Learning Partnership, in particular with the appraisal arrangements for the Executive Team.
- 2.5 This appendix explains how the Board will ensure that these three core functions are discharged effectively across the Partnership so that a high performing workforce is able to make a positive impact on the educational outcomes for pupils.
- 2.6 The Trust Board has delegated responsibilities to the ATLP Pay and Appraisal Committee outlined in its Terms of Reference.

3 Executive Appraisal

- 3.1 Executive posts (excluding the CEO, CFOO and Directors of Education) will be appraised by the CFOO. In appraising the performance of these Executive posts, the CFOO can consult a suitably skilled and/or experienced external advisor/associate member for that purpose.
- 3.2 The CFOO will make recommendations on salary progression to the ATLP Pay and Appraisal Committee for final approval, in line with the expectations of the main policy. The executives will have the right to appeal this decision to an Appeals and Exclusions Committee panel of at least two trustees not involved in the pay and appraisal process.

- 3.3 The CFOO and Directors of Education will be appraised by a panel comprising the CEO and at least two members of the Trust Board Pay and Appraisal Committee. In appraising the performance of these Executive posts, the panel can consult a suitably skilled and/or experienced external advisor/associate member for that purpose.
- 3.4 The CEO will make recommendations on salary progression to the ATLP Pay and Appraisal Committee for final approval, in line with the expectations of the main policy. The executives will have the right to appeal this decision to an Appeals and Exclusions Committee panel of at least two trustees not involved in the pay and appraisal process.
- 3.5 The CEO will be appraised by the ATLP Pay and Appraisal Committee. In appraising the performance of the CEO, the ATLP Pay and Appraisal Committee can consult a suitably skilled and/or experienced external advisor/associate member for that purpose.
- 3.6 The ATLP'S Pay and Appraisal Committee will determine salary progression for the CEO, taking account of the outcomes of the appraisal process. The CEO will have the right to appeal this decision to an Appeals and Exclusions Committee panel of at least two trustees not involved in the pay and appraisal process. The final outcome of the pay and appraisal process for the CEO (allowing for the time scale available to appeal), will be reported to the Trust Board.

4 Annual Assessment

- 4.1 Performance and development priorities will be reviewed and addressed throughout the process and an interim appraisal meeting may take place at the mid-point of the cycle (April) to review performance and progress towards objectives. Any concerns will be noted, and an appropriate support plan will be put in place for the remainder of the cycle. The support plan will set out what improvement is required and what support will be provided.
- 4.2 An annual assessment is the end point to the annual appraisal cycle and will formally assess each employee's performance in respect of that cycle. The employee will receive a written appraisal report as soon as practicable afterwards and have the opportunity to comment on it in writing. The appraisal report will be a summary of the performance during the year and set out what the employee's development needs are for the next year. In particular the report will include:
 - 4.2.1 details of the objectives for the appraisal period in question;
 - 4.2.2 an assessment of performance against their objectives AND any relevant standards;
 - 4.2.3 a summary of observation findings if applicable;
 - 4.2.4 an assessment of training and professional development needs and identification of any action that should be taken to address them;
 - 4.2.5 an overall performance grade which will indicate a recommendation on pay. This will be in accordance with the Pay Policy, which will include reference to sources of evidence that may be used in assessment of pay progression.
- 4.3 The assessment of performance and of professional development needs from each individual appraisal will inform the planning process for the following appraisal period for the Executive and the wider Partnership.

5 Performance Grades

- 5.1 Performance grades will directly link to and affect pay awards for the Executive under the Pay Policy. Performance grades are based on the following descriptors below. Each Executive post will be given

a single grade which recognises performance throughout the annual period. This will form the basis of 4.2.5 of the annual appraisal report.

5.2

Performance Grade	Description	
Exceptional Performance	Performance and contribution far exceeding performance expectations on a consistent basis, outstanding achievement against objectives	Exceeds all expectations
Strong Performance	Strong performance and contribution against expectations, consistent achievement against objectives, performance often exceeds requirements but not consistently	Exceeds most, meets other expectations
Fully Satisfactory Performance	Performance and contribution is what is expected.	Meets all expectations
Developing Performance	Performance and contribution against some but not all expectations, some objectives are met.	Meets most, below on some expectations
Below Performance	Performance and contribution that is below expectations, few or no objectives are met.	Below on many expectations