



Pay Committee

Membership: The Chair of the Resources Committee, the Chair of the School Improvement Committee and the Chair of Governors

Quorum: Three Governors

Meetings: At least twice a year

Terms of Reference

1. To determine performance targets for the Headteacher for each academic year;
2. To periodically review the progress towards those targets through the course of the academic year;
3. To review the whole school pay policy and the staff performance management policy on an annual basis in accordance with current legislation and make a recommendation to the Governing Body for their adoption;
4. To apply the criteria within those policies fairly and consistently in determining the pay of each member of staff, taking account of any recommendations made by the Headteacher, or in the case of the Headteacher by the School Improvement Partner;
5. Within the pay policy, to determine appropriate salary/salary range for advanced skills teachers, excellent teachers and members of the leadership group. To determine the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy;
6. To ensure that appropriate external advice is sought in relation to decisions made, e.g. school improvement partner, link inspector, the school's allocated human resources advisers, governor services;
7. To ensure that a staffing structure for the school is maintained and appended to the pay policy, clearly indicating which posts will attract a teaching and learning responsibility allowance and which posts are part of the leadership group, with regard to the recommendations of the Headteacher;
8. To ensure that accurate and up to date job descriptions are maintained within the school so that decisions relating to additional allowances are informed and may be awarded in fair and consistent manner;
9. To recommend the annual pay budget, including pay progression at all levels, to the governing body;
10. To minute clearly the reasons for all recommendations and decisions and report back on these to the full governing body;
11. To ensure that each member of teaching staff receives a written statement of their breakdown of pay as at 1st September by 31st October each year;
12. To determine whether to delegate to the Headteacher responsibility for agreeing performance objectives for teachers and members of the leadership group. It is recognised that these objectives may be the same as, or based upon, the performance management objectives for these members of staff agreed in accordance with the current performance regulations.



13. To prepare, adopt and monitor the implementation of the staff performance management policy
14. To review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from
15. To liaise with the Resources & Finance Committee to establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development
16. To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions

Pecuniary Interest

No member of the pay committee may participate in discussions leading to decisions in which s/he has a pecuniary interest.

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

Reporting

The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.