

PAY & APPRAISAL COMMITTEE 2022-23

TERMS OF REFERENCE



- Membership:** The Governing Body will appoint at least three governors to be members of the Pay Committee. No member of the Governing Body employed to work in the school shall be a member of the Pay Committee. It is desirable that the Chair of Governors be a member of the pay committee. The Headteacher may attend all meetings of the Pay Committee to offer advice but must withdraw during any part of the meeting when his/her own pay (or that of any family member employed in the school) is under consideration. Any person must declare any pecuniary interest that may arise and withdraw from the meeting when any matter is under consideration which may give rise to a potential conflict of interest or doubt about that person's ability to act impartially.
- Quorum:** Two governors.
- Meetings:** Three times per year, related to the staff performance management cycles.
- Raison d'être** To make school pay decisions in accordance with the school Pay Policy, School Teachers' Pay and Conditions Document (STPCD) and the Equality Act 2010.
- Tasks:**
- To achieve the aims of the school's pay policy in a fair and equal manner.
 - To determine the salary of each teaching staff member, taking account of any recommendations made by the Headteacher , in accordance with approved pay policy. To determine appropriate salary ranges for teachers and members of the leadership group.
 - To undertake the performance management process in respect of the Headteacher , in accordance with The Education (School Teacher's Appraisal) (England) Regulations 2012.
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 - To appoint and work with the External Adviser in carrying out the Headteacher's Appraisal.
 - To determine the salary of the Headteacher.

- To recommend the appropriate Individual School Range (ISR) within which the Headteacher's salary should fall, and any discretionary payments, to the full Governing Board for ratification.
- Receive, consider and respond to any representation from the Headteacher and/or his/her representative in writing or in person, should he/she wish to make one. Any decision taken by the committee must be in accordance with the STPCD.
- Report to Governing Board (GB) in the confidential section of the minutes any decisions made by them (in accordance with the powers delegated to them by the GB in the School Pay Policy)
- To respond to the Headteacher's pay recommendations using fair, transparent and objective criteria in order to secure a consistent approach to school pay decisions
- Support the retention of a high quality teacher workforce
- Support the school development plan
- Link with the school's appraisal policy and provide flexibility to recognise individual employee performance through pay progression
- Enable the school to recognise and reward teachers appropriately for their contribution to the school
- Help to ensure that decisions on pay are managed in a fair, just, sustainable and transparent way that complies with relevant employment and equalities legislation

Policies: Pay Policy
Appraisal Policy

Lead Governors: Chair of Governors
Link – Finance, Premises and Personnel Committee

ACTIVITIES:

September: Meet to set new performance management targets for the Headteacher.
November: Meet to receive pay recommendations from the Headteacher and take decisions regarding pay awards. Make a confidential report to the full governing body at the next meeting.

July/ September: Meet to review Headteacher's performance against targets and consider a pay award, if applicable