**SPRINGFIELD SCHOOL**

**PAY POLICY COMMITTEE**

**Membership:** The School Pay Panel is made up of four governors one of whom will act as Chair of the Panel. None of the governors serving on the Panel will be employed within the school, as employees will often have a pecuniary interest in matters discussed

**Quorum:** Three governors

**Meetings:** As required

**Chair:** The Committee shall agree a chair for each meeting.

**Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

**Terms of Reference**

**Purpose**

The Governing Body will select a number of governors to administer and manage the Pay Policy on its behalf on a day-to-day basis.

* To apply the School Pay Policy on behalf of the Governing Body fairly and equitably.
* To ensure that this policy links effectively with the school’s Appraisal Policy for teachers (based on the Education (School Teachers’ Appraisal) (England) Regulations 2012) and for support staff.
* To ensure that the school’s management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.
* To regularly review the schools pay scales for leadership and teaching staff
* To make appropriate arrangements for the head teacher’s performance management, including planning statement, moderation and review as laid down in the school’s Appraisal Policy
* To be responsible for the annual performance related pay decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
* To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The School’s Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School willadvise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.
* To exercise the governors’ discretionary powers as specified in this document.
* To periodically undertake a review of the Head Teachers Group and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group.
* To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Body periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary . Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors and the finance sub-committee.