

Pay panel Terms of Reference

Delegation of Function. The governing board shall establish a Pay panel to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.

General Considerations

1. The panel shall not be open to the public
2. The Pay Panel is a sub-committee of the Resources Committee.
3. The membership and terms of reference of the panel shall be reviewed annually and confirmed by the governing board.

Membership

The membership of the panel shall comprise a minimum of three named governors, none of whom shall be employees.

The headteacher may attend all proceedings of the Pay panel for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

A quorum shall be three Governors.

Meetings

The Pay panel will meet at least once a year, more frequently if necessary.

Minutes will be taken by the elected clerk of the panel and will be submitted to the Pay panel members no later than 2 weeks after the date of the meeting.

Terms of Reference

- To determine the Pay Policy for the school in a fair and equal manner.
- To advise the Governing board/Finance Committee on current and future pay level.
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.
- To take account of the budget position when taking decisions on pay
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progression for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To work with the Headteacher to ensure that the Governing board complies appraisal regulations 2012 (teachers).
- To monitor and report to the full Governing board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To hear Stage 2 representations of appeal of pay decisions as detailed in the schools Pay Policy

