

RAEBURN PRIMARY SCHOOL

TERMS OF REFERENCE



Head Teacher Performance Management and Pay Committee

Membership	This committee shall consist of no less than 3 non-school Governors 1 of whom should be the Chair and 1 from the finance committee.
Quorum	2 Governors (excluding the Headteacher) need to be present for the committee to be quorate. At the review and target setting meeting an external SIA must also be present.
Meetings	The committee shall meet three times a year: October for agreement on teacher pay moves. March for HT mid-year PM review. July or September for HT PM review and target setting.

Terms of Reference:

1.	The clerk can continue to act as clerk unless his/her own appointment pay or disciplinary action against him/her is under consideration. A person paid to work at the school, other than the Headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the school. This does not affect general discussions about general policy. The Headteacher must withdraw and cannot vote in relation to their own pay or performance appraisal. Implement the Governing Body's "Whole School Pay Policy" The terms of reference refer specifically to the Pay Policy. Where the Pay Committee has responsibility for other functions, additional terms of reference will be added.
2.	For the Headteacher's Performance Management appraisal an externally appointed SIA must be present to guide and offer advice to Governors.
(i)	to agree the Pay Policy, after consultation has taken place with staff and their professional association/trade union representatives and amendments in the light of comments received and to inform staff that the Policy has been adopted.
(ii)	to work to meet the aims of the Whole School Pay Policy;

(iii)	to ensure that the policy relating to teachers' salaries complies with the legislation and that the policy relating to support staff takes account of national and local conditions of service;
(iv)	to operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
(v)	to try to ensure that the Pay Policy meets the needs of the school to recruit, retain, develop and motivate staff;
(vi)	to decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff, including those on maternity leave, adoption leave or long-term sick leave;
(vii)	to have regard to the need for proper pay relativity within the school and to monitor the overall distribution of awards and the impact of the Pay Policy;
(viii)	to recognise, within the salary structure, increased responsibility, whether temporary or permanent;
(ix)	to determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner;
(x)	to ensure that the reason for discretionary awards are clearly minuted and to determine what provision should be made in the school's budget for discretionary awards;
(xi)	to inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time;
(xii)	to determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 41 of the STPCD - 2013. NB: Under the STPCD teachers are not able to receive 'honoraria' payments in any circumstances.
(xiii)	to ensure that clear written job descriptions exist;
(xiv)	to ensure that detailed records are kept of all matters relating to salaries;
(xv)	to ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee;
(xvi)	to consider recommendations from the Headteacher about pay awards on the basis of the Pay Policy.
(xvii)	to ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (e.g. performance management, threshold assessment)

(xviii)	to work closely with the Budget Monitoring Pair in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget;
(xix)	to arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process;
(xx)	to decide upon movement of post threshold teachers on the Upper Pay Spine, based on the recommendations of the Schools adopted Performance Appraisal Reviewer and the Pay Policy.
(xxi)	to arrange for the annual review of the Pay Policy in full consultation with the staff (see Appendix 1 of the Pay Policy);
(xxii)	to appoint governors to agree performance targets and to determine the pay of the Head Teacher in accordance with School Teachers' Pay and Conditions Document statutory regulations;
(xxiii)	to minute and report without comment or discussion to the next meeting of the governing body as a confidential item decisions or recommendations related to pay. (In order to protect the appeals procedure.)
(xxiv)	to provide a formal written salary statements for all teachers and a staffing structure describing senior leaders and TLR posts.
(xxv)	to direct the Head Teacher to advise the governing body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals;
(xxvi)	to ensure that procedures required by the Education (School Government) Regulations 1989 (and as subsequently amended) are complied with, especially with regard to agenda and minutes.