

Brookfield Park Primary School



Terms of Reference Pay Committee, Reviewed October 2023

Membership

The committee shall consist of 3 members of the governing body.

The membership of the committee shall be reviewed and determined annually by the governing body. The agreed membership of the committee for 2023 2024 consists of:

David Brown Cath Helm Stephen Lea

Quorum

The quorum shall be a minimum of 3 governors.

Meetings

The clerk to the committee shall be responsible for convening any meetings of the committee.

Responsibilities

- a) To implement the school's pay policy including pay for individual members of staff.

- b) Following the annual appraisal/performance management process, to agree any salary progression on the Pay Range/ISR for the Headteacher, Deputy Headteachers and Assistant Headteachers.

- c) Following the annual appraisal/performance management process, to review annually for September the salaries of all teaching staff in light of recommendations made by the Headteacher and to provide staff with a statement of salary

Additional delegated powers, as detailed below, may also be included within the remit of the Pay Committee or with an alternative committee such as Resources, as agreed by the Governing Body.

1. To draft the whole school pay policy in consultation with the Headteacher, staff and representatives of the trade unions with members in the school;
2. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Body for formal approval;
3. To determine whether any powers in relation to pay matters should be delegated to the Headteacher;
4. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;

5. To ensure that there is consistency between the fair application of the pay policy and the Governing Body's policies on recruitment and selection, including advertising, job descriptions and equal opportunities;
6. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;
7. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and Local Authority advice on grading levels in respect of Support Staff, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;
8. To ensure that the School has either conducted its own Equal Pay Review for support staff, and apply the grading structure determined therein, or to apply the grading structure determined by the Local Authority's Equal Pay Review.
9. To establish appropriate differentials/relativities within the school;
- 10.10. To review the unit total of the school and the effect if any, on the Pay Range/ISR
11. To seek a balance between pay and other conditions of service.
12. To keep in touch with the pay policies of other maintained schools by seeking advice from the Local Authority and to be aware of the impact of their decisions on those other schools;
13. To have regard to guidance issued by the Authority, Diocese/Church Authority and professional organisations as appropriate, and where necessary to seek advice.

The Committee has delegated responsibility to exercise all discretions in respect of pay.