



Pay Policy

PAY POLICY COMMITTEE

1. **Purpose**

The committee will implement the detail of the school's whole school pay policy as agreed by the governing body.

2. **Composition**

The committee will consist of 5 members of the governing body. Governors who are employed to work at the school cannot be members of this committee.

3. **Quorum**

The quorum for a meeting of the committee shall be three members.

4. **Delegated Authority**

The committee will have decision making powers, subject to consultation with members of the finance committee.

5. **Appointment of Chair and Clerk**

The appointment of the chair of the committee shall be determined by the committee at its first meeting in the school year.

Where the governing body clerk is not present, a member of the committee shall be appointed as clerk to minute each meeting.

6. **Minutes**

Trelales Primary School

A written record should be kept of all meetings and decisions taken by the committee. The minutes should be submitted to the clerk to the governing body, who will arrange for their presentation to the next full governing body meeting.

7. Convening Meetings

A meeting shall be convened at the request of the chair, headteacher or any two members of the committee. Committee members and the headteacher shall be given at least 7 days notice of the date of the meeting. The director or his representative shall also be informed at least 7 days prior to the meeting.

8. Voting

In the case of an equality of votes the chair shall have a second or casting vote.

Terms of Reference

- i) To arrange for an annual review of all staff salaries.
- ii) To monitor and review the content and operation of the Whole School Pay Policy.
- iii) To determine the school's ISR.
- iv) To identify salary ranges for deputy headteachers and assistant headteachers as appropriate.
- v) To oversee the setting of objectives / targets for staff on leadership spine.
- vi) To oversee the assessment process relating to the performance of staff on leadership spine against previously agreed objectives / targets.
- vii) To agree the salary position of staff on the leadership spine.
- viii) To agree salary points for all other teaching staff.
- ix) To determine the allocation of management points and other discretionary allowances as appropriate.
- x) To consider the salary of support staff.

Responsibilities for Headteachers

- i) To consult with staff on matters relating to salaries and the Whole School Pay Policy.
- ii) To ensure every member of staff has a copy of the Whole School Pay Policy.
- iii) To make recommendations to the committee on individual staff salary levels.
- iv) To ensure that salary statements are issued to all teaching staff.

Signed:

Date: