



Leopold Primary School Pay and Pay Appeals Committee

PAY COMMITTEE

Delegation of Function

Pay Committee - The group acts as a Governing Body Committee. The group is a delegated committee and has delegated powers to make decisions on behalf of the Governing Body on matters relating to the pay.

Membership

The Pay Committee shall consist of at least three named members of the Governing Board, of which at least two shall not be employees of the school.

The Headteacher may attend the Pay Committee for the purpose of providing information and advice.

Quorum

There is a requirement for a minimum membership of at least two Governors plus the Head Teacher (or representative) present at all meetings.

To be appointed by the Governing Body at its first meeting of the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.

Frequency

The committee will meet in accordance with the meetings' schedule.

Chair

The pay committee shall agree a year for the duration of the year.

Clerking

The meeting will be clerked by the Clerk to the Governors. Minutes will be circulated to members within agreed timescales.

Terms of Reference

1. To determine the Pay Policy for the school.

2. To ratify appropriate salary ranges and starting salaries (in accordance with the Pay Policy).
3. To approve annual pay progression.
4. To determine the application of national /local inflationary increases or changes to national pay as required. Schools will want to refer to local pay agreements.
5. 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 progressions, quality of teaching and outcomes for pupils.
6. To advise the Governing Board and (if necessary) the Finance Committee on current and future pay levels.
7. To approve pay for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following an annual review.
8. To be assured that staff are being made aware of their pension entitlements.

PAY APPEAL COMMITTEE

Delegation of Function

The Governing Board shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purposes of making his/her case).

Quorum

Three members of the Governing Body

Frequency

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decision shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the

Clerking

The meeting of the Pay Appeals Committee will be minuted by the Clerk to the Governing Body.

Terms of Reference

To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.