

Oldbury Park Primary School

Pay Committee Terms of Reference 2018 – 2019

The Pay Committee will always meet in the Autumn Term taking into account the requirements of the pay policy to notify staff of pay decisions

Implementation of appraisal process

- Keep under review a policy and procedures for the appraisal process
- Review evidence based appraisals to ensure the appraisal policy is consistently and robustly applied
- Confirm SLT is setting new staff objectives which are challenging, appropriate, achievable and in line with SDP via a start of year FGB review

Implementation of the pay policy

- Seek delegated powers from the governing body to:
 - implement the pay policy;
 - delegate operational pay policy matters requiring immediate attention/ communication to the Head.
- Review the whole school pay policy annually and make recommendations to the full governing body for discussion and ratification.
- Agree the school's approach towards exercising pay discretions with a view to rewarding contribution appropriately and retaining a high quality workforce.
- Ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting appeals to the Governors' appeals panel.
- Keep up to date with relevant developments and any legal changes and advise the full governing body when the schools pay policy needs to be revised
- Comply with all statutory and contractual obligations to ensure that the pay policy is fair and transparent.
- Review, on an annual basis, HT recommendations for pay awards for each member of staff and award increments as appropriate. The HT will advise each member of staff in writing of the outcome.
- Minute clearly giving reasons for all decisions. All records to be kept secure and confidential. Minutes are not circulated to the FGB to protect the appeal procedure.
- Facilitate an appeals process if any staff member challenges a decision of the Pay Committee.
- Perform an equality impact assessment on pay decisions in relation to the main protected characteristics e.g. gender, age, race.
- Delegation of HT Appraisal to the relevant Pay Policy subcommittee, the decision of which is to be taken straight to FGB for ratification.

General

- Report back to the governing body
- Act as a critical friend
- Attend relevant training and development activities as appropriate.

Policies

- To oversee and manage policies relevant to the committee with reference to GDPR requirements

- Any proposed changes to the pay policy and appraisal policy should be discussed with and communicated to staff in writing by the Headteacher.

Members of the Committee

Name	Governor/ Associate Member	Voting rights	Date appointed to committee
K Bluck	Governor	Yes	5.10.18
H Archer	Governor	Yes	5.10.18
J Blanden	Governor	Yes	5.10.18
P Johnson	Governor	Yes	5.10.18

Disqualification: any relevant person employed to work at the school. The headteacher is to attend in an advisory capacity.

Chair of the committee	K Bluck
Vice-chair of the committee	Jim Blanden
Clerk to the committee	S Marklew
Quorum (minimum of 3 full governors, committee can determine a higher number)	3
Date committee established	5.10.18
Date terms of reference agreed by GB	7.12.18
Date of next review by GB	September 2019