

**UPTON UPON SEVERN COFE PRIMARY SCHOOL
PAY AND HEADTEACHER'S APPRAISAL COMMITTEE
TERMS OF REFERENCE 2023 – 2024**



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 performance management

- Ensure that each member of staff has a clear job description
- Keep under review a policy and procedures for performance management
- Review evidence based appraisals to ensure the performance management policy (also known as appraisal and capability policy) is consistently and robustly applied and interim reviews effective
- Ensure new staff objectives are equally challenging, appropriate and achievable and in line with SDP.
- Ensure mentor support for ECTs.

Implementation of the pay policy

- Seek delegated powers from the governing body to:
 - implement the pay policy.
 - delegate pay policy matters requiring immediate attention/communication to the Headteacher for reporting to pay committee.
- Review the whole school pay policy that is adopted from the LA annually and make recommendations to the governing body for discussion and ratification to meet the school's needs.
- Decide 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' Appeal Panel.
- Keep up to date with the local authority information on any relevant developments and legal changes and advise the governing body when the schools pay policy needs to be revised.
- Follow all statutory and contractual obligations as set in the LA pay policy to ensure that the schools pay policy is fair and transparent.
- Review, on an annual basis, HT recommendations for pay awards for each member of staff, award increments as appropriate and advise 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.

Headteacher's appraisal

- Determine performance management arrangements in conjunction with the LA SIA
- Meet with the HT and adviser at the end of the review cycle to review performance and identify achievements, assess achievements against objectives and to discuss and identify professional development needs/activities.
- Agree new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed. All objectives must be clear, concise, measurable and challenging and should cover Leadership and Management and Pupil Progress
- Monitor performance throughout the year against agreed objectives, taking into account any relevant changes to the school's circumstances. Hold at least one interim review with the Headteacher halfway through the year, formally agreeing any adjustments to objectives or success criteria in light of better data, and more interim reviews if significant underperformance has been observed.
- Decide the pay award on the basis of evidence of achievement against the agreed objectives.
- Make recommendations to the Pay Committee in respect of any award of performance point/s leading to a review of salary.

General

- Report back to the governing body.
- To offer professional support.
- To attend relevant training and development activities as appropriate.

Policies

- To maintain, review, amend and test under delegated powers for ratification by FGB.

Statutory policies as per DfE website	Review period	Last approved	Due/scheduled for
Capability of staff (LA policy observed)	2 years		Autumn 2023
Teacher's pay (LA policy)	1 year	6 December 2022 (by FGB)	Autumn 2023
Teacher appraisal (LA policy)	1 year		Autumn 2023

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

In voluntary aided and voluntary controlled schools, at least one of the members must be a foundation governor.

Name	Governor/ Associate Member	Voting rights	Date appointed to committee
Susan Jarvis	Co-opted	Yes	26 September 2022
Barry Unwin	Foundation Governor	Yes	20 September 2018
Andrew Walker	Co-opted	Yes	26 September 2022

Disqualification: any relevant person employed to work at the school.

The Headteacher is to attend in an advisory capacity (except when discussing the Headteacher's pay).

Chair of the committee	Susan Jarvis
Vice-Chair of the committee	Barry Unwin
Clerk to the committee	
Quorum (minimum of three full governors; committee can determine a higher number)	Three
Date committee established	20 September 2018
Date terms of reference agreed by GB	
Date of next review by GB:	Autumn 2024

The Clerk will not attend or minute HT appraisal meetings.

Committee Chair..... Date.....

FGB Chair..... Date.....