



## **Ben Jonson Primary School Pay Sub Committee Terms of Reference**

### **1 PAY SUB-COMMITTEE (meets only as required)**

- 1.1 The Committee shall consist of three or more governors– normally those members of the F&GP Committee not employed at the school.
- 1.2 The Committee shall not be quorate unless three members of the Committee are present.

The Pay Sub –Committee shall be responsible for:

- 1.3 Acting on the Governing Body's behalf in implementing the Pay Policy.
- 1.4 Setting Individual Salary Ranges (ISR's) for the Headteacher and Deputies.
- 1.5 Receiving recommendations from the members of the Headteacher's performance panel (having consulted the Chair of Governors if s/he is not a delegated governor) about the salary of the Headteacher.
- 1.6 Recording or minuting salary decisions clearly and reporting back promptly and in reasonable detail to Governors.
- 1.7 Implementing the provisions of the School Teacher's Pay and Conditions Document (STPCD) and associated regulations including induction.
- 1.8 Determining pay progression of staff where appropriate for their grade under the current Education (School Teacher Performance Management) (England) Regulations.
- 1.9 Ensuring that teaching staff are given a salary assessment statement on or before 31 October each year.
- 1.10 Considering and resolving difficult pay issues, particularly where pay discretion has to be applied.
- 1.11 Taking into account proper pay relativity between jobs within the School.

- 1.12 Keeping abreast of relevant personnel and pay developments and advising the Governing Body when the School's Pay Policy might need to be revised.
- 1.13 Observing all statutory and contractual conditions in respect of pay matters.

### **Functions Delegated to Headteacher**

- 1.14 Setting performance objectives for the Deputy and Assistant Headteachers and carrying out an annual performance review for the Deputy Headteachers as required.
- 1.15 Drafting and reviewing Job Descriptions for both teaching and support staff.

### **Functions Retained by the Governing Body**

- 1.16 Any extension to the individual school range (ISR) for the Headteacher and Deputy Headteacher.
- 1.17 Approval of the Pay Policy.

## **2 PAY APPEALS COMMITTEE (meets only as required)**

- 2.1 The Committee shall consist of three non-staff governors with voting rights not involved in the original determination.
- 2.2 An employee may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body (or a Committee or individual acting with delegated authority) that affects his/her pay.
- 2.3 The grounds for appeal are that the person or Committee by whom the decision was made:
  - (a) incorrectly applied any employment law provisions;
  - (b) failed to have proper regard for statutory guidance;
  - (c) failed to take proper account of relevant evidence;
  - (d) took account of irrelevant or inaccurate evidence;
  - (e) was biased; or
  - (f) otherwise unlawfully discriminated against the employee.
- 2.4 The order of proceedings will be as follows:

- (a) The employee receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
- (b) If the employee is not satisfied he/she should seek to resolve this by discussing the matter informally with the Headteacher or Committee by whom the decision was made within ten working days of the decision being made.