

# **Chalton Lower School**

## **Staffing Committee on Pay**

### **Terms of Reference**

**September 2021**

1. The Staffing Committee on Pay shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school salary policy agreed by the Governing Body in respect of the following staff:-
  - (i) school teachers;
  - (ii) NJC Local Government Services Staff;
  - (iii) any other staff as determined by the Governing Body.
2. The Committee shall be called the Staffing Committee on Pay.
3. The Committee shall consist of three members of the Governing Body.
4. The Committee shall be quorate only when all three Governors nominated to serve on the Committee are in attendance.
5. The Committee will meet at least once each financial year, usually during the Autumn Term before 31 October. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or the Head teacher.
6. The Head teacher has the right to attend all meetings of the Committee but will withdraw when the Committee consider the pay of the Head teacher. (It may be necessary for the head teacher to withdraw if he or she has a pecuniary interest arising from the size of the differential between his or her pay and that of the deputy). The Committee will seek the advice of the Head teacher in respect of the exercise of any discretionary payments and in particular:-
  - (a) for teaching staff, points awarded on the main pay scale for experience;
  - (b) for teaching staff, the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention;
  - (c) the award of any discretionary points resulting from performance review;
  - (d) for members of the leadership group, any discretionary points resulting from performance review, taking into account the advice of the head teacher in respect of deputy and assistant head teachers and the governors responsible for the performance review of the head;

- (e) any discretionary payments to staff such as return to work bonuses, "golden hellos" and so on;
  - (f) for NJC Local Government Services staff, the award of accelerated increments, honorarium payments and appropriate job evaluation.
7. In reaching decisions in respect of pay, the Committee shall have regard to:-
- (a) the advice of the Head teacher and/or the relevant performance management reviewer;
  - (b) the advice of the Borough Council;
  - (c) salaries paid in other broadly equivalent schools;
  - (d) the implications of national pay decisions and the relevant legislation (The Race Relations Act 2000; the Sex Discrimination Acts 1975 and 1986; the Equal Pay Act 2010; the Employment Relations Act 2004; the Disability Discrimination Act 1995 and amended 2005; the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000; the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; the Employment Equality (Sexual Orientation) Regulations 2003; the Employment Equality (Religion or Belief) Regulations 2003 and the Employment Equality (Age) Regulations 2006).
8. The Committee shall have executive powers within the staffing budget determined by the Governing Body and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services staff, and any relevant employment legislation. As indicated in paragraph 1 above, the Committee shall determine pay matters arising as part of the annual review process. The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the school salary policy.
9. Members of the Staffing Committee on Pay shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against the decisions made by the Committee.
10. The Committee shall review these terms of reference and the whole school salary policy on an annual basis.

**Formally adopted: 30<sup>th</sup> June 2021**

**Review: July 2022**

**Signed**..... 

**Date**..... 12/7/21

**Position**..... CHAIR GOVERNORS