

## **St Matthias CE Primary Academy**

### **Pay/ Headteacher (HT) Appraisal Committee Terms of Reference 2019 – 2020**

*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*

#### **Purpose**

This committee is to carry out:

- the HT Appraisal
- the annual review of recommendations on teacher's salaries
- the annual review and implementation of the pay policy

Each is explained further below.

#### **Constitution & Attendance at Meetings**

The Committee will comprise 3 non-staff Governors. The quorum will be three voting members. The committee will operate in accordance with Governing Body standing orders and financial regulations.

The HT will attend the Pay Committee in an advisory capacity to provide evidence to support any approvals for changes in pay. External support will be provided for the HT Performance Review to support Governors in their assessment.

Employees in attendance at meetings should withdraw from the meeting during discussions directly linked to their own pay.

#### **Voting**

Each member of the committee has a vote.

#### **Head's appraisal**

- Determine performance management arrangements in conjunction with school improvement support
- 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 Head 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 Governing Body (GB) in respect of any award of performance point/s leading to a review of salary.

### **Review of recommendations on teacher's salaries**

- Ensure that each member of staff has a clear job description
- Keep under review policy and procedures for performance management
- Review evidence based appraisals to ensure the performance management policy is consistently and robustly applied and interim reviews effective
- Review HT recommendations for pay awards for each teacher. This committee has delegated authority from the Trust Board to award increments as appropriate and advise staff and payroll in writing of the outcome using an agreed format.
- Ensure new staff objectives are challenging, appropriate and achievable and in line with the School Development Plan (SDP)
- Ensure that teachers awarded Teaching and Learning Responsibility points have a clearly defined role outlining sustained additional responsibility for which they are accountable and delivery against objectives has been measured.
- Ensure that records of all matters relating to salaries are maintained in an appropriately confidential manner by the Headteacher.
- Ensure prompt communication of approved decisions to HR and Payroll services.
- 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.
- Perform an equality impact assessment on pay decisions in relation to the main protected characteristics e.g. gender, age, race.
- Have an awareness of equality – ensure there is no discrimination to any decision taken.

### **Annual review and 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 HT
- Review the whole school pay policy annually and make recommendations to the GB for discussion and ratification
- Review the pay banding to ensure that pay awards have been applied appropriately.
- Decide the school's approach towards exercising pay discretions with a view to rewarding contribution appropriately and retaining a high quality workforce
- Keep up to date with relevant developments and any legal changes and advise the GB 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.

### **General Requirements**

- Minute clearly giving reasons for all decisions. All records to be kept secure and confidential. Minutes are not circulated to the GB to protect the appeal procedure.
- Facilitate an appeals process if any staff member challenges a decision of the Pay Committee
- The Pay Appeals panel should not consist of any member of the Pay Committee.
- Report to full governing body (FGB) a general summary of the outcomes
- Act as a critical friend
- To attend relevant training and development activities as appropriate.

### **Policies**

To review annually the Pay Policy with any proposed changes forwarded to FGB for approval.

<b>Date terms of reference agreed by FGB</b>	20.11.19
<b>Date of next review</b>	Autumn 2020

### **Administration**

- The Clerk will not attend or minute HT appraisal meetings
- Terms of reference approved 20.11.19 and will next be reviewed autumn 2020.
- The headteacher is to attend in an advisory capacity (except when discussing the HT's pay).

## Appendices

Below are example questions to support the Governor critical friend role

1. Who appraises who? Have all line managers had training to ensure they put the policies into practice well, and have all staff been briefed about changes to policy?
2. How do line-managers go about setting objectives?
3. How do you ensure that the objectives being set by different line managers are consistent for example in terms of the level of performance expected?
4. Do all teaching staff have performance objectives which relate to the school development priorities?
5. Do all line managers meet regularly having 1:1s with their staff?
6. Have all staff had mid-year reviews?
7. Have staff struggling to meet objectives been informed?
8. What additional support is being offered to staff struggling to meet objectives and is that working well?
9. Has there been training provided for appraisers?
10. Are all staff aware of how the performance management process works?
11. What does the annual performance management cycle look like for teachers in the school, eg when would they expect to receive the annual review, will there be an interim review and when would they expect to hear the result of the performance review?
12. Are mid-year reviews carried out and teachers given the opportunity to improve performance?
13. How have staff impacted on pupil progress/wider pupil outcomes?
14. Is there evidence of improvement in specific areas of practice?
15. Is there any impact on the effectiveness of other staff?
16. Is there any wider contribution to the work of the school?