

ST PAUL'S CE PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE PAY REVIEW COMMITTEE 2016-17

The Pay Panel will:

- Meet the aims of the whole school pay policy and apply its criteria.
- Ensure that all staff receive their full contractual and statutory entitlements.
- Review the whole school pay policy annually, taking account of national and local developments.
- Consider recommendations from the Headteacher about what awards should be given on the basis of policy and budget.
- Ensure that awards are made fairly, taking full account of equal opportunities.
- Review the School Group Size and Individual School Range and record in writing the reasons.
- Recommend to the Resource Management Committee what amount should be set aside from the school's budget for the discretionary pay awards.
- Establish the criteria to be used for performance review which may lead to the award of additional points for teaching staff.
- Establish the criteria for the award of honorarium payments to non-teaching staff.
- Ensure that the review of the Leadership Group's salaries, including the Headteacher, is informed by the outcomes of their performance review and that the outcome of the review is made known to the members of the Leadership Group.
- Receive the recommendations of the Headteacher in relation to teachers on the upper pay spine and take appropriate action in line with the agreed criteria.
- Ensure that all members of the teaching staff receive annual statements of salary.

Disqualifications: Any member of staff.

The Headteacher will attend the Pay Panel meetings in an advisory capacity only.

Extent of Delegation: Fully delegated powers.

Membership:

The Governing Body has appointed three governors. The places are allocated to give a balance of different categories of governor. The Committee will elect a chair from amongst their number at the first meeting of the year.

Quorum: Three governors: Martin Austin, Matthew Shanahan, & Paula Millward

Meetings

Meetings will be held during the Autumn or Summer term or as required to carry out the functions of the committee. One week's notice of the agenda must be given by the chair of the committee when convening a meeting other than in such cases when more urgent time scales may be necessary.