



PAY BOARD

Terms of Reference

MEMBERSHIP

- The Pay Board shall consist of not less than 3 Members. The Headteacher will be an advisor to the Pay Board. The Board members must not include any Staff Members.
- Other members of the Management Committee may attend meetings of the Board, on invite by the Chair, and may contribute to discussions on matters under consideration.
- Only full members of the Board, as approved by the Management Committee, shall have the right to vote on any resolution placed before the Board. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next meeting of the Management Committee.

QUORUM

- The quorum shall be not less than 2 Members on the Board.

MEETINGS

- The Board shall meet at least once a year following receipt of pay recommendations from the Headteacher.
- The Chair of the Board shall be elected annually at the first meeting of the Management Committee in the Autumn term.
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting.

TERMS OF REFERENCE

The Pay Board will have delegated powers from the Management Committee to:

1. Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
2. Decide the School's approach towards the exercising of pay discretions.

3. Comply with all statutory and contractual obligations.
4. Ensure that pay decisions of each member of staff in the School is communicated to them in writing.
5. Approve the appraisals and pay recommendations for the Leadership Team excluding the Headteacher. The Headteacher's appraisal and pay will be reviewed and approved by the Headteacher's Appraisal Panel.
6. Keep the School's Pay Policy up-to-date and under review. The Management Committee retain responsibility for endorsing any proposed changes to the School's Pay Policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Management Committee.
7. Recommend to the Management Committee and keep under review a policy and procedures for performance management in School.
8. Report to the Management Committee all decisions taken within the powers delegated to the Board.
9. Review and recommend appropriate training and development activities in respect of the above.

The Headteacher will have delegated powers from the Management Committee to:

1. Ensure that pay recommendations for the deputy headteacher and assistant headteachers, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Board in accordance with the terms of the Pay Policy.
2. Ensure that the grades for support staff are appropriate to the expectations of the job role, including by having posts evaluated or re-evaluated using the relevant job evaluation scheme advising the Pay Board on its decisions and ensuring employees are informed of the outcome of decisions of the Pay Board and their right of appeal.

The Appeals Board will have delegated powers from the Management Committee to:

1. Take decisions on appeals against decisions of the Pay Board in accordance with the terms of the appeal procedure

REVIEW

These terms of reference will be reviewed annually.

Date of ratification: 7th December 2023

Ratified by: Management Committee

Date of review: Autumn Term 2024