



Terms of Reference - Academy Governance Pay Committees

The Trust Board, delegates the following role and responsibilities to the Pay Committee:

Role

The role of an Academy Governance Pay Committee is to review specific pay arrangements, in line with the Trust's approved Pay Policies and recommend pay progression for all staff within its Academy/Setting.

Responsibilities

- Ensure that sufficient funds are allocated in the budget to enable eligible staff to progress through the relevant pay scales, subject to them meeting their performance objectives.
- Reward all staff appropriately recognising each individual's contribution to the Academy/Setting and recognising them as valued members of the whole Trust team.
- Use appropriate discretion and flexibility available within the various terms and conditions documents to recruit, reward and retain the highest quality staff according to the needs of the Trust.
- Ensure all staff are treated fairly and equitably under this policy.
- Consider appropriate pay relativities when conducting pay reviews and be mindful of the public sector equality duty in this regard.
- Ensure that pay and reward decisions fairly reflect staff responsibilities, achievements and contributions throughout the Trust with regard to the applicable professional standards.
- Ensure that each teacher receives an annual written statement of their salary details by 30 November (or 31 January for members of the leadership group).
- Require that job descriptions accurately reflect the accountabilities of the post and are reviewed and updated annually as part of the Trust's performance appraisal process.

- To annually determine salary progression for eligible staff, following recommendation by the Academy Principal/Head of Setting.
- To receive a summary report from the Academy Principal/Head of Setting on support staff pay determinations.
- To monitor and report to the Trust Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To determine, on the recommendation of the Academy Principal/Head of setting, where, within the pay range, an NQTs salary will be upon successful completion of the NQT induction year.
- With the Academy Principal/Head of Setting, determine a 5 point pay range, from the Leadership scale for each Vice principal and Associate Principal.
- Determine, on the recommendation of the Academy Principal/Head of Setting, the value of any recruitment allowance to secure a candidate of choice (See pay policy item 4).

Membership

- The Committee shall comprise a minimum of three named governors.
- The Chair of the Committee will be elected annually at the first autumn term meeting.
- Any paid employees of the Trusts Academies/Settings, who are also governors, are unable to be members of a Pay Committee.
- Any governor who has a family member working at an Academy/Setting of the Trust are unable to be a member of a Pay Committee.
- The Academy Principal/Head of Setting will attend in an advisory capacity.
- Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- The quorum for any Pay Committee is three members.

Meetings

- All meetings of a Pay Committee will be minuted.
- The minutes of a Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.
- A Pay Committee will generally meet once per year, during the Autumn Term.

Autumn Term Meeting

- Elect Chair of Committee.
- Confirm meeting date (if not already established at the end of the previous academic year).
- Review membership and plan to fill any vacancies.
- Receive Academy Principal/Head of Settings recommendations for teachers' pay progression decisions, normally by November 30th.
- Make determinations on teachers' salary progression, backdated to 1st September.
- To approve applications to be paid on the Upper Pay Range.
- Request that salary statements are issued to teaching staff to confirm Pay Committee determinations.
- Receive Academy Principal/Head of Setting recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from the following 1st April.

The Clerk to the Academy Governance Pay Committee

- The meeting of an Academy Governance Pay Committee should not be clerked by a governor, a member of the Committee, or the Academy Principal/Head of Setting.

The Trust Board retains responsibility for:

The determination of Teaching and Support Staff Pay Policies for its Academies/Settings.

The annual determination of salary progression for Academy Principals/Head of Settings, where eligible, following recommendation by the Academy Principal/Head of Setting Performance Management Panel, normally by 15th December, where applicable.

Dealing with any request from a governor or the school leadership team to review leadership pay ranges and report their decision back to the Pay Committee.

Determining the application of national inflationary increases as required.

Setting the value of SEN allowances to be awarded to a classroom teacher.

Setting the value of TLRs to be awarded to a classroom teachers.

Determine the salary range for a new Academy Principal/Head of Setting.

Review

These Terms of Reference will be reviewed annually.