

MODEL FOR SCHOOL PAY COMMITTEE

The pay Matters committee of the governing body is authorised to recommend / decide all pay matters, but decisions will not be notified to staff until the full governing body has agreed.

1. MEMBERSHIP

4 persons will be elected by the governing body

Where the headteacher is not a member of the pay matters committee, he / she will be entitled to attend all meetings in an advisory capacity. The headteacher will leave the meeting when his/her pay is being discussed.

2. TERMS OF REFERENCE

- . The committee will have full powers to make recommendations/decisions within the pay policy adopted by the governing body. The terms of reference are as follows:
- . To achieve the aims and objectives of the school pay policy
- . To apply the criteria set by the policy, including linkages with the school performance management policy, in determining the pay of each member of staff
- . To observe all statutory and contractual obligations
- . To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document
- . To ensure that all pay decisions have regard to the legislation outlined in Basic Principles (section 1) of the Model School Pay Policy
- . To recommend the annual pay budget, including pay progression at all levels. The governing body recognises that funding cannot be used as a criterion to decide performance pay progression
- . To minute clearly the reasons for all recommendations / decisions and to report these to the full governing body
- . To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1 September.
- . To ensure that staff know the procedure for making an appeal against pay decisions
- . To ensure that clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner
- . To keep abreast of developments influencing pay considerations and to advise the governing body when the pay policy needs to be reviewed

3. PECUNIARY INTEREST

No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

4. PROCEDURE

The full governing body will receive the report of the Pay Matters committee in the confidential section of the agenda. Once decisions have been made/communicated, they will be advised in writing to members of staff.

Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year.