

## **Pay Review Committees**

### **Terms of Reference**

The STAR MAT Board of Trustees will review the delegation of functions and the establishment, terms of reference and membership of committees annually. Any of the delegated functions listed below may be withdrawn and decisions withheld if the Trustees believe that fair and rigorous processes have not taken place.

#### **1 Composition**

At least three non-staff members of the Local Governing Board. No governors will be permitted to serve on both the Pay Review Committee and Pay Appeals Committee.

#### **2 Quorum**

The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the STAR MAT Board.

#### **3 Terms of reference of the committee**

Pay Review Committees will make decisions on the pay of school leaders and teachers based on the STAR MAT's pay and appraisal policies. It is therefore important that the terms of reference are read in conjunction with these policies.

#### **Headteacher Pay**

The Pay Review Committee must:

1. ratify annually, having taken the recommendation from the Headteacher's Performance Management Governors (who will have reached a conclusion with approval from the STAR MATs Chief Education Officer and the designated independent School Improvement Consultant), the decision on whether or not to increase the salary of the Headteacher and to decide what that salary, within the relevant pay range determined and in accordance with the pay policy, will be. The case for any increase should be based upon the headteacher's performance in relation to their performance management targets, unless otherwise stipulated by the Chief Education Officer.
2. consider revision of the pay range of members of the leadership group, within the group range for the school, at any time if they consider it is necessary and in accordance with the pay policy.
3. consider awarding a temporary payment to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, as provided for in the pay policy. If the headteacher takes on temporary accountability for one or more additional schools then the total sum of the temporary payments made to the headteacher in any school must not exceed 25% of the annual salary that is otherwise payable to the headteacher, and the total sum of salary and other payments made to the headteacher must not exceed 25% above the maximum of the headteachers' group, except in wholly exceptional

circumstances, as per the pay policy, and in agreement with the Local Governing Board and the STAR MAT's Chief Executive Officer.

4. consider the use of discretionary payments, as per the provisions of the pay policy.
5. within a four-week period of the start of unplanned acting duties, determine whether or not the acting postholder will be paid an acting allowance in accordance with the pay policy.
6. Report any decisions in respect of the above matters to the Local Governing Board (LGB) at the earliest opportunity (i.e. next meeting of the full LGB)

#### Teachers: Main Pay Range

Each teacher will have their pay reviewed by the Pay Review Committee.

The Pay Review Committee will:

1. receive recommendations and advice from the headteacher on pay progression for each teacher
2. make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher and are evidenced. (Members of the committee are reminded that they are not in a position to make value judgements about the competency of a teacher's performance. In scrutinising evidence, governors are seeking assurance that a robust appraisal process has been followed and that documentation supports the statements being made by the headteacher with regards a teacher's recommended progression. Where the committee believes that the documentation supports an alternative level of progression (or indeed non-progression) this should be clearly noted for the purposes of the minutes. The Committee retains the right to propose and agree an alternative progression path for a teacher provided that proposal is not based on a value judgement of that individual's teaching competency).
3. ensure that arrangements are made for all teachers to be provided with a written statement from the headteacher setting out their salary and any other financial benefits to which they are entitled
4. consider in detail and with reference to supporting evidence, any pay recommendations that include an accelerated increase beyond one full point, an increase of less than one full point or no increase in pay for individual teachers.
5. examine in detail each pay recommendation where the headteacher has acted as appraiser (i.e other members of the senior leadership team)
6. examine in detail a sample (insert % here) of the remainder of the recommendations where the headteacher has acted as moderator
7. make final decisions relating to progression to the Upper Pay Range (threshold), advised by the headteacher. As in point 4, such decisions should be considered in detail and with reference to supporting evidence.

Teachers: Upper Pay Range

The Pay Review Committee will determine:

8. with reference to supporting evidence and with advice from the headteacher, whether one point should be awarded to a teacher on the Upper Pay Range whose achievements and contribution to the school, throughout the relevant period (usually two years since achieving their current UPR pay point), have been substantial and sustained
9. with reference to supporting evidence and with advice from the headteacher, whether there should be any progression for teachers on the Upper Pay Range.

Unqualified teachers

The Pay Review Committee will:

10. receive recommendations and advice from the headteacher on pay progression for each unqualified teacher
11. make decisions, with reference to supporting evidence, on pay progression for each unqualified teacher
12. ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled
13. consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of less than one full point or no increase in pay for individual teachers.

TLRs

The Pay Review Committee will:

14. consider awarding a TLR to a classroom teacher in accordance with the pay policy
15. consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional responsibilities for clearly time-limited school improvement projects or one-off externally driven responsibilities, as set out in the pay policy and the Document.

**4 Functions delegated to the headteacher**

As per the pay policy.

**5 Functions retained by the Local Governing Board**

Responsibility for recruitment and pay of any new headteacher, in conjunction with the STAR MAT Board and the Chief Executive Officer and in accordance with all relevant policy. Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

**6 Appointment of chair and clerk**

The appointment of the chair shall be determined by the LGB or the committee and reviewed annually. The committee will appoint a clerk to the committee unless this function has been decided upon by the STAR MAT Board. The clerk cannot be the headteacher or an employee of the school.

**7 Minutes**

A written record of the meetings of the committee will be taken and will remain **confidential** to the committee and the Trustees of the STAR MAT Board. Minutes may be made available to a Pay Appeals committee in the event that an LGB is required to convene such a meeting.

**8 Frequency of meetings**

Meetings will be held annually, following completion of the school's performance review cycle. Meetings should be held before the end of the second full week in November, in normal circumstances. Any extension to this timeframe will be with the permission of the STAR MAT Board.

**9 Convening meetings**

A meeting shall be convened by the clerk under the direction of the LGB and the chair of the committee. The clerk will give provide each member of the committee and the headteacher notice of the meeting, a copy of the agenda and any papers to be considered at the meeting, at least seven day's clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.