St Michael and All Angels

Pay Committee

Terms of Reference

2023-24

As members of the Governing Body of SMAAA we pledge to:

Follow the 7 Principles of Public Life outlined by Lord Nash including:

1. selflessness;
2. integrity;
3. objectivity;
4. accountability;
5. openness;
6. honesty;
7. leadership.

We will also:

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| --- | --- |
| Area | Responsibilities |
| Organisation and teamwork | * review the terms of reference for this committee;
* set out a monitoring plan annually;
* participate in training;
* agree to use the Nolan principles of public office;
* review / make recommendations for policies with key staff.
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| Recruitment and retention/ communicate with parents/carers | * contribute to the School Development Plan;
* contribute to the schools Self-evaluation;
* actively engage with the School Council and other groups of pupils;
* engage with parents through questionnaires and surveys.
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| Strategic Leadership and Statutory Responsibilities | * be responsible for the leadership of specific activities;
* monitor the Performance Management process.
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| Strengths and Weaknesses/Self-Review and Change | * read and evaluate case studies from key staff;
* contribute and participate in key chosen areas of development;
* attend school events;
* follow up on proposed actions.
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| Support and Challenge | * work with staff and other Governors;
* promote the good reputation of the school;
* ask questions and ensure that challenges are followed through;
* engage with the school leadership team.
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| Impact/including school improvement/pupil safety and well being/partnerships and community engagement  | * we will identify a priority that will improve outcomes for pupils;
* we will decide what to do;
* we will review what action the school took;
* we will review the impact;
* we will review the lessons that we learned.
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Membership and Meetings

* there will be a minimum of three Governors not including the Headteacher;
* this committee will meet on an annual basis to consider proposed increments,
* this Committee will be Chaired by Rev Andrew Rowlands during the academic year 2023-24

Quorum

Three governors, not including the Headteacher. The Headteacher will attend the meetings to advise, other than when his/her own pay is being discussed.

Terms of reference

We will

|  |  |
| --- | --- |
| Area | Responsibilities |
|  | * To achieve the aims and objectives of the school pay policy as agreed by Full Governors.
* To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the headteacher, or in the case of the headteacher by the headteacher’s performance management panel.
* To observe all statutory and contractual obligations.
* To ensure that the pay policy complies with the most recent School Teachers’ Pay and Conditions Document.
* To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.
* Within the pay policy, to recommend the appropriate salary range for members of the leadership group, for approval by the full governing body.
* To recommend the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy, for approval by the full governing body.
* To ensure that appropriate external advice is sought in relation to decisions made, eg the school’s human resources advisers, governor support services.
* To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.
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**Appeals**

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

**Reporting**

The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.