

Federation of Pinvin CE First School and St. Nicholas CE Middle School, Pinvin

Pay/HT Appraisal Committee Terms of Reference 2016 – 2017

The Pay Committee will always meet in the Autumn Term taking into account the requirements of the pay policy to notify staff of pay decisions

Implementation of performance management

- Keep under review a policy and procedures for performance management
- Review evidence based appraisals to ensure the performance management policy is consistently and robustly applied and interim reviews effective
- Ensure new staff objectives are equally challenging, appropriate and achievable, result in tangible improvements to school life and that training and development needs are addressed
- Ensure clear links between the SDP and targets for teachers

Implementation of the pay policy

- Seek delegated powers from the governing body to:
 - implement the pay policy
 - delegate pay policy matters requiring immediate attention/communication to the Head
- Review the whole school pay policy and make recommendations to the governing body for discussion and ratification
- Decide the school's approach towards exercising pay discretions with a view to rewarding contribution appropriately and retaining a high quality workforce
- Keep up to date with relevant developments and any legal changes and advise the governing body when the schools pay policy needs to be revised
- Comply with all statutory and contractual obligations to ensure that the pay policy is fair and transparent.
- Review, on an annual basis, HT recommendations for pay awards for each member of staff , award increments as appropriate and advise in writing of the outcome
- Minute clearly giving reasons for all decisions. All records to be kept secure and confidential. Minutes are not circulated to the FGB.
- Facilitate an appeals process if any staff member challenges a decision of the Pay Committee
- Perform an equality impact assessment on pay decisions in relation to the main protected characteristics e.g. gender, age, race.

Headteacher's appraisal

- Determine performance management arrangements in conjunction with the LA SIA
- Meet with the HT and adviser at the end of the review cycle to review performance and identify achievements, assess achievements against objectives and to discuss and identify professional development needs/activities.
- Agree new performance objectives for the forthcoming year, and the success criteria by which these will be reviewed. All objectives must be clear, concise, measurable and challenging and should cover Leadership and Management and Pupil Progress
- Monitor performance throughout the year against agreed objectives, taking into account any relevant changes to the school's circumstances. Hold at least one interim review with the Head Teacher halfway through the year, formally agreeing any adjustments to objectives or success criteria in light of better data, and more interim reviews if significant underperformance has been observed.

- Decide the pay award on the basis of evidence of achievement against the agreed objectives
- Make recommendations to the FGB in respect of any award of performance point/s leading to a review of salary.

General

- Report back to the governing body
- Act as a critical friend
- To attend relevant training and development activities as appropriate.

Policies

- to maintain, review, amend and test under delegated powers for ratification by FGB

Statutory policies as per DfE website	Review period	Last approved	Due/scheduled for
Capability of staff	2 years	20.10.16 in committee	Autumn 2017
Pay Policy	1 year	20.10.16 in committee	Autumn 2017
Performance Management and Appraisal	2 years	20.10.16 in committee	Autumn 2017

Any proposed changes to the pay policy and appraisal policy should be discussed with and communicated to staff in writing by the Headteacher

Members of the Committee

In voluntary aided and voluntary controlled schools, at least one of the members must be a foundation governor.

Name	Governor/ Associate Member	Voting rights	Date appointed to committee
	Governor	Yes	
Richard Elliott	Governor	Yes	20.9.16
Jean Ounsted	Governor	Yes	20.9.16
Alison Cartwright	Governor	Yes	20.9.16
Zoe Corfield	Governor	Yes	20.9.16

Disqualification: any relevant person employed to work at the school. The headteacher is to attend in an advisory capacity (except when discussing the Headteacher's pay).

Chairman of the committee	Richard Elliott
Clerk to the committee	Sara Marklew
Quorum (minimum of 3 full governors, committee can determine a higher number)	3
Date committee established	20.9.16
Date terms of reference agreed by GB	
Date of next review by GB	Autumn 2017

Voting

In the event of a tied vote the chair of the committee has a casting vote.