

Camestone Lower School

Staffing Committee on Pay

Terms of Reference

1. The Staffing Committee on Pay shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school salary policy agreed by the Governing Body in respect of the following staff:-
 - (i) school teachers;
 - (ii) NJC Local Government Services Staff;
 - (iii) any other staff as determined by the Governing Body.
2. The Committee shall be called the Staffing Committee on Pay.
3. The Committee shall consist of four members of the Governing Body. It will be chaired by the Vice Chairperson of the Governors.
4. The Committee shall be quorate only when all three Governors nominated to serve on the Committee are in attendance.
5. The Committee will meet at least once each financial year, usually during the Autumn Term. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or the Head teacher.
6. The Head teacher has the right to attend all meetings of the Committee but will withdraw when the Committee consider the pay of the Head teacher. (It may be necessary for the head teacher to withdraw if he or she has a pecuniary interest arising from the size of the differential between his or her pay and that of the deputy). The Committee will seek the advice of the Head teacher in respect of the exercise of any discretionary payments and in particular:-
 - (a) for teaching staff, points awarded on the main pay scale;
 - (b) for teaching staff, the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention;
 - (c) the award of any points resulting from performance review;
 - (d) for members of the leadership group, any points resulting from performance review, taking into account the advice of the head teacher in respect of deputy and assistant head teachers and the governors responsible for the performance review of the head;
 - (e) for all teachers, the award of any cost of living pay increase from 1 September;

- (f) for NJC Local Government Services staff, the award of accelerated increments, honorarium payments and appropriate job evaluation.
7. In reaching decisions in respect of pay, the Committee shall have regard to:-
 - (a) the advice of the Head teacher and/or the relevant appraiser;
 - (b) the advice of the Borough Council;
 - (c) salaries paid in other broadly equivalent schools;
 - (d) the implications of national pay decisions and the relevant legislation (Such as The Employment Relations Act 1999; The Equality Act 2010; the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the standards for openness and objectivity in public life).
 8. The Committee shall have executive powers within the staffing budget determined by the Governing Body and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services staff, and any relevant employment legislation. As indicated in paragraph 1 above, the Committee shall determine pay matters arising as part of the annual review process. The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the school salary policy.
 9. Members of the Staffing Committee on Pay shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against the decisions made by the Committee.
 10. The Committee shall review these terms of reference and the whole school salary policy on an annual basis.

Appendix G

PROCEDURE AT HEARINGS OR APPEALS IN RESPECT OF MATTERS RELATING TO PAY

Note:- This procedure applies to hearings and appeals in respect of pay in accordance with paragraphs 9 to 14 of the Notes of Guidance.

1. The Governing Body have adopted an appeals procedure in respect of pay which will operate outside the normal grievance arrangements but which will ensure a fair hearing to all parties concerned. A full written note should be made of the hearing and the Appeal Panel's decision.
2. In operating this appeal procedure, the Governing Body recognises that in most cases the employee will raise the concern in the first instance with the Head teacher and, if the matter remains unresolved, with the Staffing Committee on Pay. When these two mechanisms have been exhausted the Appeal Panel will be convened to consider the case in accordance with this procedure. (Note: Appeals by the Head teacher can be considered directly by the Staffing Committee on Pay: the procedure at meetings of the Staffing Committee should follow the appeal procedure unless mutually agreed otherwise).
3. A panel of governors (the Appeal Panel) shall be constituted for the purpose of hearing appeals relating to the pay of members of staff. It shall exclude members of the Governing Body's Staffing Committee on Pay.
4. The member of staff with the grievance (or his or her representative) shall make an opening address explaining his or her case and may then be questioned by the Chair of the Staffing Committee on Pay (or their representative) or by the Appeal Panel.
5. The member of staff (or his or her representative) shall call on any witnesses who may be questioned by the other parties involved (or their representatives) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
6. The Chairperson of the Staffing Committee on Pay (or his or her representative) shall then have the right to make an opening address and may then be questioned by the other parties involved (or their representatives) or by the Appeal Panel.
7. The Chairman of the Staffing Committee on Pay (or their representative) may call any witnesses who may be questioned by the member of staff (or his or her representative) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
8. Each party (or their representative) shall then have an opportunity to sum up his or her case, the member of staff making the appeal to do so last.
9. The parties involved, their representatives (and any witnesses) shall then withdraw.
10. The Appeal Panel, together with a representative of the School's HR Service provider who may be present for the purposes of giving advice only, shall deliberate in private, only recalling the parties involved (and their representatives) to clear points of uncertainty on evidence already given. If recall is necessary, all parties must return even if only one party is concerned with the point giving rise to doubt.
11. The Appeal Panel shall announce the decision to the parties involved at the end of the hearing where possible and, subsequently, confirm it in writing. The decision of the Appeal Panel is final and binding on all parties and shall be reported to the next full meeting of the Governing Body

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