



CAMESTONE SCHOOL

Pay Committee

Terms of Reference

- Membership** The Committee shall consist of four members of the Governing Body. It will be chaired by the Vice Chairperson of the Governors..
- Quorum** The Committee shall be quorate when three Governors nominated to serve on the Committee are in attendance.
- Meetings** 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.
- Decision Making** The Committee will operate within the adopted Scheme of Delegation for committees which is approved annually by the Full Governing Body (attached).
- The Committee shall have executive powers within the staffing budget determined by the Governing Body

1. The Pay Committee 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 Pay Committee
3. 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.
4. 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).
5. 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.
6. Members of the Pay Committee 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.
7. The Committee shall review these terms of reference and the whole school salary policy on an annual basis.



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Governing Body Scheme of Delegation

Background

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

The following principles apply:

The governing body is responsible for the strategic direction of the school

Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.

The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Camestone School

Each individual committee to which functions are delegated at Camestone School has a Terms Of Reference that is reviewed annually by the Full Governing Body.

The Camestone School Scheme of Delegation should be used alongside the Full Governing Body and Committee Terms of Reference to clarify the decision making powers

This Schedule also shows to which level the Governing Body may legally delegate functions.

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Key Function	Tasks	Decision Level			
		1	2	3	4
Budgets	To approve the first formal budget plan each financial year	✓	✓		

	To monitor monthly expenditure.		✓	✓	✓
	To establish a charging and remissions policy	✓	✓		✓
	Miscellaneous financial decisions	✓	✓		✓
	To enter into contracts (GB may wish to agree financial limits)	✓	✓		✓
	To make payments	✓	✓		✓
Staffing	Headteacher appointments (selection panel)	✓			
	Deputy appointments (selection panel)	✓			
	Appoint other teachers	✓	✓		✓
	Appoint non teaching staff	✓	✓		✓
	Agree a pay policy	✓	✓		
	Pay discretions	✓	✓		
	Establishing disciplinary/capability procedures	✓	✓		
	Dismissal of headteacher	✓			
	Dismissal of other staff	✓			
	Suspending head	✓			
	Suspending staff (except head)	✓	✓		✓
	Ending suspension (head)	✓			
	Ending suspension (except head)	✓			
	Determining staff complement	✓	✓		
	Determining dismissal payments/ early retirement	✓	✓		
Curriculum	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✓	✓		✓
	To establish a curriculum policy				✓
	To implement curriculum policy				✓
	To agree or reject and monitor curriculum policy	✓			
	Responsible for standards of teaching	✓			✓
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓			✓
	Responsibility for individual child's education	✓			✓
	Provision of sex education – to establish and keep up to date a written policy	✓			✓
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			✓
	To establish a charging and remissions policy for activities (non NC based)	✓	✓		✓
Performance Management	To formulate a performance management policy	✓	✓		✓
	To establish a performance management policy	✓	✓		
	To implement the performance management policy	✓	✓		✓
	To review annually the performance management policy	✓	✓		
Target Setting	To set and publish targets for pupil achievement	✓			✓
Discipline/Exclusions	To establish a discipline policy	✓			
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✓			
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓			

Admissions	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)	✓			
	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)	✓			
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓			✓
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	Arrangements for collective worship (schools without religious character after consulting GB)				✓
	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓	✓		
Premises & Insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓	✓		
	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	✓	✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓	✓		
Health & Safety	To institute a health and safety policy (in community and VC schools this would be the LA)	✓			
	To ensure that health and safety regulations are followed	✓	✓		✓
School Organisation	To publish proposals to change category of school	✓			
	To ensure that the school meets for 380 sessions in a school year	✓	✓		✓
	To ensure that school lunch nutritional standards are met where provided by the governing body.	✓			
Information For Parents	To prepare and publish the school prospectus	✓			✓
	To ensure provision of free school meals to those pupils meeting the criteria	✓			✓
	Adoption and review of home-school agreements	✓			✓
	To publish online details of how the school has used Pupil Premium				✓
GB Procedures	To draw up instrument of government and any amendments thereafter	✓			
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	To appoint and dismiss the clerk to the governors	✓			
	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			
	To appoint and remove community or sponsor governors.	✓			
	To set up a Register of Governors' Business Interests	✓			
	To approve and set up a Governors Expenses Scheme	✓			
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees	✓			

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	To regulate the GB procedures (where not set out in law)	✓			
Federations	To consider forming a federation or joining an existing federation	✓			
	To consider requests from other schools to join the federation	✓			
	To leave a federation	✓			
Extended Schools	To decide to offer additional activities and to what form these should take	✓			
	To put into place the additional services provided	✓	✓		✓
	To ensure delivery of services provided	✓	✓		✓
	To cease providing extended school provision	✓			

*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.

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 Pay Committee. 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 Pay Committee: the procedure at meetings of the Pay 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 Pay Committee.
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 Pay Committee (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 Pay Committee (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 Pay Committee (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