



CASTLE HILL PRIMARY SCHOOL

GOVERNING BODY PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE

Name of Responsible Manager / Headteacher:	Mr John DF Martin
Policy Owner:	Mo Rowe
Date of Policy Approval by Governing Body:	October 2014
Date of last Policy Review:	October 2017
Date of next Policy Review:	October 2018

This document provides a model Terms of Reference for a Governors' Pay Committee, with supplementary advice provided in the appendix and has been developed for maintained schools that use the Hampshire model pay and performance management policies.

1. Membership and Quorum

- 1.1 The Committee shall comprise a minimum of three governors OR The Resources/Finance/Staffing Committee will perform the role of the pay committee.
- 1.2 Any paid employees of the school who are also governors are unable to be members of the Pay Committee and therefore such governor members of the Resources/Finance/Staffing Committee will not attend pay committee meetings.
- 1.3 The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
- 1.4 Pay recommendations will be received by the Committee from the Headteacher OR the Headteacher and other performance management reviewers in the school.
- 1.5 Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- 1.6 The quorum for the Governors' Pay Committee is three members.
- 1.7 All meetings of the Governors' Pay Committee will be minuted.
- 1.8 The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing

body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

2. Delegated powers and purpose of Committee

The Governors Pay Committee will:

- 2.1 annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher and/or other performance management reviewers.
- 2.2 annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee
- 2.3 deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate
- 2.4 receive a summary report from the Headteacher on support staff pay determinations
- 2.5 nominate one of its members to undertake the annual audit of performance management by ascertaining that the policy is still fit for purpose and any updates have been added
- 2.6 nominate members to undertake a detailed audit of performance management biannually where discussions are held with Heads of Year on the content and their understanding of the pay policy.

3. Calendar of Business

3.1 Autumn term

- 3.1.1 Elect Chair of Committee
- 3.1.2 Confirm meeting dates [if not already established at end of previous academic year]
- 3.1.3 Review membership and plan to fill any vacancies [if not undertaken at full governing body]
- 3.1.4 Make determinations in respect of the audit of performance management and pay for the academic year. nominating a member to undertake the annual audit if applicable
- 3.1.5 Receive Headteacher's recommendations for teachers' pay progression decisions normally by 31 October
- 3.1.6 Make determinations on teachers' salary progression, backdated to 1 September
- 3.1.7 Request that salary statements are issued to teaching staff to confirm Committee determinations
- 3.1.8 Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by 31 December
- 3.1.9 Make determinations on Headteacher salary progression, backdated to 1 September
- 3.1.10 Request that a salary statement is issued to the Headteacher to confirm Committee determinations
- 3.1.11 Chair of Committee to complete notification form to provide notification of Headteacher pay progression to payroll

3.2 Spring /Summer

- 3.2.1 Nominate members to undertake the annual audit with a biannual detailed audit of performance management where discussions are held with Heads of Year on the content and their understanding of the pay policy.
- 3.2.2 Receive Headteacher report on support staff pay progression decisions for review

APPENDIX: Added notes

The specific actions recommended for governors are as follows:

- for the pay committee to discuss and agree the format of the pay recommendation report with the Headteacher and to review terms of reference to the pay committee, submitting them to the FGB for approval: these actions need to be undertaken at the earliest opportunity if the pay committee has not already done so
- For the FGB to ensure that the pay committee and appeal committee have been formally constituted and terms of reference approved: this is normally undertaken in the early meetings of the FGB and needs to be completed before the pay committee can meet (normally during October or November).
- For the pay committee to have met and considered the pay recommendations arising from the annual performance review process for all teachers (other than the Headteacher). This will be dependent upon when the performance review process for teachers will be completed and will normally result in the committee meeting in October or November.
- For the pay committee to agree the mechanism for, and ensure written communication of the outcome of the pay committee is made to all teachers within 1 month of the pay decision being made.
- for the Headteacher Performance Management Committee (HPMC) to have reviewed the performance of the Headteacher (ensuring the advice of an external adviser is engaged unless the school is an academy school, where this requirement is not statutory). This action is normally completed by the end of December
- for the pay committee to have received recommendations from the HPMC regarding the Headteacher's pay progression, and to ensure that the Headteacher is notified of the outcome in writing. The date of this meeting of the pay committee will be dependent upon the date at which the HPMC reviews the Headteacher performance and formulates its recommendation.
- for the FGB to review the Model Pay Policy provided by Education Personnel Services and to make local determinations as appropriate, in consultation with staff within the school. This should ideally be undertaken by the end of October.
- Governing bodies who do not wish to adopt the HCC model pay policy are reminded of the requirement to consult with staff and recognised professional association representatives before finalising the policy. Advice can be sought from EPS on developing and consulting upon a local school policy.