



CASTLEMAN ACADEMY TRUST
School Standards Board
Performance and Pay Committee Terms of Reference

Purpose:

To ensure that the provisions of The School Teachers' Pay and Conditions Document and any associated regulations relating to terms and conditions, including performance management and induction, have been implemented for all teachers and the Head Teacher.

Membership and delegated powers:

The Performance and Pay Committee will consist of at least 3 Governors (a quorum will be 2 governors) but will not include any elected staff Governors and will have delegated powers to make recommendations within the Pay Policy determined by the Trust Board.

In addition, the (Executive) Head Teacher will also be present at meetings of the Performance and Pay Committee, but will leave for any discussions concerning their own pay.

The committee will:

- achieve the aims of the Pay Policy in an equitable manner;
- apply the criteria set by the Pay Policy in determining the pay of each member of staff which reflects the outcome of the annual appraisal review;
- review the school's unit totals and group size in accordance with the requirements of the STPCD;
- observe all statutory and contractual obligations;
- clearly minute the reasons for all pay recommendations and bring these recommendations to the next full meeting of the School Standards Board;
- make recommendations, as agreed by the SSB, to the Trust Board regarding pay decisions;
- comply with the requirements of the (School Government) Regulations;
- advise the SSB when the Pay Policy needs to be revised, and report this to the Trust Board;
- support the CEO in the performance review of the Head Teacher (usually the Chair of Governors) although this may be via a separate Head Teacher's Performance Management Sub Group;
- ensure performance review of members of the leadership group, all other teachers and support staff;
- ensure that individual teachers receive a written pay statement confirming the decisions taken by the Pay Committee, to be effective from 1st September;
- note any appeals received and inform the Chair of the SSB of the need for an appeals committee

The School Standards Board will receive, in the confidential section of the agenda, reports of all meetings of the Pay Committee and will agree any recommendations for forwarding to the Trust Board. The SSB may refer recommendations back with reasons, but without debate in cases of individual pay assessments, so as not to prejudice any possible appeal.

Once the School Standards Board has endorsed the recommendations of the Pay Committee, the recommendations will be forwarded to the Trust Board for approval.

Following Trust Board approval, the Head Teacher will inform each individual employee of decisions in writing.

Appeals against decisions of the Performance and Pay Committee

Any appeal will be heard by the SSB's Appeals Committee. Their decision shall be final and will be reported to a full meeting of the SSB and be minuted separately and confidentially.

**PAY AND PERFORMANCE REVIEW OF ALL TEACHING STAFF WITHIN SCHOOLS,
INCLUDING ASSISTANT AND DEPUTY HEAD TEACHERS AND HEADS OF SCHOOL**

