

Pay & Performance Committee
2023/2024
(Including Headteacher Performance Management)

General Statement of Purpose

The Pay & Performance Committee has responsibility for ensuring the effective implementation of performance management procedures within the School.

This includes:

- Reviewing the Teacher and Support Staff Pay Policy, and the whole staff appraisal policy annually for Full Governing Body approval;
- Ensuring that the appraisal policy is robust with minimal impact on teacher workload;
- Verifying that relevant staff appropriately apply the school Pay Policy (that the appraisal of staff is undertaken appropriately);
- Monitoring the annual pay progression of teachers at each level, making reference to:
 - the correlation between pay, quality of teaching, and outcomes for pupils;
 - the expectation of differentiated pay;
 - the need to reward good performance, but also to ensure underperformance is dealt with robustly.
- Making/ratifying pay decisions for individual teachers as required by the Pay Policy, taking into account the recommendations contained on Performance Management Review Statements.
- Preparing an annual written report on the operation of the Pay Policy, including trends in progression across specific groups of teachers to assess its effect, and the School's continued compliance with equalities legislation. The report must include trends in progression across specific groups of teachers.
- Undertaking the Head Teacher performance management review and target setting, and making a recommendation on pay progression:
 - Arrange to meet with the external advisor to discuss head teacher performance targets;
 - Decide, with the support of the external advisor, whether targets have been met, and to set new targets annually;
 - Monitor, throughout the year, the performance of the Head Teacher against the targets;
 - Make recommendations to the FGB in respect of awards of successful meeting of targets.

Membership and Organisation

- Four Governors (who are also responsible for undertaking Headteacher Performance Management). Quorum will be three Governors for the pay review, and two (and no more than three to attend) for performance management.
- The committee meets twice in the Autumn Term (Headteacher Performance Management and Teacher salary progression review) plus a mid year review

- Members of the Committee will undertake training relevant to their designated roles and the business of this Committee.
- All Committee meetings must be minuted. Minutes are stored confidentially.
- The Committee Chair will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers), and following up agreed actions.
- Performance Management Regulations require that the circulation of information relating to the performance of individual staff should be limited to those who need such information to make pay decisions. Minutes of the Pay & Performance Committee will therefore be regarded as confidential, only circulated to Pay & Performance Committee members and stored securely. **Pay & Performance Committee minutes are not circulated to the Full Governing Body.**
- The Committee is to report to the Full Governing Body to confirm that the statutory actions have been completed.
- The Committee has delegated power to make its own decisions on behalf of, and without referral to the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law, or in accordance with the School's established scheme of delegation.

The full governing body agreed these terms of reference on 27th September 2023

Review of Committee Terms of Reference

Next Review: September 2024

Responsibilities and Duties

Monitoring

- Receive and review sample Performance Management (PM) objectives at the beginning of the PM cycle (Autumn Term), including examples for: Teachers on the Main Pay Range; Teachers on the Upper Pay Range; Teachers on the Leadership Scale; Leading Practitioners. The Committee may seek, where possible, to have examples of objectives for staff at the top and bottom of the main and upper pay ranges.
- Be assured that objectives: are sufficiently differentiated between the different pay ranges and where appropriate within pay ranges; relate to the priorities and plans of the school in terms of school improvement; and are SMART objectives (specific, measurable, attainable, relevant, time-bound) and that there are clear success criteria.

Mid-year Monitoring

- Receive mid-year information about the overall performance of all teachers, to include: progress against objectives; performance against the teaching standards (including e.g. classroom observations); performance in the job role; and personal responsibility for CPD.
- The information should give an indication, by pay level, of whether teachers are on track to meet overall performance expectations or are above or below this level. See Appendix A for sample format. The information should be anonymous (where possible) and should be an indication of the progress of teachers at different levels.
- The information should be examined and compared to information about the overall quality of teaching and pupil progress/attainment. Any disparity should be discussed with the Head Teacher.

End-of-year Monitoring

- Monitor the overall picture of performance and pay progression each year to ensure consistency of pay decisions between teachers, and between pay decisions and overall school performance.
- Receive, at the end of the PM year, information about the overall performance of all teachers and any pay recommendations. See Appendix B for example format. The information should be anonymous (where possible) and should be an indication of the progress of teachers at different levels. This should be examined and compared to information about the overall quality of teaching and pupil progress/attainment and any disparity discussed with the headteacher.
- Prepare an annual written report on the operation of the pay policy, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

Pay Decisions

- The Committee has responsibility for making/ratifying pay decisions based on recommendations from the Head Teacher or performance management reviewer(s).
 - All Performance Management Review Statements should, where applicable, contain a recommendation on Pay Progression. The Pay & Performance Committee should receive a copy of the Teachers' PM Review Statements where they are required to make/ratify a pay decision in respect of that individual. It is recommended that Committee members consider this statement at the meeting, but do not retain a copy of the review statement.
 - It is not the role of the Pay & Performance Committee to assess the performance of individual teachers, but to ensure that a proper and fair process has been followed in respect of the individual teacher and that all relevant information has been taken into account in assessing their performance and making a pay recommendation.
 - The Head Teacher's Performance Review Panel will assess the Head Teacher's overall performance, and make a recommendation on pay progression to the Pay Committee. The Pay & Performance Committee will make a decision on pay progression accordingly, and will also decide any additional allowances for the Head Teacher, where applicable, in accordance with the Teachers' Pay and Conditions Document.

Pay Appeals

- Any appeals against the decisions of the Pay & Performance Committee in accordance with the terms of the appeals procedure of the policy should be heard by the Pay Appeals Committee. The Full Governing Body is responsible for establishing an Appeals Committee to take decisions on appeals. The role of the Appeals Committee, as the Pay & Performance Committee, is to examine whether a proper and fair process has been followed, and that all relevant information has been taken into account in reaching the Pay Decision.

Key Questions for governors to support and challenge the school

- Is the pay policy being applied appropriately?
- Are salary awards justified in relation to evidence used to determine pay?
- Is the appraisal process rigorous and fair?
- Are the Head Teacher's performance management targets appropriate and challenging e.g. how do they address the School Development Priorities, pupil progress and standards, etc.

Appendix A: Sample Format - Mid-Year Teacher Performance Report for the Pay & Performance Committee

| | | Performance against objectives | | | Classroom observation assessments | | | Performance Against Teaching Standards | Meeting job role | CPD | Comments |
|----------------------|-----------------------|--------------------------------|------------------------|------------------------|-----------------------------------|------|-------------|--|------------------|-----|----------|
| Pay Level | No. of staff in group | No. on track | No. above expectations | No. below expectations | Requires improvement | Good | Outstanding | No. meeting | No. on track | | |
| Main Pay Range | | | | | | | | | | | |
| MPR + TLR | | | | | | | | | | | |
| Upper Pay Range | | | | | | | | | | | |
| UPR + TLR | | | | | | | | | | | |
| Leadership Scale | | | | | | | | | | | |
| Leading Practitioner | | | | | | | | | | | |

The Pay Committee should cross check this to ensure correlation between the elements and should consider this data alongside data on pupil progress/attainment and discuss any disparity with the headteacher.

Appendix B: Sample Format – End-of-Year Teacher Performance Report for the Pay & Performance Committee

| Pay Level | No. in group | Performance against objectives | | Classroom observation assessments | | | Performance Against Teaching Standards | | Meeting job role | CPD | Pay Progression Recommended | Comments |
|----------------------|--------------|--------------------------------|-------------------------------|-----------------------------------|------|-------------|--|-------------|------------------|--------------|-----------------------------|----------|
| | | No. of staff who Met | No. of staff who did not meet | Requires improvement | Good | Outstanding | No Met | No. not met | No. Met | No. Approved | | |
| Main Pay Range | | | | | | | | | | | | |
| MPR + TLR | | | | | | | | | | | | |
| Upper Pay Range | | | | | | | | | | | | |
| UPR + TLR | | | | | | | | | | | | |
| Leadership Scale | | | | | | | | | | | | |
| Leading Practitioner | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Year 1/7 | | | | | | | | | | | | |
| Year 2/8 | | | | | | | | | | | | |
| Year 3/9 | | | | | | | | | | | | |
| Year 4/10 | | | | | | | | | | | | |
| Year 5/11 | | | | | | | | | | | | |
| Year 6/12 | | | | | | | | | | | | |

The Pay & Performance Committee should cross check this to ensure correlation between the elements and should consider this data alongside data on pupil progress/attainment and discuss any disparity with the headteacher.