

High Bank Junior, Infant and Nursery School.

Governing Body Committee/Panel Terms of Reference

Terms of Reference - Pay Panel

Name of Committee / Panel

Pay Panel

Purpose

To review the outcomes and impact of the Pay Policy on an annual basis and to make decisions on staff pay following recommendations from the Head Teacher after the annual appraisal cycle has been completed. Please note members need to be able to challenge recommendations from the head teacher and need the requisite knowledge to be able to spot when something may be inaccurate.

Membership

The Pay Panel will comprise at least three governors (**membership of this /panel needs to be different to the appeals panel**). All governors, including those employed at the school, are eligible for membership of the Pay Committee/Panel and to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school. (**Note: Kirklees does not recommend the inclusion of staff governors on the panel**)

Quorum

Three governors

Terms of Reference

1. To ensure that a robust system is in place for teacher appraisal and related CPD provision and pay awards.
2. To make decisions on pay awards for relevant teachers following recommendations from the Head Teacher (or in the case of the Head Teacher the review governors) based on the outcomes of the completed appraisal process.
3. To ensure a robust system is in place to monitor the quality of teaching and address underperformance.
4. To review anonymised samples of Performance Management documentation to ensure parity of evidence for progression E.g., Main scale Teachers, Early Career Teachers, Upper Pay Scale, and those on Leadership Scale.