

Linton Primary School

HTA/Pay Policy Committee: Terms of Reference

Composition
<p>The HTA/Pay Policy committee should be at least three governors, excluding the Headteacher and staff governors. The Chair of Finance and Chair of Governors MUST be members of the HTA/Pay Policy Committee. The meeting is not quorate if these governors are not present. The Headteacher will advise on all issues, except on their own pay.</p> <p>The HTA/Pay Policy Committee will receive information from an external advisor in relation to the Headteacher's statutory annual Salary Review.</p>
Frequency of Meetings
<p>The HTA/Pay Policy Committee will meet at least once a year, normally, in the autumn, to carry out the statutory annual Salary Review of all teachers employed at the school on 1 September that year. If necessary the Committee will meet as required after the external advisor's visit to carry out the annual salary review of the Headteacher.</p>
The purpose of the meetings will be:
<p>HTA</p> <ul style="list-style-type: none">• To arrange to meet with the external advisor to discuss the Headteacher's performance targets• To decide, with the support of the external advisor, whether the targets have been met and to set new targets annually• To monitor through the year the performance of the Headteacher against the targets• To make recommendations to the full governing body in respect of awards for the successful meeting of targets set <p>Teaching Staff (and others as required)</p> <ul style="list-style-type: none">• To review any changes in pay and condition arrangements for all teaching employees and the exercise of Governing Body's discretion.• In the light of any changes, to prepare recommendations for changes to the Pay Policy for the Resources Committee/Full Governing Body to consider and decide. If changes are statutory then committee may approve on governing body's behalf.• To receive from the Headteacher such recommendations as are required and appropriate to the exercise of the Governing Body's and HTA/Pay Policy Committee's delegated responsibilities.• To consider and approve progression up the M scales or UP scales for teaching staff and Leadership level pay points for the deputy head on recommendation

Respect Enjoy Achieve

...where children are nurtured and encouraged to become aspirational, successful and confident

and assurance from the Headteacher that said staff have fulfilled all criteria for such awards to be given/progression to be made.

- To carry out the statutory annual Salary Review and agree the annual salary for all teachers employed at the school in accordance with this policy, and the requirements of the School Improvement and Post OfSTED Action Plans.
- To issue instructions to prepare and issue the annual Salary Statements for all teachers as appropriate.
- To refer, as appropriate, any budget considerations to the Resources Committee.
- To establish a salary policy for all categories of staff and to be responsible for its administration.

Any Governor or person with a direct personal or business interest will withdraw from any meeting as appropriate.

The HTA/Pay Policy Committee may meet to undertake a non-statutory salary review at any other time, if there is a need to do so. They may also:-

- Award additional Management, or other Allowances for specific responsibilities or duties undertaken by a teacher later in the year.
- Consider and approve the award of, or on the expiry of, a fixed term Management, or other Allowance.
- Correct errors which come to light at times other than the statutory annual Salary Review.
- Consider and approve the award of changes to the Headteacher's, Deputy Headteacher's, or Assistant Headteacher's Individual School Range.

Name of Governor	Role
Liz Merrick	Chair of Governors
Michelle McGrail	Vice Chair of Governors
Jean Walden	Chair of Resources

Quorum	2
These terms of reference agreed by the Governing Body	GB11-2526