07.10.26

Resource Management Committee

Appraisal & Pay

Flagg Nursery School

Composition

The pay policy committee will be at least three governors, excluding the headteacher and staff governors, and who may also be the nominated appraisal governors. The headteacher will advise on all issues, except on their own pay.

The pay policy committee will receive information from the nominated appraisal governors in relation to the headteacher's statutory annual salary review. The appraisal governors will take into account the input from the external adviser when providing information and making recommendations.

Frequency of Meetings

The 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 pay policy committee will meet as required after the external advisor's visit to carry out the annual salary review of the headteacher.

The purpose of the annual meeting will be:

1. To review any changes in pay and condition arrangements for all teaching employees and the exercise of governing board's discretion.

2. In the light of any changes, to prepare recommendations for changes to the pay policy for the resource management committee/full governing board to consider and decide, including the agreement of the salary scales to be utilised, in accordance with the school's pay policy.

3. To receive from the headteacher and nominated appraisal governors such recommendations as are required and appropriate to the exercise of the governing board's and pay policy committee's delegated responsibilities to determine any performance pay progression to be awarded to individual teachers.

4. 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 agree the starting salary of teachers new to the school, in the light of the requirements of the school Improvement and post OfSTED action plans.

5. To issue instructions to prepare and issue the annual salary statements for all teachers as appropriate.

6. To refer, as appropriate, any budget considerations to the Resource Management Committee.

The pay policy committee will be advised at the annual meeting by the headteacher except in relation to the statutory annual salary review for the headteacher when it will be advised by the nominated appraisal governors.

Any governor or person with a direct personal or business interest will withdraw from the meeting.

The pay policy committee may meet to undertake a non-statutory salary review at any other time if there is a need to do so. For example:

1. To award additional teaching and learning responsibility payments for specific responsibilities or duties undertaken by a teacher later in the year.

2. To consider the award of, or on the expiry of, fixed term teaching and learning responsibility payments.

3. To correct errors which come to light at times other than the statutory annual salary review.

4. To consider changes to the headteacher's, deputy headteachers's, or assistant headteacher's individual school range. If change appears appropriate, to then make a recommendation to the full governing board for change in line with the adopted pay policy.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

i Functions relating to the alteration, discontinuance or change of category of maintained schools.

ii Functions relating to the approval of the first formal budget plan of the financial year.

iii Functions relating to school discipline policies.

iv Functions relating to the exclusions of pupils (except in an emergency when the chair has the power to exercise these functions).

v Functions relating to admissions.

The governing board cannot delegate any functions relating to the constitution of the governing board (unless otherwise provided by the constitution regulations), the appointment or removal of the chair and vice-chair, the appointment of the clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the chair of the committee and the clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full governing board meeting through the clerk to the governing board.

Convening Meetings

A meeting shall be convened at the request of the chair, the headteacher or any two of the members of the committee. Every member of the committee and the headteacher shall be given at least seven days clear notice of the committee meeting.