



BURY CHURCH OF ENGLAND HIGH SCHOOL

PAY POLICY

(This should be read in conjunction with the current School Teachers' Pay and Conditions Document, the National Agreement on Pay and Conditions of Local Government Service Staff (Green Book), and the school's own appraisal policy.)

PART I INTRODUCTION

GENERAL PRINCIPLES

The Governing Body has adopted a whole school pay policy to provide a clear framework to exercise its powers in relation to the pay of individual members of staff. These powers will be exercised to take account of the specific needs of the school, in the light of flexibility inherent in the Teachers' Pay and Conditions Document and the National Agreement on Pay and Conditions for Local Government Services.

The Governing Body will endeavour, within its budget, to use the national pay ranges and the discretions available to them as the 'relevant body' to 'recruit, retain and motivate' teachers of quality, to ensure the best possible delivery of the curriculum. Simultaneously, equal consideration will be given to the support staff, whose contribution to the school is as important as that of the teaching staff. The Governors are ever mindful of the need to create and maintain high morale among the staff, in order to achieve the best response from the pupils.

AIMS

The Governing Body will seek:

- to implement this pay policy in a manner that promotes the Christian foundation of Bury CE Voluntary Aided High School.
- to maintain and improve the quality of education provided for pupils in this School, by having a staffing structure and whole school pay policy which supports the aims/mission statement of the school and the School Improvement Plan, Self Evaluation and School Development Planning;
- to use the Teacher standards as a base for salary progression for all Teaching staff within the school
- to ensure that each member of the staff is valued and receives proper recognition for his/her work and contribution to the school; and access to relevant training and development.
- to ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools;
- to recognise the importance of a well-motivated staff of the highest quality;
- to use the flexibilities inherent in the national conditions of service for all staff in a positive and constructive manner within the resources available.

In seeking to apply these aims, the Governing Body will take account of appropriate advice issued by the recognised bodies.

FINANCIAL BASE

The Governing Body will allocate monies annually for staff salaries, which will cover all planned commitments for the coming year. In considering their financial base, the Governing Body will seek to strike a balance between their aims and the resources available to the school.

EQUAL PAY

The Equality Act 2010 which continues the provisions of the Equal Pay Act 1970 applies to both men and women and seeks to achieve equal treatment by allowing an individual to make comparisons with individuals of the opposite sex with the same employer. Claimants can use comparators from within this school. Staff employed in this aided school cannot use comparators from outside this school. The Teaching & Staffing Committee of this aided school will take note of the good management practice available to them.

In view of this the Teaching & Staffing Committee will endeavour to act consistently and responsibly over pay and grading issues and maintain the same practice from year to year

In accordance with the Part-Time Workers Regulations no part-time worker will be treated less favourably than a full-time worker.

MANAGEMENT STRUCTURE

The school management structure ensures all curriculum areas are covered. Clear job descriptions previously agreed with staff will reflect the attendant responsibilities. The importance of clear and up to date job descriptions cannot be over-emphasised. The Head will ensure that job descriptions are regularly reviewed.

PAY COMMITTEE AND ITS REMIT

The Governing Body has appointed a Pay Committee to be responsible for implementing its pay policy. The Committee has been established according to the rules set out in the Education (School Government) Regs 1999 as amended in 2000.

ESTABLISHING THE COMMITTEE

The Governors follow best practice on establishing Governing Body Sub-Committees.

The Pay Committee can only be established by a majority vote of the Governing Body at which at least 50% of the membership is present.

The Governing Body will annually review the powers of the Committee.

MEMBERSHIP & QUORUM

The membership of the Committee will be at least 3 plus the Head Teacher who will act as Adviser to the Committee. The Chair must be a Governor.

It is recommended that no member of the Pay Committee should be an employee at the school.

The Head must withdraw from meetings to discuss his or her pay. The Committee also reserve the right to request the Head to withdraw when another member of the Leadership Group's actual rate of pay is under discussion.

MEETINGS

Meetings follow the same procedure as the full Governing Body's meetings with at least seven days' notice being given of the date and purpose of the meeting. An Agenda should be published and minutes taken. The Chairman has a casting vote and members with a pecuniary interest must withdraw.

The Committee must report its decision in writing (s) to the Governing Body at the next meeting on an annual basis.

TERMS OF REFERENCE

- (i) Devise a school pay policy and salary structure which is published as part of the policy taking account of the School's Improvement Plan.
- (ii) Ensure the policy remains compliant with all relevant employment legislation and regulations applicable to schools.
- (iii) Annual review of classroom teachers' salaries during the Summer term in the light of changes in the Improvement Plan and new budgetary information.
- (iv) Decisions on performance pay progression (See Part III).
- (v) Annual review of the Pay Policy itself. Any review will involve full consultation with staff and Unions.
- (vi) Recommend to the Governing Body any changes to the staffing structure.
- (vii) Take account of the School Pay Policy when appointing staff.

PAY APPEALS COMMITTEE

The full Governing Body cannot decide individuals' salaries because there will be no one available to hear appeals. The Governors will therefore establish a Pay Appeals Committee with fully delegated powers to which appeals on pay will be directed including appeals about performance pay progression.

It is recommended that no member of the Appeals Committee should be an employee of the school nor will he/she have been involved in the original decision.

The decision of the Appeals Committee will be binding without removing legal rights.

WORKING TIME REGULATIONS

Both teaching and support staff are subject to these regulations.

SALARY ASSESSMENTS

The Governors will endeavour to ensure that job applicants are informed of their starting salary when offered the post. This will prevent any possible future misunderstandings.

The contractual service provider will issue annual salary statements to all members of the teaching staff early in the Autumn Term.

INDIVIDUAL DISCUSSIONS

Staff may discuss their salary with the Head Teacher or his/her appointee.

The Head may discuss his or her salary with the Chair of the Pay Committee.

CIRCULATION

A copy of the school's pay policy will be available in school for access by staff and governors. It will be stored in electronic form and the school will provide hard copies if requested.

Approved by the Governing Body October 2014