

# **Crosshall Junior School – Academy Trust**

## **Head Teacher Performance and Salary Review Committees**

### **Terms of Reference and Standing Orders**

#### **1. Purpose**

To provide mentorship and guidance to the Head Teacher as part of ongoing personal development, and to support the long-term direction and aims of the academy generally. To determine the salaries of the Head Teacher, Assistant Headteacher, teaching and support staff.

#### **2. Membership**

The Head Teacher performance committee consists of a minimum of three people each, excluding the Head Teacher who is the subject of the committee's function. The committee chair is to be elected by the governing body at the first general meeting of the academic year. The Chair of the governing body is expected to be a member of the Head Teacher performance management committee, although will not necessarily chair this committee's meeting. Both committees have authority to co-opt a further full (non-staff) governor, who will have voting rights. This ensures succession planning for the committees and adequate representation to avoid voting ties occurring. There is the potential for appeal to the Appeals committee in light of any dispute. Appeals committees cannot include any member of the previous committee whose decision is being reviewed, but may include a member of the opposite committee.

The salary review committee consists of a minimum of three governors. The Head Teacher will attend the committee in an advisory capacity. Staff governors are not eligible to serve on this committee and observers will not be permitted at the committee meetings. The Chair of the governing body shall not serve on the salary committee as he/she needs to be impartial should any appeals be launched.

***Refer to agreed committee structure for members.***

#### **3. Quorum**

A quorum will consist of at least three members, including two from the governing body and the external advisor for Head Teacher performance (although typically a third co-opted governor will be included, with full voting rights), and three governors for the salary review committee. The advisor has no voting rights and only governors not employed by the school can be enrolled onto the Head Teacher performance management and salary review committees.

#### **4. Meetings**

The committee shall meet as necessary, but not less than once per annum for the purpose of Head Teacher appraisal and performance management, and separately for salary review. The latter shall take place after the Performance Management reviews have been held for the support staff, the teaching staff, the Head Teacher and Assistant Headteacher. A minimum of two weeks' notice, preferably longer, shall be given of the

date and the purpose of the meeting. The date shall be decided at the first governing body meeting of the academic year.

Any papers to be considered at the meeting should be circulated at least seven days before the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

## **5. Chair**

***The chairs of these committees are elected by the governing body at the first General Meeting***

If the Chair is absent from a meeting, a non-staff governor may be elected to take the chair for the duration of that meeting.

At requisite full governing body meetings, assuming the committee has met, a brief report from the committee Chair shall be presented.

## **6. Partnership with the Head Teacher**

In carrying out its functions the committee will receive information and advice from the Head Teacher, other relevant staff and, where necessary, the external advisor. It will actively seek opportunities for wider consultation where appropriate.

The Head Teacher is required to attend the Head Teacher Performance Management committee meetings.

The Head Teacher performance management and salary review committees have the authority of the full governing body to undertake and agree Head Teacher targets and to recommend changes in salary level. The full governing body ratifies changes in salary bands according to the Individual School Range (ISR).

The Head Teacher has delegated authority for all other staffing appointments, appraisals, and performance management decisions. The salary review committee shall take advice from the Head Teacher to determine staff salaries in line with the current national Pay and Conditions Document.

## **7. Minutes**

All committee meetings should be minuted. The decisions of the Head Teacher performance management meeting are written up and distributed for approval amongst the committee and the Head Teacher by the external advisor. These are not made available outside this committee, and are used by the salary review committee, and to inform the next appraisal meeting. The salary review committee informs the Head Teacher of their conclusions and feedback, in the form of the recommended salary adjustments, which are made directly to the next meeting of the full governing body.

Minutes of the salary review committee remain confidential with the committee until any appeal hearings have been completed. A report will be made to the governing body about decisions that are taken but will not be subject to debate and will either be ratified or referred back to the committee for reconsideration to prevent prejudicing any subsequent appeal against a pay decision.

## **8. Terms of Reference**

The Head Teacher performance committee has delegated powers to carry out the following specific tasks:

- appoint an accredited external advisor;
- decide on the timing of the performance review cycle for the Head Teacher;
- carry out the performance review of the Head Teacher. In so doing, it appoints two or three governors from the committee;
- appoint one or more review officers where a complaint is made by the Head Teacher about his or her performance review and the Chair of Governors has been involved in that performance review.

The salary review committee has delegated powers to carry out the following specific tasks:

- implement the whole school pay policy in a fair and equal manner in accordance with staff contract of employment and employment law;
- make decisions on behalf of the governing body regarding:
  - progression of teaching staff on the upper pay spine;
  - double point pay awards to teaching staff on the main scale;
  - progression of teaching staff on the leadership scale including the Head Teacher;
  - recruitment and retention allowances;
  - and non-teaching staff.

Progress up any of the pay scales will be subject to government rules and regulations regarding movement on the relevant spine.

## **Appeals**

In the event of an appeal, the governing body will convene an appeals panel (three governors who were not involved in the original decision that is under scrutiny) to meet within ten working days of the receipt of the appeal notice. An applicant has the right to see all relevant papers and be accompanied / represented by a friend or trade union/ professional association representative.

The decision of the appeals panel is final.

**NB:** Anyone employed at the academy, other than the Head Teacher, must withdraw from a meeting of the committee during any discussion of the pay or performance appraisal of any individual working in the academy. This does not include occasions when the governing body is considering the ISR for the school (and therefore the salary of the Head Teacher) before appointment.

The Salary Committee agreed these Terms of Reference on 3<sup>rd</sup> October 2023.