

WHOLE SCHOOL PAY POLICY

**Approved by Governors
Autumn Term 2012**

London Borough of Redbridge Whole School Pay Policy

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PART A

1. BACKGROUND

In conjunction with the devolution of powers and resources to schools, it is appropriate for the Governing Body to develop pay policies that reflect the groups of staff it employs which are consistent and responsible and which reflect the school development plan. The policy should allow the Governing Body to recognise an individual's value and enable recognition of his/her work and contribution to school life to be rewarded appropriately.

2. GENERAL STATEMENT

The Governing Body aims to provide, for students and staff, an environment in which all individuals are valued and which will ensure that all teaching and support staff receive proper recognition of their work and their contribution to school life. This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Body.

In exercising its function, the Governing Body will adhere to the Education Regulations and relevant sections of the School Teachers' Pay and Conditions Document. The Governing Body will act with integrity, objectivity and honesty in the best interests of school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested parties.

Appended to this Pay Policy is a copy of the School's Staffing Structure as required in the 'Review of Staffing Structure Regulations 2005'.

Every member of staff will have access to a copy of the 'Whole School Pay Policy'.

3. AIMS OF THE POLICY

- To maintain and improve the quality of education provided for students in the school by having a pay policy which supports the school development plan.
- To have a staffing structure related to the school development plan.
- To show all staff that the Governing Body is managing its pay policy in a fair and responsible way.
- To ensure equality of opportunities in all the operation of this policy

4. GROUPS COVERED

- The Leadership Group – Heads, Deputies and Assistant Heads.
- Advanced Skills Teachers.
- Teachers on the Upper Pay Spine.
- Teachers on the Main Pay Scale.
- Unqualified Teachers.
- Support Staff.
- Excellent Teachers Scheme.
- Chartered London Teachers.

The pay arrangements for each group are governed by a different set of criteria and parameters. Careful consideration should be given to these in the annual review.

5. PRINCIPLES

- 5.1 Diversity and Equal Opportunities:** The Governing Body seeks to ensure equal opportunities and respects the diversity of all staff regardless of gender, sexuality, race, religious belief, disability or age. The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, sex, sexuality, race, religion or disability. The Governing Body will promote equality in all aspects of school life, particularly as regards to advertising of posts, appointing, promoting and paying staff, training and staff development.
- 5.2 Vacant Posts:** Full information relating to all vacant posts, allowances, enhancements, temporary and acting posts will be made known to staff in time for them to submit their application for consideration by the closing date.
- 5.3 Job Descriptions:** The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body. Job descriptions will be reviewed from time to time in consultation with the individual employee concerned in order to make reasonable changes. Job descriptions will identify key areas of responsibility and will contain duties consistent with the School Development Plan.
- 5.4 Performance:** Headteachers, Deputy Headteachers and Assistant Headteachers on the Leadership Pay Scale, Advanced Skills Teachers as well as teachers on the upper pay spine are subject to the performance assessment arrangements as set out in the School Teachers' Pay and Conditions Document. Incremental pay progression is subject to performance assessment in accordance with the School Teachers' Pay and Conditions Document.
- 5.5 Records:** Staff may have access to their salary record at any time. Records will be confidential and all staff are expected to observe confidentiality at all times. Once the annual review has been completed each member of staff will receive a statement summarising how their salary has been assessed.
- 5.6 Review**
- 5.6.1 Teaching Staff:** The salaries of teaching staff will be reviewed on an annual basis in accordance with the discretions set out in the School Teachers' Pay and Conditions Document. A written statement will be given after any review and where applicable will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination. The statement will make reference to the employee's right of appeal.
- 5.6.2 Support Staff:** The duties of support staff should be reviewed on an annual basis and can be re-evaluated by reference to the appropriate locally agreed Job Evaluation Scheme. The annual review procedure is intended to support good practice in the application of Governors' discretionary powers in respect of staff salaries. It is not intended to imply, or create, expectations that salaries will be increased at each review.
- 5.6.3 Advice on National & Local Agreements:** In determining matters of pay, the Pay Committee will need to take into account the advice received in respect of national and local agreements on pay and conditions of service.

6. MACHINERY FOR CONSIDERING ANNUAL REVIEW

6.1 Pay Committee or 'decision maker'

The Governing Body is required to delegate decisions on staff pay, in accordance with this policy, to either an individual (such as the Headteacher or Chair of Governors) or a Committee (for ease of reference this policy will use the title of 'Pay Committee' when referring to this decision maker).

When appointing a Pay Committee, it should comprise not less than three governors (this may be an existing Committee such as the Finance or Personnel Committee). The quorum for all meetings is at least three governors and a clerk must be appointed to the Committee. The Governing Body should approve the terms of reference for the Committee and decide on matters of policy, taking account of nationally and locally agreed conditions of service. Individuals should withdraw from the meeting when their own pay or performance is being considered. Also where any members of the Pay or Pay Appeal Committee are paid to work at the school (other than the Headteacher or the clerk) then they should also withdraw when any items under consideration concern the pay or performance of any individual person employed to work at the school.

6.2 Pay Appeals Committee

The Governing Body will set up an Appeals Committee to deal with any appeals against a decision of the Pay Committee. The Pay Appeals Committee will comprise at least three governors and no member of the Pay Committee may be a member of the Pay Appeals Committee.

If a member of staff is not in agreement with the decision of the Pay Committee at the Annual Review, he/she has a right to follow the appeals procedure as set out in Part C of this policy.

For support staff, the Local Authority's HR Service may be asked to assess the job description (if this has not been done already) under the Authority's recognised scheme and inform the Appeals Committee of the result of the re-evaluation.

6.3. Remit of the Pay and Pay Appeals Committees

The Governing Body will have overall responsibility for all pay matters. The Pay and Pay Appeals Committees will both have fully delegated powers to make decisions within the pay policy approved by the Governing Body.

7. PROCESSES FOR PAY

7.1 Timing of Salary Review: Every member of the school's teaching staff should have their salary reviewed on an annual basis by the Headteacher or Pay Committee. The Headteacher or Pay Committee shall ensure that the review is completed by 31st October (except in the case of the Headteacher's review, which must be completed by 31st December). Reviews may take place at other times in the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. Any changes arising from the annual review will take effect from 1st September.

7.2 When a Post becomes vacant: The Governing Body should ensure that arrangements are made to consider whether there should be any amendments to the job description/salary to reflect identified changes.

7.3 Reorganisation: Whenever a change in the organisation is undertaken, the Headteacher should re-examine the job descriptions of all staff affected to ensure that the organisational changes are reflected in the duties, grading and salaries of the staff involved.

PART B

8. ALL TEACHERS

8.1 Performance Management/Appraisal

All members of teaching staff are required to participate in arrangements made for their performance management, in accordance with their conditions of employment and the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012, which replace the Education (School Teacher Performance Management – England) Regulations 2006.

8.2 Obligations

The Governing Body will fulfil its obligations under:

Teachers:

- The School Teachers' Pay and Conditions Document;
- Conditions of Service for School Teachers in England and Wales.

Support Staff:

- The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).

The Pay Policy will be reviewed regularly in consultation with all staff affected. In any event, the policy will be reviewed in the light of any changes made to the School Teachers' Pay and Conditions Document.

9. THE LEADERSHIP RANGE – HEADS, DEPUTIES AND ASSISTANT HEADTEACHERS

9.1 General: Headteachers, Deputy Headteachers and Assistant Headteachers are paid from within a range of salaries according to the group size of the school. Progression up the range is subject to performance assessment in accordance with the School Teachers' Pay and Conditions Document and the Teachers Appraisal and Capability Procedure, which follows.

The Governing Body will ensure that careful consideration is given to these salaries in the annual review and that in relation to the setting and review of performance objectives the Governing Body will follow the process set out in the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012, which replace the Education (School Teacher Performance Management – England) Regulations 2006.

9.2 Criteria: The Pay Committee is required to consider the following criteria when annually reviewing the Headteacher's, Deputy Headteacher's and Assistant Headteacher's salaries:

- a) there has been a sustained high quality of performance by him/her;
- b) the individual has grown professionally by developing their leadership and (where relevant) teaching expertise, having regard to the results of the most recent appraisal carried out in accordance with the 2012 Regulations.

9.3 Headteachers

The Pay Committee will determine the group size of the school and then select an Individual School Range (ISR) consisting of seven consecutive points on the Leadership Pay Spine, as set out in the School Teachers' Pay and Conditions Document. The Pay Committee is able to change the individual school range at any time in order to attract or retain a Headteacher.

When determining the ISR, the Pay Committee will base this on the school's size, circumstances and other responsibilities of the post and will take account of any difficulties there may be in recruiting a Headteacher.

The Governing Body, in compliance with the School Teachers' Pay and Conditions Document 2012, must ensure that the maximum of the ISR (where determined on or after 1 September 2012) does not exceed the maximum of the Headteacher group range.

Progression within the ISR will be based on a review of the performance of the Headteacher against pre-determined performance objectives and will be limited to a maximum of two points at each pay determination in accordance with 7.3 (d) STPCD 2012.

For new Headteachers, the Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- Review the school's group size and the Individual School Range (ISR) in accordance with the School Teachers Pay & Conditions Document.
- Have regard to the formula for the calculations of salary in accordance with the School Teachers Pay & Conditions Document.
- Record its reasons for the determination of the ISR set for the new Headteacher appointment.

9.4 Headteachers appointed as a Headteacher/Acting Headteacher of more than one school

Where the Headteacher is appointed as a Headteacher of more than one school on a permanent basis, the relevant body of the Headteacher's original school or, under Collaboration Regulations, the collaborating body, must determine the ISR by the application of the total unit score of all of the schools calculated in accordance with paragraphs 9, 10 and 11 of the STPCD 2012.

9.5 Deputy and Assistant Headteachers

For serving Deputy Headteachers and Assistant Headteachers, the Pay Committee will delegate responsibility to the Headteacher for the agreement of performance objectives for pay purposes.

The Governing Body will select a pay range for each Deputy and Assistant Headteacher consisting of five consecutive points on the Leadership Pay Spine as set out in the School Teachers' Pay and Conditions Document.

When a Deputy Headteacher's pay range is determined pursuant to sub-paragraph 1.1, the Governing Body must ensure that the maximum of the Deputy Headteacher's pay range does not equal or exceed:

- (a) the minimum of the individual school range;
- (b) the salary of the highest paid classroom teacher (calculated in accordance with Paragraph 12.3 of the STPCD 2012); and
- (c) the minimum of the Assistant Headteacher's pay range or the highest paid Assistant Headteacher at the school.

9.5 Deputy and Assistant Headteachers (cont.)

When a Deputy Headteacher's pay range is determined pursuant to sub-paragraph 1.1 of the STPCD, the Governing Body must ensure that the maximum of the Deputy Headteacher's pay range does not equal or exceed the minimum of the individual school range. Where there is insufficient space on the leadership group pay spine to accommodate a Deputy Headteacher's pay range of five points between the salary of the highest paid classroom teacher or the minimum of an Assistant Headteacher pay range and the minimum of the individual school range, the individual school range must be raised to the extent necessary to accommodate the deputy headteacher's pay range.

Subject to sub-paragraphs 2.1 and 2.3 of the STPCD, the Governing Body must not determine a Deputy Headteacher's pay range at so high a level that they are required by virtue of any other provision of the STPCD to raise the individual school range beyond the maximum of the Headteacher group range.

When determining each individual's pay range, the Pay Committee will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting to the post.

The maximum of the pay range for an Assistant Headteacher must be at least one point lower than the maximum of the range for any Deputy Headteacher and the minimum of the range for any Assistant Headteacher must be higher than the salary of the highest paid classroom teacher.

The salary of the highest paid classroom teacher is the sum of:

- the value of point 1 of the Upper Pay Scale;
- the value of any TLR awarded to the highest paid classroom teacher at the school;
- the value of any SEN allowance awarded to the highest paid classroom teacher at the school.

The Headteacher will seek to agree performance objectives annually with Deputy and Assistant Headteacher(s) in accordance with the arrangements set out in the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012, which replace the Education (School Teacher Performance Management – England) Regulations 2006.

Commencing salary will be determined in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Progression within the pay range will be based on a review of the performance of the individual against pre-determined performance objectives and will be limited to a maximum of two points at each pay determination.

For new appointments, the Pay Committee will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- Determine a pay range on the Leadership Pay Scale in accordance with the relevant section of the School Teachers' Pay & Conditions Document.
- Record its reasons for the determination of the pay range set.

10. ADVANCED SKILLS TEACHERS

- (i) Advanced Skills Teachers will be paid on the Advanced Skills Teachers' Pay Scale.
- (ii) Salaries of Advanced Skills Teachers will be assessed:
 - annually to take effect from 1st September;
 - upon appointment to the school;
 - at any other time as provided for by the School Teachers' Pay and Conditions Document.
- (iii) The Pay Committee will select a pay range consisting of five consecutive points on the pay spine for each Advanced Skills Teacher.
- (iv) When determining an appropriate five point pay range, the Pay Committee will have regard particularly (but not exclusively) to the following criteria:
 - the nature of the work to be undertaken, including any work with teachers from other schools;
 - the degree of the challenge to the role;
 - the professional competencies required of the teacher;
 - any other recruitment considerations which it considers relevant.
- (v) The salary of a newly appointed Advanced Skills Teacher shall be that corresponding to the lowest point on that five point range.
- (vi) Progression within the pay range will be based on a review of the performance of the Advanced Skills Teacher against predetermined performance objectives (which will be carried out by the Headteacher) and will be limited to a maximum of two points at each pay determination.
- (vii) When annually reviewing the salary of the individual, there shall be no progression unless there has been sustained high quality of performance by them, having regard to the results of the most recent appraisal carried out in accordance with the school's Performance Management Policy.

The Headteacher will seek to agree performance objectives annually with the Advanced Skills Teacher(s) in accordance with the arrangements set out in the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012, which replace the Education (School Teacher Performance Management – England) Regulations 2006.

11. TEACHERS ON THE 'MAIN PAY SCALE'

The salaries of teaching staff will be assessed:

- annually to take effect from 1st September;
- upon appointment to the school;
- at any other time as provided for by the School Teachers' Pay and Conditions Document.

This assessment will be determined as set out in the current School Teachers' Pay and Condition document.

Main scale classroom teachers will receive one extra point for each year of satisfactory performance. Unsatisfactory performers are considered to be those subject to formal Capability or Disciplinary proceedings; however they may receive a point at the discretion of the Pay Committee. A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching.

When determining the salary of a newly appointed teacher, the Pay Committee may award one or more points for years of experience other than employment as a classroom teacher which they consider of value to the performance of the classroom teacher's duties.

Points awarded shall be permanent, whether the classroom teacher remains in the same post or takes up a new role.

12. 'UPPER PAY SCALE' (teachers subject to the 2006 Regulations)

- (i) The Governing Body is responsible for the threshold application process. However it is required in accordance with the School Teachers Pay & Conditions Document to delegate the receipt and assessment of applications to the Headteacher. The Headteacher will handle all practical aspects of the process, including the provision of feedback to applicants. The Headteacher will report back to the Pay Committee the names of those teachers who have moved onto the upper pay scale.
- (ii) Assessment against post-threshold standards is determined solely on the basis of the evidence contained in the Performance Management Review statements covering the two year period leading up to their request for assessment (subject to a few exceptions, such as teachers who work in more than one school; those who have fewer than two reviews such as those who were, or are on maternity, sickness absence or some other absence). These are set out in detail in the Threshold Guidance issued by the DCSF.
- (iii) Teacher's eligible and wishing to apply to pass the 'threshold' for 'round 12' must submit their request and application in writing to the Headteacher of the school where they are employed to teach by the 31st October. Any award will be implemented from 1st September in the following school year.
- (iv) Where a teacher is eligible for and successful at threshold assessment, he/she will be placed on point one of the upper pay scale.
- (v) Only one request for assessment can be made in any one application 'round'.
- (vi) Where a teacher is unsuccessful in their application, he/she may lodge an appeal in accordance with paragraph 20 of this policy.
- (vii) Further progression on the upper pay scale will be in accordance with the provisions as set out in the School Teachers' Pay and Conditions Document and in accordance with the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012, which replace the Education (School Teacher Performance Management – England) Regulations 2006.

13. EXCELLENT TEACHER APPOINTMENTS

Where the Governing Body determines that the school should create an 'excellent teacher post/posts' this will be included on the school's staffing structure and the teacher/s appointed in accordance with the provisions and requirements set out in the School Teachers Pay & Conditions Document.

14. CHARTERED LONDON TEACHERS

Teachers who have registered their intention to apply once in any school year for Chartered London Teacher status may apply for assessment to the Headteacher against the standards set out in the School Teachers' Pay & Conditions Document.

15. ADDITIONAL ALLOWANCES

Teachers on the pay scale or upper pay scale may be awarded allowances as follows:

15.1 Teaching & Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of posts indicated in the attached staffing structure. The values of the TLRs to be awarded are set out below:

TLR2	a) £2,561	b) £4,227	c) £6,195
TLR1	a) £7,323	b) £9,012	c) £10,704

15. ADDITIONAL ALLOWANCES (cont.)

15.2 Recruitment and Retention Incentives and Benefits

- Recruitment and retention benefits can only be for a fixed term period of up to three years' duration.
- Recruitment benefits can only be awarded from the starting date of teachers newly appointed to the school.
- Awards made for retention purposes are renewable in exceptional circumstances.
- The Pay Committee must determine the amount of any incentive or benefit awarded for the purposes of retention or recruitment.
- These benefits should be reviewed annually.

15.3 Special Educational Needs (SEN) Allowances

SEN allowance 1 will be awarded:

[if a special school] to all classroom teachers;

[if a mainstream school] to all classroom teachers who are engaged in taking charge of special classes consisting of children who are wholly or mainly hearing impaired or visually impaired, or who teach students with statements of special educational needs in designated special classes.

[in a mainstream school] SEN allowance 1 may also be awarded to classroom teachers who make a particular contribution to the teaching of students with special educational needs, which is significantly greater than that which would normally be expected of a classroom teacher.

SEN allowance 2 will be awarded to classroom teachers who qualify for SEN allowance 1 and who have experience or qualifications or both which the relevant body consider are particularly relevant to the teacher's work.

NB: There is no automatic entitlement for teachers to retain any of the above allowances where they move to another school.

15.4 Additional Payments:

Out-of-school learning activities: Teachers (including the Headteacher) who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to a payment calculated on the following basis:

Hourly rates agreed at the start of each year. These are currently based on the following:

Point 6: £19.06

Point 7: £21.18

Point 8: £23.29

Point 9: £25.41

Point 10: £29.51

16. UNQUALIFIED TEACHERS

In certain specific circumstances (as defined by the School Teachers' Pay and Conditions Document), unqualified teachers may be paid an additional allowance.

Salaries for unqualified teachers will be assessed upon appointment and may be reviewed at the discretion of the Pay Committee. Points may be awarded in respect of relevant qualifications and/or experience.

Where a teacher is appointed below the maximum point of the unqualified teacher scale, one increment will be awarded on an annual basis (with effect from 1st September) for every completed year of service until the maximum of the scale is reached. Notwithstanding this, the Pay Committee may award additional increments as it considers appropriate up to the maximum of the scale.

16. UNQUALIFIED TEACHERS (cont.)

The Pay Committee may decide not to award an experience point when an unqualified teacher has performed unsatisfactorily. This will normally only take place in the context of a formal Disciplinary or Capability Procedure and must follow prior written notification to the teacher concerned.

17. SUPPORT STAFF

The Governing Body will work within the National Joint Council's Pay and Conditions of Service for Local Authority Staff and any local arrangements agreed with unions and professional associations.

The Pay Committee will wish to take into account any national development affecting the pay and conditions arrangements of these groups of staff, including the impact of the nationally and locally agreed arrangements for single status working.

The Pay Committee will determine the pay grade of support staff in accordance with the scale of grades, currently applicable in relation to employment within the Local Authority, which the Pay Committee consider appropriate for the post. In reaching its determination, the Pay Committee will consider the advice of the Local Authority.

The Governing Body has determined the range and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post. Model generic job descriptions, which have been evaluated by the Council, may be requested via HR.

If the school considers changing the organisation structure, duties or role of any member of the support staff, a revised Job Description will be prepared and may be submitted for re-evaluation to the Council's HR Service.

Changes to pay and allowances of support staff will only be made after consultation with the individuals concerned. Individual members of staff will be notified in writing of any variation to their salaries or job descriptions.

The Governors have agreed to the award of an Honorarium of up to £2,000 per annum to cover exceptional circumstances. This will always be agreed by the Chair and Vice Chair of Governors.

Any member of support staff may request the Headteacher to review her or his pay and allowances and will be notified of the Headteacher's decision.

PART C

18 OTHER PROVISIONS

18.1 Pay Differentials

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts and postholders, together with any requirements of the School Teachers' Pay and Conditions Document.

18.2 Access to Development Opportunities

The Governing Body believes that access to development opportunities (for example promotion, additional responsibilities) should be available to all staff, whether full or part-time and will advertise their availability within the school.

19. CONSULTATION ARRANGEMENTS

In establishing and subsequently reviewing the school's pay policy, the Governing Body will consider the views of school staff prior to determining the approved policy. A copy of the pay policy will be made available to every member of staff.

20. COMMUNICATION ARRANGEMENTS

The Governing Body is committed to ensuring that all staff are aware of the school's pay policy and the reasons for pay-related decisions are understood. The application of the school's pay policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher/Pay and Appeals Committees/Governing Body/accredited external parties. The Chairs of the Pay and Appeals Committees are responsible for informing staff of any decisions of the Pay Committees.

21. APPEALS PROCEDURE

Where a member of staff has an appeal on how his/her pay has been determined, he/she will be entitled to pursue this through the following procedure:

Stage 1: (Informal Discussion)

If the individual is not satisfied with the pay determination s/he should seek to resolve it by discussing the matter informally with the decision maker within ten school days of the decision, if possible (this informal discussion may not be possible if the decision was reached by a committee, in which case the individual should proceed with Stage 2).

Stage 2: (Formal Meeting)

Where Stage 1 is not possible or the individual continues to be dissatisfied, they may choose to write to the decision maker (if a committee, the Chair of that Committee) within ten school days of being notified of the salary determination. The letter should set out the grounds for questioning the pay determination.

The person (or committee) who made the salary determination should provide the individual with a meeting within ten school days of receipt of the letter. The individual should be invited to attend (s/he is entitled to be accompanied by a colleague or union representative) to make representations in person. The meeting must allow both parties to explain their case. Following this meeting, the employee should be informed in writing of the decision and their right to appeal to the Governors' Pay Appeals Committee.

21. APPEALS PROCEDURE (cont.)

Stage 3: (Governors' Pay Appeals Committee)

- If the individual is not satisfied with the outcome of the meeting outlined above, they should notify the Chair of Governors in writing that they wish to appeal and provide the grounds for that appeal within ten school days of receipt of written confirmation of their pay determination.
- The appeal will be heard by the Pay Appeals Committee at a hearing convened for this purpose (normally within twenty school days of receipt of the letter of appeal).
- The member of staff will normally be given at least ten school days' notice of the date of the hearing.
- The member of staff shall be entitled to attend the hearing to make representation and to be accompanied by a colleague or member of a recognised Trade Union or professional association.
- A designated member of the Pay Committee and the Headteacher will present the evidence to support the original decision.
- Relevant papers will be exchanged by the parties no later than five school days before the hearing.
- The Pay Appeals Committee will deliberate in private and will communicate their decision to all parties within two school days.

The decisions of the Governing Body's Appeals Committee are final.

Such appeals relate only to decisions made by the Governing Body and not to any determination made by accredited external parties under provisions of the School Teachers' Pay and Conditions Document.

DATE ADOPTED BY THE GOVERNING BODY: 1st OCTOBER 2012