

Appendix 2

Role and responsibility of the Pay Committee of the local Governing Board

The Pay Committee will comprise at least three governors (in line with SCC's formal meeting/hearing procedure guidelines). Governors employed by the school will not be eligible to serve on the Pay committee.

Establishment of the policy

The ULT Finance Committee is responsible for:

- Establishing the policy, in consultation with trade union representatives

Monitoring and review of the policy

The ULT Finance Committee is responsible for:

- Reviewing the policy annually, in consultation with trade union representatives, and submitting it to the ULT Trust Board for approval.

The local Governing Board is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant headteacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher;

The CEO is responsible for:

- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- submitting reports of these decisions to the ULT Finance Committee; and
- ensuring that the headteacher is informed of the outcome of the decision and of the right of appeal.

The Appeals Pay Committee of the local Governing Board is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

The Appeals Pay Committee of the Finance Committee is responsible for:

- taking decisions on appeals against the decisions of the CEO in accordance with the terms of the appeals procedure of the policy.