

Talbot Specialist School

Pay and Performance Management Committee

Terms of Reference

- Membership:** A minimum of three governors and the Head Teacher
- Quorum:** Minimum of two governors (not including the Head Teacher)
- Meetings:** Once per year and as required
- Reporting:** The committee will give a confidential report directly to the Full Governing Body

The Governing Body has **delegated the responsibility to ratify pay decisions** for individual teachers as required by the School Pay Policy to this Committee.

However the Governing Body retains the right to perform functions delegated to the Committee where the decision is considered necessary in light of changing circumstances

It is not the role of the Committee to assess the performance of individual teachers. It's role to ensure that a proper and fair process has been followed in respect of the individual teacher and that all relevant information has been taken into account in assessing their performance and making a pay recommendation.

It is not for the Committee to set or revise objectives. Where there are concerns that the elements of are not satisfied, the Committee should discuss these concerns with the Head Teacher.

The Committee should satisfy themselves that objectives

- are sufficiently differentiated between the different pay scales and where appropriate within pay scales
- relate to the priorities and plans of the school in terms of school development plan
- are SMART objectives (specific, measurable, attainable, relevant, time-bound) and that there are clear success criteria.

The Committee will receive and review sample Performance Management (PM) objectives for

- Teachers on the Main Pay Scale
- Teachers on the Upper Pay Scale
- Teachers on the Leadership Scale

Information should be examined and compared to information about the overall quality of teaching and pupil progress/attainment. Any disparity should be discussed with the Head Teacher.

Information should be anonymous where possible, but should still be provided even where it may be known to which individual they relate (eg there is only one teacher in a particular category). The information provided need not include any personal development objectives.

Teachers on Main and Upper Pay Scales

The performance for each pay scale MS1-MS6, UPS1-3 is measured against a grid of career stage expectations to support teacher performance reviews from the DofE Teaching Standards.

The Committee will look at the following summary of evidence for all teachers

- Grade point currently on and recommended outcome
- If targets have been met (yes/no)
- The last 3 lesson observation outcomes

The Committee will select one teacher from each pay scale at random and look at the following

- Performance Management Targets for the last year
- Evidence to these targets
- Lesson observation reports, including lesson content
- Student performance data
- Targets set for the following year

Teachers on the Leadership Scale

In making decisions for the performance management of teachers on the leadership scale the Committee will refer to the DofE guidance National standards of excellence for Head Teachers.

Each teacher will have 3 performance management objectives and each objective has 3 areas of focus that are

- Strategic Leadership
- Educational Excellence
- Operational Management

The Committee will receive the reports for teachers with details of the objectives, focuses and summarised evidence to each of these points.

The Committee undertake examination of evidence of at least one randomly selected teacher on the leadership pay scale

Pay Decisions

The Committee will discuss the pay decisions with the Head Teacher and should be satisfied that the PM process is robust, fair and consistent.

Any concerns or issues with disparity will be discussed with the Head Teacher.

The committee will ratify pay decisions and provide a confidential report to the Full Governing Body

The Committee is responsible for approving applications to progress to the Upper Pay Scale and up the appropriate range of the leadership pay scale

The Head Teacher's Performance Review Panel will assess the Head Teacher's overall performance and make a recommendation on pay progression to the Committee. The Committee will make a decision on pay progression accordingly and will also decide any additional allowances if applicable.

The Committee has the responsibility for approving other pay related decisions e.g. the award of Recruitment & Retention benefits and/or the allocation of TLRs. The Committee should ensure that such decisions are made in line with the terms of the School Pay Policy and the Teachers' Pay & Conditions Document, and that such decisions are made in a fair and consistent manner.