

Governor's Pay Policy for all Staff

1. Rationale - The Governing Body of Medina House School aims to provide an environment in which both pupils and staff feel valued. It will therefore seek to ensure that each member of staff receives proper recognition for their work through their pay and conditions of service. It will work within the most current agreed national and local structures and consult, where necessary, the staff unions. All staff should be rewarded for the level of responsibility they carry and for the individual contribution they make to the work of the school, subject only to budgetary provision.

2. Aims -

- To maintain and improve the quality of education provided for the pupils by having a pay policy which supports the school's aims, SEF and SDP.
- To support and maintain a level of staffing which in quantity and quality enables the school to sustain a model which meets the needs of all children.
- To demonstrate that the Governing Body is managing its pay policy in a fair and responsible way.

3. Responsibility - The Governing Body has the legal responsibility for establishing, implementing and monitoring a pay policy. This authority will be delegated to the Resources Committee who will :-

- Annually review the pay policy
- Annually review all staff salaries and notify staff of any changes using the LA Personnel Department

4. Consultation - The governors will consult with the Local Authority and staff representatives when drafting the pay policy. Advice will also be sought at the annual review of the policy

5. Equal Opportunities - The Governing Body will have regard to the school's proper commitment to Equal Opportunities and any relevant legislation.

6. Appraisal and Performance Management - The Governing Body believes that appraisal and performance management should be taken into account when salary increases or promotion are being considered.

7. Differentials - The Governing Body will seek to ensure that there are appropriate pay differentials within the school's pay structure.

8. Records - Staff may have access to their personal salary record by asking the School Business Manager.

9. Grievance - If any member of staff has a grievance relating to his or her salary the accepted grievance procedure should be followed.

10. Parity - The Governing Body will take account of the salary rates and structure in comparable schools subject to the availability of accurate, up-to-date data.

11. Review - Non-teaching support staff salaries will be reviewed annually and any changes will be effective from 1st April each year. Teaching staff salaries will be reviewed annually as required by law and any changes implemented with effect from 1st September. However, performance management is an on going process, as is school development, and salary review may be required in year with some changes backdated.

Teaching Staff

Teaching Staff will be assessed using the criteria laid down in the current School Teachers' Pay and Conditions Document. Many payments to teachers follow automatic rules but there are also some payments over which the Governing Body has discretion. For example, up to three points on the Main professional Grade may be awarded for 'excellence' of performance, especially in classroom teaching.

Head and Deputy

From September 1997, it is a requirement that prior to any movement up the pay spine a performance review must occur. The requirement of a performance review does not mean that pay may not be increased for other reasons e.g. growth in pupils numbers. The Pay and Conditions Document lays down other criteria which may be used to inform the recommendations made by the Resources Committee. It will consult with the Headteacher over the Deputy's salary. The Head and Deputy may make written submissions to the Resources Committee based on any of the criteria outlined in the Pay and Conditions Document. The Governing Body will seek the advice of the LA before coming to any final decision.

Non-Teaching Support Staff

The Governing Body will follow national and local agreements and will seek advice from the LA as appropriate.

Implementation

In implementing pay policy, the Governing Body devolves executive power to the Resources Committee to act in accordance with the agreed policy. In the event of a dispute an appeals panel of not less than three governors will be formed to arbitrate.

This Policy should not be considered in isolation, it should be used in conjunction with the school's Performance Management Policy.

This policy was agreed by the Governing Body on and will be reviewed annually.

Date:

Signed: