



Brontë Academy Trust

TERMS OF REFERENCE FOR PAY COMMITTEE

Role:

The role of the Academy Pay Committee is to review specific pay arrangements, in line with the Trust's approved Pay Policies and recommend pay progression for all staff within its Academy.

Scope of the Pay Committee duties and responsibilities:

- To achieve the aims of the Trust-wide pay policy in a fair and equal manner
- To reward all staff appropriately recognising each individual's contribution to the Academy and recognising them as valued members of the whole Trust.
- To ensure that pay and reward decisions fairly reflect staff responsibilities, achievements and contributions throughout the Trust with regard to the applicable professional standards.
- To annually approve salary progression for eligible staff, following recommendation by the CEO/ Academy Heads
- To use appropriate discretion and flexibility available within the various terms and conditions documents to recruit, reward and retain the highest quality staff according to the needs of the Trust.
- To ensure a consistent approach to appraisal and benchmarking of proposed pay awards has taken place
- To observe all statutory and contractual obligations for both teachers and support staff; to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full trust board
- To monitor and report to the Trust Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To keep abreast of relevant developments and to advise the Trust Board when the pay policy needs to be revised.
- To apply the criteria set by the Trust-wide pay policy in determining the pay of each member of Trust staff
- The Pay Committee and full Trust Board will receive anonymised information about the teacher's appraisal and its relationship to salary progression

Authority

The Committee is authorised by the Trust Board to:

- carry on any activity authorised by these terms of reference; and
- carry out pay duties highlighted in the scheme of delegation that are allocated to the Board of Trustees providing recommendations where appropriate; and
- seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.



Frequency of meetings

Meetings shall normally be held a minimum of once a year in the autumn term. The CEO, or CFO may request additional meetings throughout the year if they consider it necessary.

Constitution and Membership

- The Chair of the Committee will be elected annually at the first autumn term meeting.
- The Pay Committee will be appointed by the Board of Trustees.
- The Committee shall comprise a minimum of three eligible Trustees.
- Any paid employees of the Trusts Academies, who are also Trustees, are unable to be members of a Pay Committee.
- Any Trustee who has a family member working at an Academy of the Trust is unable to be a member of a Pay Committee.
- The quorum for the Pay Committee is three members of the committee
- The chair of the Board of Trustees should not be the chair of the committee
- The Academy Heads / and CEO will attend in an advisory capacity.
- Pay Committee members will be excluded from membership of the Trustee Appeal Committee where convened to consider a pay appeal.

Brontë Pay Scales

Qualified Teachers

Spine Point	Main Pay Range
M1 - M6	As long as teachers continue to meet the teacher's standards and take responsibility for improving their practice through engaging in the process of professional growth and development, pay progression will be automatic.
Spine Point	Upper Pay Range
U1	Teachers who wish to be considered to progress on to the Upper Pay Range, must demonstrate that: they are highly competent in all elements of the Teachers' Standards and their achievements and contribution to school are substantial & sustained.
U2 - U3	Progression through the Upper Pay Scale is not automatic. A teacher will be eligible for consideration for progression to U2 and U3 annually providing their appraisal indicates they are highly competent and have made a substantial and sustained contribution to the school.

Leadership Group

Spine Point	Lead Practitioners
L1 - L3	This is a salary range available to teachers appointed to leadership roles. Each point on the Leadership scale (L1- L3) is a fixed point and is commensurate with the level of responsibility required for the job role.
Spine Point	Assistant Heads
L4 - L9	As long as Assistant Heads continue to meet the agreed leadership standards and take responsibility for improving their practice through engaging in the professional growth and development, pay progression will be automatic.
Spine Point	Deputy Heads
L7 - L11	As long as Deputy heads continue to meet the agreed leadership standards and take responsibility for improving their practice through engaging in professional growth and development, pay progression will be automatic.
Spine Point	Head Teachers

L16 - L24	As long as Head teachers continue to meet the agreed Head teacher standards and take responsibility for improving their practice through engaging in the process of professional growth and development, pay progression will be automatic.
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