

## DIY Guide Guidance for School Governors

### Governors Role in Pay – Maintained Schools

The School Teachers' Pay and Conditions Document (STPCD), which is usually revised annually, requires the governing board to:-

- a) adopt a policy that sets out the basis on which it determines teachers' pay and the date by which it will determine teachers' annual pay reviews; and
- b) establish procedures for addressing teachers' grievances in relation to their pay in accordance with the ACAS Code of Practice.

The Governing Body has responsibility for establishing the school's Pay Policy and for ensuring it is implemented. A model policy is provided by Bracknell Forest and having taken account of any changes to the policy, governors should **approve the policy annually**. The pay policy should set out how all pay decisions are made, including the principles by which the governing body will exercise its discretion in pay matters. The pay policy also needs to set out how appeals against pay decisions can be made

The Governing Body delegates authority to the Pay Committee to administer the pay policy on its behalf, including the determination of grade and salaries following the appraisal process for teaching staff.

With the exception of the headteacher, every teacher's salary will be reviewed no later than 31 October each year. The **Headteacher will report to the governing body pay committee** recommendations as part of the performance management/appraisal arrangements to make decisions on pay progression. *A template report to the governing body pay committee is included at Appendix D of the Bracknell Forest Pay Policy.*

Governing boards are responsible for determining how and when teachers can apply to move between the main and upper pay ranges. The school's pay policy should set when teachers can apply, and the basic requirement for meeting the upper pay range threshold. Individual pay policies should set out the precise criteria teachers will need to meet to move through to the upper pay range.

If a member of staff has a query about his/her salary he/she should in the first place seek to resolve the matter informally with the Headteacher (or, in the case of a Headteacher, with the Chair of the Pay Committee). If the matter remains unresolved the appeals procedure as outlined in Appendix A of the Bracknell Forest Pay Policy should be followed. It is important that information is not shared with other governors so that "untainted" governors are available as 3 are required to sit on an appeal panel.

The governing body **performance review panel will review the Headteacher's salary** and any recommendation approved by the pay committee before 31 December. A written record is sent to the Headteacher at the earliest possible opportunity and no more than one month later. Any pay progression will take effect from 1 September. **(See Governors Role in Performance Management DIY Guide)**

**In the Ofsted Handbook, it states that inspectors will consider whether governors:**

- **understand how the school makes decisions about teachers' salary progression and performance**

**Obviously the detail of this would be discussed by the pay committee but the chair of this committee would report to the governing body that this has taken place to demonstrate that the process has been carried out thoroughly and fairly. Governors need to Budget appropriately in advance to take account of any likely increases as affordability should not influence decisions.**

The table below sets out the responsibilities as defined by the Department for Education in “Implementing your school’s approach to pay: Departmental advice for maintained schools and local authorities.”

School Leaders	Governing Bodies	Teachers
<ul style="list-style-type: none"> <li>• Review and develop clear arrangements for linking appraisal to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate.</li> <li>• Submit policies to governing body for approval.</li> <li>• Ensure all teachers are informed of the policies and that they, and teachers, have the knowledge and skills to apply procedures fairly.</li> <li>• Ensure teachers are appraised in accordance with the school’s appraisal policy and the relevant regulations.</li> <li>• Put pay recommendations to the governing body pay committee and ensure they have sufficient information upon which to make their decisions. <i>(Use appendix D of the Bracknell forest Pay Policy)</i></li> <li>• Maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation.</li> <li>• Keep teachers informed about the process, recommendations made and decisions reached.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider and adopt pay and appraisal policies, including the criteria for pay progression.</li> <li>• Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the headteacher.</li> <li>• Assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.</li> <li>• Approve teachers’ salaries, including recommendations from senior leadership team on whether to award performance pay in line with the school’s pay policy.</li> <li>• Monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.</li> <li>• Identify and consider budgetary implications of pay decisions and consider these in the school’s spending plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in arrangements for their own appraisal in line with their school’s appraisal policy and ensure they understand the arrangements within their school.</li> <li>• Keep records of their objectives and review them throughout the appraisal process.</li> <li>• Where applicable, appraise the performance of other teachers (as delegated by the headteacher).</li> <li>• Decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.</li> </ul>

**Useful documents are:-**

Implementing your schools approach to pay

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

The current School Teachers pay and conditions document (STPCD)

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016>