



HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL PAY POLICY 2019-2020

Status of this document:

The School Teachers' Pay and Conditions Document (STPCD) includes a requirement that all schools develop and maintain a Pay Policy to ensure that all staff in the school are fairly and consistently treated in relation to pay and pay related conditions of service.

This Pay Policy has been adapted from the Local Authority Model Policy

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1.0 Introduction

This policy has been adopted by the Governing Body to ensure that all employees are fairly and consistently treated in relation to pay and pay related issues. The Governors are responsible for its implementation.

A copy of this policy must be made available to staff upon request and employees should be aware of its contents and any amendments.

The policy is linked to the school's appraisal system and in accordance with the Education (School Teachers' Appraisal) (England) Regulations 2012.

Under this policy, the Governing Body will fulfil its obligations to all staff employed in the school, across all grades and conditions of service:

- teachers: as set out in the STPCD and the conditions of service for school teachers in England and Wales (Burgundy Book)
- support staff: the National Joint Council for Local Government Services National Agreement on pay and conditions of service (Green Book)

2.0 Purpose and aims of the policy:

- Guide and assist the governors and head teacher in the strategic and day to day management of staff
- Adopt a whole school approach to pay issues, with pay decisions taken in the context of consideration of the school's resources
- Ensure all staff are treated fairly, objectively and consistently in the recognition and reward of their contribution to the school
- To support the School Improvement Plan and to supplement other school policies relating to equal treatment, recruitment, performance management and staff development
- Support the recruitment and retention of a high quality workforce which will maximize the quality of learning at the school
- Ensure staff are aware of the pay related school policies and encourage their participation in developing these policies through consultation
- Ensure the school meets its legal responsibilities under the STPCD, local and national agreements, legislation and regulation
- Support the school to remain within its budget and meet required standards in the management and disbursement of public monies

3.0 Pay decisions

The school will review the salary progression for teaching staff and the leadership team through the appraisal system which is set out in the school's appraisal policy.

In determining the pay for support staff, the Governing Body will apply the principles in section 14 of this document.

The school's appraisal policy allows requests for review of the employee's performance assessment, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the school will advise the employee of the most appropriate route to follow for appeal. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review processes.

4.0 Classroom Teachers

4.1 Basic pay determination on appointment:

In determining the pay range, the Pay Panel may take into account a range of factors, including:

- the nature and responsibilities of the post
- how closely the appointee meets the qualifications, skills and experience required
- market conditions
- the wider school context
- the school's ability to recruit and retain staff

These options are for guidance only and are not intended to provide an exhaustive list and may not apply to all appointments.

On appointment, the Governing Body will determine the starting salary within that range to be offered to the successful candidate. This will normally be at the bottom or lower end of the range, but they may consider the successful candidate's skills and experience and appoint at a higher point within the range.

4.2 Pay progression based on performance:

The Governing Body will consider whether or not to increase the salary of a teacher who has completed a year of employment (as defined in annex 2, point 6 of the STPCD) since the previous annual pay determination.

Any pay increase awarded to a teacher on the main/upper pay range (or progression to the UPR) will be permanent for as long as the employee remains continuously at this school as a teacher, unless gaining promotion to a higher graded post.

The Governing Body will ensure that appropriate funding is allocated for pay decisions made under this policy.

Decisions regarding pay progression will be made with reference to the employee's appraisal reports and the pay recommendations they contain. It is possible for a "no progression" determination to be made without recourse to the school's capability procedure.

Newly qualified teachers (NQT) are exempt from this process and have different appraisal arrangements. The relevant body must adhere to the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

To ensure fairness and transparency, assessments of performance will be judgement rooted in evidence. The evidence we will use will include lesson observation, appraisal documentation and pupil progress.

In this school, judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to specific impacts **e.g.** self-assessment, pupil voice, impact on pupil progress, lesson observations, wider pupil outcomes, practice improvement such as behavior management or lesson planning, effectiveness of teachers or colleagues, wider contribution to the school.

Please note that this is not a comprehensive list and should be used for guidance only.

Final decisions about whether or not to accept a pay recommendation (on a teacher's appraisal report) will be made by the Governing Body, taking into account the appraisal report and advice from the senior leadership team.

4.3 Teachers will be eligible for :

Absolute performance measures

The rate of progression will be differentiated according to a teacher's performance on the basis of absolute criteria (as below).

- Teachers may be eligible for a pay increase of 1 increment if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good.
- Teachers will be eligible for a pay increase of 1 increment if in addition to fulfilling the above; some teaching is assessed as outstanding.
- Teachers will be eligible for a pay increase of **2 increments** if they exceed all of their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

4.4 **Pay scale for main pay range teachers**

The Governing Body will review the main pay range annually, taking into consideration market and inflationary factors and determine the pay scale for main pay range teachers, including part time teachers.

The school currently has a single pay scale for qualified teachers in seven steps M1-M6b as follows:-

Main pay range discretionary reference points 2019/20 (M2-M6a 1% increase in 2017)

M1.	£24,373
M2.	£26,041
M3.	£28,133
M4.	£30,299
M5.	£32,686
M6a.	£35,269
M6b.	£35,618

4.5 Pay scale for upper pay range (UPR)

The Governing Body will review the upper pay range annually, taking into consideration market and inflationary factors and have determined the pay scale for upper pay range teachers, including part time teachers.

The school currently has a single pay scale for upper pay range teachers in three steps, based on the LGA's discretionary reference points for 2019/20 as follows:-

1. **£37,654**
2. **£39,050**
3. **£40,490**

4.6 Progression to the upper pay range

There are two routes to the upper pay range

1. Recruitment to an UPR post
2. Application to progress to UPR

Appointment to a pay band on the UPR will be subject to the teacher meeting the school's criteria for progression to UPR and the allocation of accountabilities proportionate to a senior teaching role.

Teachers will have the right to be considered for progression between pay bands below the leadership group, and such progression will not unreasonably be withheld.

4.7 Application process to progress to the upper pay range

The school has determined that applications will be accepted for progression to the upper pay range once per year. Applications must be received for consideration at the first Pay Panel meeting of the new academic year or by 31st October, whichever is the earliest.

4.8 Applications and evidence to the upper pay range

Any qualified teacher may apply to be employed in the upper pay range and all applications must be assessed in line with this policy.

It is the responsibility of the teacher to decide whether or not to apply and provide the necessary evidence.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be employed in an upper pay range role in that school. The school will not be bound by any pay decision made by another school.

Applications will normally include the employee's two most recent appraisal results, including any recommendations on pay. Where such information is not applicable or available (e.g. those new to teaching or returning from maternity or sickness absence), the applicant must submit a written statement and summary evidence to demonstrate meeting the assessment criteria.

This will be an evidence based process so teachers should ensure they build an evidence base through their normal performance management process to support their application. Teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a three year period (before the date of application) to support their application.

Teachers who have worked in more than one school during the two year period can still make an application and provide performance reviews from previous schools.

4.9 The assessment to the upper pay range

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained

In the pay policy for this school highly competent" means the ability, aptitude and experience to coach and mentor other teachers, be assessed as having exceptional depth and breadth of knowledge and a demonstrated ability to perform at a good and often better level against all the relevant teaching standards.

In the pay policy for this school substantial means the teacher's achievement and contribution to the school are significant, beyond raising standards of teaching and learning in their own classroom or their own groups of children, but also making significant wider contribution to school improvement, which demonstrably impacts on pupil progression and effectiveness of colleagues.

In the pay policy for this school sustained means that typically the teacher will have had two consecutive successful appraisal reports in this school and will have met

their objectives during this period (see exceptions in the application/evidence section above).

4.10 The Process

To apply, applicants should write a formal letter of application to the headteacher, including the following:

- how and why the applicant feels they meet the UPR criteria
- evidence of successful performance management results over the last two years
- evidence of outstanding performance in the classroom
- an example that demonstrates how they have used their leadership skills to positively impact on teaching and learning across the whole schools

The teacher will receive notification of the name of the assessor for their application within five working days.

The assessor will examine the application and include a recommendation to the Pay Panel.

The application, evidence and recommendation will be passed to the headteacher for moderation purposes (if the headteacher is not the assessor). The teacher may be required to provide reasonable additional information to support their application.

The Pay Panel will make the final decision, advised by the headteacher.

The teacher will receive written notification of the outcome of their application by 31st October. Where the application is unsuccessful, the written notification will include the opportunity for oral feedback from the assessor, covering areas where it was assessed that the teacher's performance did not satisfy the relevant criteria.

Successful applicants will move to the minimum of UPR on 1 September of the school year in which the application was submitted.

Unsuccessful applicants can make representation and appeal the decision using the appeals process set out in section 17 of this policy.

5.0 Leading Practitioners

The Governing Body will determine as part of the staffing structure of the school whether to appoint to the Lead Practitioner (LP) range. At the present time the school does not have Lead Practitioners within its structure.

6.0 Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The Governing Body will give the teacher a written

statement detailing their working time arrangements and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time obligations and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post.

Calculation of part time proportion for classroom teachers

$$\frac{\text{Employees Timetabled Teaching Week (ETTW)}}{\text{Schools Timetabled Teaching Week}}$$

The timetabled teaching excludes break times, registration and assemblies and any mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty.

An allowance will be made within the specified timetabled hours for a minimum of 10% planning, preparation and assessment time (PPA).

Part time teachers will work a similar proportion of directed time as their full time colleagues, based on the calculation above. For example, if the FTE of the part time teacher is 0.6, this equated to 60% of directed time, i.e. 60% of 1265 or 759 hours per year.

Variation to timetabled/scheduled hours

A part time teacher should not be required to attend work on any day (or part of) the week that they are not normally required to be available under the contract of employment.

A teacher can be asked to attend work on a day outside their normal timetable and, if they agree to this additional work, they will be compensated either by providing time off in lieu or by making an additional payment.

7.0 Supply Teachers

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the school is not obliged to offer work and the teacher is not obliged to accept any work offered. A supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process.

Supply teachers will be appointed to a pay point on the appropriate pay band according to the same criteria as those used for other newly appointed main range teachers in the school.

The method of payment will depend on the anticipated duration of the appointment. The school's policy for the payment of teachers employed on this basis is as follows:

Supply teachers employed where appointment is anticipated to be for six weeks or more:

Teachers will be employed on a temporary or fixed term contract as regular full or part time teachers. Contractual length will be linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff, except for notice periods which may be determined at the start of the contract to meet the circumstances, e.g. as little as one weeks' notice to cover a sickness absence or maternity.

7.1 **Supply teachers employed where appointment is anticipated to be for less than six weeks:**

Teachers will be employed on a day to day basis and will be paid by claim. The weekly rate of pay will be calculated using the following formula:

$$\frac{\text{Weekly Hours worked}}{6.5} \quad \times \quad \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the school.

Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work.

Use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for school holiday periods, as proportionate to colleagues employed on a regular basis. This should be made clear to supply teachers.

This arrangement may be subject to future change.

8.0 **Unqualified Teachers**

The use of unqualified teachers is limited to very specific circumstances and only on a time limited basis. The Governing Body will only consider use of unqualified staff in the most exceptional circumstances. For example:

- When attempts to secure suitable qualified teachers have failed
- When the unqualified teacher possesses proven specialist skills, qualifications and experience to enable the head teacher to guarantee a quality of performance equivalent to that of a qualified teacher
- During a period whereby the unqualified teacher is gaining a recognised teaching qualification or qualified teachers status including Graduate Teaching Programme and overseas teachers. When a teacher receives notification of Qualified Teacher's Status, the school will review the teacher's salary in line with the STPCD.
- On a temporary basis whilst further attempts are made to recruit a qualified replacement

8.1 Pay on appointment

The Pay Panel will pay any unqualified teacher in the pay range **£17,682 – £27,965** (in line with paragraph 17 of the STPCD).

The Pay Panel will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The Pay Panel will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the STPCD.

If during their period of employment at the school, an unqualified teacher becomes qualified, the pay will be determined on the main pay range from the date of qualification.

Pay progression for unqualified teachers

Individuals will need to show that they have made good progress towards their objectives to progress on the unqualified teacher range. Progression will be clearly attributable to the performance of the teacher.

Judgements will be properly rooted in evidence. As unqualified teachers move up the pay scale, evidence should show:

- 8.1.1 an improvement in teaching skills
- 8.1.2 an increasing positive impact on pupil progress
- 8.1.3 an increasing impact on wider outcomes for pupils
- 8.1.4 improvements in specific elements of practice identified to the teacher
- 8.1.5 an increasing contribution to the work of the school
- 8.1.6 an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The Pay Panel will be advised by the headteacher in making decisions relating to pay progression and should be able to objectively justify its decisions.

9.0 The Leadership Group

The relevant body will establish a grading structure for the leadership group following consultation with staff and their representatives.

9.1 Head teacher

The Governing Body will define and set out the responsibilities and accountabilities of the post as well as the skills and competencies required.

The Governing Body will calculate the total unit score for the school (in accordance with paragraph 5-8 of the STPCD) which assigns the school to a head teacher group and determines a broad pay range.

Taking into account the role in the particular context of the school, including recruitment and retention considerations or permanent responsibilities, the Governing Body will determine a headteacher pay range within the STPCD broad pay range. This decision and the reasons behind it will be recorded.

The Governing Body has the discretion to award limited payments to the head teacher for temporary or irregular responsibilities or other specific reasons where it is not appropriate to incorporate into permanent pay. Such payments should be clearly time-limited, recorded, and cease when the responsibility ceases or circumstances change. In any one year, the total value of salary and temporary payments made to a head teacher must not exceed 25% above the maximum of the head teacher group for their school.

The Governing Body will set the starting salary according to candidate specific factors such as the extent to which they need the specific requirements for the post, taking into account future scope for performance related progression.

The Headteacher's pay range will be reviewed when there is a vacancy in the leadership team or a significant change in the school's circumstances.

9.2 **Deputy Headteacher(s) and Assistant Headteacher(s)**

The Governing Body will set a pay range for the deputy and assistant head teachers, with the maximum point sitting below the minimum of the headteacher's pay range.

The Governing Body will ensure that the pay range selected adequately reflects the level of duties and responsibilities required of the posts.

The Governing Body will review the deputy and assistant Headteacher's salary range when a new appointment to the post is made, and periodically to reflect changes in the school's situation.

In the event that the deputy headteacher is required to replace the headteacher during an absence for a period of four weeks or more, the relevant body will pay an allowance to recognise the additional responsibility. The allowance will be calculated as the difference between the deputy headteacher's salary and the minimum of the Headteacher's salary range, and will be paid from the beginning of the acting appointment.

In the event that an assistant headteacher or classroom teacher agrees to act up in part or the whole post within the leadership group, total salary will be paid at or over the minimum of the salary range for the full post involved or an amount equivalent to two points on the leadership scale, whichever is more appropriate. The allowance will be paid from the beginning of the acting up period.

It is accepted that assistant headteachers cannot be required to become acting headteacher under these circumstances, but may agree to do so.

The Governing Body will review the deputy and assistant headteacher's pay range when there is a vacancy in the leadership team, or a significant change in the school's circumstances.

Pay on appointment

The Governing Body will set the starting salary according to candidate specific factors such as the extent to which they need the specific requirements for the post, taking into account future scope for performance related progression.

10.0 Additional Payments to Teachers and Head Teachers

The Governing Body only has the discretion to make payments to teachers (except headteachers) for

- continuing professional development undertaken outside the school day
- initial teacher training activities
- out of school learning activities agreed between the headteacher and teacher
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards

The Governing Body has resolved to make such payments only in the most exceptional circumstances. The relevant body may make such payments as they see fit in line with the STPCD.

For schools operating within the terms of the STPCD honoraria are not accommodated other than 'acting up' arrangements previously described in this document.

10.1 Discretionary allowances and payments

The STPCD makes provision for Governing Bodies to award additional allowances to teachers under specific circumstances where there are clear operational reasons to justify the additional payment only. This reason will be clearly identified in each case and will be reflected in job descriptions and/or appointment letters. For part time staff the allowance or payment will be pro-rata.

The Governing Body will conduct an annual formal review of all such awards.

In relation to the headteacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the Governing Body identify the exceptional circumstances discretion. The headteacher pay range should take into account difficulties in

recruitment or retention so no additional allowance can be paid to the head teacher for these reasons.

10.2 Teaching and learning responsibility payments (TLR)

The Governing Body may award a TLR to a classroom teacher.

TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning.

The annual value of a TLR 1 must be between **£8,069** and **£13,654**

The annual value of a TLR 2 must be between **£2,796** and **£6,829**

The job descriptions will clarify the responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in paragraph 20.1 and 20.4 in the STPCD.

Only one TLR1 or 2 may be held at any time; however a teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3. Where duties of the post holder substantially change, the value of the TLR should be reviewed.

The Governing Body may award a TLR3 of between **£555** and **£2,757** for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the STPCD (this would not normally be for a period of more than one year).

The Governing Body will set out in writing to the teacher the duration of the TLR3, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period, the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. The reason for the temporary award will be made clear in writing together with the date/event that will bring the additional duties and associated allowance to an end.

11.0 Special Education Needs (SEN) Allowances

The Pay Policy will award an SEN allowance at a spot value between **£2,209** and **£4,359** to any teacher who meets the criteria as set out in paragraph 21 of the STPCD document.

When deciding on the amount of the allowance to be paid, the Governing Body will take into account the structure of the school's SEN provision and the following provisions:

- any mandatory qualifications required for the post
- qualifications or expertise of the post holder
- relative demands of the post

The Governing body will establish differential values in relation to SEN roles in order to reflect significant differences in the nature and challenge of the work so that the different pay levels can be objectively justified. Governing Body will take account of the section 3 guidance in the STPCD. – paragraphs 55-59.

12.0 Recruitment and Retention

Payment of recruitment or a retention incentive will be determined on the basis of local market conditions. The Governing Body have the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post.

The amount and nature of this allowance or benefit is not specified in the document but the relevant body will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn.

13.0 Reimbursement of job related expenses

If employees are required by the school to travel for official work purposes or training and incur additional expense, they may be reimbursed approved expenses.

Approved expenses include;

- Excess mileage over normal home to school journeys;
- Allowable subsistence - reimbursement for cost of food and drink, if working more than 5 miles from your normal place of work, or working outside your normal hours (Valid receipt must be provided).
- Taxable subsistence – reimbursement for cost of food and drink whilst working within five miles of normal place of work. These claims **will be taxable**. (Valid receipt must be provided).
- Accommodation, postage, telephone calls, fares, tolls & parking and other expenses – reimbursement relating to job/training related expenses. (Evidence of expenditure required – e.g. receipt).
- Reimbursement for equipment/resources expenditure purchased for school in excess of £30 - (below this amount would normally be paid through petty cash) (Evidence of expenditure required – e.g. receipt).

In cases where attendance at training courses or meetings has been agreed, eligible travel related costs (i.e. excess mileage, fares, tolls & parking) will be paid on submittal of the appropriate form.

For subsistence, telephone calls & accommodation expenses the individual must obtain prior approval from the Headteacher that their expenses can be paid before they submit their claim for reimbursement through the payroll system.

VAT can be recovered on subsistence, accommodation, equipment & resources, telephone calls, fares, tolls and parking. All claims should be supported, where possible, by an appropriate VAT invoice/receipt.

All claims must be submitted within 6 months of incurring the expense. Any claims submitted which are over 6 months old will not be paid.

14.0 School Support Staff

Determination of grades (job evaluation process)

As a community school the Governing Body is required to use the Local Authority's grading structure and conditions of service (Green Book).

The Governing Body recognises its legal obligations in relation to equal pay and equal treatment and has resolved to adopt the County Council's job evaluation scheme in full to meet these obligations in relation to support staff.

The Pay Panel will be responsible for ensuring that support staff grading is reviewed when:

- new posts are created
- an existing post has changed to the extent that an evaluation is felt to be necessary
- a member of staff requests a review of the grade of their post.

Decisions in relation to the grading of posts will be based on a detailed job evaluation using the scheme applied throughout the County Council and agreed with the recognised trade unions.

Determination of starting salary on initial appointment to the school

Support staff new to the school will normally be placed on the minimum point of the scale to which they have been appointed. However, the Governing Body have discretion to, on the recommendation of the Headteacher, give credit for skills and experience which is regarded as relevant and of particular value to the school.

Annual salary progression

Annual progression within a salary scale is intended to be recognition that staff members have met the requirements of their job and made a full contribution to the work of the school.

Incremental progression within the salary scale is normally automatic for support staff on 1 April each year, based on service throughout the previous calendar year unless the school has determined there is unsatisfactory performance.

The Governing Body will make arrangements to ensure that a review of performance is undertaken during the Autumn Term (Term two) each year as part of this process.

The Governing Body has the power to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been rated as unsatisfactory. The power will only be used as part of an ongoing formal performance procedure where a member of staff has been given a formal warning under the appropriate

procedure. The Governing Body will require evidence to be available to demonstrate a proper process has been followed.

There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until six months' service has been accumulated.

Review of job description and hours of work

The Pay Panel will request that the headteacher periodically reviews the job description and hours of work for support staff. The headteacher will be expected to make recommendations for changes where it is felt that hours of work have become inappropriate for the needs of the school and/or for the re-evaluation of the post's grade where the job description has changed.

Support staff working in a part time capacity

Part time staff have identical entitlements in relation to pay as their full time colleagues, except that salary is paid on a pro rata basis to reflect the proportion of time worked.

Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (or 7.5 after five years continuous service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during school closure periods but can be taken during term time with prior approval of the headteacher..

Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and pro rata paid leave entitlement.

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked} + \text{Pro rata leave entitlement}}{52.1429} \times \text{Annual salary}$$

Pay/compensation for additional work

Support staff must receive compensation for any additional work they are required to do by the headteacher or line manager. Permission must be sought before additional work is undertaken.

Compensation will be agreed when permission is given for the additional work and will be taken as time off in lieu at an agreed time or an additional payment.

For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

Reimbursement of Job Related Expenses

If employees are required by the school to travel for official work purposes or training and incur additional expense, they may be reimbursed approved expenses.

Approved expenses include;

- Excess mileage over normal home to school journeys;
- Allowable subsistence - reimbursement for cost of food and drink, if working more than 5 miles from your normal place of work, or working outside your normal hours (Valid receipt must be provided).
- Taxable subsistence – reimbursement for cost of food and drink whilst working within five miles of normal place of work. These claims **will be taxable**. (Valid receipt must be provided).
- Accommodation, postage, telephone calls, fares, tolls & parking and other expenses – reimbursement relating to job/training related expenses. (Evidence of expenditure required – e.g. receipt).
- Reimbursement for equipment/resources expenditure purchased for school in excess of £30 - (below this amount would normally be paid through petty cash) (Evidence of expenditure required – e.g. receipt).

In cases where attendance at training courses or meetings has been agreed, eligible travel related costs (i.e. excess mileage, fares, tolls & parking) will be paid on submittal of the appropriate form.

For subsistence, telephone calls & accommodation expenses the individual must obtain prior approval from the Headteacher that their expenses can be paid before they submit their claim for reimbursement through the payroll system.

VAT can be recovered on subsistence, accommodation, equipment & resources, telephone calls, fares, tolls and parking. All claims should be supported, where possible, by an appropriate VAT invoice/receipt.

15.0 Gloucestershire Living Wage (Community Schools)

By adopting the green book pay and conditions of service, this school has increased the lowest pay point to £9 per hour so that it exceeds the new statutory national living wage.

This applies to all green book staff in community schools.

N.B. if support staff have transferred into the school under the Transfer of Undertakings (Protection of Employment) Regulations 2006 from another organisation, they may not be eligible for the Gloucestershire Living Wage at £9 an hour.

16.0 The Pay Panel

The Governing Body can allocate delegated authority to a Pay Panel (or committee) for pay decisions. At Heart of the Forest School the panel will consist of 3 Governors, Vice Chair of FGB, the Chair of the Resources Committee and the Chair of the Standards and Curriculum Committee. The Headteacher cannot be a member but will attend to provide the Pay Panel with information. They will declare an interest and leave the meeting, for any discussion about their own pay.

- one of the three selected governors will act as Chair of the panel
- none of the governors serving on the panel will be employed within the school

Pay Panel: Terms of reference

- to apply the school pay policy on behalf of the Governing Body fairly and equitably
- to ensure that the school's leadership team provide all employees with a current and accurate job description which is regularly reviewed
- To regularly review the School's teaching and leadership salaries according to the pay scales set out nationally for leadership and teaching staff (and support staff within GCC recommended pay scales).
- to ensure this policy links effectively with the school's appraisal policy
- to arrange the head teacher's performance management as laid out in the school's appraisal policy
- to receive recommendations from reviewers regarding the performance and pay progression of teachers following moderation as laid down in the school's Appraisal Policy.
- to be responsible for annual performance related pay decisions and requests for the review of pay and grading based on changes in duties and responsibilities
- With reference to Teachers' pay to be responsible for annual performance related pay decisions and requests for the review of pay and grading based on changes in duties and responsibilities. To ensure teachers have an annual review of their salary and a written salary statement, no later than one month after the date of determination
- To make appropriate arrangements for representations from teaching staff to be heard on pay related matters including salary, grading or pay decisions and to seek additional evidence, information or advice as necessary to respond to this request.
- To determine entitlements and approve or withhold annual progression where appropriate whether based on experience or performance using the criteria laid down in this document.

- To exercise the governors' discretionary powers as specified in this document
- To review the head teacher group pay range and report findings and/or make recommendations for change to the Governing Body regarding leadership group grading where there is a new appointment or role responsibilities change significantly
- to ensure teachers have an annual review of their salary and a written salary statement, no later than one month after the date of determination

The group will record and keep its work and the results of individual reviews and decisions confidential.

The Chair of the panel will report to the Governing Body periodically, but will not report on details of decisions (to ensure that sufficient governors remain available to hear appeals if necessary). Where changes will have significant implications for the school budget, an urgent report will be made directly to the Chair of Governors and the Chair of the Resources Committee.

17.0 The Pay Appeals Panel

The Governing Body will select governors to hear representations relating to pay related decisions on its behalf. This group will have the same composition requirements as the Pay Panel, except that none of these governors can be a member of the Pay Panel or have been involved in any pay decisions.

The panel will:

- follow appeals procedure
- ensure terms of this policy and related procedures have been correctly applied
- periodically report to the Governing Body to present progress reports

Representations about pay recommendations and/or decisions

Any employee who is dissatisfied with a pay decision should:

Informal discussion: with the head teacher to resolve the issue, requested as soon as possible after receiving notice of the pay recommendation, normally within five days.

Formal representation: if the employee remains dissatisfied with the recommendation, they can submit written representations to the Pay Panel who should respond within five days. This will lead to a formal meeting with the panel in which the employee may present evidence, call witnesses and have the opportunity to ask questions. The Pay Panel will make a pay determination which will be confirmed in writing.

Formal appeal hearing: if the staff member remains dissatisfied, they may submit written representations to the Chair of the Pay Appeals Panel. This should include any additional facts for reconsideration, and be submitted within five working days of the receipt of the pay statement.

- The Pay Appeals Panel will acknowledge the request and arrange a meeting within 10 working days to consider the employee's concerns.
- In the hearing before the Panel, the employee and management representative will have the opportunity to present their evidence, call witnesses and question each other.
- The result of the hearing will be given in writing within a reasonable period, normally five working days. This decision will be final and binding in terms of this policy.

The employee has the right to be accompanied at all formal meetings by a trade union representative or work colleague if they wish.

The Pay Panel should consist of the Chairs of the Committees, Vice Chair and the Headteacher.

Name of Governor	Date appointed to the committee
Pam Jones	14 October 2019
Jonathan Gault	14 January 2013
Sue Henchley	16 November 2015
Stephanie Withington	01 September 2018
Chair of Committee	Jonathan Gault
Clerk to Committee	Tracy Lashford
Quorum	3
Date committee established	14 January 2013
Terms of Reference reviewed by the Governing Body on 20th December 2019	

Policy Agreed by Governors at FGB on 29th January 2020

Signed..... Chair of Governors