

BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

PAY POLICY



1. Introduction

1.1. September 2020 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2020 pay award are set out in the STPCD (School Teachers' Pay and Conditions Document) 2020.

1.2. Decisions about teachers' pay progression must be linked to the Appraisal and Capability Policy (also known as the Appraisal Policy) and are based on criteria set out in the School's Pay Policy 2020/2021.

1.3. The Governing Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Governing Body;
- take into account pay relativities between posts within the teacher and support staff ranges of the Governing Body;
- ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible (by 31st October 2020 at the latest; 31st December 2020 for the Head Teacher);
- where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination;
- ensure that discretion available under the STPCD is exercised in a fair and equitable manner;
- give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period or a temporary project (TLR3);
- comply with the salary safeguarding arrangements in the current STPCD;
- ensure that an appropriate evaluation process is used to determine the salary range for members of the support staff.

1.4. This policy statement will be available to the employees of the Governing Body.

2. Delegation of Decision Making

2.1. Head Teacher

- 2.1.1. Except where otherwise stated, the Governing Body will delegate the day to day management of the policy to the Head Teacher in consultation with the Chair of the Governing Body. The Head Teacher will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 2.1.2. The Head Teacher shall make annual recommendations on the salary of all employees to the appropriate committee of the Governing Body. This will include sufficient information for the Governing Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.1.3. The Governing Body requires that the Head Teacher has regard to the budget approved by the Governing Body or Trust and the requirements of employment legislation, in particular:
- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements),
 - The Employment Rights Act 1996,
 - The Employment Relations Act 1999
 - The Employment Act 2002
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000,
 - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations Consolidation Act 1992),
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- 2.1.4. The Governing Body expects the Head Teacher to seek advice where appropriate from persons engaged by the Governing Body to provide such advice.

2.2. An Appropriate Committee Structure

- 2.2.1. The Governing Body will delegate to a committee of governors, hereafter referred to as the "Performance Review Committee", decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be 3. No member of the Appeals Panel, referred to below, will be a member of the Performance Review Committee. No governor who is employed by the Governing Body may be a member of the Performance Review Committee or the Appeals Panel.
- 2.2.2. The Governing Body will delegate to a panel of governors, hereafter referred to as the 'Appeals Panel', any appeals by individual Employees against decisions of the Performance Review Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of governors on the panel shall normally be 3. Any appeal will be dealt with before a final decision is reported to the Governing Body.
- 2.2.3. Meetings of the Performance Review Committee and the Appeals Panel will be convened by the Clerk to the Governing Body. Such meetings will normally be arranged within 20

(twenty) working days of the date the Employee requests the meeting, and 5 (five) working days' notice of the date and time of the meeting will be given.

- 2.2.4. Those entitled to attend meetings of this committee and this panel are outlined in Annex A and Annex B.

2.3. Review of Recommendations to, or Decisions of, the Performance Review Committee

- 2.3.1. Prior to making a salary recommendation to the Performance Review Committee, the Head Teacher (or Chair of the Head Teacher's Appraisal Review governors, in the case of the Head Teacher) will inform the Employee of the recommendation they intend to make to the Performance Review Committee, and the date this committee will be considering the recommendation.

- 2.3.2. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Head Teacher before the recommendation is actioned.

- 2.3.3. Whilst there is no right of appeal to the Head Teacher's recommendation, if the Employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Governing Body which will be provided to the Performance Review Committee to consider alongside the pay recommendation and the Employee will be invited to attend a formal meeting with the Performance Review Committee.

- 2.3.4. The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation. The reason(s) must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or Appraisal Policy;
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the Employee.

- 2.3.5. The Employee will have a minimum of 5 (five) working days' notice between the date they are informed of the recommendation and the date of the meeting of the Performance Review Committee to provide this written statement. The Clerk of the Governing Body will provide the Head Teacher (or Chair of the Head Teacher's Appraisal Review Committee, in the case of the Head Teacher) with a copy of the written statement submitted by the Employee prior to the meeting of the Performance Review Committee.

- 2.3.6. The Employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Performance Review Committee. The decision of the Performance Review Committee will be provided to the Employee in writing. The Employee will be advised of the right of appeal against the decision of the Performance Review Committee to the Appeals Panel (paragraph 2.4 below).

2.3.7. The procedure to be followed for the review hearing is attached at Annex A.

2.4. Appeals against Salary or Appraisal Decisions

2.4.1. The Employee may appeal against the decision of the Performance Review Committee within 5 (five) working days of receipt of the determination, by notifying the Clerk to the Governing Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.4 above.

2.4.2. The decision of the Appeals Panel shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Governing Body.

2.4.3. The procedure to be followed for the appeal is attached at Annex B of this policy.

2.5. Threshold Application

2.5.1. An application must be made by 15th September 2020 and be submitted to the Head Teacher.

2.5.2. A successful applicant will progress to point 1 on the Upper Pay Range determined by the Head Teacher from September 2020. This may be termly or annually.

2.5.3. A successful applicant will have demonstrated through the appraisal process:-

- that s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions are substantial and sustained.

(See Annex C for the Governing Body's definition of "highly competent" and "substantial and sustained".)

2.5.4. The Head Teacher shall inform the teacher of the recommendation to be made to the Performance Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Head Teacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the Employee does not agree with the recommendation is as outlined in paragraphs 2.3.1 to 2.4.3.

2.5.5. Upper Pay Range decisions will only apply to posts under the employment of this Governing Body.

2.6. Statement of Salary

2.6.1. Salary assessment forms will be issued to confirm salary determinations.

2.7. The Chair of the Governing Body

2.7.1. The Chair of the Governing Body will be available to the Head Teacher for consultation on those matters of this policy delegated to the Head Teacher. In this instance the Chair of the Governing Body may not be a member of the Performance Review Committee or the Appeals Panel.

2.8. The Appraisal Review Governors for the Head Teacher's Performance Review

- 2.8.1. The Governing Body will delegate at least 2 (two) governors, none of whom shall be employees of the Governing Body, to carry out the appraisal review for the Head Teacher. The delegated governors may be supported by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures may be referred for moderation to the Chair of the Governing Body.

3. Exercise of Discretion under the STPCD

3.1. Starting Salary of New Classroom Teacher Appointments

- 3.1.1. When advertising a teaching post, the Governing Body or delegated committee will identify the range of salaries the Governing Body is prepared to pay, subject to qualifications and experience. The Governing Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Governing Body.
- 3.1.2. Where the Head Teacher or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.1.3. The selection panel discusses the proposed salary with the Head Teacher at the end of the selection process, based upon the appropriate range in the Governing Body's salary structure. If required, the Business Manager's input into this discussion is requested. Upon employment of the candidate, the Business Manager is notified of the new salary by the Chair of the Resources Committee.

3.2. Calculation of Part Time Teachers' Salaries

- 3.2.1. The Governing Body will ensure that all part-time teachers employed by the Governing Body will have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part time teacher is awarded a TLR3.
- 3.2.2. The Governing Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro rata principle".
- 3.2.3. All part-time teachers will be advised of the way in which their salary and directed time are calculated.

3.3. Recruitment/ Retention Incentives

- 3.3.1. The Governing Body may have a policy with regard to any payment of recruitment/ retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.3.2. The policy adopted by the Governing Body will be made known to employees and set out as Annex D to this policy.

3.4. Staffing Structure

- 3.4.1. The Head Teacher will annually recommend to the Governing Body a staffing structure for the School that:
- takes account of any financial limits determined by the Governing Body or delegated committees;

- identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPCD;
- will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Governing Body;
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD;
- identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

3.4.2. The staffing structure and pay ranges approved by the Governing Body shall be published with this Pay Policy.

3.4.3. In the event that the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Governing Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

3.5. Special Educational Needs

3.5.1. The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.5.2. The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6. Awards for Performance Progression to Teachers paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

(Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy).

3.6.1. At the time of the annual assessment of teachers' salaries referred to in Section 6 of this policy, the Performance Review Committee will consider written recommendations from the Head Teacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Governing Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head Teacher will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2.)

- 3.6.2. Any recommendations for progression to a higher salary made by the Head Teacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Governing Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.6.3. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.6.4. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Head Teacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression.
- 3.6.5. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main pay range from the following September in accordance with Section 2.3.
- 3.6.6. Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Head Teacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to School the Head Teacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4. Leading Practitioner Posts

- 4.1. The Governing Body may decide to include Leading Practitioner post(s) in the staffing structure where it receives a recommendation from the Head Teacher to consider such a post.
- 4.2. Where a Leading Practitioner is appointed, the Governing Body shall select an individual post range on the pay range designated for Leading Practitioners.
- 4.3. At the time of the annual assessment of teachers' salaries referred to in Section 6 of this policy, the Performance Review Committee will consider recommendations from the Head Teacher that any Leading Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F of this policy.

5. The Leadership Group (See Annex G)

5.1. Deputy and Assistant Head Teachers

- 5.1.1. The Governing Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Head Teacher or Assistant Head Teacher's salary.
- 5.1.2. At the time of appointing a new Deputy Head Teacher or Assistant Head Teacher the selection panel of the Governing Body making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

5.2. Awards for Performance to Deputy and Assistant Heads

- 5.2.1. At the time of the annual assessment of teachers' salaries referred to in Section 6 of this policy, the Performance Review Committee will consider recommendations from the Head Teacher that any Deputy or Assistant Head Teacher be paid additional points subject to the maximum of their range. The Governing Body expects that the objectives for a Deputy or Assistant Head Teacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.2.2. Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Head Teacher the Governing Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy or Assistant Head Teacher's range overlap the Head Teacher's pay range.

6. Annual Assessment of the Salary of Teachers

6.1. Annual Assessments

- 6.1.1. On or before 1st September of each year, or as soon as possible thereafter, the Head Teacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Head Teachers, Leading Practitioners and unqualified teachers employed in the School.
- 6.1.2. The Performance Review Committee will receive the pay recommendations from the Head Teacher by 31st October at the latest. Awards will be backdated to 1st September of the current year.

7. Determination of Leadership Group Salaries

7.1. Group of the School; Head Teacher Pay Range (HTPR) and Pay Ranges for other members of the Leadership Group

- 7.1.1. For the purposes of determining the group of the School by which the HTPR is identified, the Governing Body will re-calculate annually the appropriate unit total of the School.
- 7.1.2. The Governing Body will assign the School to the appropriate Head Teacher Group (HTG) whenever a new Head Teacher is to be appointed and on such occasions as the Governing Body sees fit. The Head Teacher may make representations to the Performance Review Committee to consider assigning the School to a new HTG.
- 7.1.3. If the Governing Body changes the group of the School having re-calculated the unit total, the Governing Body will identify an HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.1.4. The HTPR of the School shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the School.
- 7.1.5. The Recruitment Selection Committee, set up to appoint a new Head Teacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Governing Body.

- 7.1.6. In the event that the Governing Body agrees to the Head Teacher also being made the Head Teacher of another school on a permanent basis, the Head Teacher's salary will be determined in accordance with STPCD 2020 (paragraph 6.6).
- 7.1.7. Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary, the salary safeguarding provisions will not apply.
- 7.1.8. The pay ranges for a Deputy or Assistant Head Teacher shall be determined with reference to the School's HTPR as defined by the STPCD.

7.2. Annual Review of Head Teacher's Salary

- 7.2.1. At the beginning of each academic year, or at any such time as the Governing Body (in consultation with the Head Teacher) may decide, the Appraisal Review governors referred to in 2.8 will agree with the Head Teacher, or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the School's development plan.
- 7.2.2. An external adviser appointed by the School will support the Appraisal Review governors in carrying out the annual performance review of the Head Teacher. The performance review and review statement will be conducted in accordance with the Governing Body's Appraisal Policy.
- 7.2.3. In the autumn term of each year, (or where determined differently by the Governing Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Performance Review Committee will receive recommendations from the Appraisal Review governors (having consulted the Chair of the Governing Body, if s/he is not an Appraisal Review governor) regarding the salary of the Head Teacher. The recommendation shall reflect the Appraisal Review governors' views based on the outcomes of the annual performance review and the Chair of the Governing Body's view of the Head Teacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Head Teacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.2.4. The recommendation for the Head Teacher will be made in a written statement to the Performance Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September including any additional payments as identified in the STPCD, paragraph 10. The Performance Review Committee will consider the recommendation together with any written response from the Head Teacher and inform the Head Teacher in writing by providing a salary statement by 31st December, to be backdated to 1st September. The Head Teacher will not be entitled to attend the meeting of the Performance Review Committee.
- 7.2.5. If the Head Teacher wishes to seek a review of the decision of the Performance Review Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Head Teacher will have a right of appeal against the decision of the Performance Review Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3. Determination of Discretionary Payments to Head Teachers

- 7.3.1. The Governing Body may decide to pay additional payments to the Head Teacher in accordance with paragraphs 10 of the STPCD.
- 7.3.2. Where a decision is made to increase the Head Teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.3.1 above, the total sum of all payments made to the Head Teacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Governing Body.
- 7.3.3. In the event that it is considered necessary to exercise the provision set out in 7.3.2 above, the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

7.4. Acting Up Allowances

- 7.4.1. If, during any absence of the Head Teacher, Deputy or Assistant Head Teacher or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Governing Body may reconsider the position at any time.
- 7.4.2. In the prolonged absence of the Head Teacher, a Deputy Head Teacher, an Assistant Head Teacher or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

8. Unqualified Teachers

- 8.1. The Governing Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 8.2. The point on the Governing Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Head Teacher, in consultation with the Chair of the Governing Body, and will take account of the qualifications and experience considered to be relevant to the post.
- 8.3. In addition to the appropriate point on the unqualified teachers' pay range the Head Teacher, in consultation with the Chair of the Governing Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Head Teacher and Chair of the Governing Body believe has additional qualifications and/or experience to warrant such an award.
- 8.4. The Head Teacher will report any award of such an allowance to the Performance Review Committee of the Governing Body.

- 8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9. Salaries of Support Staff

- 9.1. On appointing a member of the support staff, the job description determined for the post will be evaluated in accordance with the adopted job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Governing Body.

- 9.2. The Head Teacher, in consultation with the Chair of the Governing Body, will determine the appropriate point on the evaluated range having regard to:

- relevant qualifications and/or competencies; and
- recruitment/retention needs of the School in respect of the post.

The decision of the Head Teacher will be reported to the Performance Review Committee.

- 9.3. If at any time the Head Teacher, in consultation with the Chair of the Governing Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Head Teacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary, the Employee will be entitled to salary safeguarding for a period in accordance with EPM and HR Practice. The new salary level will be reported to the Performance Review Committee at its next meeting.

- 9.4. At the time of making the annual assessment of the teachers' salaries the Head Teacher may also make any recommendation to the Performance Review Committee in respect of the salary of any member of the support staff. Where the Head Teacher considers it appropriate, a recommendation will be made to the Performance Review Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Performance Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.

- 9.5. If any member of the support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Performance Review Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Appeals Panel referred to in paragraph 2.2.2 above.

10. Salary Sacrifice Scheme

- 10.1. The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Governing Body, from which teachers or support staff employed in the School benefit where there is no additional cost to the Governing Body's budget. **

** Governing Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice child care voucher schemes established prior to 5 October 2018 when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.

11. Review of the Policy

- 11.1. The Resources Committee and the Performance Review Committee will review this policy annually or on any occasion when it is requested to do so by the Head Teacher.
- 11.2. The policy will be ratified by the full Governing Body.
- 11.3. This policy is available to all staff. It is adapted from the Pay Policy by EPM, who have consulted with the recognised trade unions at the time.

Source: EPM September 2020

Approved by:	Laura Latham / FGB	Date: March 2021
Last reviewed on:	December 2019	
Next review due by:	September 2021	

ANNEX A

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE PERFORMANCE REVIEW COMMITTEE OF THE GOVERNING BODY

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. Case for the Employee

The Employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague.

- a) The Employee or representative presents the Employee's written application for the review.
- b) The members of the Performance Review Committee may ask questions of the Employee.

2. The Chair of the Performance Review Committee:

- a) explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the Employee.
- b) If the Performance Review Committee has asked the Head Teacher (or a governor as referred to in Note 3 below) to be present at the hearing, the Head Teacher (or governor) may be asked questions by the members of the Performance Review Committee, and the Employee or their representative.

3. Summing up and withdrawal

- a) The Employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) All persons other than the members of the Performance Review Committee and the adviser (see Note 5 below), are then required to withdraw.

4. Performance Review Committee decision

- a) The Performance Review Committee and the person who is advising, (other than the Head Teacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Performance Review Committee will announce the decision of the review to the Employee, which will be confirmed in writing within 5 (five) working days.

Notes:

1. For the purposes of the review, the Performance Review Committee and the Employee will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the Employee.
 - The written statement of reasons for the application for the review from the Employee. (The grounds for the appeal must comply with paragraph 2.3.4 of the Pay Policy).
 - Any additional documents to be used at the review hearing, which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Performance Review Committee may ask the Head Teacher (or in accordance with Note 3 below, a governor) to be present. In that event the Head Teacher (or governor) may also be asked questions by the members of the Performance Review Committee and by the Employee or his/her representative. The Head Teacher (or governor) may not be involved in the decision of the Performance Review Committee.

3. Where the Head Teacher has asked for the review, the Performance Review Committee may ask the Chair of the Governing Body or a representative of the governors referred to in 2.8.1 above to be present.
4. The Performance Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

ANNEX B

PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE PERFORMANCE REVIEW COMMITTEE TO THE APPEALS PANEL OF THE GOVERNING BODY

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. The Appeal of the Employee

The Employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague.

The Employee or representative:

- a) introduces the Employee's written reasons for the appeal and the representative of the Performance Review Committee and then members of the Appeals Panel may ask questions of the Employee.
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Performance Review Committee and then by the Appeals Panel.

2. The Response of the Performance Review Committee

The representative of the Performance Review Committee:

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Performance Review Committee previously provided to the Employee, and the Employee or representative and then members of the Appeals Panel may ask questions of the representative of the Performance Review Committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Employee or his/her representative and then by the Appeals Panel.

3. Summing-up and Withdrawal

- a) The representative of the Performance Review Committee has the opportunity to sum-up if s/he so wishes.
- b) The Employee, or representative, has the opportunity to sum-up his/her case if s/he so wishes.
- c) All persons other than the Appeals Panel and its adviser (see Note 4 below) are then required to withdraw.

4. Appeals Panel Decision

- a) The Appeals Panel and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Appeals Panel will announce the decision to the Employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Appeals Panel will have the following documents:
 - The written statement of reasons for the Performance Review Committee decision previously provided to the Employee.
 - The written statement of reasons for the appeal from the Employee. (The grounds for the appeal must comply with paragraph 2.3.4 of the Pay Policy).

- Any additional documents to be used at the appeal hearing, which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Performance Review Committee representative may call the Head Teacher (or, in accordance with Note 3 below, a governor) as a witness for the Performance Review Committee. In that event the Head Teacher (or governor) may be questioned as a witness.
 3. Where the Head Teacher has asked for the review, the representative of the Performance Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.
 4. The Appeals Panel may appoint an adviser who may not be an employee of the Governing Body.

ANNEX C

ACCESS TO THE TEACHERS' UPPER PAY RANGE

From September 2016 any qualified Teacher (who has made substantial progress towards the maximum of the main classroom Teachers' scale) may apply to the Head Teacher to be paid on the upper pay range. An application may only be made once in an Academic year and must be made before the start of the autumn half term break. Bourn Primary Academy will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- That as a Teacher s/he is highly competent in all elements of the relevant standards; **and**
- that his/her achievements and contributions to the School are substantial and sustained.

For the purpose of this pay policy:

- *Highly competent* means performance which is not only good but is good enough to provide coaching and mentoring to other Teachers, to give advice to them and to demonstrate to them effective teaching practice and how to make a wider contribution to the work of the School in order to help them meet the relevant standards and develop their teaching practice.
- *Substantial* means of real importance, validity and value to the School; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; leading at least two different school leadership teams successfully, taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning and achievement.
- *Sustained* means maintained continuously over a period of 3 years.

The application shall be in the form of the annual appraisal document (and two previous appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 3 year period.

All applications will be assessed robustly, transparently and equitably by the Head Teacher and a decision will be made and communicated in writing within 15 (fifteen) working days.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the Teacher's application does not satisfy the assessment criteria. A successful applicant will progress to the minimum point of the upper pay range, where it is expected that the level of performance assessed will be at least sustained or indeed improved upon.

ANNEX D

TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This annex identifies the circumstances under which the School will pay allowances and/or benefits for the purposes of recruiting Teachers. Recruitment allowances will be considered as a method of attracting outstanding Teachers and support staff where the School would be adversely affected by not recruiting them. Recruitment allowances will be pensionable payments. Decisions on recruitment allowances will be made by the Head Teacher following consultation with the Chair of the Performance Review Committee, as appropriate.

Prior to consultation the Head Teacher will set out:

1. the reasons why the post should attract a recruitment allowance with reference to other allowances awarded and any available recruitment information;
2. the start and end dates of the allowance;
3. the amount of the allowance and its percentage of substantive salary which will not exceed 10%.

The decision to award a recruitment allowance will be communicated to the Employee in writing, stating the start date and end date and the amount. The decision to award a recruitment allowance will be reported to the Performance Review Committee at the next meeting.

ANNEX E

THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

This annex, referred to in Section 3.6 of the Pay Policy, sets out the School's policy regarding progression on the main and upper pay ranges and on the unqualified Teachers' scale.

This will be based on the 2020 figures accounting for any statutory increase.

Main		Upper		Unqualified	
Minimum M1	25,714	U1	38,690	UQT1	18,169
M2	27,600			UQT2	20,282
M3	29,664	U2	40,124	UQT3	22,394
M4	31,778			UQT4	24,507
M5	34,100			UQT5	26,622
Maximum M6	36,961	U3	41,604	UQT6	28,735

Teachers on the main, upper and unqualified teacher pay ranges will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy, against the aims of the School and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

To move up the main pay scale, the upper pay scale or the unqualified teacher pay scale one point at a time, Teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers' Standards and teaching should be at least "good" as defined by Ofsted.

The following criteria will be taken into account in making a judgment:

1. Impact on pupil progress;
2. Outcome of lesson observations;
3. Appraisal targets and how successfully these have been met;
4. Competency in all elements of the Teachers' Standards;
5. Contributions to whole-school development;
6. Wider outcomes for pupils and colleagues;

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Head Teacher as to a Teacher's overall grade based on Ofsted judgements. Teachers demonstrating exceptional performance may be awarded progression up to two points on the scale; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching and meeting all performance management targets as well as demonstrating they are competent in all elements of the Teachers' Standards.

Further progression on the upper pay range will also be dependent on continued evidence that the individual's performance is substantial and sustained.

Teachers' annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Performance Review Committee of the Governing Body, having regard to the appraisal report and taking into account advice from the Head Teacher. The Governing Body will consider its approach in the light of the School's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

ANNEX F

TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

The School may decide to appoint Leading Practitioners as indicated in Section 4 of the Pay Policy and in accordance with the provisions of paragraph 16 of the STPCD.

Specific job requirements will include:

- a leadership role in developing, implementing and evaluating policies and practices in the School and contributing to School improvement;
- the improvement of teaching at Bourn Primary Academy and within local schools, which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues through coaching and mentoring.

Up to 20% of the Leading Practitioners' time will be spent on this aspect of their role, including supporting other schools. Any costs associated with the provision of this service will be invoiced and be retained by the School.

Criteria for progression on the Leading Practitioner scale will be based on evidence that the Leading Practitioner:

- has made good progress towards their performance management objectives;
- is an exemplar of teaching skills which must impact significantly on pupil progress within School and within the wider school community, if relevant;
- has made substantial impact on the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as being in need of improvement;
- is highly competent in all elements of the Teachers' standards*;
- has shown strong leadership in developing implementing and evaluating policies and practices in the workplace, which contribute to School improvement.

*Highly competent, substantial and sustained are defined in ANNEX C.

ANNEX G

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

This annex, referred to in Section 5 of the Pay Policy, sets out the School's Leadership Group Ranges.

Leadership Group Pay Range

L1 – L43 £42,195 - £117,197

Headteacher Pay Range

Group 1 – 8 (L6 – L43) £47,735 - £117,197