



**Dame Alice Owen's School
The Dame Alice Owen Foundation – 1613**

POLICY ON SUPPORT STAFF PAY

Agreed by the Governing Body Personnel & Remuneration Committee	May 2016
To be reviewed	May 2017
<i>(reviewed annually)</i>	

To be monitored by the SLT and the Governing Body Personnel & Remuneration Committee

BASIC PRINCIPLES

All support staff employed at Dame Alice Owen's School are paid in accordance with the Governors' Pay and Conditions of service agreed in 2012.

All pay-related decisions are made taking full account of the school development plan and staff and unions have been consulted on this policy. All pay-related decisions are taken in compliance with legal requirements on discrimination.

The mechanism for making these decisions is as follows. Recommendations are made to the Governing Body Personnel & Remuneration Committee by the Senior Leadership Team and decisions are endorsed by the full Governing Body.

PAY REVIEWS

Support staff are appointed within the provisions of the Governors' pay and conditions policy on a scale within a range deemed to be appropriate to the level of responsibility attached to their post. All support staff salaries will be reviewed annually as part of their Performance Management Review. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. Once the top of their scale is reached, the opportunity will be given to progress to the next grade on the scale providing there is sufficient evidence of increased responsibility in their post and that the recommendation is approved by the Headteacher. All salaries will be reviewed annually by the Governing Body.

THE PAY COMMITTEE

The Governing Body has established a Personnel & Remuneration Committee to carry out determinations of pay in accordance with the Pay Policy. The Committee has fully delegated powers and has been established in accordance with the appropriate school government regulations.

The Terms of Reference for the Personnel & Remuneration Committee are as follows for the academic year 2015/2016:

Membership:

Mrs Monique Choudhuri	Chair	Mr Seamus Gillen
Mr Az Khan	Vice-Chair	Mrs Jackie Campbell
Mr Peter Martin	Chairman of Governors	Co-opted non-voting attendees:
Mrs Carole James		Mrs Hannah Nemko and
Mr Charles Tracy		Mr John Godfrey
Dr Alan Davison		

Quorum:

The quorum shall be four Governors, of whom one must be the Head or his/her representative. Meetings must be quorate for any voting to take place and be valid.

Meetings:

The Committee shall meet at least once a term and otherwise as required.

Procedures:

The normal procedures and regulations appertaining to the full Governing Body shall apply also to the Committee.

Terms of Reference:

1. To review at least every two years the following policy statements for subsequent review by the Governing Body:
 - a. Pay Policy (for both teaching and support staff)
 - b. Capability Procedure (inc. the Disciplinary Procedure)
 - c. Performance Management Policy
 - d. Staff Development Policy
 - e. Single Equality Policy (inc. Disability Equality Scheme, Gender Equality Scheme, Race Equality)
 - f. Safe Use of Images policy
2. To review annually the effectiveness of the policies listed under '1' above.
3. To report annually to the full Governing Body on Safeguarding.
4. Salaries
 - a. To draft criteria for approval by the Governing Body relating to the use of discretionary elements of pay provisions and to make recommendations about implementing them
 - b. To review all staff salaries annually in accordance with national pay scales

- c. To liaise with the Finance Committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- 5. To review and monitor the staffing structure annually in relation to the School Improvement Plan.
- 6. Communications
 - a. To liaise with the Head in developing, and assist the Head as necessary in delivering, a communications policy which fosters good relationships with, and the support of, the school's principal stakeholders
 - b. To define those stakeholders as - staff, students, parents, the Livery, OSA, Alumni, key decision-makers and opinion formers in the educational, political, regulatory and business spheres, local communities, and any other group whose support is needed, from time to time, to help the school achieve its aims; and
 - c. To assist in the preparation of the school prospectus for the Governing Body.

APPEALS

The arrangements for considering appeals are as follows:

All staff may appeal against any determination in relation to his or her pay or any other decision taken by the Governing Body that affects his or her pay.

The grounds for appeal are that the person or committee by whom the decision was made -

- a. incorrectly applied any provision of the pay and conditions Document; or
- b. failed to have proper regard for statutory guidance; or
- c. failed to take proper account of relevant evidence; or
- d. took account of irrelevant or inaccurate evidence; or
- e. was biased; or
- f. otherwise unlawfully discriminated against the member of staff.

The order of proceedings is as follows:

1. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the member of staff is not satisfied he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.

3. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
4. The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Headteacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the member of staff an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.

For any formal hearing or appeal the member of staff is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

6. Any appeal should be heard by a panel of three Governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification and give the member of staff the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure. Details of these procedures are contained in chapter 4, Volume 2 of Hertfordshire's Disciplinary and Grievance Procedures.

PAY

In determining the pay of support staff, account will be taken of relevant model job descriptions, job evaluation and grades of Hertfordshire County Council (HCC). The Governing Body is legally entitled to devise and grade its own posts and will do so only in circumstances when there is no appropriate HCC job description. Such decisions will be made by the Headteacher after consulting the Chair of the Personnel & Remuneration Committee.

Gill Keating
May 2016

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