

Western Learning Federation. Pay Committee Terms of Reference

Aim

To consider advise and provide decision making and in relation to pay across the Western Learning Federation for Teachers and Leadership,

Role and Purpose

The purpose of the Pay Committee is:

- To consider advise and provide decision making on behalf of the Governing Body relating to all aspects of pay for Teachers and Leaders
- To oversee monitor and provide decision making all pay matters for Teachers and Leaders for all requests(main pay range, upper pay range and, ALN allowance requests)
- To oversee and monitor the pay policy
- To oversee and monitor areas of risk and mitigation within policies which may impact on each school school and the Federation
- To implement all polices approved by the Governing Body
- To ensure staff understand all policies
- To ensure staff complete the necessary paperwork to support salary applications
- To ensure compliance with all Policies
- To prepare or review any policy related documents
- To discuss any new polices that need to be developed
- To consider recommended polices from the Local Authority
- To provide quality assurance

Governance

The Pay Committee will provide updates to the Western Learning Federation Governing Body, with all decisions supported by the Pay Policy

Membership

Membership Appendix proposal attached.

Chair

The meetings are to be chaired by Amanda Coffey with a nominated Governor as Vice Chair in the Chair's absence

Frequency of Meetings

The meetings will be held twice per year, typically in July or August for Teachers and in October for Leadership, with email communication between meetings for any urgent responses required from members.

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The meetings in relation to the Executive Headteacher will also involve feedback from the Chair of the committee and the Central South Consortium School Improvement Partner from Central South Consortium.

Meetings will be held via Microsoft Teams, with alternatives available should it be required.

Communication

The Executive Head Teacher will be the first point of contact for all pay matters before wider circulation to members of the panel, five days later.

Appendix one- Membership

Name	Role / Team
Binkki Rees	Governor, Western Learning Federation
Amanda Coffey (Chair)	Governor, Western Learning Federation
Raven Hope	Governor, Western Learning Federation
Robert Monteith (Observer)	Business Manager, Western Learning Federation
Wayne Murphy	Executive Head Teacher, Western Learning Federation
Rachel Faulkner	Deputy Executive Head Teacher, Western Learning Federation
Beth Jones	Clerk to Governors

- Ratified by Governors:
- Date Reviewed:
- Date for Review:
- Date Published:

Monitoring of the Policy

Signed: 

Chair of Governors

Date: 18/10/24

Signed:

Executive Headteacher: 

Date: 24/10/24