

# St Joseph's Catholic Primary School



## Our Mission Statement



We grow together in God's Love as we Pray, Learn and Play

*"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"*

## PAY POLICY

*Article 27:*

*You have a right to a good standard of living*

This Policy was approved by the Governing Body on	November 2023	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2024	This Policy was reviewed by the Governing Body and ratified	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
This policy is due to be reviewed by the Governing Body		This Policy was reviewed by the Governing Body and ratified	Signed:

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Reviewing Officers	HR Group on behalf of each of the five LA's of Bridgend, Cardiff, Merthyr, Rhondda Cynon Taf and Vale of Glamorgan Councils
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<b>DOCUMENT APPROVAL</b>	
<b>This document has been consulted with:</b>	<b>Date of Agreed</b>
CSC trade union representatives.	November 2021
Joint Consultative Committee	
<b>This document has been approved by the</b>	<b>Date of Agreed</b>
CSC Directors of Education	17.11.2021

**This Pay Policy is recommended by each of the five Local Authorities that constitute the CSC.**

**Formally adopted by the Governing body of St Joseph's RC Primary School**

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## **1. INTRODUCTION**

- 1.1 This policy sets out the framework for making decisions on teachers and support staff pay. For teaching staff, it has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions (Wales) Document (the document) and has been consulted on with staff and the recognised trade unions. For support staff, pay will be determined by the relevant local authority's pay and grading structure with reference to the associated job evaluation process.
- 1.2 This pay policy is in respect of determination of pay from 1 September 2023 and considers performance in the academic year commencing 1st September 2022.

## **2. STATEMENT OF INTENT**

- 2.1 The prime statutory duty of governing bodies in Wales, as set out in paragraph 21(2) of the Education Act 2002 is to "conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy and related performance management policy is intended to support that statutory duty.
- 2.2 The governing body of St Joseph's RC Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. It has procedures for determining pay will be consistent with the principles of public life: objectivity, openness, transparency, accountability and equality of opportunity to support recruitment, retention, and reward for staff appropriately.
- 2.3 Whilst the governing body are ultimately responsible for the application of this policy, the headteacher will manage the day-to-day functions of this policy. It is the responsibility of the pay committee to make decisions on pay.

## **3. EQUALITIES LEGISLATION**

- 3.1 The governing body will comply with relevant equalities legislation:
  - Employment Relations Act 1999;
  - Equality Act 2010;
  - Employment Rights Act 1996;
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
  - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and
  - The Agency Workers Regulations 2010
- 3.2 The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

## **4. EQUALITIES AND PAY**

- 4.1 The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact

adjustments will be made on a case-by-case basis, depending on the individual staff member's circumstances and the school's circumstances.

## **5. JOB DESCRIPTIONS**

- 5.1 The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure (See **appendix 1**) agreed by the governing body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in consultation and agreement with the individual employee concerned and Trade Union if requested. This is in order to make reasonable adjustments in the light of the changing needs of the school. If significant changes were proposed, the governing body would have regard for the schools' agreed process for the review of school staffing structures including consultation with recognised Trade Unions.

## **6. ACCESS TO RECORDS**

- 6.1 The governing body will ensure that the headteacher allows access for individual members of staff to their own employment records. Requests will be accommodated within a reasonable period in line with General Data Protection Regulations 2018 (GDPR).

## **7. APPRAISAL**

- 7.1 The responsibility for the appraisal of teachers is devolved to the Welsh Government. The responsibility for teachers' pay is devolved, and decisions concerning pay for teachers in Wales is the responsibility of the Welsh Government. The School Teachers Pay and Conditions (Wales) Document "The document", is reviewed annually and sets out the relevant provisions in relation to pay.
- 7.2 The governing body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of the headteacher and teachers through the application of the school's performance management policy.
- 7.3 Headteachers and teachers will comply with the requirements of the School Teachers Appraisal (Wales) Regulations 2011.

## **8. PAY RELATIVITIES**

- 8.1 Appropriate pay relativities will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and reward employees of the required quality at all levels. However, in so doing so, the governing body will bear in mind pay equalities where posts are equally as onerous and fair pay relativities between posts of differing levels of responsibility.
- 8.2 The governing body will oversee the application of the pay policy to ensure that it is applied consistently and equitably.

## **9. SAFEGUARDING**

- 9.1 Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the document (Part 5)

and will give the required notification as soon as possible and no later than one month after the determination.

## **10. PROCEDURES**

- 10.1 The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the headteacher (who will attend in an advisory capacity), must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially. The headteacher must withdraw from that part of the meeting where the subjects of consideration are their own pay. Where the pay committee has invited a representative of the local authority to attend in order to offer advice on the determination of the headteacher's pay, that person will withdraw when the committee deliberate.
- 10.2 It is recommended that members of the governing body who are employed to work in the school shall not be eligible for membership of this committee. Associate pupil governors are not eligible for membership of this committee.
- 10.3 The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:
- to achieve the aims of the school, pay policy in a fair and equal manner;
  - to apply the criteria set by the school pay policy in determining the pay of each member of staff at the annual review;
  - to ensure that the school pay policy is reviewed annually and is fit for purpose, consulting with staff and trade union representatives where any changes are deemed necessary.
  - to observe all statutory and contractual obligations;
  - to minute clearly the reasons for all decisions and report the fact of these decisions (maintaining confidentiality) to the next meeting of the full governing body;
  - to recommend to the governing body the likely annual budget needed for pay, bearing in mind the need to ensure the availability of sufficient monies to support any pay progression for all eligible staff and to exercise any determinations of pay discretion;
  - to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
  - to work with the headteacher in ensuring that the governing body complies with the Appraisal Regulations 2011 (Teachers).
- 10.4 The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.
- 10.5 The governing body will monitor and record the outcomes of pay decisions, ensuring the school has continued compliance with equalities and other relevant legislation. This information will be provided, on request, to staff, subject to any restrictions in relation to General Data Protection Regulations 2018 (GDPR)

## **11. ANNUAL DETERMINATION OF PAY**

- 11.1 All teaching staff salaries, including those of the headteacher, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September.
- 11.2 The pay committee is required to meet **in the summer term** to approve pay progression for those eligible on the leadership pay group, lead practitioner, main pay scale, upper pay scale and unqualified pay scale. It is recommended that progression of one point be applied unless the member of staff has been advised that formal capability procedures have been engaged. Automatic progression will be applied unless the council receives the appropriate notification (**appendix 2**) by 31<sup>st</sup> July.
- 11.3 Reviews will take place at other times of the year to reflect any changes in circumstances or agreed changes to job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made within one month of the determination in accordance with paragraph 3.4 of the document.

## **12. NOTIFICATION OF PAY DETERMINATION**

- 12.1 Decisions will be communicated to each member of staff in writing in accordance with paragraph 3.4 of the document by the 31st October for teachers and 31st December for headteachers.
- 12.2 All progression will be put through automatically for 1st September unless the headteacher notifies the Local Authority of any exceptions by the deadlines below and by completing and returning **appendix 2**.