

## Governance of appraisal and pay recommendations for teaching staff

From the Scheme of Delegation

Category	Task/Action	Trustees	Executive Team (CEO, CFOO, DSI)	Senior Leaders Forum	Hub Chairs' Dev Groups	Local Governing Body	Headteacher
HR	Implementing the Appraisal/Performance Management Policy together with pay reviews (in line with the Trust's pay policy and all statutory regulations)	<p>✓</p> <p>Determine - in respect of Chief Executive</p> <p>Ratify - <u>Receive reports</u> - in respect of appraisal arrangements and outcomes</p> <p>Review - appeals about pay decisions and appraisal are heard by the trustees as the employers.</p>	<p>Review - in respect of HTs and cross Trust staff (and any appeals from school staff)</p> <p>Review - and Report - (annually) to the Board on appraisal arrangements and outcomes</p>			<p>✓</p> <p><b>Recommend - Committee of the Local Governing Body to have oversight of the performance management of staff, including the HT to ensure the rigour and fairness of the process. Particular attention will be given to UPS decisions.</b></p>	<p>Determine - HT to <u>make recommendations</u> on pay progression and threshold and report these annually to both Local Governing Body and the Chief Executive.</p>

The scheme of delegation asks LGBs to have **oversight** of the process. This means that governors (possibly the Chair and one other) should hold the HT to account for the process used to determine pay progression decisions. This may include review of anonymised examples of where pay progression has been approved and, if necessary, where it was not. The HT should let governors see the format for appraisal documentation and the LSP Career Expectations grid

that indicates levels of performance related to pay grades. They may also share the training materials that they have used with staff to show how they have ensured that appraisal reviews are consistent and then explain how as HT he or she has moderated the decision in the school.

In reviewing school processes governors are checking that the Trust’s policies are being applied fairly and systematically. Governors are not asked to take individual decisions about pay (with the exception of the HT’s review). Governors should not become involved in the operation of the policy. If their review of process raises concerns, they should alert the Head of HR ([tnewman@lsp.org.uk](mailto:tnewman@lsp.org.uk)) so that decisions in the school can be moderated against decisions elsewhere.

To give a sense of scale, an hour’s meeting with the HT should be sufficient to understand how appraisal/pay decisions have been taken. It would be good practice for the school to have shared the generic documentation ahead of the meeting.

### Pay Grades

<b>Main Pay Scale</b>		Annual progression is expected although a HT may withhold progression if appraisal or other evidence raises concerns about performance.
M1	£25,714	
M2	£27,600	
M3	£29,664	
M4	£31,778	
M5	£34,100	
M6	£36,961	
<b>Upper Pay Scale</b>		Teachers need to apply to pass through the threshold to UPS (separate application form). The HT should be satisfied that there is evidence of ‘substantial and sustained’ achievements and contribution. Progression to UPS 2 and 3 is not automatic and depends on the outcome of appraisal. Progression is possible every two years rather than annually.
U1	£38,690	
U2	£40,124	
U3	£41,604	
<b>Leadership scale</b>		This is the pay scale for Headteachers and Senior Leaders. Progression is not automatic and depends on successful appraisal. In the case of HTs the performance of the school overall should be considered in making the pay recommendation (CEO to support governors in reaching this decision).
Minimum	£42,194	
Maximum	£117,197	