



PENTREBANE PRIMARY SCHOOL POLICY FOR PAY

(MARCH 2024)



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At Pentrebane Primary School we are committed to safeguarding and promoting the welfare of all children.

We believe that the school's greatest resource is the teaching and support staff who provide an excellent education for the pupils of this school. In recognition of their hard work and contributions to the life and success of this school we have in place a whole school policy for pay that is relevant to all school personnel and provides equality of opportunity.

We, as the relevant pay body, will pay all teachers in accordance with the current statutory provisions of the School Teachers' Pay and Conditions Document and the accompanying statutory guidance.

All pay related decisions are taken in compliance with:

- The Race Relations Act 1976,
- The Sex Discrimination Act 1975 and 1986,
- The Equal Pay Act 1970,
- The Disability Discrimination Act 1995,
- The Employment Rights Act 1996,
- The Employment Relations Act 1999 and The Employment Act 2002,
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations,
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Equality (Age) Regulations 2006,
- The Employment Equality (Sexual Orientation) Regulations 2003 and
- The Employment Equality (Religion and Belief) Regulations 2003.

In regard to all support staff they will be paid in accordance with the appropriate local and/or national Conditions of Service.

Aims

Pentrebane Primary School aims to ensure the whole school policy for pay will enable the school to recruit, retain and motivate school personnel who will contribute to achieving and maintaining a high quality education for all of our pupils.

Procedure

Role of the Governing Body

The Governing Body has:

- adopted this policy in line with Cardiff City Council's Policy for Pay. CCC has consulted with personnel and union representatives;
- delegated powers and responsibilities to the Pay Committee;
- delegated the day to day management of the policy to the Head;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- make annual recommendations on the salary of all staff to the GB;
- write to all school personnel setting out their salary.

Pay Committee

The Governing Body of Pentrebane Primary School has delegated powers and responsibilities to the Pay Committee in accordance with the pay policy.

Pay Appeals Committee



The Governing Body of Pentrebane Primary School has delegated powers and responsibilities to the Pay Appeals Committee to deal with any appeals made by the individual members of the school personnel against decisions of the Pay Committee.

Appeals

Any member of the school personnel who is not satisfied with their pay determination may informally discuss the matter with the Head.

If the situation is not resolved then a formal appeal to the Pay Appeals Committee will be made.

From the Cardiff Council HR Manual:

4. OVERVIEW ON PAY AND TERMS AND CONDITIONS OF SERVICE

4.1 Terms and Conditions of Service – Teachers

The pay and terms and conditions of service for teachers are determined at a national level and are contained in two main documents;

- Conditions of Service for School Teachers in England and Wales (Burgundy Book)
- School Teachers' Pay and Conditions Document (Blue Book) including Revised Guidance

The Burgundy Book covers the following issues in detail:

- appointment; resignation (including notice periods); retirement
- sick pay scheme
- maternity scheme
- other leave (including leave for examinations and leave for jury and other public service)
- miscellaneous conditions, including insurance provisions, teachers and school meals
- appendices containing various agreements dealing with such matters as premature retirement compensation, release of teachers, facilities for representatives, collective disputes procedures, insurance and travelling allowances, and teachers and the school meals service

The School Teachers' Pay and Conditions Document revised annually, covers in detail the pay arrangements and professional duties for teachers.

4.2 Terms and Conditions of Service – support staff

The pay and terms and conditions of service for support staff are determined at a national level by Local Authorities and Unions, and are contained in the National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service, commonly referred to as the Green Book.

The Green Book covers the key national provisions on terms and conditions of service such as leave, maternity scheme, sick pay, notice periods etc.

Also relevant is the Cardiff Collective Agreement

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Mrs E. Prescott
Headteacher

Date: March 2024

Mr D. Corp
Chair of Governing Body