

Group size & Individual School Range – Important Information

Governing Bodies will be undertaking performance management of their Headteachers at present and could be considering changing their Group Size or Individual School Range.

The following sections in the School Teachers' Pay & Conditions document 2012 (STPCD) outline the process for the annual determination of a Headteachers' salary and group and salary range.

Section 2, points 7.1 – 7.3 outline the process that must be followed for the annual determination of a Headteachers' salary, points 8.1 – 8.3 outline the determination of the school's Headteacher group (the group and salary range), points 9.1 – 10.6 outline the unit totals and Headteachers group for ordinary schools and special schools and points 12.1 – 12.2.3 outline the process for determining an Individual School Range (ISR).

Who is the 'Relevant Body'?

Throughout the sections referred to above the term 'relevant body' is used. To determine the 'relevant body' a full Governing Body may delegate its decision-making powers to a committee, or even to an individual governor¹, regarding the Headteachers pay. The Council does not recommend delegation to an individual because of the obvious reasons of bias.

If the Governing Body delegates its decision-making powers to a particular committee, e.g. a pay committee, it is that committee that makes all decisions on pay, unless the full Governing Body retains powers around certain aspects. However, this will raise difficulties around appeals because all of the governors will be involved during the decision-making process. (In addition, no staff governors could be party to the decision).

If the Governing Body has fully delegated its powers on pay to the pay committee, (which is often the case), this becomes the 'relevant body' and it will be the pay committee that takes the decision on the ISR, which would then be ratified by the full Governing Body. Ratification would in most circumstances be 'rubber-stamping' only. However, it is a 'check' on the pay committee. If for example, the committee had set an unlawful range or had set an ISR which it was absolutely clear the school could not afford, it may deem it appropriate to intervene, i.e. point out the issue and refer back to the pay committee. The pay committee should be comprised of relevant individuals, e.g. Chair or Vice-Chair/Chair of Finance Committee/Chair of Staffing Committee.

The pay committee should, when meeting, always have to hand the STPCD and the school's pay policy in any event. Guidance and advice can be sought from the Schools HR provider.

If you have any queries regarding this information please do not hesitate to contact me.

¹ Regulation 16 of the School Governance (Procedures) (England) Regulations 2003 in relation to delegation of powers
<http://www.legislation.gov.uk/uksi/2003/1377/regulation/16/made>