

APPENDIX

Teachers Pay Panel: Terms of Reference

Purpose of the Teachers' Pay Panel

1. The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
2. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
3. The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

4. The membership shall be as follows:
 - The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

5. The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

6. During the process of deliberation, the Teachers' Pay Panel will meet with:
 - One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and
 - The full time official from the Association of Teachers and Lecturers.
7. The following will be in attendance during deliberations in an advisory capacity:
The Director of Human Resources
The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

8. To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.

9. Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

- Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.
- Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.
- Teachers' Pay Panel will usually meet in March.
- Final decision to be made by the end of the Spring term if at all possible.

Termination

- 10 The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.