

Western Learning Federation Pay Committee Terms of Reference

Western
Learning
Federation



Together we learn, grow and achieve

RATIFIED BY GOVERNORS 10th April 2024

DATE REVIEWED 10th April 2024

DATE FOR REVIEW 10th April 2025

DATE PUBLISHED 11th April 2024

The values and principles

The federation is underpinned by a set of values that define the culture of the three federated schools.

Our Principles

Honesty

Responsibility

Positivity

Trust

Empathy

Patience

Respect

Kindness

Our Values

- We celebrate our differences.
- We have a shared sense of belonging.
- We play, laugh, smile and celebrate success.
- We have a positive attitude.
- We learn from experiences to develop life and independent skills.
- We follow our dreams and aspirations.
- We care for our own and wider environment.
- We improve quality of life.

Definition

Values One's judgement of what is important in school life.

Principles Morally correct behaviour and attitudes.

Rights Respecting Schools

Every child has rights "without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status"

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Learning together to be the best we can



Learning to achieve



Learning for Living

Vincent Road, Cardiff, CF5 5AQ

The Western Learning Federation. WLF Pay Committee Terms of Reference

Aim

To consider and advise the Governing Body on strategies relating to all aspects of staff salaries across the Federation.

Role and Purpose

The purpose of the Pay Committee is:

- To consider and advise the Governing Body on strategies relating to all aspects of staff salaries.
- To consider and advise the Governing Body in relation to decisions required to staff salaries
- To provide strategic support on all strategic matters relating to staff salaries, its implementation, delivery and impact
- To provide strategic guidance and support on all strategic matters relating to staff salaries, its implementation, delivery and impact
- To oversee and monitor all pay matters (upper pay range, threshold, SEN allowance and Upper Pay Range UPR)
- To oversee and monitor the pay policy
- To oversee and monitor areas of risk and mitigation within policies which may impact on each school and the Federation
- To implement all policies approved by the Governing Body
- To ensure staff understand all policies
- To ensure staff complete the necessary paperwork to support salary applications
- To ensure compliance with all Policies
- To prepare or review any policy related documents
- To discuss any new policies that need to be developed
- To consider recommended policies from the Local Authority
- To provide quality assurance

Governance

The Pay Committee will provide updates to the Western Learning Federation Governing Body.

Membership

Membership Appendix proposal attached.

Chair

The meetings are to be chaired by Binkki Rees, Chair of Governors with a nominated Governor as Vice Chair in the Chair's absence

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Frequency of Meetings

The meetings will be held once per year in June or July for support staff and in October for Leadership, with email communication between meetings for any urgent responses required from members.

The meetings in relation to the Executive Headteacher will also involve feedback from the Chair and the Improvement Partner from Central South Consortium.

Meetings will be held via Microsoft Teams, with alternatives available should it be required.

Communication

The Executive Head Teacher will be the first point of contact for all pay matters before wider circulation to members of the panel, five days later.

Appendix one- Membership

	Role / Team
Binkki Rees (Chair)	Governor, Western Learning Federation
Amanda Coffey	Governor, Western Learning Federation
Doug Corp	Governor, Western Learning Federation
Robert Monteith	Business Manager, Western Learning Federation
Wayne Murphy	Executive Head Teacher, Western Learning Federation
Rachel Faulkner	Deputy Executive Head Teacher, Western Learning Federation
Beth Jones	Clerk to Governors


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WLF Pay Committee
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- Ratified by Governors: 10/04/2024
- Date Reviewed: 10/04/2024
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- Date Published: 11/04/2024

Monitoring of the Policy

Signed: 

Chair of Governors BIANCA REES
Date: 10/4/24

Signed: W A 

Executive Headteacher:
Date: 10/4/24