

## **28. Staff Pay Review Policy for Welford Pre-school**

### **Statement of intent**

It is our intention to make Welford Pre-school financially viable whilst ensuring that our staff are paid fairly to reflect the high-quality care they provide.

### **Aim**

We aim to review the staff's rates of pay (hourly and salary where appropriate) used at Welford Pre-school and Kids Aloud Club annually.

### **Methods**

Every year in March, the Officers will review the staff's rates of pay – both hourly rates and the Manager's salary. To maintain confidentiality as far as possible, and out of respect for the staff members, specific details of the staff pay review will not be shared with the wider committee, but will be clearly documented in the minutes from any closed Officers' meeting and so any committee member may access this information if they feel it appropriate.

We will review our rates of pay to ensure staff are paid fairly to reflect the high-quality care they provide, their qualifications and their experience in an Early Years setting. Rates of pay will also be reviewed annually to ensure we are meeting our statutory obligations in relation to the National Minimum Wage.

As part of our staff pay review process, the Officers will compare the rates of pay and salaries paid to Welford Pre-school staff against those paid in other similar settings locally. As a not-for-profit charity that needs to be accessible to all, we accept that we will be unable to pay exceptionally high rates of pay or salaries. This is to prevent the prospect of making a significant loss in any single financial year, and by extension, having to make any redundancies. However, we still want to recognise our staff's commitment, qualifications and experience by paying average rates of pay/salaries for similar work.

Rates of pay will be reviewed in March and any subsequent changes will be implemented in April to coincide with the start of the new tax year. The following hourly rates of pay will be considered separately:

- Cleaning
- Administration
- Practitioner
- Qualified practitioner
- Supervisor

The Manager's annual salary will also be reviewed separately to ensure it accurately reflects the number of contracted hours expected, together with the necessary roles and responsibilities.

Date reviewed	<b>9<sup>th</sup> March 2021</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>12<sup>th</sup> April 2021</b>
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	<b>Chair</b>