



TERMS OF REFERENCE FOR PAY COMMITTEE

MEMBERSHIP

- The Pay Committee shall consist of not less than 4 and the Headteacher.
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration.
- Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

QUORUM

- The quorum shall be not less than 3 Governors on the Committee and must include the Chair of Governors and/or Vice Chair.

MEETINGS

- The Committee shall meet at least twice a year following receipt of pay recommendations from the Headteacher and following a report of the Headteacher's performance from the Headteacher's Performance Management Committee. The committee may need additional meetings during the year.
- The full Governing Body retain responsibility for endorsing any proposed changes to the school's pay policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Governing Body.
- The chair of the committee shall be elected annually at the first meeting of the Autumn term.
- The agenda for the meeting shall be distributed at least seven days before the meeting.
- The Headteacher will withdraw during consideration of her pay.

TERMS OF REFERENCE

The Pay Committee will have delegated powers from the governing body to:



1. Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
2. Decide the school's approach towards the exercising of pay discretions.
3. Comply with all statutory and contractual obligations.
4. Keep the school's pay policy up-to-date and under review.
5. Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
6. Recommend to the Governing Body and keep under review a policy and procedures for performance management in school.
7. Determine a performance review process for the Headteacher.
8. Approve a panel of governors and relevant advisor to carry out the appraisal of the Headteacher and to consider (following the withdrawal of the Headteacher from the meeting) the payment of the Headteacher in the forthcoming year
9. Work with the School Improvement Partner and take responsibility for the performance review process for the Headteacher
10. Approve the appraisals and pay recommendations for the Headteacher and Leadership Team
11. Report to the Governing Body all decisions taken within the powers delegated to the Committee.
12. Review and recommend appropriate training and development activities in respect of the above.

Review

These terms of reference will be reviewed annually

Date of ratification: _____

Signed: _____ (Chair of Governors)

Date of signature: _____

Date of next policy review: _____