

Terms of Reference Pay Committee

- Membership** : At least three governors plus the Headteacher (who is a governor and counts as such in terms of being quorate).
- Quorum** : Three governors, in addition the meeting will not take place unless the Headteacher is present.
- Chair** : To be appointed by the governing body at its first meeting in the Autumn term, to continue in office until the first meeting of the Governing Body in the following Autumn term.
- Clerk** : A named individual, who can be a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body at its first meeting in the Autumn Term.
- Voting** : All governors have voting rights. Associate members may vote in a subcommittee if the full governing body have given them this right and have minuted this decision. They may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil. The chair shall have the casting vote.
- Confidentiality** : Absolute confidentiality must be maintained in respect of any item concerning individuals
- Meetings** : The Committee shall meet in the Autumn term by no later than 14th October.
- Reporting back** : A written report will be made to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations where there is no delegation.

Remit

- The committee shall not be open to the public
- The Pay Committee is a sub-committee of the Resources Committee
- The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing body
- The committee will have full delegated powers to take decisions on the pay of staff within the pay policy determined by the Governing Body

In relation to pay matters, the committee's terms of reference will be as follows:

- To achieve the aims/objectives of the school's pay policy in a fair and equal manner
- To apply the criteria set by the pay policy in determining the pay of each member of staff at the annual review
- To observe all contractual and statutory obligations
- To make recommendations to the Governing Body about budgetary requirements for pay. To take account of the budget position when taking decisions on pay

- To minute clearly the reasons for all decisions
- To keep abreast of any developments that may affect the pay policy and to make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff
- To work with the Headteacher to ensure that the Governing Body complies appraisal regulations 2012 (teachers)
- Decisions on pay are to be communicated, in writing, to each individual by the Headteacher on behalf of the committee. In the case of the Headteacher, the Chair of the Governing Body will communicate, in writing, to the Headteacher, any decision affecting pay
- The Governing Body will receive the report of the Pay Committee in the confidential section of the agenda if individual salaries have been discussed.