

Pay Committee



"Creating Opportunities"

Terms of Reference

Membership

Minimum of 3 governors, and the head teacher

Persons other than the head teacher who are employed at the school may not be members of this committee

Quorum

3 governors

Delegation of Function

The Governing Body shall establish a Pay Committee authorised to decide all pay matters relating to staff, to decide performance matters relating to staff other than the Head Teacher, to recommend the whole school pay policy for adoption by the Governing Body on an annual basis, and to monitor the implementation of the approved pay policy.

Clerking

The meeting of the Pay Committee where possible should not be clerked by anyone who works at the school.

Membership

The Pay Committee shall consist of at least three named members of the Governing Body, elected by the Governing Body, none of whom are paid to work at the school or who are Associate Members of staff.

Quorum

Three Governors.

Terms of Reference

The Pay Committee will have full powers to make decisions within the pay policy adopted by the governing body. All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential and all documentation must be stored appropriately. The terms of reference are:

- To draft the whole school pay policy on an annual basis and make a recommendation to

the Governing Body for its adoption.

- To achieve the aims and objectives of the school pay policy.
- To apply the criteria within the policy fairly and consistently, including links with the school appraisal policy, in determining the pay of each member of staff, taking account of any recommendations made by the Head Teacher, or in the case of the Head Teacher by the Governor Reviewers.
- To observe all statutory and contractual obligations.
- To ensure that the pay policy complies with the most recent School Teachers' Pay and Conditions Document.
- To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.
- Within the pay policy, to determine appropriate salary/salary range for members of the leadership group. To determine the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy.
- To ensure that appropriate external advice is sought in relation to decisions made, eg Independent External Advisor, the school's allocated human resources advisers, governor services.
- To ensure that a staffing structure for the school is maintained and appended to the pay policy, clearly indicating which posts will attract a teaching and learning responsibility allowance and which posts are part of the leadership group, with regard to the recommendations of the Head Teacher.
- To ensure that accurate and up to date job descriptions are maintained within the school so that decisions relating to additional allowances are informed and may be awarded in fair and consistent manner.
- To recommend the annual pay budget, including pay progression at all levels, to the governing body.
- To minute clearly the reasons for all recommendations and decisions and report back on these to the full governing body.
- To ensure that each member of teaching staff receives a written statement of their breakdown of pay as at 1st September by 31st October each year.
- To determine whether to delegate to the Head Teacher responsibility for agreeing Performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) for teachers and members of the leadership group. It is recognised that these objectives may be the same as, or based upon, the performance management objectives for these members of staff agreed in accordance with the current performance regulations.
- Prior agreement for visitors to attend the meeting and establish their role as to whether they are an observer or an active participant

Pecuniary Interest

No member of the pay committee may participate in discussions leading to decisions in which they has a pecuniary interest.

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

Reporting

The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.
(NB. The full governing body should not approve salaries as this does not leave a group of governors able to act in any appeal situation)

These terms of reference were agreed by the Governing Board	Date:14:11:24
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Chair of Pay Committee	Signed:
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