



## **Pay Committee Terms of Reference**

Headteacher: Mrs Emma Humphrey

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| <b>MEMBERSHIP</b>                   | <p>The Pay Committee (not including the Headteacher) will comprise a minimum of 3 Governors.</p> <p>Any paid employees of the school who are also governors are unable to be members of the Pay Committee.</p> <p>The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.</p> <p>Pay recommendations will be received by the Committee from the Headteacher.</p> <p>Pay Committee Governors will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>QUORUM</b>                       | <p>The quorum for the Governors' Pay Committee is three Governors.</p> <p>All meetings of the Governors' Pay Committee will be minuted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DELEGATED POWERS AND PURPOSE</b> | <p>To:</p> <ul style="list-style-type: none"> <li>- annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher</li> <li>- annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee</li> <li>- review leadership pay ranges and make recommendations for any changes to the full governing body, where circumstances make this appropriate</li> <li>- receive a summary report from the Headteacher on support staff pay determinations</li> <li>- nominate one of its members to undertake the biennial audit of performance management. This biennial audit to be shared with the Full Governing Body.</li> </ul> <p><u>Autumn term (Meeting 1)</u></p> <ul style="list-style-type: none"> <li>- Make determinations in respect of the audit of performance management and pay for the academic year</li> <li>- Receive Headteacher recommendations for teachers' pay progression decisions normally by early November.</li> <li>- Make determinations on teachers' salary progression, backdated to 1 September</li> <li>- Request that salary statements are issued to teaching staff to confirm Committee determinations</li> </ul> <p><u>Autumn term (Meeting 2)</u></p> <ul style="list-style-type: none"> <li>- Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by the end of December, where applicable</li> <li>- Make determinations on Headteacher salary progression, backdated to 1 September</li> <li>- Request that the HT Performance Management Panel issue a salary statement to the Headteacher to confirm Committee determinations</li> <li>- Chair of Committee to complete notification form to provide notification of Headteacher pay progression to payroll</li> <li>- Receive Headteacher report on support staff pay progression decisions for review.</li> </ul> |

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| <b>POLICIES FOR<br/>REVIEW</b> | Performance Management and Capability<br>Pay Policy |
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