

**TERMS OF REFERENCE
PAY COMMITTEE
2017/18**

Introduction: The Pay Committee supports this vision by monitoring performance management processes in the school and making pay recommendations to the Resources Committee.

Membership: At least three governors plus the Head Teacher. In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.

Quorum: Three governors (one of whom can be the Headteacher)

Chair: To be appointed by the Committee at its first meeting in the Autumn Term, to continue in office until the first meeting of the committee meeting in the following Autumn Term. (should not be the Head Teacher)

Clerk: To be appointed by the committee 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. (should not be the Head Teacher)

Voting: All governors who are members of the committee have voting rights. Associate members shall have limited voting rights; they cannot vote on any decision concerning an individual member of staffs pay.

Meetings: A least one meeting in Autumn Term annually to endorse and review pay. (As and when needed throughout the year)

The Pay Committee will have delegated powers to make decisions within the pay policy determined by the Governing Body, subject to ratification by the Resources Committee and the Full Governing Body, as required by regulation 27 of the Education (School Government) Regulations 1989.

Remit:

- to implement the aims of the whole school pay and appraisal policies in an equitable manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis;
- to comply with all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report these decisions to a Resources Committee and Full meeting of the Governing Body;
- to advise the Governing Body on the annual budgetary requirements of the pay policy and to take account of the limits established;

- to keep abreast of relevant developments and to advise the Governing Body when the school's pay and appraisal policies needs to be revised;
- The full Governing Body will receive, in the confidential section of the agenda, reports of all meetings of the Pay Committee and will either endorse any decision or may refer it back with reasons, but without debate in cases of individual pay assessments, so as not to prejudice any possible appeal.
- Once the Governing Body has endorsed the decisions of the Pay Committee, the Head Teacher will inform each individual employee of these decisions in writing.

Additionally

- To liaise with other committees through the Chair.
- No member of the Pay committee may form part of an 'Pay Appeal hearing'
- The full Governing Body will receive, in the confidential section of the agenda, reports of all meetings of the Pay Committee and will either endorse any decision or may refer it back with reasons, but without debate in cases of individual pay assessments, so as not to prejudice any possible appeal.
- Once the Governing Body has endorsed the decisions of the Pay Committee, the Head Teacher will inform each individual employee of these decisions in writing.

Reporting back:

- Minutes will be made available 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.

Signed: Chair of Committee: **Dated:**

Signed: Head Teacher : **Dated:**