

PAY COMMITTEE TERMS OF REFERENCE

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school Pay Policy. This Pay Policy will be adopted by the Governing Body and will be monitored and reviewed as necessary.

Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 2 Governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school Pay Policy.

Specifically this will include:

- Ensuring that the whole School Pay Policy observes all statutory and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document (STPCD), Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).
- Ensuring that the policy and performance assessment criteria are applied equitably and consistently for all staff.
- Ensuring that pay decisions are fair and equitable, link with the school appraisal policy and take account of the recommendations of the head Teacher and where appropriate other members of the school leadership team.
- In accordance with the Pay Policy, determination of appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head Teacher and any proposal to withhold pay progression.
- Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.
- To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Body
- The Governing Body will ensure that every Teacher is provided with an annual summary of their pay in line with the requirements of the STPCD.
- Provide an annual report to the full Governing Body summarising pay decisions and issues arising.