



PAY REVIEW COMMITTEE TERMS OF REFERENCE

- 1) The Pay Committee is a Sub-Committee of the Full Governing Body with delegated authority for pay issues.
- 2) The membership of the committee shall consist of three governors (quorum two) appointed by the Governing Body.
- 3) The Committee will be attended by the Head teacher in an advisory capacity.
- 4) No member of staff (other than the Head Teacher) may attend meetings where the pay or appraisal of any other employee of the school is under consideration.
- 5) The appraisal and pay of the Head teacher are not part of the remit of this Committee but, rather, fall under the Head's Performance Review Committee.
- 6) If a committee member declares a conflict of interest in the consideration of an individual member of staff they must withdraw from the meeting for that component of the discussions.
- 7) No member of the governing body who works for the school may be a member of the Pay Committee.
- 8) The current responsibilities of the Pay Committee are as follows:
 - i. to achieve the aims of the whole school pay policy in a fair and equal manner
 - ii. to determine salary range on appointment of a teacher as per Appendix 2 of the School Pay Policy (the decision on specific salaries for new teachers is delegated to the Head Teacher)
 - iii. to apply the criteria set by the whole school pay policy and take decisions regarding the pay of all teachers excluding the Head teacher, following consideration of the recommendations of appraisal reports and relevant advice.
 - iv. to ensure that the Head Teacher is informed of the outcome of any pay decision and the right of appeal.
 - v. to observe all statutory and contractual obligations;
 - vi. to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;

19 November 2015

Sian's comments

Do we need to state anything about frequency of meetings?

Also do we need to state that any appeals will be dealt with by the group initially and referred to an appeal panel?