

## **Terms of Reference**

### **Pay Committee**

#### **Membership**

The Pay Committee shall consist of at least 5 members of the Governing Board, none of whom shall be employed by the Trust.

#### **Quorum**

3 trustees shall be present.

The Headteacher or a substitute nominated by the Headteacher shall be present in an advisory capacity.

#### **Meetings**

The Committee shall meet at least twice a year following the receipt of pay recommendations from the Headteacher or the Headteacher Review Panel. Before each meeting an agenda shall be prepared by the Chair in discussion with the Headteacher. The committee may need additional meetings during the year.

#### **Terms of reference:**

##### Delegation of Function

The Governing Board shall establish a Pay Committee which has delegated powers to make decisions relating to staff and to implement the approved Pay Policy in respect of staff pay.

- To keep the school's Pay Policy up to date and under review.
- To comply with all statutory and contractual obligations.
- To decide the school's approach towards the exercising of pay discretions.
- To advise the Governing Board on the annual budgetary requirements of the Pay Policy and to take account of the limits established.
- To recommend the appropriate salary ranges for members of the leadership group (with the exception of the individual school range for the Headteacher's salary) to Full Governing Board.
- To scrutinise anonymised staff performance management documentation to ensure the Appraisal Policy has been consistently and robustly applied.
- To determine the salary of each member of staff taking account of the recommendations made by the Headteacher/ Appraiser, in accordance with the Pay Policy.
- To determine the salary of the Headteacher in the forthcoming year (following the withdrawal of the Headteacher from the meeting) taking account of the recommendations made by the Headteacher Review Panel.
- To minute clearly the reasons for all decisions and report these decisions to the Full Governing Board.
- To ensure that pay decisions of each member of staff in the school are communicated to them in writing.
- To approve the annual Teachers' pay statements.

Terms of reference agreed by the Pay Committee on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_