

Pay Committee Terms of Reference 2017/18

Membership and Quorum

- The committee will comprise of a minimum of three members
- Any paid employees of the school, who are also governors, are not eligible to be members of the committee
- The Headteacher attends in an advisory capacity but will withdraw if their own salary is being discussed
- The Headteacher will make pay recommendations to the committee
- Members of the committee will be excluded from membership of a committee convened to consider a pay appeal
- The quorum for the pay committee is three members
- All meetings will be minuted. In most cases the chair or another member of the committee will act as clerk and the minutes will be agreed with the committee as soon as possible. They must be clearly marked as confidential.
- The minutes will not be circulated beyond the full governing body. If an appeal is made, the governing body will seek advice on the disclosure of the minutes.

Purpose of the Committee

- To determine and agree the salary progression for eligible teaching staff, following the recommendations from the Headteacher
- To determine and agree the salary progression for the Headteacher, where eligible, following the recommendation based on the Headteacher's Performance Management.
- To deal with any request to review Leadership pay ranges and report any recommendations to the governing body

A member of the Headteacher Performance Management review panel can also be a member of the Pay Committee but they cannot determine the outcome of the Headteacher's pay progression. The governor can make recommendations and answer questions but must withdraw from the decision of pay progression.

The Pay Committee will feedback at the next full governing body meeting to summarise the main point under discussion.

The committee needs to ensure that arrangements are made to issue salary statements to teaching staff and confirm pay outcomes in writing, within one month of the meeting.