



Queensgate Foundation Primary School



Terms of Reference - Pay Committee

INTRODUCTION

The Governing Board will determine the annual pay budget on the recommendation of the Resources Committee.

The Governing Board has delegated its pay powers to the Pay Committee.

The committee will draft and review the policies allocated to the Pay Committee by the Governing Board.

The committee will report to the full Governing Board on a regular basis.

AIMS

The committee has particular aims and objectives in respect of the Pay Policy

PAY

This committee will provide the Headteacher and Governors with:-

- Assistance on pay matters, short term and long term
- Act as a pay committee in accordance with the Pay Policy
- Act in accordance with the provisions and procedures as determined by any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified
- Consider any updated pay policy and will aim to ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan
- Monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation
- Ensure that an appeals procedure is in place as determined by the Pay Policy
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing Board; this report must be anonymised
- To recommend to the governing Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- To keep abreast of relevant developments and to advise the governing Board when the school's pay policy needs to be revised;
- To work with the head in ensuring that the governing Board complies with the Appraisal Regulations 2012 (teachers)

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- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;

MEMBERSHIP

The membership shall be reviewed at the start of each academic year.

The Pay Committee will comprise four governors, who will elect a Chair at the first committee meeting of each school year, and the Headteacher who will attend in an advisory capacity.

No member of the Governing Board who is employed to work in the school shall be eligible for membership of this committee.

Any member of the committee must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

MEETINGS

Quorum shall be **3 or 1/3** (whichever is greater) of members. Voting shall be by majority decision of the voting members.

MINUTES

Meeting dates and agendas shall be notified to governors in advance, prior to committee meetings. Minutes shall be taken at each meeting and circulated to all members of the governing Board. The report of the pay committee will be placed in the confidential section of the governing Board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

Signed: *N. With*.....Chair of Governors

Sillit.....Headteacher

Reviewed: **September 2018**

Next Review Date: **September 2019**

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