

TERMS OF REFERENCE FOR THE PAY POLICY COMMITTEE

Membership

1. The membership shall consist of the members of the Governing Body who also serve on the Personnel and Finance Committee, excluding the Headteacher and any other governors who are also employed as members of staff, up to a maximum of 7 governors.
2. The Chair and Vice Chair of the Committee will be elected from among the Governors on the Committee at the first meeting of the school year.
3. If the nominated Performance Management Governors are not already members of the Pay Policy Committee, they will be invited to attend the relevant meeting(s) to advise on the Headteacher's statutory annual Salary review.

Procedure

1. Voting will be by a simple majority, the Chair having the right to a casting vote where necessary.
2. A quorum will be 3 members of the Governing Body.
3. Any member who is absent from 3 consecutive meetings without explanation will be deemed to have resigned.
4. All decisions made by the Pay Policy Committee will take account of advice from the Headteacher. The Head may not provide advice however in connection with his/her own pay.
5. All decisions made by the Pay Policy Committee in relation to the statutory annual Salary Review for the Headteacher will take account of advice from the nominated Performance Management Governors.
6. Any Governor or person with a direct personal or business interest will withdraw from the meeting.
7. The Pay Policy Committee will meet as required and at least once a year to carry out the statutory annual Salary Review of all teachers employed at the school on 1 September that year. The initial meeting will be in the Autumn Term in time to meet the Pay Policy deadline. Subsequent meetings will be scheduled prior to Personnel and Finance meetings, wherever possible.

Terms of Reference

1. To review any changes in pay and condition arrangements for teaching employees and to exercise the Governing Body's discretions as described in the Teachers' Pay Policy.

2. To receive from the Headteacher or nominated Performance Management Governors such recommendations as are required and appropriate to the exercise of the Governing Body's and Pay Policy Committee's delegated responsibilities.
3. To carry out the statutory annual Salary Review and agree the annual salary for all teachers employed at the school in accordance with the Teachers' Pay Policy, the School Teachers' Pay and Conditions Document and the requirements of the School Improvement and Post OfSTED Action Plans.
4. To issue instructions to prepare and issue the annual Salary Statements for all teachers as appropriate.
5. To refer, as appropriate, any budget considerations to the Personnel and Finance Committee.
6. To undertake non-statutory salary reviews, including:-
 - To award additional TLR, or other Allowances for specific responsibilities or duties undertaken by a teacher later in the year
 - To correct errors which come to light at times other than the statutory annual Salary Review
 - To consider changes to the Headteacher's, Deputy Headteacher's, or Assistant Headteacher's Individual School Range.

Approved at Full Governors 5 July 2018