



Terms of Reference

THE PAY COMMITTEE

Membership, Terms of Reference and Procedure.

The Pay Committee of the Governing Body is authorised to deal with all pay matters. Staff are notified of pay committee decisions by 31st October and these decisions are reported to the Governing Body in November.

1 Membership

Lorraine Gerrard (Chair), Leon Choueke (HT), Jean-Michel Garcia-Alvarez, Richard Holmes, Debby Kuypers, Fergus Todd, Eddie Webb

Quorum: At least 3 Governors, one of which must be the Headteacher.

The Committee will meet in the Autumn Term before the end of October and at any other time in the year when pay decisions need to be taken.

The Headteacher must withdraw from any discussion or vote on his/her own pay.

2 Terms of Reference

The committee will have fully delegated powers to make decisions within the pay and performance management policies determined by the Governing Body.

The terms of reference determined by the Governing Body are as follows:

- a. To achieve the aims of the whole school pay policy and appraisal policy in a fair and equal manner.
- b. To apply the criteria set by the whole school pay policy and appraisal policy in determining the pay of each member of staff at the annual review.
- c. To observe all statutory and contractual obligations.
- d. to agree a pay policy for teachers and support staff, including the use of discretionary pay provisions, implement it, and review it annually;
- e. to agree salary assessments for all teaching staff in accordance with the Pay Policy and most recent School Teachers Pay & Conditions Document;
- f. to agree salary progression for leadership group posts, other than the headteacher, on recommendation from the headteacher;
- g. To consider (following the withdrawal of the Headteacher from the meeting) the

payment of the Headteacher in the forthcoming year.

h. To minute clearly the reasons for all decisions and report these decisions to the full Governing Body.

i. To recommend to the Governing Body the annual budget needed for pay.

j. To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.

c) Pecuniary Interest

No governor/Headteacher may participate in discussions or decisions in those cases where he/she has a direct pecuniary interest.

d) Procedure

The full Governing Body will receive the decisions of the pay committee in the confidential section of the agenda. Once decisions have been made by Pay Committee in this way they will be communicated to each individual by the Headteacher in writing, and notification will be made to the Director of Education of any changes to pay of staff in the school. Decisions on the pay of the Headteacher will be communicated by the Chair of the Pay Committee by 31st December.

September 2021