



TERMS OF REFERENCE

PAY COMMITTEE

Reviewed and accepted 14th September 2021 by FGB

Membership

- Any three or more governors who are not members of staff and who do not have an interest requiring them to withdraw. Head Teacher to attend meetings provided their terms and conditions of employment are not under consideration;
- Membership to include a member of the Finance and Resources Committee;
- All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

Quorum

- Any three governors who meet the above requirement.

Meetings

- The committee shall meet as required.

Review

- Annually

Terms of Reference

- Brief anonymised reports to be given to the full governing body;
- Discharge the functions laid down in the Teachers' Conditions of Service document;
- Recommend annually to the full governing body the school's Pay Policy, having taken appropriate consultation through the school's consultation mechanisms;
- Determine the salaries of all staff on 1st November of each year, taking into account the current national Pay and Conditions' Document and Circular, the national APT&C scales, the school's pay policy and the recommendations of the head teacher;
- Review the salaries of the Head Teacher, Deputy Head, Assistant Head, Advanced Skills Teachers and staff on the upper pay spine for 1st November each year, taking account of targets agreed for the previous year;
- Consider and recommend additional benefits to employees outside remuneration.