

## Pay Committee – Terms of Reference

### Delegation of Function

The governing body shall establish a Pay Committee (the 'Committee') to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.

### Clerking

The meeting of the Pay Committee should not be clerked by a member of the Committee or the Headteacher.

### Membership

The Committee shall consist of the Chair and Vice Chair or both Co-Chairs of the School Strategy Board, none of whom shall be employees.

The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw if and when their own salary is being discussed.

Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.

### Quorum

Two Members, as above.

### Terms of Reference

- To determine the Pay Policy for the school.
- To advise the School Strategy board on current and future pay level.
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.
- To ratify annual pay progress for teachers as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range.
- To recommend annual pay progression for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the School Strategy Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- Pay recommendations will be received by the Committee from the Headteacher.