PAY COMMITTEE

Constitution

1. The committee shall consist of 5 members – the Chair or Vice Chair of Governors/ Chair of the Teaching. Learning, Assessment and Curriculum Committee, Chair of Business and Premises and Chair of Personal Development, Behaviour and Attitudes Committee and 1 additional governor.
2. The Headteacher and Staff Governors cannot be members of the Pay Committee, but the Headteacher shall attend in an advisory capacity
3. The members shall be elected annually by the Governing Body
4. The Committee shall appoint a Clerk
5. A Quorum for any meeting and for a vote shall be three governors
6. The Committee shall meet at least twice a year and otherwise as required
7. The Committee may invite persons to attend meetings in an advisory capacity as and when required, but such persons shall have no voting rights
8. The chair shall be responsible for drafting an Agenda for meetings in consultation with the Headteacher, and the Clerk shall be responsible for the distribution of the Agenda, supplementary documents and the Minutes

Terms of Reference

- To achieve the aims of the Whole School Pay Policy in a fair and equitable manner
- To review the staff appraisal policy
- Apply the criteria set by the Whole School Pay policy in determining the pay of each member of staff which reflects the outcome of the annual appraisal review.
- Review the school's unit totals and group size in accordance with the requirements of the STPCD
- Observe all statutory and contractual obligations
- Clearly minute the reasons for all pay decisions and report these decisions to the next meeting of the Full Governing Body.
- Comply with the requirements of the (school Government) Regulations.
- Recommend to the Governing Body the annual budget needed for pay. If necessary, the Pay Committee will recommend that the Governing Body make application for additional funds to support this process.
- Advise the Governing Body when the school's pay and staff appraisal policy needs to be revised.
- Arrange the performance review of the Head, other members of the leadership group, all other teachers and support staff. In the case of the Head Teacher to ensure that an external advisor is appointed where this required by the regulations.
- To receive the recommendations and reviews of the Headteacher's, Deputy Headteacher and Assistant Headteacher's Performance Management Review and threshold applications
- To undertake a salary review at any other time the Governing Body directs or it becomes necessary
- To keep abreast of relevant developments any to advise the Governing Body when there is a need to revise the School's Pay Policy
- The HT be authorized to make in-year adjustments to the pay of individual staff members, for retention purposes, and for adjustments to roles. The following conditions apply:

  - that a maximum of one adjustment to an individual's pay is made per academic year, in addition to pay increments arising from annual appraisal.

  - that any pay adjustment is made with the agreement of the school business manager, who confirms through approval that the school's financial position is not jeopardised by

such a move; or if it is so, that the adjustment is a short term move to secure a longer-term benefit.

- that adjustment only relates to existing staff; with new positions to be agreed via B&P committee. In exceptional circumstances this may be Chair's action in consultation with other relevant Governors.

- that the Pay Committee is appraised of in-year adjustments at their next meeting scheduled.

- To liaise as necessary with the other Committees
- The Minutes of the Pay Committee shall remain confidential to the Pay Committee
- To review the Constitution & Terms of Reference of the Committee annually

Decisions of the Pay Committee

Decisions shall be communicated to each individual by the Headteacher in writing. In the case of the Headteacher, the Chair of the Pay Committee shall inform the Headteacher in writing.

Appeals Against Decisions of the Pay Committee

In the event of an appeal the Governing Body shall convene on Appeals Panel consisting of three Governors who were not involved in the original Pay Committee decision to meet within ten working days from the end of the appeal period. An appellant has the right to see all relevant papers and to be accompanied/represented by a friend or trade union/association representative.

The decision of the Appeals Panel shall be final and will be reported to a full meeting of the Governing Body and be minuted separately and confidentially**.**

Adopted by the FGB on 15th July 2021

Review: Summer 2022