

## **Terms of Reference for School Pay Committee**

The Full Governing Board is authorised to recommend / or has delegated power to decide all pay matters, as set out in the Full Governing Board Committee Terms of Reference agreed by the Governing board.

No decisions will be notified to staff until the full Governing board has agreed or been notified (the Full Governing Board Committee Terms of Reference will refer to the Committee either having powers to recommend or to decide).

If the Full Governing Board recommends the full Governing board will need to agree.

### **Membership**

- 1.1. All members of the Governing Board.
- 1.2. The Headteacher will leave the meeting when their own pay is being discussed.

## **2. Terms of reference**

- 2.1. The Full Governing Board will have full powers to make recommendations/decisions within the pay policy adopted by the Governing board. The terms of reference are as follows:
  - To achieve the aims and objectives of the school pay policy;
  - To apply the criteria set by the policy, including linkages with the school appraisal policy, in determining the pay of each member of staff;
  - To observe all statutory and contractual obligations;
  - To ensure that the policy complies with the most recent [School Teachers' Pay & Conditions Document](#);
  - To ensure that all pay decisions have regard to the legislation outlined in ([Section 2](#) of this policy);
  - To recommend the annual pay budget, including pay progression at all levels. The Governing board recognises that funding cannot be used as a criterion to decide performance pay progression;
  - To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing board;
  - To ensure that each member of staff receives, by 31<sup>st</sup> October each year, a written statement of the breakdown of pay as at 1<sup>st</sup> September;
  - To ensure staff know the procedure for making an appeal against pay decisions;
  - To ensure there are clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner;
  - To keep abreast of developments influencing pay considerations and to advise the Governing board when the pay policy needs to be reviewed.

## **3. Pecuniary interest**

- 3.1. No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

## **4. Procedure**

- 4.1. The full Governing board will receive the report in the confidential section of the agenda. Once decisions have been made, members of staff will be advised in writing.

Every teacher's salary must be reviewed annually, with effect from 1<sup>st</sup> September. A written statement of pay must be sent to each teacher by 31<sup>st</sup> October each year.