

Pay Committee Terms of Reference

Membership: The committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or Associate Members or will have a conflict of interest by acting in this capacity.

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

Quorum: Three governors none of whom shall be school employees or Associate Members.

Meetings: During the Autumn Term once the DfE have updated the School Teachers Pay & Conditions Document. Although unlikely, the committee will meet if required at other times throughout the school year.

Chair: Non-employee to be elected by the full governing body, annually at the first meeting of the year.

Accountability: The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Terms of reference:

- To establish a pay policy for all school employees
- To approve the final draft Pay Policy on behalf of the Governing Board.
- To be responsible for the administration and review of the pay policy
- To advise the Governing Board/Finance Committee on current and future pay levels
- To ratify appropriate salary ranges and starting salaries for members of the Leadership Group or on the Leadership Pay Range
- To ratify annual pay progression for teachers as set out in the Pay Policy, taking account of recommendations made on the appraisal review report in accordance with the school's pay policy
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the Headteacher by 31st December
- To determine the application of national inflationary increases as required
- To monitor and report to the full Governing Body on the annual pattern of progression at each level

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Name of Governor		Membership Renewed
Pauline Jones	Chair	September 2025
Ashley Hickson		September 2025
Donna Davenport		September 2025
Robin Richards		September 2025
Jo Carvell		September 2025