



GOVERNING BODY PAY PANEL COMMITTEE

Terms of Reference

Membership:

The Pay Panel shall consist of a minimum of 3 governors (those Governors who are not on the appeal panel for staff pay). Governors employed at the school will not be eligible for membership of the Pay Panel.

Chair:

The Chair of the Committee will be appointed at the first meeting in each academic year, unless one has been appointed by the full Governing Body. (In the absence of the Chair it is expected that one of the other Governors present will be elected to take the chair for the meeting.)

Quorum:

A quorum for this Committee shall be THREE members.

Meetings:

The Committee will meet as required during the year.

Review of Terms of Reference:

Annually – Autumn Term

Responsibilities of the Pay Panel:

- **Pay Policy**

Establish the whole-school pay policy in consultation with the headteacher, staff and trade union representatives and make recommendation to the governing body for its adoption. To review it annually (Autumn term).

- To achieve the aims and objectives of the school's pay policy
- To apply the criteria within the policy fairly and consistently in determining the pay of each member of staff, taking account of any recommendations made by the Headteacher or, in the case of the Headteacher, the governors.

- **Quality Assuring Teacher Performance Management and Pay Recommendations**

- On behalf of the Governing Body, the **Pay Committee** should meet after all performance management reviews have taken place (Autumn Term). The committee should consider for approval the Headteacher's anonymised recommendations for pay scale progression, in accordance with the school's performance related Pay Policy and taking into account the outcomes of the performance reviews against the previous academic years' agreed performance targets.
- The outcomes of the committee's consideration of the recommendation must be clearly recorded in the minutes of the relevant meeting. The minutes must remain confidential and are not shared with Governing Body.

- **Pay Decisions**

The Headteacher is responsible for:

- Ensuring that the pay recommendations for the Deputy, Assistant Headteachers, Phase Leads, Teachers and support staff are made and shared with the Pay Panel.
- Advising the Pay Panel on the reasons for the recommendations.
- Ensure that staff are informed of the decisions and of their right to appeal.

The Pay Panel is responsible for:

- Taking decisions regarding the pay of the Deputy, Assistant Headteacher, Phase Leads, teachers and support staff following the consideration of the recommendations of appraisers and the advice of the headteacher.
- Taking decisions on the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's appraisal review.
- Submitting reports of these decisions to the Governing Body.
- Ensuring that the headteacher is informed of the outcome of the decision of the Pay panel and the right to appeal.

The Pay Appeals Panel of the Governing body is responsible for:

- Taking decisions on appeals against the decision of the pay panel in accordance with the terms of the pay appeals procedure set out in the Pay Policy.