



Pay & Performance Committee Terms of Reference

(Agreed FGB July 2023)

Delegation of Function

The Pay and Performance Committee deal with all pay and performance matters relating to staff and implement the approved policies.

Clerking

The meeting of the Pay and Performance Committee should not be clerked by a Governor of the school, an Associate Member, a member of the Committee and must not be clerked by the Head teacher of the school.

Membership

The Pay and Performance Committee shall consist of at least two members of the Governing Body not including the Chair of Governors, neither of whom shall be employees at the school or Associate Members.

Quorum

Two Governors.

Terms of Reference

- To review annually the Pay policy
- To determine the salary of each member of staff at the school taking account of any recommendations made by the Head teacher, in accordance with the salary review policy.
- To approve/reject the recommendations of the Head Teacher Performance Review Committee.
- To determine appropriate salary ranges for members of the Leadership group
- To determine whether to delegate to the Head teacher responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) with advanced skills teachers and members of the leadership group (except the Head teacher). It is recognised that these objectives may be the same as, or based upon, the performance management objectives for these members of staff agreed in accordance with the current Appraisal Regulations.
- To establish a Performance Management policy
- To review annually the Performance Management policy
- To report the outcomes of any pay awards made to the Resources Committee and Full Governing Body at the earliest opportunity
- The Pay and Performance Committee have the delegated authority to approve teacher pay increases which will be actioned by the school as soon as possible following the decisions of the committee so as not to cause undue delay in the award of pay increases for teaching staff.

To be reviewed annually by the Full Governing Body.