

The Quinta Pay Committee – Terms of Reference

Approved by: The Quinta Governing Board

Date Approved: [Oct 2025]

Review Date: [Oct 2026]

1. Purpose

The Pay Committee is a committee of the Governing Board of The Quinta Primary School. Its purpose is to:

- Review and determine pay progression for the Headteacher
- Review and determine pay progression for senior leaders (where delegated)
- Ensure pay decisions are fair, transparent and compliant with relevant statutory guidance and Trust policy

The Committee acts with delegated authority from the Governing Board and reports its decisions to the Board for information.

2. Membership

- The Committee will consist of three Trustees.
- Trustees must not have a conflict of interest in matters under consideration.
- The Headteacher shall not be a member of the Committee.
- No Trustee who is a member of staff may sit on the Committee.

The Governing Board will appoint Committee members annually.

The Committee will elect a Chair from among its members.

3. Quorum

The quorum for meetings shall be three Trustees.

All members must be present for decisions to be valid.

4. Frequency of Meetings

The Committee will meet once annually, normally in the autumn term, following performance appraisal processes.

Additional meetings may be convened if required.

5. Delegated Authority

The Committee is authorised to:

- Determine the Headteacher's pay progression following receipt of the appraisal recommendation
- Determine pay progression for senior leaders where delegated by the Governing Board

- Ensure compliance with the Trust's Pay Policy and the School Teachers' Pay and Conditions Document (where applicable)
- Ensure decisions are evidence-based and properly documented

The Committee may not:

- Amend the Trust's Pay Policy (this remains the responsibility of the Governing Board)
- Make decisions outside the approved budget

6. Confidentiality

All discussions and decisions relating to individual pay are strictly confidential.

Papers will be securely stored and disposed of in line with data protection requirements.

Minutes will record decisions without disclosing sensitive personal data.

7. Appeals

Trustees who have participated in pay determination decisions may not sit on any subsequent appeal panel relating to those decisions.

Appeals will be heard by a separate panel of Trustees who were not involved in the original determination.

8. Reporting to the Governing Board

The Committee will report to the next full Governing Board meeting confirming:

- That the pay review process has been completed
- That decisions have been made in line with policy and budget

Individual salary details will not be disclosed.

9. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the Governing Board.