The Quinta Primary School

PAY COMMITTEE TERMS OF REFERENCE

The Pay Committee is authorised to decide all pay matters relating to staff, to recommend the whole school pay policy for adoption by the Governing Body on an annual basis, and to monitor the implementation of the approved pay policy.

Membership

The Pay Committee shall consist of at least three named members of the Governing Body, appointed by the Governing Body, none of whom are paid to work at the school. This can include Associate members who will have voting rights, but Associate members will not contribute to the quorum of the meeting.

Membership of the Pay Committee **2026/27** was confirmed as: Victoria Jackson, Steve Foster, Amy Parrish, and Will Sharpe (presenting).

Quorum

Three governors not including the Head Teacher. The Head Teacher will attend all meetings to advise, other than when his/her own pay is being discussed.

Terms of Reference

The Pay Committee will have full powers to make decisions within the Pay Policy adopted by the Governing Body. All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential. The Pay Committee's decisions will not be reported back to the Full Governing Body until all rights to appeal against its decisions have been exhausted. The terms of reference are:

- To draft the whole school Pay Policy on an annual basis and make a recommendation to the Governing Body for its adoption.
- To achieve the aims and objectives of the school Pay Policy.
- To apply the criteria within the policy fairly and consistently, including links with the school Performance Management Policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the Head Teacher, or in the case of the Head Teacher by the Head Teacher's Performance Management panel.
- To observe all statutory and contractual obligations.
- To ensure that the Pay Policy complies with the most recent SchoolTeachers' Pay and Conditions Document.
- To ensure that all pay decisions have regard to the legislation outlined in the introduction to the Pay Policy.

- Within the Pay Policy, to recommend the appropriate salary range for members of the leadership group, for approval by the Full Governing Body.
- To recommend the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the Pay Policy, for approval by the Full Governing Body.
- To ensure that appropriate external advice is sought in relation to decisions made, eg the school's human resources advisers, governor support services.
- To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.

Appeals

Appeals against the decisions of the Pay Committee will be managed in accordance with the appeals procedure within the whole school Pay Policy.

Reporting

The Pay Committee will report back to the Governing Body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda

Agreed 08.10.26