



## Terms of Reference Pay Committee

**Purpose:** The role of the committee is to ensure that all pay determinations act in accordance with the school's pay policies and procedures, including adherence to any timings of pay determinations. The Committee will also ensure any statutory requirements are followed.

**Membership:** The committee will be appointed by the Full governing board (FGB) at the first Autumn FGB meeting and consist of three Governor members (exc. Headteacher). Membership will be based on governor skills and experience

Any paid employees of the school who are governors are unable to be 'members' of the committee. The headteacher is able to attend in an advisory capacity.

Associate members may be appointed to the committee, but they will have no voting rights; they will only be able to advise on matters.

### **Quorum:**

As per the Academies' Articles of Association, the quorum for a meeting of the sub-committee of Governors shall be any two-thirds (rounded up to a whole number) of the persons who are at the time Governors holding office on the Sub Committee at the date of the meeting. In the absence of a properly constituted quorum, the committee shall re-convene at the earliest available opportunity.

### **Meetings:**

The committee will meet as often as is necessary to fulfil its responsibilities, however there will be two scheduled meetings, one in November and one in March. The committee members may call unscheduled meetings as long as appropriate notice of at least seven days is given to the other members and Headteacher.

A shorter notice may be given where the Chair of the committee decides a particular pay or appeals issue requires addressing immediately. The clerk or nominated Governor will circulate an agenda, copies of previous minutes and any papers to be considered, no fewer than five working days prior to the meeting. The clerk or nominated Governor will take minutes of the meeting, which will then be circulated to the pay committee members. Minutes will be regarded as confidential and stored securely.

**Monitoring:** The committee will be responsible for:

- Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads
- Making sure pay policy links performance to pay and can be applied consistently and objectively
- Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression
- Considering and approving the recommendations of the Head Teachers pay progression
- Monitoring the outcomes of pay decisions
- Review pay decision data to ensure that pay increments are awarded fairly
- Being aware of the impact that pay decisions have on the school's budget
- Making sure pay appeals are managed in line with the school pay and appraisal policies

**Declarations of Interest**

Where there is a conflict between the interests of any Trustee and the interests of the Governing Body, that person must declare the interest and withdraw from the meeting.

Should there be any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Trustees present at the meeting will decide on the matter.

**Review Date**

These Terms of Reference will be reviewed annually.

<b>Approved by the governing board:</b>	
<b>Adopted by the Pay Committee: 15 Nov 2023</b>	<b>Next review date: Nov 2024</b>