



Pay Committee

Terms of Reference

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership & Quorum

- The committee will consist of three governor members of the committee and must include governors who are not employed by the school.
- The Headteacher will be in attendance to make recommendations to the committee.
- The committee will be Chaired by a non-employee governor who will be elected by the committee on an annual basis.
- Quorum must be not less than three governor members of the committee and must include governors who are not employed by the school.

Meetings

- The Pay committee will meet at least once a year.
- The meetings of the Pay committee will not be open for all members of the FGB.
- The Committee meetings will not be open to the public. Minutes shall remain confidential, do not have to be made available for inspection and will be password protected.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher). The minutes taken should include a record of decisions made, actions to be completed and any recommendations to be considered by the full governing body at their next meeting.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Pay committee responsibilities

1. To agree the Pay Policy, after consultation has taken place with staff and their professional association or trade union representatives, and amendments made in the light of comments received, and to inform staff that the Policy has been adopted.
2. To work to meet the aims of the Whole School Pay Policy.

3. To ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service.
4. To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
5. To ensure that the Pay Policy aims to meet the needs of the school to recruit, retain, develop and motivate staff.
6. To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including agency workers and those on maternity leave, adoption leave, secondment or long-term sick leave.
7. To have regard to the need for proper pay relativity and equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
8. To recognise, within the salary structure, increased responsibility, whether temporary or permanent.
9. To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner.
10. To ensure that the reasons for discretionary awards are clearly recorded in minutes and to determine what provision should be made in the school's budget for discretionary awards.
11. To inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time.
12. To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD 2020.

NB For Headteachers, Deputy Headteachers and Assistant Headteachers:

- a) They may not be awarded payments under paragraphs 27.1 to 27.2 of the 2022 STPCD other than as reimbursement of reasonably incurred housing or relocation costs.
 - b) All other recruitment and retention considerations, including non-monetary benefits, must be considered when determining the pay range.
 - c) Where the relevant body pays a recruitment or retention incentive or benefit awarded, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2022 STPCD.
13. To ensure that clear written job descriptions exist.
 14. To ensure that detailed records are kept of all matters relating to salaries.
 15. To ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee.
 16. To consider recommendations from the Headteacher about pay awards based on the Pay Policy.

17. To ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (eg performance management, threshold assessment).
18. To work closely with the Finance Committee in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget.
19. To arrange the annual review of staff salaries as required by legislation, for staff not covered by the School's adopted Performance Appraisal process.
20. To decide upon movement on the upper pay range, based on the recommendations of the school's adopted performance appraisal reviewer and the Pay Policy.
21. To arrange for the annual review of the Pay Policy in full consultation with the staff.
22. To appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations.
23. To minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decision of the Pay Committee in order to protect the appeals procedure.
24. To provide a formal written salary statement for all teachers and a staffing structure describing senior manager and TLR posts.
25. To direct the Headteacher to advise the Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals.
26. To ensure that procedures required by the Education (School Government) Regulations 1999 (and as subsequently amended) are complied with, especially regarding agenda and minutes.