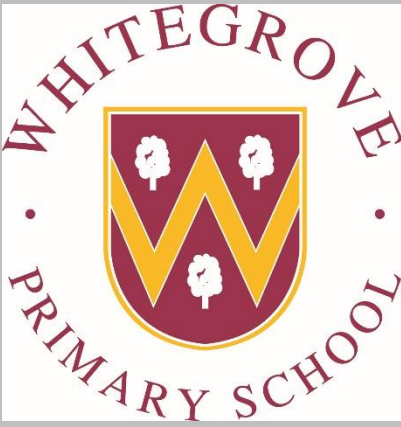




PAY COMMITTEE TERMS OF REFERENCE (GOVERNANCE)

Reviewer: Governing Body

Updated: Autumn 2026

Review: Autumn 2027



Terms of Reference

The terms of reference for the Pay Committee will be determined from time to time by the governing body and will reflect the delegation planner. The current terms of reference are:

Membership

The membership of the committee will not be the same as the Headteacher's Performance Review Committee; however, one Governor needs to sit on both. Membership will be three governors. The Headteacher will be a member in an advisory capacity (except when discussing the HTs pay). The chair is elected by the committee members. He/she must be a governor who is not employed at the school.

Quorum

The quorum shall be three.

Clerk to the Committee

The Clerk to Governors will Clerk the meeting or make alternative arrangements if necessary.

Meetings

Meetings will be held annually during the autumn term, for the purpose of reviewing the performance of the Headteacher and carrying out annual salary reviews for all staff, and at other times as required. One week's notice will be given when convening a meeting.

Intent

The intent of the committee is to achieve the aims of the whole school pay policy in a fair and equal manner.

Implementation

- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay committee will recommend that the governing body makes application for any additional funding available to support this process;



- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- to work with the head in ensuring that the governing body complies with the Performance Management Regulations.

Impact

The impact of the committee will be seen by implementing a fair and equal school pay policy.

Review

The terms of reference will be reviewed annually by the committee at the first meeting of the academic year.