



Pay Committee Terms of Reference 2021/2022

1. Purpose of the Group

The Pay Committee will be authorised by the Personnel Committee to determine all matters relating to pay and related performance of staff. The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy.

2. Aims and Objectives

2.1 Ensuring that the whole school pay policy observes all statutory and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document (STPCD), Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).

2.2 Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.

2.3 Ensuring that pay decisions are fair and equitable, link with the school appraisal policy and take account of the recommendations of the head teacher and where appropriate other members of the school leadership team.

2.4 In accordance with the pay policy, determination of appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.

2.5 To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the Personnel Committee.

3. Members of the Group

The Pay Committee will consist of at least 3 governors, elected by the Personnel Committee. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school.

4. Meeting Arrangements and Frequency

The Committee will meet when necessary by prior arrangement.

The Quorum for any meeting and for any vote must be three Governors who are members of the committee as determined by the committee.

Meetings will be served by the Clerk to the Governing Body.

5. Reporting

The Committee will be a sub-committee of the Personnel Committee.

These Terms of Reference were agreed and approved by the Personnel Committee on 5th October 2021 and approved by the Full Governing Body on 6th December 2021