

Terms of Reference for the PAY Committee of the Governing Board



The Governing Board has established a Pay Committee.

Recommendations on pay must not be brought to the Full Governing Board as this compromises the membership from being able to take part in any appeal or grievance process that might follow.

No governor employed at the school can be a member of this committee, with the exception of the Headteacher who must also withdraw when his/her pay or appraisal is under discussion.

Membership:	Minimum of 3 governors, or an odd number of Governors if more than 3.
Quorum:	3 governors
Chair of Committee:	To be agreed when governors attending are decided.
Clerk of Committee:	Tracy Isaac
Date of Next Review:	September 2018

Agreed Terms of Reference:

- To draft the Pay Policy for the school, with the purpose of recommending adoption by the Governing Board. (A model is available, contact hrdirect@devon.gov.uk).
- To review annually the salaries of all staff up to and including the Deputy Headteacher, in accordance with the School teachers' Pay and Conditions Document (STPC), and after taking advice from the Headteacher in relation to the teacher appraisal process and outcomes.
- To review the Headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the Headteacher's appraisal.
- To undertake salary reviews at any other time the governing body directs that there is a need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- To inform the Governing Board of approved salary decisions, to ensure inclusion in the budget.

Agreed at a meeting of the Full Governing Body on 7 September 2017