**Terms of Reference for Pay Committee**
**Autumn 2022**

Membership
A minimum of three Governors to include, where possible, one Parent Governor, one Foundation Governor, and the Headteacher

**Chairmanship:** Any Governor, excluding the Head teacher, the staff governor and support staff governor.

**Clerk:** The Governing Body clerk (or a nominated Governor, other than the Headteacher, staff or support staff governor).

**Quorum:** Three Governors. Staff and support staff governors are not eligible to attend or vote on any discussion on Pay Policy or Performance Management.

**Frequency of Meetings**
To aim for a minimum of at least two meetings per School Year

**Minutes**
To be circulated to the members of the committee and to the Governing Body.

**Terms of Reference**
The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- 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 the fact of 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 pay discretion;
- 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 teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

October 2022