



Glen Hills Primary School Pay Committee Terms of Reference

MEMBERSHIP

- The Committee should consist of three Governors, one of which could be the Chair of Governors, and up to two reserve governors. Any governor who is responsible for the Head Teacher's Performance Management cannot attend Pay Committee meetings which discuss any pay increments for the Head Teacher.
- The Head Teacher shall be an automatic member of the committee.
- Staff and the Head Teacher shall withdraw from any part of a meeting in which they any have any pecuniary interest.

QUORUM

The quorum shall be three non-staff Governors

MEETINGS

The Committee shall meet annually (following Performance Management reviews) to discuss any pay proposals based upon performance management outcomes.

TERMS OF REFERENCE

The Head Teacher, in conjunction with the Pay Committee, is responsible to the Governing Body for implementing the Whole School Pay Policy. The terms of reference for the pay committee will be to:

- Achieve the aims of the Whole School Pay Policy.
- Make recommendations on staff salaries and wages.
- Apply fairly, criteria related to discretionary areas of pay which are identified within the pay policy.
- Receive an agreed assessment of the performance of the Head Teacher and any other staff on the Leadership scale against agreed performance criteria.
- Determine pay at the time of annual review for all teaching staff including the Head Teacher and any other staff on the Leadership scale
- Ensure that statutory and contractual requirements are applied to all staff groups
- Ensure that staff are notified in writing of decisions made along with details of the agreed appeals procedure.

Policy	<i>Pay Committee Terms of Reference</i>
Reviewing Committee	<i>Full Governors</i>
Last Reviewed	<i>September 2021</i>

