



Terms of Reference

Pay Appeals Committee

Scope and Function

The purpose of this document is to define the remit and responsibilities of the Pay Appeals Committee which will review determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy. The document is specific to Hursthead Junior School but follows the guidelines and principles set out in the 'SMBC – Services to People - Governor Remits and Responsibilities' issued September 2020. The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Meeting Guidelines

How often meetings will be held	The meeting should be held within 20 working days upon receipt of an appeal as stated in the Pay Policy.
Membership	Three named members of the Governing Board, none of whom shall be employed by the school or Associate Members or members of the Pay Committee.
Minute taker	School Business Manager
Review	Annually

Remits

General Remits

- To act on matters delegated by the Local Governing Board and report to the Local Governing Board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/Development Plan.

- Committee members to be encouraged to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction and attend new governor training which ensures an understanding of their statutory responsibilities.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Pay Committee Remits

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy

Safeguarding Considerations

In line with the Department of Education 'Keeping Children Safe In Education' guidance. The committee should be aware and mindful of safeguarding considerations within its remits.

- Familiarity with 'Keeping Children Safe in Schools' is considered a minimal requirement for Governors. Additional training should be encouraged.