



Terms of Reference

Pay Committee

Scope and Function

The purpose of this document is to define the remit and responsibilities of the Pay Committee which covers the pay policy and management of staff pay reviews. 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 Head Teacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Meeting Guidelines

How often meetings will be held	Once per annum
Membership	The Chair of the Personnel Committee, the Chair of the Resources Committee plus one other member of the Personnel Committee, none of whom shall be employees or Associate members or will have a conflict of interest by acting in this capacity. Appeals will be heard by the Pay Appeals Committee: members cannot take part in both committees.
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 develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Pay Committee Remits

- To determine the Pay Policy for the school
- To ratify appropriate salary ranges and starting salaries for members of the leadership group.
- To ratify annual pay progress for teachers within 2 months of the release of the STPCD document as set out in the Pay Policy, taking account of any recommendations made on the appraisal review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progress for the Head Teacher by the end of December, taking account of the recommendation made by the Head Teacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trustees and Governing Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils

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.