

Templefield Lower School

Terms of Reference – Pay Committee



Templefield Lower School

Membership

- The committee shall consist of a minimum of 3 governors.
- The Headteacher cannot be a member.
- Any other person, including other governors, may, with the agreement of the committee or the full governing body, attend the meetings of the committee but not vote.

Chair

The Chair will be elected by the full governing body.

Clerk

The committee will be clerked by the Clerk to the governing body or in their absence by a member of the committee or an employee of the school. The clerk cannot be the Headteacher.

Quorum

The quorum is 3 governors, who are members of the committee.

Meetings

- The committee is free to determine how often it meets – this will be left to the discretion of the committee and may depend on the circumstances of the school at any given time.
- Committee meetings will not be open to the public.
- Information relating to a named person or any other matter that the committee considers confidential do not have to be made available for inspection.
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.
- In the absence of the Clerk, the committee shall choose a Clerk for that meeting from among their number (someone who is not the Headteacher).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

General terms

- To consider safeguarding and equalities implications when undertaking all committee functions.
- To implement the Pay Policy with reference to staffing and financial budget plans.
- To achieve the aims of the Pay Policy in a fair and equitable manner and within statutory and contractual obligations.
- To apply the criteria of the Pay Policy consistently in determining the pay for each member of staff in the annual review.
- To consider difficult and discretionary pay issues.
- Minute all decisions taken and submit these minutes to the governing body as required.
- Keep abreast of any relevant developments and advise the governing body when the Pay Policy needs updating.
- Observe all statutory, non-statutory and contractual conditions in respect of pay matters.
- Maintain the strictest confidentiality.
- Recommend to the governing body any budget adjustments needed for annual pay reviews.
- Work with the Headteacher to ensure that the governing body complies with The Education (School Teachers' Appraisal) (England) Regulations 2012.
- To decide whether the targets have been met and to agree new targets annually.