



## **Handsworth Primary School Governing Body Terms of Reference of Pay Committee**

The purpose of the Pay Committee is to review the specific pay arrangements, policies and pay progression for staff within the School.

### **Membership:**

- The Committee shall comprise a minimum of three governors
- The Chair of the Committee will be elected annually at the first autumn term meeting
- Any paid employees of the school who are also governors are unable to be members of the Pay Committee.
- The Headteacher will attend in an advisory capacity but will withdraw when their own salary is being discussed.
- Pay recommendations will be received by the Committee from the Headteacher.
- Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- The quorum for the Governors' Pay Committee is three members.
- All meetings of the Governors' Pay Committee will be minuted.
- The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

### **Meetings:**

The Pay Committee generally meet twice per year:

#### **Autumn term (Meeting 1)**

- Elect Chair of Committee
- Confirm meeting dates (if not already established at end of previous academic year)
- Review membership and plan to fill any vacancies (if not undertaken at full governing body)
- Receive Headteacher recommendations for teachers' pay progression decisions normally by November 30

- Make determinations on teachers' salary progression, backdated to 1 September
- Request that salary statements are issued to teaching staff to confirm Committee determinations
- Receive Headteacher recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from following 1 April

### **Autumn term (Meeting 2)**

- Receive Headteacher Performance Management recommendation for Headteacher pay progression normally by 15 December where applicable
- Make determinations on Headteacher salary progression, backdated to 1 September
- Request that a salary statement is issued to the Headteacher to confirm Committee determinations
- Chair of Committee/Chair of Governors to complete notification form to provide notification of Headteacher pay progression to payroll

### **The Governing Body delegates the following responsibilities to the Pay Committee:**

The Pay Committee will:

- Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher.
- Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Panel
- Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate
- Receive a summary report from the Headteacher on support staff pay determinations

### **Review**

These Terms of Reference will be reviewed annually at the Autumn Term Meetings