

## **GOVERNING BODY PAY COMMITTEE**

### **TERMS OF REFERENCE**

#### **MEMBERSHIP:**

To consist of no fewer than three non-staff governors at least one of whom must also be a member of the Finance and Resources Committee and one a member of the Curriculum and Standards Committee.

#### **Terms of Reference:**

- Undertaking a review of the Headteacher's ISR and the pay ranges of Deputy Headteachers and Assistant Headteachers on an annual basis and making recommendations for changes to the Governing Body.
- Taking decisions on the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's appraisal review.
- Taking decisions regarding the pay of the Deputy and Assistant Headteachers and Classroom Teachers following the consideration of the recommendations of appraisers and the advice of the Headteacher.
- Ensuring that staff are informed of the outcome of the decision of the Pay Committee and the right of appeal.
- Submitting statistical reports of these decisions to the Finance & Resources Committee to enable monitoring in accordance with the Equality Act.

Reviewing staff salaries annually as required by the Pay and Conditions Document and making arrangements to inform staff of the outcome

#### **PAY DECISIONS**

The headteacher is responsible for:

- Ensuring that pay recommendations for the deputy and assistant headteacher(s), classroom teachers and support staff are made and submitted to the Pay Committee.
- Advising the Pay Committee on the reasons for the recommendations, and
- Ensuring that staff are informed of the decisions of the Pay Panel and of their right of appeal.

The Pay Committee is responsible for:

- Taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following the consideration of the recommendations of appraisers and the advice of the head teacher.
- Taking decisions on the pay of the headteacher following consideration of the recommendations of the governors responsible for the head teacher's appraisal review.
- Submitting reports of these decisions to the Governing Body; and
- Ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and the right of appeal.

The Pay Appeals Committee of the Governing Body is responsible for:

- Taking decisions on appeals against the decision of the Pay Committee in accordance with the terms of the pay appeals procedure set out in the Pay Policy.