

CLEDFORD PRIMARY SCHOOL AND GAINSBOROUGH PRIMARY AND NURSERY SCHOOL FEDERATION TERMS OF REFERENCE PAY COMMITTEE (Autumn 2018 – Summer 2019)

Membership: Not less than **three** members, none of whom are paid to work at the school.

Quorum: **Two** governors excluding the Federation Head and any other employee of the school. The Federation Head will attend all meetings to advise, other than when his/her pay is being discussed

Meetings: Once in autumn term

Chair: Non-employee to be elected by the committee.

Accountability: The committee will report back to the Federation Governing Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

The Pay Committee will have full powers to make decisions within the pay policy adopted by the governing board. All discussions relating to individual pay and/or determinations made by the pay committee must remain confidential.

The pay committee's decisions will not be reported back to the full governing board until all rights to appeal against its decisions have been exhausted.

Terms of reference:

- To review the whole school pay policy on an annual basis and make a recommendation to the Governing Board for its adoption.
- To achieve the aims and objectives of the school pay policy.
- To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the Federation Head/Head of Schools, or in the case of the Federation Head, the performance management panel.
- To observe all statutory and contractual obligations.
- To ensure that the pay policy complies with the most recent School Teachers' Pay and Conditions Document.
- To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.
- Within the pay policy, to recommend the appropriate salary range for members of the leadership group, for approval by the full governing board.
- To recommend the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy, for approval by the full governing board.
- To ensure that appropriate external advice is sought in relation to decisions made, eg the school's human resources advisers, governor support services.
- To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.
- To review annually the following policies
 - Appraisal Policy Teachers
 - Capability Policy - Teachers
 - Capability Policy - Support Staff
 - Dismissal policy
 - Pay policy

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

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Reporting

The pay committee will report their actions and decisions to the governing board on an annual basis, or more often if required, in a confidential section of the agenda.

These terms of reference agreed by the Pay Committee and Federation Governing Board - Autumn Term 2018

To be reviewed by the Federation Governing Board - Autumn Term FGBM 2019