



## **Pay & Salaries Committee Terms of Reference**

### **Pay & Salaries Committee**

This committee comprises of the Chair of Governors, the Vice Chair and one other nominated Governor. It also forms the Headteacher's Performance Management Group (HTPMG). The committee is advised by the Headteacher (except for matters relating to the pay of the Headteacher). It considers recommendations on teachers' pay alongside the principles within the school's policy.

Decisions of the Pay Committee are communicated to each member of staff by the Headteacher, in writing. Decisions on the pay of the Headteacher are communicated by the Chair of the Governing Board, in writing.

### **TERMS OF REFERENCE:**

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Board;
- to recommend to the Governing Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Board when the school's pay policy needs to be revised;
- to work with the Headteacher in ensuring that the Governing Board complies with the Appraisal Regulations 2012 (teachers);
- To agree the Teachers' directed Time Policy every two years.

Date reviewed.... Autumn 2023