



## Terms of Reference Pay Committee Aldermaston CE Primary School

**Version:** 1

**Reviewed by:** Full Governing Body

**Date adopted by FGB:** October 2021

**Review by:** October 2022 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	October 2021
Chair of Governing Board	Mrs S Chaventre 	October 2021

**Membership**

The Pay Committee could be made up of three members of the Board of Governors, perhaps from existing Finance and Personnel Committees, excluding the Headteacher and any other members paid to work in the school. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge.

Disqualification –The Headteacher and Staff Governors

**Quorum**

The quorum shall be a minimum of 3 Governors.

**Meetings**

The Committee shall meet at least once a term, and as appropriate if deemed necessary. Should the nominated Chair not be available to attend a meeting, a chairman would be elected for that meeting by the committee members present. Ideally, minute taking should be done by an independent clerk; where this is not practical the minutes should be taken by an appropriate member of the Committee.

**Functions**

The Pay Committee shall undertake the following functions on behalf of the Governing Body:

- to develop, implement and administer the pay policy.
- to consult with members of staff in the drafting of the Pay Policy and at its reviews
- to ensure that each member of staff has access to a copy of the Pay Policy
- to ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression
- to handle appeals, if the matter cannot be resolved informally.
- to keep up to date with relevant developments and any legal changes and to advise the Board of Governors when the schools pay policy needs to be revised;
- to have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Board of Governors
- to minute clearly giving the reasons for all decisions and report these decisions to the next full Board of Governors meeting as a confidential item to be received;
- to seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- to attend relevant training as appropriate.

**Reporting Back**

The Committee will submit copies of its minutes to all Governors and will provide additional information, as appropriate, to the Governing Body at its meetings.

**Review**

These Terms of Reference will be reviewed annually by this Committee and submitted to the Full Governing Body for ratification.

**TERMS OF REFERENCE REVIEW CHART**

Name of Document	Approved by Governors	Date of next review	Committee/governor responsible	Lead member
Terms of Reference for the Pay Committee	July 2019	July 2020	Pay Committee	Chair of Pay committee
Terms of Reference for the Pay Committee	xxx	July 2021	Pay Committee	Chair of Pay committee
Terms of Reference for the Pay Committee	October 2021	October 2022	Pay Committee	Chair of Pay committee