



Pay Panel Terms of Reference

Membership and quorum

- The Panel shall comprise a minimum of three governors
- Any paid employees of the school who are also governors are unable to be members of the Pay Panel
- The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed
- Pay recommendations will be received by the Panel from the Headteacher
- Pay Panel members will be excluded from membership of the Governors' Appeal Panel when convened to consider a pay appeal
- The quorum for the Governors' Pay Panel is three members, who must be able to vote
- All meetings of the Governors' Pay Panel will be minuted
- The minutes of the Pay Panel 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

Delegated powers and purpose of Panel

The Governors Pay Panel 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 Appraisal 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 Panel 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 or annually determine the salary progression for eligible support staff, following recommendation by the Headteacher
- where the Pay Panel has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not



agree with the recommendation that the Headteacher (or Chair of the HPMC). See further guidance in [Teachers' Pay Recommendations: Advice for Pay Panel Governors](#)

- nominate one of its members to undertake the annual audit of performance management
- recommend to the full governing body that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree governors to undertake the audit

Pay Panel Minutes

- All meetings of the Governors' Pay Panel must be clerked. However, this can be carried out by the Chair or another member of the Panel. Notes will be agreed with Panel members as soon as practicable afterwards.
- As the nature of the discussion concerns staff salary progression, such minutes must be clearly marked as confidential.
- It is important to be aware that such minutes will be required, in the event of a pay appeal.
- The Governors' Pay Panel are required, following each meeting, to confirm to the next full governing body that the Panel has met, to summarise the main points under discussion and the decisions taken. Such a report will be a summative overview.

Monitoring

The Panel will be responsible for:

- Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads
- Making sure your policy links performance to pay and can be applied consistently and objectively
- Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression
- Monitoring the outcomes of pay decisions
- Checking that processes operate fairly
- Being aware of the impact that pay decisions have on the school's budget
- Making sure pay appeals are managed in line with the school pay and appraisal policies



Approved by the FGB: 6.10.2026

Adopted by the Pay Panel: October 2025

Next review due by: September 2026

Signed: By the Chair on Governor Hub
Date:

Name: Sam Taylor