

Governors' Pay Committee: Terms of Reference

Name of Responsible Manager / Headteacher:	Mr J DF Martin
Policy Owner:	Pay Committee
Date of Policy Approval by Governing Body:	16 th October 2020
Date of last Policy Review:	October 2025
Date of next Policy Review:	October 2026

1. Membership & Quorum

- 1.1 The Committee shall comprise a minimum of **three governors** OR the Resources/Finance/Staffing Committee will perform the role of the pay committee.
- 1.2 Any paid employees of the school who are also governors are unable to be members of the Pay Committee and therefore such governor members of the Resources/Finance/Staffing Committee will not attend pay committee meetings. *Note: Where Governing Bodies are utilising an existing committee (e.g. Finance), this is best achieved by organising meetings of the Pay Committee to immediately precede or follow an existing meeting so such Governors can join or depart as appropriate.*
- 1.3 The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
- 1.4 Pay recommendations will be received by the Committee from the Headteacher OR the Headteacher and other performance management reviewers in the school
- 1.5 Members of the Pay Committee cannot be involved in any Governor's Pay Appeal Committee which arises as a result of their determinations.
- 1.6 The quorum for the Governors' Pay Committee is **three** members.
- 1.7 All meetings of the Governors' Pay Committee will be minuted.
- 1.8 The minutes of the Pay Committee 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.

2. Delegated powers and purpose of Committee

The Governors Pay Committee will:

- 2.1 annually determine salary progression for eligible teaching staff, following recommendation by the Executive Headteacher Mr. John Martin and/or other performance management reviewers.
- 2.2 annually determine salary progression for the Executive Headteacher, where eligible, following recommendation by the Executive Headteacher Performance Management Committee
- 2.3 need to ensure that arrangements are made to issue salary statements to teaching staff and confirm pay outcomes in writing, as detailed in the Pay Policy. Such confirmation must statutorily be within one month of the determination

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- 2.4 deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate
- 2.5 annually determine the salary progression for eligible support staff, following recommendation by the Headteacher and/or other performance management reviewers
- 2.6 where the Pay Committee 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 Committee Governors](#)
- 2.7 nominate one of its members to undertake the annual audit of performance management by ascertaining that the policy is still fit for purpose and any updates have been added
- 2.8 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 (delete if required)
- 2.9 has a role in the annual review of the pay and performance management policies. The review of such policies is normally delegated to the Committee with responsibility for staffing matters, who in turn then must recommend any amendments to the full governing body for adoption.

3. Calendar of Business

3.1 Autumn term (Meeting 1)

- 3.1.1 Elect Chair of Committee
- 3.1.2 Confirm meeting dates (if not already established at end of previous academic year)
- 3.1.3 Review membership and plan to fill any vacancies [if not undertaken at full governing body]
- 3.1.4 Make determinations in respect of the audit of Performance Management and Pay for the academic year, nominating a member to undertake the annual audit if applicable
- 3.1.5 Receive Headteacher (insert if applicable: and performance management reviewer) recommendations for teachers' pay progression decisions normally by (insert date – this will be guided by the conclusion of performance management within the school – see supplementary information)
- 3.1.6 Make determinations on teachers' salary progression, backdated to 1 September
- 3.1.7 Request that salary statements are issued to teaching staff to confirm Committee

3.2 Autumn term (Meeting 2)/Spring (Meeting 1)

- 3.2.1 Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by 30th November, where applicable
- 3.2.2 Make determinations on Headteacher salary progression, backdated to 1 September
- 3.2.3 Request that a salary statement is issued to the Headteacher to confirm Committee determinations

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- 3.2.4 Chair of Committee to complete notification form to provide notification of Headteacher pay progression to payroll
- 3.2.5 Receive Headteacher and performance management reviewer recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from following 1 April or Receive Headteacher report on support staff pay progression decisions for review [see supplementary information]

4. Minuting the meeting and reporting back to the full governing body

All meetings of the Governors' Pay Committee, must be minuted, however the committee does not require verbatim minutes, and brief notes of key points of discussion and decisions made are sufficient. In most cases, the Chair or another member of the Committee will act as Clerk and notes will be agreed with Committee 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 Committee are required, following each meeting, to confirm to the next Full Governing Body that the Committee has met, to summarise the main points under discussion and the decisions taken. Such a report will be a summative overview.