

Membership

Membership is any three eligible governors from the whole governing body, as defined in 'eligibility' below. The Chair of the Committee will be elected annually at the first autumn term meeting.

Quorum

The quorum shall be three governors. With two or fewer governors, the committee cannot make decisions.

Meetings

The committee shall meet, if required, each Autumn Term.

Role

To consider and make decisions about matters referred to the committee relating specific pay arrangements, in line with the schools Pay Policy and recommend pay progression for all staff within the school.

Governors are not allowed to see teachers' actual salaries and will be provided with an anonymised report.

Responsibilities

- Ensure that sufficient funds are allocated in the budget to enable eligible staff to progress through the relevant pay scales, subject to them meeting their performance objectives
- Reward all staff appropriately recognising each individual's contribution to the school and recognising them as valued members of the whole team.
- Use appropriate discretion and flexibility available within the various terms and conditions documents to recruit, reward and retain the highest quality staff according to the needs of the school.
- Ensure all staff are treated fairly and equitably.
- Consider appropriate pay relativities when conducting pay reviews and be mindful of the public sector equality duty in this regard.
- Ensure that pay and reward decisions fairly reflect staff responsibilities, achievements and contributions throughout the school with regard to the applicable professional standards.
- Ensure that each teacher receives an annual written statement of their salary details by 30 November (or 31 January for members of the leadership group).
- Require that job descriptions accurately reflect the accountabilities of the post and are reviewed and updated annually as part of the school's performance appraisal process.
- Governors can ask for is data on the protected characteristics of teachers under the Equality Act 2010 including race, sex, age and disability.

Eligibility

To serve on the committee, governors must be 'eligible'. Governors are eligible if they meet, they following criteria.

- Any governors who are NOT paid employees of the school.
- Any governor who does NOT have a family member working at the school.

In maintained schools the law forbids all school employees apart from the headteacher from voting on an employee's pay or appraisal or taking part in the related discussions.

The headteacher is also forbidden from voting on their own pay but is legally allowed to vote on the pay of all other staff.

The Headteacher may attend in an advisory capacity, unless it is linked to their own pay.

Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.

Minutes and Proceedings

The minutes and proceedings of any meeting of the committee will be treated as confidential to the committee members alone.