



**MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL**  
**BOARD OF GOVERNORS – PAY AND APPRAISAL COMMITTEE**  
**TERMS OF REFERENCE 2023-2024**

**Purpose**

The Pay and Appraisal Committee will make school pay decisions in accordance with the school's Pay Policy, School Teachers' Pay and Conditions Document (STPCD) and the Equality Act 2010.

**Membership and Attendance**

The Governing Body will appoint at least three governors to be members of the Pay and Appraisal Committee. No member of the Governing Body employed to work in the school shall be a member of the Committee. It is desirable that the Chair of Governors is a member of the Committee. The Headteacher may attend all meetings to offer advice but must withdraw during any part of the meeting when their own pay (or that of any family member employed in the school) is under consideration. Any person attending a meeting of the Committee must declare any pecuniary interest that may arise and withdraw from the meeting whilst any matter is under consideration that may give rise to a potential conflict of interest or doubt about that person's ability to act impartially.

**Quorum**

A meeting quorum is three governor members of the Committee.

**Meetings**

The Committee will meet three times a year, timed to tie in with staff performance management cycles.

**Key Tasks**

The Committee's main tasks are to:

- ensure the aims of the school's Pay Policy are delivered in a fair and equal manner
- determine the salary of each teaching staff member, taking account of any recommendations made by the Headteacher, in accordance with the school's Pay Policy
- determine appropriate salary ranges for teachers and members of the leadership group
- undertake the performance management process in respect of the Headteacher, in accordance with The Education (School Teachers' Appraisal) (England) Regulations 2012
- appoint and work with the External Adviser in carrying out the Headteachers' Appraisal

- determine the salary of the Headteacher
- recommend the appropriate individual School Range (ISR) within which the Headteacher’s salary should fall, and any discretionary payments, to the Full Governing Board for ratification
- receive, consider and respond to any representation from the Headteacher and/or their representative in writing or in person, should they wish to make one. Any decision taken by the Committee must be in accordance with the STPCD
- report to the Full Governing Board any decisions made in accordance with the powers delegated to them in the School Pay Policy), such decisions to be recorded in the confidential section of the Board minutes
- respond to the Headteacher’s pay recommendations using fair, transparent and objective criteria in order to secure a consistent approach to school pay decisions.

In carrying out these tasks the Committee will:

- support the retention of a high-quality teacher workforce
- support the School Development Plan
- apply the school’s Appraisal Policy and be flexible in recognising individual employee performance through pay progression
- enable the school to recognise and reward teachers appropriately for their contribution the school
- ensure that decisions on pay are made in a fair, just, sustainable and transparent way that complies with relevant employment and equalities legislation.

Related Policies

- Pay Policy
- Appraisal Policy

Activities

September	Meet to set new performance management targets for the Headteacher
November	Meet to receive pay recommendations from the Headteacher and take decisions regarding pay awards. Make a confidential report to the FGB at the next meeting.
July/September	Meet to review Headteacher’s performance against targets and consider a pay award if applicable.

Reviewed and approved by the FGB – 8 November 2023