MILVERTON COMMUNITY PRIMARY AND PRE-SCHOOL
BOARD OF GOVERNORS – PAY AND APPRAISAL COMMITTEE
Terms of Reference 2026-27

Purpose of committee

This committee has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

Membership - At least 3 governors

Disqualification - Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school, *although the expectation is that the Headteacher will not form part of the committee membership but will report/recommend to the committee.*

A Chair will be appointed at the first meeting of the committee from amongst the membership. This committee will be supported by a Clerk.

Quorum – At least three governors, not including the Headteacher if they are a member of the committee.

Meetings – as required (in the Autumn term, consider recommendations from the Headteacher on staff pay awards and consider recommendations on the Headteacher's pay award).

The Committee will:

- draft and keep under review the staffing structure in consultation with the Headteacher.
- achieve the aims of the school's Pay Policy in a fair and equal manner
- consider pay decision data for all staff to ensure that pay increments are awarded fairly.
- consider recommendations from the Headteacher in regard to any additional pay progression/awards for staff and apply the criteria set by the school's pay policy in approving any recommendations.
- undertake the Headteacher Performance Management Review and make recommendations to the full board regarding pay awards that are in addition to

automatic incremental pay for the Headteacher. (*Those governors making recommendations on the Headteacher's pay award cannot approve the pay award).*

- Meet with the Headteacher or senior leadership team during the year to monitor progress towards the objectives set for teaching staff.
- Report to the Board in regard to the performance management process sharing the objectives linked to the school's development.

Approved by Board of Governors: 30 September 2026