



## **Committee Terms of Reference - Pay Committee**

### **Membership**

The governing body shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

Membership should be a minimum of three governors.

The Headteacher or other agreed representative will attend in an advisory capacity. Persons employed at the school cannot be members of this committee.

### **Quorum**

The quorum for committee meetings shall be determined by the committee, but must be at least three governors who are members of the committee.

Governors will review the Agenda for each meeting and if they have or seem to have an interest in an item, they must declare an interest and abstain from a vote.

In the event of a split vote regarding an item, Committee Chairs will not have the casting vote and the item will be referred to the Full Governing Body.

### **Chairing**

The Chair of the committee will be appointed by the committee.

### **Clerking**

The committee shall appoint a clerk for the committee. This must not be the Headteacher, but committee members may act as clerk in the absence of a formally appointed clerk.

### **Meetings**

The committee shall meet at least annually in the autumn term and more often if required. At least 7 days notice must be given when calling a meeting.

### **Functions**

1. To achieve the aims of the whole school pay policy in a fair and equal manner;
2. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review, taking account of any recommendations made by the Headteacher or the Chair of Governors concerning the Headteacher's salary;
3. To observe all statutory and contractual obligations;
4. To minute clearly the reasons for all decisions.

Any appeals against pay decisions should be heard by the Appeal Committee.

The Full Governing Body will review the Pay Committee Terms of Reference and membership on an annual basis.

Date of review: October 2017  
Signed by the Chair of FGB:

Mrs. Katherine Wilson