

SKYLARK FEDERATION

PAY COMMITTEE

Terms of Reference

1. Purpose

The aim of this committee is to ensure reviews of salaries are carried out according to any statutory guidelines, fairly and comprehensively, following recommendations from the Headteacher and the Headteacher Review Panel.

2. Membership

The committee shall comprise of not less than three governors, including the Chair of Governors, and the Headteacher.

Staff governors cannot be members of the Pay Committee.

The Headteacher will withdraw when the Headteacher's salary is being discussed. The Chair of the Headteacher Review Panel may make recommendations to the Committee as to the Headteacher's salary and answer questions but will withdraw from the Committee's determination. Members of the Pay Committee who were involved in the relevant pay decision will be excluded from the Governors' Appeal Committee where convened to consider a pay appeal.

3. Quorum

A minimum of three governors must be present to constitute a quorum.

4. Meetings

The committee shall meet as required, but at least annually.

The governing body shall elect a chairman from among its membership at the beginning of each academic year.

The Committee shall have delegated powers only on specific issues, as authorised in advance by the Governing Body or covered within these Terms of Reference.

5. Sub-Committees – There are no sub-committees.

6. The committee will:

- Annually determine salary progression for eligible teaching staff, following receipt of recommendations by the Headteacher, normally by 31st October.
- Annually determine salary progression for the Headteacher, where eligible, following receipt of recommendation by the Headteacher Review Panel (HRP), normally by 31st October.
- Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations to the WGB.
- Annually determine the salary progression for eligible support staff, following recommendations by the Headteacher, normally by 31st December.

- 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 any recommendation made by the Headteacher or Chair of the HRP.
- Confirm meeting dates, if not already established.
- Ensure salary statements are issued to all staff, Headteacher and support staff at appropriate times to confirm committee determinations.
- Review and make recommendations on the following statutory policies:
 - Capability of Staff and Teacher Appraisal
 - Pay Policy

7. Reporting

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.

Approved by the Whole Governing Body on 9th September 2020.

Signed by Chair:

Review: Autumn 2021