

St. Joseph's Catholic Primary School

TERMS OF REFERENCE

Pay Committee v1.0

Membership

- The elected Chair
- Minimum of three Governors (including the elected Chair)

Meetings

There shall be a minimum of one per annum

TERMS OF REFERENCE

PURPOSE

To ensure that the provisions of the School Teachers' Pay and Conditions Document, and any associated regulations relating to terms and conditions, including performance management and induction, have been implemented for all teachers and the Headteacher.

MEMBERSHIP & DELEGATED POWERS

The Pay Committee shall consist of at least three Governors, but not include any Staff Governors, and has delegated powers to make decisions with the pay policy determine by the Governing Body.

THE COMMITTEE SHALL:

- Implement the aims of the whole school pay policy in an equitable manner
- Apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis
- Comply with all statutory and contractual obligations
- Minute clearly the reasons for all decisions and report these decisions by way of a report to the Governing Body
- Advise the Governing Body on the annual budgetary requirements of the pay policy and take account of the limits established
- Keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised
- Consider (following the withdrawal of the Headteacher from the meeting) the payment of the Headteacher in the forthcoming year
- Note any appeals received within approved timescales and inform the chair of the Governing Body of the need for a pay appeal committee

Once the Pay Committee has agreed its decision, the Headteacher will inform each individual employee of the decision(s) in writing, and inform the relevant payroll department as appropriate.

The Full Governing Body will receive, in the confidential section of the agenda, a report from the Pay Committee and ensure it has fulfilled its delegated duties/powers correctly, without debating cases of individual pay assessments, so as not to prejudice any possible appeal.

ELECTION OF CHAIR

The Chair and Vice-Chair shall be elected and agreed at the first Committee meeting at the start of the academic year.

QUORUM

The Committee shall not be quorum unless three members of the committee are present.

VOTING

- Only Governor members of the Committee shall be entitled to vote
- The Chair of the Committee shall have the casting vote
- Voting may be done remotely via email or post, via the Clerk

MINUTES

Minutes of the Committee meetings shall be recorded by a designated Clerk

REVIEW OF TERMS OF REFERENCE

The terms of reference will be reviewed and renewed annually, at the first committee meeting of each academic year

POLICIES

- Pay Policy