



Pay Review Committee **Terms of Reference 2024/25**

Purpose and Functions

1. The purpose of the committee is to enable the governing board to effectively fulfil its three key roles in a time-efficient manner.
2. The committee will consider matters as set out in these terms of reference or as requested by the governing board, taking advice as appropriate.
3. The committee will recommend the powers that should be delegated to it by the governing board. The governing board will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for the committee.

Membership and Chairing

1. The committee will consist of a minimum of at least three non-staff governors, appointed by the Full Governing Board each year. The Headteacher will always be in attendance, for all parts of the meeting, apart from consideration of their own remuneration.
2. The committee will have a clerk appointed by the governing board.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting, the committee will elect any member to act as chair for that meeting.

Quorum

A quorum of three members of the Pay Committee shall apply.

Minutes and Meetings

1. The committee will meet at least twice per year and in accordance with the school's agreed appraisal cycle
2. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations will be written in such a way as to offer the governing board a clear proposal or alternatives to debate and decide upon.



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3. The minutes represent a records of the governors' deliberations and decisions, and, as such, may be reviewed by others (eg. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions.
4. An update on the themes from the meeting will be communicated to governors.
5. The committee will meet some weeks in advance of each governors' board meeting and at other times as they see fit.

Procedures and Training

1. The terms or reference of the committee will be reviewed annual.
2. The normal procedures and regulations of the governing board will also apply to the committee.
3. Members of the committee will take steps to maintain and develop their knowledge and skills by attending appropriate training.
4. Governors appointed to the committee will ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the governing board in financial management is maintained (SFVS - Schools Financial Value Standard).

Finance

1. Any decisions which require a spending commitment over and above agreed budget provision will be referred to the Resources Committee. The chair will also check before committing expenditure to ensure that there has been no change in the financial position.

The Pay Committee has delegated responsibility for:

1. Considering the school's Appraisal and Pay policies, including the criteria for pay progression and recommending them for approval by the Full Governing Board (FGB);
2. Monitoring the implementation of the two above mentioned policies to ensure that rigour, equality and fairness are reflected and that pay progression is linked to appraisal;
3. Agree and recommend to the FGB which specific functions will be delegated and to whom, in relation to pay recommendations and the appeals process;



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4. Consideration and acceptance of the Headteacher's recommendations in respect of teachers who are eligible to cross the pay threshold and move to the Upper Pay Range;
5. Consideration and approval of the Headteacher's recommendations in respect of teachers' progression on main and upper pay range;
6. Ensuring that pay recommendations are being made in accordance with the appraisal policy;
7. Establishment, review and setting of the Individual School Range (ISR) in respect of calculating Headteacher salary in accordance with the School Teachers' Pay and Conditions Documents (STPCD);
8. Making decisions on the recommendation from the Headteacher's Appraisal Panel in respect of pay awards for the Headteacher;
9. Making decisions on the Headteacher's recommendations for progression up the Leadership Spine in relation to the Senior Leadership Team;
10. To recommend the annual pay budget, including pay progression at all levels, to the Governing Board.