



Aim High... Fly High!

PAY & REVIEW COMMITTEE

Terms of Reference 2023 - 2024

Purpose: to develop and ensure the implementation of the Pay and Appraisal policies and report back its findings to the Full Governing Board.

Membership: 3 governors min. A chair will be elected to the committee and a clerk will be appointed. The Headteacher and staff governors will not be eligible. Quorum: 3 governors.

Meetings: The Committee will meet at least twice a year. Firstly, in the Autumn term after the HTPM Committee has made its recommendations. Secondly, after the Head Teacher has completed staff appraisals and made salary recommendations ready for approval and giving due regard for the impact on the overall school budget. Other meetings can be called if required. Minutes of the committee's meetings will be shared with the board and made available to the public. Meetings can be by the most appropriate mechanism, face to face, on-line or via email.

Monitoring: The committee will be responsible for:

- * Making sure the appraisal policy is robust and has as little impact as possible on teachers' and Head Teacher workloads
- * Making sure our policy links performance to pay and can be applied consistently and objectively
- * Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression
- * Monitoring the outcomes of pay decisions
- * Checking that processes operate fairly
- * Being aware of the impact that pay decisions have on the school's budget and ensuring adequate financial resource is allocated from the school budget.
- * Making sure pay appeals are managed in line with the school pay and appraisal policies
- * Receiving and approving the recommendation of the Head Teachers Performance Management Committee with regard to the Head Teachers pay award.
- * Keeping up-to-date with relevant developments and legal changes and advising the Board of Governors when the pay and appraisal policies need reviewing.
- * Seeking professional advice if required and attending any relevant training.
- * Minuting clearly the reasons for decisions and reporting these to the next full Board of Governor's meeting as a confidential item to be received

The Board delegates the day-to-day decision-making on pay to the Headteacher, but it retains ultimate responsibility for pay decisions. Regarding pay decisions, should there be any disagreement reference should be made to the school's Pay Policy.

Approved by the governing board: XXXX

Next review date: September 2024