



Ancaster Church of England Primary School

PAY COMMITTEE

TERMS OF REFERENCE

1. Aim

1.1 The role of the Committee is to implement the School's Pay and Performance Policy.

2. Membership and Quorum

2.1 The Committee has fully delegated powers and consists of three members of the Governing Body. The Head has the right to attend the Committee. The Committee will seek advice from the Head and/or if relevant from the Director of Children's Services (through Human Resources)/or Staff Governors.

3. Election of Chair

3.1 The Chair should be appointed by and from the members of the Committee at the first meeting after the commencement of the school academic year or when a vacancy occurs.

3.2 The Chair should not be a member of staff.

4. Meetings

4.1 Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Payroll will be notified in writing immediately following the Committee's decision.

4.2 The agenda will be circulated by the chair at least 5 working days prior to the meeting.

4.3 Minutes will be taken by the Clerk to the Governors or by a member of the Committee other than the Chair. A draft of the Committee minutes shall be copied to the Committee Chair for comment and distribution to other Committee members.

5. Terms of reference

- 5.1 To achieve the aims of the whole school Pay and Performance Policy in a fair and equal manner;
- 5.2 To apply the criteria set by the whole school Pay and Performance policy;
- 5.3 To observe all statutory and contractual obligations;
- 5.4 To minute clearly the reasons for all decisions;
- 5.5 To have regard for the school’s budget;
- 5.6 To keep abreast of relevant developments and to advise the Governing Body when the school’s Pay and Performance Policy needs to be revised.

6. Review

- 6.1 The Governing Body recognises the importance of keeping the Pay Committee Terms of Reference up-to-date and the Full Governing Body will review this document annually for ratification in the first meeting of the academic year.

Terms of Reference Ratified _____ (date)

Signed _____ (Chair of Governors)

Signed _____ (Head Teacher)

Terms of Reference Review Date: October 2019