



<p><u>PAY COMMITTEE</u> Terms of reference</p> <p><u>Delegated powers:</u> Yes</p> <p><u>Meetings:</u> 2: 1 in the Autumn term; 1 in the Spring term at request of Resources committee.</p> <p><u>Relevant policies</u> Pay</p> <p>Autumn term 2, 2024</p>	<p><u>Membership:</u> Three governors to be nominated annually by the Resources committee.</p> <p><u>NB</u> Governors employed by the school are excluded from sitting on this committee.</p> <p>The Headteacher may attend all meetings in an advisory capacity only and must withdraw from any discussions about his/her own pay.</p> <p>The committee may hear representations from any employee of the school in respect of any issue under consideration, but he/she must withdraw during the decision-making process.</p> <p>No member may participate in discussions or decisions in cases where he/she has a direct pecuniary interest.</p> <p><u>Convener:</u> Fr Ben Kerridge</p> <p><u>Clerk:</u> Nick Buzzard</p> <p><u>Members:</u> Nick Buzzard Fr Ben Kerridge Anna Richardson</p> <p><u>Quorum:</u> 3 governors. In the event of an unavoidable absence, the Chair of Governors will be required to join the committee to make it quorate.</p>	<p><u>Remit:</u></p> <ol style="list-style-type: none">1 To achieve the aims of the school Pay and Performance Management policies in a fair and equal manner.2 To observe all statutory and contractual obligations and keep abreast of relevant developments.3 To minute clearly the reasons for all recommendations and report them to the Resources and Standards committees and the full Governing Body. <p>In the first half of the autumn term:</p> <ol style="list-style-type: none">4 To review the implementation of the Pay policy annually including assessment of the impact of the policy on progression trends to ensure compliance with equalities legislation, in consultation with the head teacher, staff and trade union representatives; and submit findings to the Governing Body for approval.5 To consider the report of the Headteacher with regard to the annual pay assessments for employees in the school.6 To pass on the salary assessments for all teaching staff to the Resources and Standards committees before distribution to staff.7 To apply the criteria set by the school Pay and Performance Management policies in recommending the pay of each member of staff at the annual review.8 To agree salary progression for the Headteacher, linked to the PM targets set at the annual review in the autumn term. <p>In the first half of the Spring term:</p> <ol style="list-style-type: none">9 To agree salary progression for leadership group posts, other than the Headteacher, on the Headteacher's recommendation.10 To bring to the attention of the governors the annual budget needed for pay before the Resources committee sets the annual budget.
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ToR ratified: (Signature) 2nd December 2024 (Date)