

Sheet Primary School Pay Committee Terms of Reference – 2017/18

Sheet Primary School, Petersfield Pay Committee

Terms of Reference and Delegated Responsibilities

Rationale

The Governing Body has delegated to this Committee certain statutory functions relative to Personnel that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

Membership – The Governing Body at their first meeting of the academic year will:

- Appoint not less than three (3) Governors. None of the governors appointed shall be employees at the school. Staff Governors are not members of the Pay Committee as they would need to withdraw from the committee during consideration of pay decisions.
- The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
- Appoint a clerk to the committee.
- Delegate to the committee members responsibility at their first meeting for the election of chair for one year.
- Appoint non/voting associate members, if required, for a term of one/two years, following advice from the committee.
- Ensure that new and existing committee members undertake Governor Services Training on personnel matters within schools and safer recruitment training as needed.
- Delegate responsibility to establish working groups from committee membership, on an 'ad hoc' basis to report and advise on matters relating to delegated responsibilities.
- Pay committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.

Quorum

- The quorum shall be three (3) not including the Headteacher.
- The Headteacher, or a substitute nominated by the Headteacher shall be present.

Meetings

- The Committee shall meet at least twice a year following receipt of pay recommendations from the Headteacher and following a report of the Headteacher's performance from the Headteacher's Performance Management Committee (HPMC). The committee may need additional meetings during the year.
- Dates to be agreed at the first meeting of the academic year of the full Governing Body taking into account the requirements of the pay and performance management

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policies to notify staff of pay decisions. Any subsequent amendments are to be notified to the Clerk of the Governors for inclusion in the schedule for all meetings.

- Before each meeting an Agenda shall be prepared by the Chair in discussion with the Headteacher for distribution by the Clerk.
- The Clerk will distribute papers for meetings to all members seven days in advance.

Minutes of Meetings

The Clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the Chair of the Committee and Headteacher.

Following approval of the draft minutes a copy is to be sent to the clerk to the governing body to distribute to all governors and Associate members of the committee.

Delegated responsibilities to committee

The Committee is responsible for:

- taking decisions on the Headteacher's pay, following recommendation by the Headteacher Performance Management Committee (HPMC);
- determine salary progression for eligible teaching staff after consideration of the Headteacher or team leaders' recommendations for the pay of other staff, including ensuring the performance management policy has been consistently and robustly applied by review of anonymised data;
- consider the representations of any teaching staff or the Headteacher in the event that they disagree with the recommendations of the Headteacher or HPMC as applicable;
- receive a summary report from the Headteacher on support staff pay determination;
- deal with any request from a governor or the school leadership team to review leadership pay ranges and make recommendations to the full governing body;
- deciding the school's approach towards the exercising of pay discretions;
- keeping the school's pay policy up-to-date and under review;
- ensuring that pay decisions of each member of staff in the school are communicated to them in writing; and
- approving the annual teachers' pay statements

The Headteacher and Team leaders will make pay recommendations to the Pay Committee. Where Team leaders are making pay recommendations, the Headteacher has a right to present a view on any pay inconsistencies that may arise from those recommendations to the Pay Committee. The Headteacher will withdraw during consideration of their own pay.

The full Governing Body retains responsibility for endorsing any proposed changes to the school's pay policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Governing Body.

Approved by the Pay Committee on 2017

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Signed by Chair of Pay Committee

Approved by the Full Governing Body on

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