St Swithun's Church of England VC Primary School

Governors' Pay Committee

TERMS OF REFERENCE

Membership

The Pay Committee shall consist of 3 governors and the Head teacher. The Governing Body appoints the Governor members of the Committee.

Chair

The Pay Committee will elect one of the three Governors as Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Committee will agree an acting Chair for the meeting.

Quorum

The quorum will be three Governors plus the Headteacher or his/her appointed representative, unless the meeting is to discuss the pay or pay range of the Headteacher when the quorum will be three Governors.

Reporting

The Pay Committee will report its decisions to the full Governing Board.

Meetings

The Pay Committee will meet by 31st October each year to agree outcomes of Performance Management reviews (and at other times as necessary). The minutes shall be taken by the Clerk to the Governors and distributed to the committee within one week of the meeting. In the absence of the Clerk, the minutes shall be taken by another governor present, but not by the Chair of the Committee. The minutes of the previous meeting shall also be distributed with each agenda and, if agreed as a correct record, signed by the Chair of the Committee.

Review of Terms of Reference

The Terms of Reference of the Pay Committee shall be reviewed annually by the Pay Committee with any recommendations sent to the next available Governing Board meeting for ratification.

Training

Governors are expected to have completed the induction training for new governors as outlined in the new governor induction policy; and any training sessions that are relevant to the responsibilities of the Committee.

Responsibilities

The Pay Committee will have delegated powers to determine the pay ranges for the Headteacher and Deputy Headteacher in accordance with the Pay Policy.

The Pay Committee will have delegated powers to make determinations of pay for the Headteacher in accordance with the Headteacher Performance Management review.

The Pay Committee will have delegated powers to make all determinations of pay in accordance with the Pay Policy for teaching and support staff in line with the recommendations of the Headteacher.