



PERIVALE
PRIMARY SCHOOL

Terms of Reference Pay Committee

(A sub-committee of the Full Governing Board)

Committee with oversight for this policy – Pay	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Pay Committee	02/10/2020
Policy last ratified and adopted by Full Governing Body (if appropriate)	23/10/2020
Policy / Document due for review	October 2021

Perivale Primary School

Terms of Reference – Pay Committee

General Considerations

1. The committee shall not be open to the public
2. The Pay Committee is a sub-committee of the Management Committee.
3. The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing body.

Membership

The membership of the committee shall comprise a minimum of four Governors (including the Head Teacher).

For the Academic Year 2020 - 2021 the Membership shall comprise:

- The Chair of Governors
- The Vice Chair of Governors
- The Head Teacher
- One other Governor

Quorum

A quorum shall be three Governors including the Headteacher or their designated deputy.

Meetings

The Pay Committee will meet at least once a year in the Autumn Term, more frequently if necessary.

Minutes will be taken by the elected clerk of the committee and will be submitted to the Pay Committee members no later than 2 weeks after the date of the meeting.

Objectives

The committee will have full delegated powers to take decisions on the pay of staff within the pay policy determined by the Governing Body.

In relation to pay matters, the committee's terms of reference will be as follows:

- To achieve the aims/objectives of the school's pay policy in a fair and equal manner.
- To apply the criteria set by the pay policy in determining the pay of each member of staff at the annual review
- To observe all contractual and statutory obligations
- To make recommendations to the Governing Body about budgetary requirements for pay.
- To take account of the budget position when taking decisions on pay
- To minute clearly the reasons for all decisions
- To keep abreast of any developments that may affect the pay policy and to

make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff.

- To work with the Headteacher to ensure that the Governing Body complies with the latest appraisal regulations (teachers).

Additionally, the Pay Committee will be responsible for any other Personnel related matters e.g. Job Scales, Honorariums etc.

Decisions on pay are to be communicated, in writing, to each individual by the Headteacher on behalf of the committee. In the case of the Headteacher, the Chair of the Governing Body will communicate, in writing, to the Headteacher, any decision affecting their pay.

The Governing Body will not receive a written report from the Pay Committee however the Chair of the Pay Committee may give a verbal update in the confidential section of the agenda if appropriate.