



we are a learning community with the spirit to succeed

Holywell Primary School

Pay Committee Terms of Reference

Status:	Non-Statutory
Approval Body:	Governing Body
Review Frequency:	3 Years
Last Review:	February 2019
Next Review:	Spring 2022



Pay Committee

Terms of Reference

1. Membership and Quorum

- 1.1 The Committee shall comprise a minimum of three governors.
- 1.2 Staff governors are not eligible to be members of the Pay Committee.
- 1.3 The Headteacher shall attend meetings of the Committee an advisory capacity, but will withdraw when his/her own salary is being discussed.
- 1.4 Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- 1.5 The quorum for the Pay Committee is three members.

2. Delegated powers and purpose of Committee

- 2.1 The Pay Committee has the following delegated powers:
 - To ensure that the school's Pay and Performance Appraisal Policy is applied in a fair and consistent manner.
 - To annually determine salary progression for all staff, following recommendation by the Headteacher.
 - To annually determine salary progression for the Headteacher, following recommendation by the Headteacher's Performance Management Panel.
- 2.2 The Committee will hold interim meetings once per term to receive progress reports on all staff from the Headteacher.
- 2.3 A final meeting to determine annual salary progressions will be held on completion of the school's annual appraisal process.
- 2.4 All reports provided by the Headteacher will be in an anonymous format.
- 2.5 All meetings of the Pay Committee will be minuted.

3. Review of Terms of Reference

These Terms of Reference will be reviewed every three years by the Governing Body, or earlier if considered necessary.