

Whitnash Primary School

Terms of reference – Pay Review Committee

The Pay Committee is authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy observes all statutory and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).
- (ii) Reviewing the whole school pay policy and making recommendations to the full Governing Body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- (iv) Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.
- (v) Ensuring that pay decisions are fair and equitable, in accordance with the school Appraisal policy and take account of the recommendations of the head teacher.
- (vi) In accordance with the pay policy, determine appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body. It is advised that the budget setting is based on the premise of all teachers at least being assessed as 'good'.

- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Body/Academy Trust Board.
- (xii) Provide an annual report to the full Governing Body/Academy Trust Board summarising pay decisions and issues arising.