



## ***Theale C of E Primary School***

### **Terms of Reference: Pay Committee**

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it*, *is* this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”  
*John 10:10*

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<b>Links to related policies and procedures</b>	
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<b>Responsibility for next review</b>	Chair of Governors
<b>Any other key information</b>	

## **1. Membership**

The Full Governing Body will determine the membership of the committee which will normally be the Chair of Governors, a governor responsible for Staffing, a governor responsible for Finance and the Headteacher. Chairmanship of the committee will be decided by the committee at their first meeting. The staff governor will not normally be in this committee.

## **2. Quorum**

The quorum for a meeting shall be three members of which the Headteacher ought to be one - except in matters concerning the Headteacher personally.

## **3. Meetings**

Meetings will be held when necessary but at least once a year. The Chair of the Committee will arrange for the despatch and circulation of agendas and minutes to all members of the governing body.

## **4. Function of the committee**

- i) The committee will ensure the completion of the annual points assessment for all teaching staff for September within the agreed pay policy.
- ii) To complete the annual review of the salaries of all staff on Leadership Pay Scale (LPS) according to the agreed pay policy.
- iii) To review the Performance Management of all staff as per report given by the Headteacher.

## **5. Powers of the committee**

- i) The Committee will take the necessary decisions to complete the functions within the agreed pay policy.
- ii) The Committee will take account of present and future budgetary implications when implementing the pay policy.

## **6. Reporting back**

- i) The Chair of the committee will report all decisions and actions, in summary form and anonymously, to the next meeting of the full governing body.