

# **THEALE C of E PRIMARY SCHOOL GOVERNING BODY**

## **Terms of Reference for PAY COMMITTEE**

### **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.

### **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 to the next meeting of the full governing body.

### **7. TERMS OF REFERENCE**

The terms of reference will be reviewed annually by the committee who will make recommendations to the full governing body.

**Reviewed: November 2020**

**Signed:**



**Date: 03.11.20**