



# HILLBOROUGH INFANT AND NURSERY SCHOOL

## PAY COMMITTEE

### Terms of Reference

#### **MEMBERSHIP**

- The Pay Committee shall consist of not less than 2 Governors. The Headteacher and the Business and Resources Manager will be advisors to the Pay Committee. The Committee members must not include any staff Governors.
- Other members of the governing body may attend meetings of the Committee, on invite by the Chair, and may contribute to discussions on matters under consideration.
- Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body.

#### **QUORUM**

- The quorum shall be not less than 2 Governors on the Committee.

#### **MEETINGS**

- The Committee shall meet at least once a year following receipt of pay recommendations from the Headteacher.
- The Chair of the Committee shall be elected annually at the first meeting of the Full Governing Body in the Autumn term.
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting.

#### **TERMS OF REFERENCE**

The Pay Committee will have delegated powers from the Full Governing Body to:

1. Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
2. Decide the School's approach towards the exercising of pay discretions.
3. Comply with all statutory and contractual obligations.

4. Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
5. Approve the appraisals and pay recommendations for the Leadership Team excluding the Headteacher. The Headteacher's appraisal and pay will be reviewed by the Headteacher's Appraisal Panel.
6. Keep the School's Pay Policy up-to-date and under review. The Full Governing Body retain responsibility for endorsing any proposed changes to the School's Pay Policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Full Governing Body.
7. Recommend to the Full Governing Body and keep under review a policy and procedures for performance management in school.
8. Report to the Full Governing Body all decisions taken within the powers delegated to the Committee.
9. Review and recommend appropriate training and development activities in respect of the above.

## **REVIEW**

These Terms of Reference will be reviewed annually.

Date of ratification: 17<sup>th</sup> September 2024

Ratified by: Full Governing Body

Date of review: Autumn Term 2025