

TERMS OF REFERENCE
PAY & CONDITIONS COMMITTEE
St Peters CE Primary School

All terms of reference need to be annually reviewed, updated and approved by the full Governing Body.

1. Membership

- 1.1 The membership shall be at least four governors who are not members of staff plus the Head in her voting capacity. Financial expertise should be available to the Committee either through its membership or through external advice. It is recommended that this committee includes some members of the Finance and Staffing Committees.
- Finance Committee Governor
 - Staffing Committee Governor
 - Governor
 - Governor
 - Head Teacher
- 1.2 The Committee members can ask the Governing Body to appoint up to two non-voting members with appropriate skills.
- 1.3 Any individual with a pecuniary interest in a decision of the business of the Committee MUST withdraw for the duration of that business.

2. Quorum

- 2.1 The quorum shall be three voting members.

3. Meetings

- 3.1 The Committee shall meet annually in the Autumn term for the annual pay review meeting.
- 3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a Committee meeting.

4. Minutes

- 4.1 Pending the availability of the Clerk, internal arrangements for taking and distributing the minutes will operate. When possible an external body, who is not a member of the Governing Body.

- 4.2 The minutes of this Committee may be withheld until the end of an Appeals Procedure in order to avoid prejudicing a vote.

5. Chairing

- 5.1 The Committee shall elect a Chair and Vice Chair (excluding the Head Teacher) annually.
- 5.2 The Chair will be responsible for drawing up the agenda and getting it to Committee members at least 7 days in advance of the meeting.

6. Reporting to the Governing Body

- 6.1 The Chair will report to the full governing body on main decisions taken and any recommendations that the Governing body needs to vote on.

7. Responsibilities

The Governing Body of St Peters CE Primary School has delegated the following duties and responsibilities to the Pay Committee:

- 7.1 Recommend a Pay Policy to the Governing Body, including advice on exercising discretionary powers;
- 7.2 Implementing the relevant sections of school's Pay Policy, as adopted by the Governing Body and subject to the employee's right of appeal;
- 7.3 Annually agreeing performance objectives with the Head Teacher, other teachers on the leadership spin, and advanced skills teachers, and reviewing performance against those objectives where this responsibility has not been delegate to the Head Teacher;
- 7.4 Determining remuneration for employees undertaking additional responsibility on a temporary basis at the direction of the Governing Body or the Head Teacher acting on the Governing Body's behalf;
- 7.5 Where the Committee's Terms of Reference include general staffing or personnel matters, making recommendations to the Governing Body on the staffing structure of the school as appropriate and in light of the school's development plan and budget;
- 7.6 Ensuring that records are maintained, by the Clerk to the Governing Body or the Head Teacher as appropriate, of all matters relating to salaries;
- 7.7 Subject to an employee's right of appeal, ensuring that there is an annual review of teacher's salaries under the School Teacher's Pay and Conditions Document in accordance with the school's pay policy and the budget allocated by the Governing Body or its Finance Committee;
- 7.8 Ensure that the procedures required by the current Education Regulations are complied with especially with regard to the confidential nature of the business of the Committee;

7.9 Agree to undertake relevant training to keep up-to-date with National and local trends and policies.

Approved by Governing Body: _____ Chair of Governing Body

Dated: _____