

## **Saltaire Primary School Pay Committee – Terms of Reference – 2024-2025**

The following Terms of Reference relate to decisions to be taken during the autumn term 2024 relating to staff performance during the 2023-24 academic year.

### **Delegation of Function**

The Saltaire Primary School Pay Committee (the Pay Committee) is authorised to decide on all pay matters relating to staff, including the pay of Headteacher.

It is the responsibility of the Headteacher to ensure that the performance management review (Appraisal) of all members of staff is carried out before the end of October each year. This Appraisal relates to each individual staff member's performance during the previous academic year. Based on this Appraisal, the Headteacher will make recommendations about pay progression to the Pay Committee.

The performance management review (Appraisal) of the Headteacher is the responsibility of the Headteacher's Performance Management Committee<sup>1</sup> which must be carried out before the end of December. This Appraisal relates to the Headteacher's performance during the previous academic year. The Chair of the Headteacher's Performance Management Committee will make a recommendation to the Pay Committee concerning the Headteacher's pay.

The Pay Committee will review and recommend a whole school Pay Policy for adoption by the Governing Body on an annual basis, usually before the end of the autumn term of the year to which the Pay Policy relates.

The Pay Committee shall monitor the implementation of the approved Pay Policy.

### **Clerking**

The meeting of the Pay Committee shall be clerked by the Clerk to Governors or another School Governor Service Clerk.

### **Membership**

The Pay Committee shall consist of at least three named Governors. They will be appointed and named in the minute of the first Full Governing Body meeting of the year. One of these Governors should be a member of the Finance, Premises and Staffing Committee.

The Headteacher and Staff Governors are not eligible to be members of the Pay Committee. Associate Governors are not eligible to be members of the Pay Committee.

### **Quorum for meetings**

The quorum shall be three Governors who are eligible to be members of the Committee.

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<sup>1</sup> The members of the Headteacher's Performance Management Committee are appointed, and their names are recorded in the minutes of the first Full Governing Body meeting of the school year.

## **Terms of Reference**

The Pay Committee has full powers to make decisions about pay according to the Pay Policy adopted by the Governing Body.

All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential and all documentation must be stored confidentially.

The terms of reference are:

- To source or draft a whole school Pay Policy on an annual basis and make a recommendation to the Governing Body for its adoption.
- To achieve the aims and objectives of the school Pay Policy.
- To apply the criteria within the policy fairly and consistently, including links with the school performance management / appraisal policy, in determining the pay of each member of staff, taking account of any recommendations made by the Headteacher, or, in the case of the Headteacher, by the relevant Governor.

## **Appeals**

Appeals against the decisions of the Pay Committee will be managed in accordance with the appeals procedure set out in the whole school Pay Policy.

## **Reporting**

The Pay Committee will report back to the Governing Body on an annual basis, or more often as required, on their actions and decisions in a confidential section of the agenda.

**Approved by the Full Governing Body meeting, September 2024**

**Signed: Chair of Governors** \_\_\_\_\_

**Updated: September 2024**

**Next Review: September 2025**