

## **Hoyle Court Primary School**

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

#### Delegation of Function

The Governing Board shall establish a Pay Committee authorised to decide all pay matters relating to staff, to decide performance matters relating to staff (other than the Headteacher, to recommend the whole school Pay Policy for adoption by the Governing Board on an annual basis, and to monitor the implementation of the Pay Policy.

#### Clerking

The meeting of the Pay Committee should not be clerked by anyone who works at the school.

#### Membership

The Pay Committee shall consist of at least three named members of the Governing Board, none of whom are paid to work at the school or who are Associate Members.

#### Quorum

Three non-school governors.

#### Terms of Reference

The Pay committee will have full powers to make decisions within the Pay Policy adopted by the Governing Board. All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential and all documentation must be stored appropriately.

- To source or draft a whole school Pay Policy on an annual basis and make a recommendation to the Governing Board for its adoption.
- To achieve the aims and objectives of the whole 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 within the whole school Pay Policy.

#### Reporting

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

These Terms of Reference, delegation and membership agreed by the Governing Board at their meeting held on 9<sup>th</sup> October 2020.

Chair of the Committee: Val Sherred,

Clerk to the Committee: Nageena Khan  
Agreed at the Full Board meeting on 15 October 2020  
Date of Review: Autumn 2021