



# Pirton Hill Primary School

School Values: Expect – Believe – Achieve – Enjoy

## Pay Committee Terms of Reference

### **Purpose:**

The Pay Committee is a sub-committee of the Full Governing Body. The purpose of the Pay Committee is to review the specific pay arrangements, policies and pay progression for staff within the School.

### **Membership:**

The committee shall consist of no fewer than three governors. The Headteacher will act in the role of adviser to the Pay Committee. The committee membership must not include any staff employed governors and associate governors. Membership of the committee will be ratified by the Governing Body at the first meeting in the school year. A chair/vice chair will be elected to the committee, annually, at the first meeting in the school year. The Governance Clerk will attend.

The committee may appoint non-voting members (governors or otherwise) for the transaction of any appropriate business. All appointed members shall be approved by the Governing Body.

### **Quorum:**

The quorum shall be not less than 3 governors on the committee and must not include both the Chair of Governors and the Vice Chair, due to our appeals procedure.

If the meeting is not quorate, recommendations only can be made and any resolution of matters will be referred to the next full meeting of the Governing Body.

### **Meetings:**

The committee shall meet at least once a year following receipt of pay recommendations from the Headteacher.

Additional meetings may be arranged to deal with identified significant issues or to cope with increased workload. Should the chair be unavailable the vice-chair will step up or a temporary chair will be elected for that meeting.

### **Voting:**

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.

To vote, a voting member of the committee must be present at the meeting. Meetings may be hosted face to face or remotely. If a committee member has a direct or indirect interest in a matter to be decided by the committee, and this could affect the way they do their duties they must tell the committee and must not vote on the issue. A motion will be passed at a committee meeting where a majority of voting members present are in favour of the motion.

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.

### **Accountability:**

The committee will report back to the Governing Body by distributing a non-confidential report giving a brief overview of the meeting, decisions made, actions to be taken and/or recommendations for consideration.

## Agenda, Supportive Documentation and Minutes

An agenda for each meeting will include all the tasks which the committee is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting.

The committee will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the committee are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the committee. Confidential Part 2 Minutes will not be made available to the public.

### Scheme of Delegation:

The Committee will:

- Develop, implement and administer the School's Pay Policy. The Full Governing Body retain responsibility for endorsing any proposed changes from the Committee 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.
- Recommend to the Full Governing Body and keep under review a policy and procedures for performance management in school.
- Ensure that all staff members have access to a copy of the School's Pay Policy and Performance Management Policy.
- To keep under review, the school staffing structure, in conjunction with the Headteacher and approve mid-year changes to staff structure to enable the school to continue to function. Update the Full Governing Body at the next scheduled meeting.
- 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.
- Decide the School's approach towards the exercising of pay discretions.
- Ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression.
- Comply with all statutory and contractual obligations.
- Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
- 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.
- Minute clearly giving the reasons for all decisions and report these decisions to the next Full Governing Body meeting as a confidential item to be received. Staff employed governors will be asked to leave the meeting for this feedback agenda item. The Chair will lead on this delegated area.
- Seek professional advice from the Local Authority or others, as necessary.
- Handle appeals, if the matter cannot be resolved informally.
- Review, recommend and attend appropriate training and development activities in respect of the above.

### Equal Opportunities

- To ensure that equal opportunities for all staff members are encompassed within all school policies and procedures.
- To keep under review, the requirements of the Equalities Act 2010.

**Approved by the Governing Body:**

**Date:** Autumn 2025

**Next Review Date:**

Autumn Term 2026