

Pay & Performance Committee

Terms of reference

(these terms should be read in conjunction with the Standing Orders)

Membership

The Committee shall comprise at least 3 governors, including two from Finance, Personnel & Premises Committee and one from Curriculum, Standards and Engagement Committee. Governors who sit on this Committee are not allowed to sit on the Pay & Performance Appeals Committee.

Membership shall be rolling, with no individual governor being a member for more than three consecutive years. Governors may be reappointed to the Committee after 1 year.

All members need to be present for the Committee to be quorate. The Headteacher must also be present, but does not have a vote.

The Headteacher may not attend those parts of the meetings where his/her pay award is discussed

One of the appointed governors will act as Chair; one of the appointed governors will keep a confidential record of each meeting.

Meetings: The Committee shall meet, normally twice a year, following receipt of pay recommendations from the Headteacher and target setting/objectives for staff, and for the mid-term review of staff performance. Other meetings may be scheduled, if required.

Duties delegated to this committee:

Pay

- To make pay award decisions, including appointment salaries, for all staff in line with the Pay Policy and in compliance with all statutory guidance and contractual obligations, including notification of salary statement to all staff
- To consider the Headteacher's report and recommendations, including cost implications if outside budget, for pay increases for all staff (other than the headteacher) following the annual appraisal/performance management process or at other times of the year to reflect significant changes in responsibilities; and determine whether or not to approve those increases
- To monitor (through sampling) the pay progression recommendations for staff members to ensure that the Pay Policy is applied in a fair, non-discriminatory, equitable and transparent manner whilst having due regard to confidentiality.
- To review annually the implementation of the Pay Policy, and make a report to the FPP on its outcomes and impact.
- To consider the representations any member of staff, in the event that they disagree with the decision about their pay award, in accordance with the appeals procedures outlined in the Pay Policy.
- To maintain clear records of decisions and recommendations made, demonstrating that these are made objectively, fairly and in compliance with equalities legislation, and to report these, confidentially and in summary, to the FPP.

Performance Management

- To monitor (through sampling) the Headteacher's target setting/objectives for staff, to check that these are robust, fair and in line with the school's improvement priorities whilst having due regard to confidentiality
- To review annually the implementation of the Performance Management (Appraisal) Policy and its application to all staff, including the operation of the School's appraisal procedures for the Headteacher