



Pay Committee – Terms of Reference

Purpose

The role of the committee is to ensure that all pay determinations act in accordance with the school's pay policies and procedures, including adherence to any timings of pay determinations. The Committee will also ensure any statutory requirements are followed.

Membership and quorum

The committee will be appointed by the Full governing board (FGB) at the first Autumn FGB meeting and consist of three Governor members (exc. Headteacher). Membership will be based on governor skills and experience

Any paid employees of the school who are governors are unable to be 'members' of the committee. The headteacher is able to attend in an advisory capacity.

Associate members may be appointed to the committee, but they will have no voting rights; they will only be able to advise on matters.

The quorum of the committee will be one half of the member of the committee rounded up to the nearest full number.

Term of office

The committee will be appointed annually by the full governing board.

Meetings

The committee will meet as often as is necessary to fulfil its responsibilities, however there will be two scheduled meetings, one in the Autumn and one in the Spring term.

The committee members may call unscheduled meetings as long as appropriate notice of at least seven days is given to the other members and Headteacher. A shorter notice may be given where the Chair of the committee decides a particular pay or appeals issue requires addressing immediately.

The clerk or nominated Governor will circulate an agenda, copies of previous minutes and any papers to be considered, no fewer than five working days prior to the meeting.

The clerk or nominated Governor will take minutes of the meeting, which will then be circulated to the pay committee members. Minutes will be regarded as confidential and stored securely.

The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees will not be entitled to vote on any matters.