



Pay Committee Remit 2021-2022

Delegation of Function

The governing board shall establish a Pay Committee to set the pay policy for the school and to implement the approved pay policy in respect of the pay for all teaching staff

Membership

The Pay Committee shall consist of at least three named members of the governing board, none of whom shall be employees or Associate Members. Appeals will be heard by the Pay Appeals Committee; members cannot take part in both committees. Governing boards may agree to support another governing board with the appeals process, but this must be agreed and minuted at a full governing board meeting of each school. The meeting of the Pay Committee should be minuted by a committee member, but not the Headteacher.

The Headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the governing board/Finance or Resources Committee on current and future pay levels;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full governing board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

**Adopted by the governing board of St. Thomas' CE Primary School (HC)
September 2021 (to be reviewed annually)**