

## **Appendix F**

### **Governors Pay Appraisal Committee**

#### **Terms of Reference**

##### *Delegation of Function*

The Governing Body 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 staff

##### *Membership*

The Chair of the Governing Body, minimum of three other Governors (other than Staff Governors and normally including the Chair of Resources) and the Headteacher

##### *Chair*

The Chair of Governors.

##### *Clerk*

HR Manager

##### *Quorum*

Three Governors (excluding the Headteacher).

##### *Frequency of Meetings*

One meeting by 31<sup>st</sup> October in the Autumn Term to ratify and determine pay progression decisions for teaching staff and one by 31<sup>st</sup> March for support staff. Further meeting by 31<sup>st</sup> December to determine any UPS application decisions. And to meet otherwise as necessary.

##### *Minutes*

The minutes are to remain confidential with the Committee until any appeal hearings have been completed when they will be made available to any member of the Governing Body who wishes to see them. A report will be made to the Governing Body about decisions that are taken but will not be subject to debate to prevent prejudicing any subsequent appeal against a pay decision.

##### *Terms of Reference*

- To determine the Pay Policy for the School;
- To advise the Governing Body/Resources Committee on current and future pay level;
- 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) and support staff (by 31<sup>st</sup> March at the latest) as set out in the Pay Policy, ensuring that the Headteacher's proposals are supported by performance management evidence
- To determine annual pay progress for the leadership group by 31 October taking into account the recommendations of the Headteacher;
- To determine the application of national inflationary increases as required; and
- To receive and monitor data, and report to the full Governing Body.
- To monitor the implementation of the teacher appraisal and performance review arrangements.