**PAY COMMITTEE
TERMS OF REFERENCE**

**Purpose**

The purpose of the Pay Committee is to assist the decision making of the Local Governing Body (LGB), by enabling more detailed consideration to be given to matters relating to pay and related performance of staff, with exception of the Head teacher/Executive Head teacher. In addition, the committee will ensure compliance, monitoring and implementation of the Pay Policy.

**Membership**

The Pay Committee will consist of at least three governors, elected by the LGB. The LGB will nominate a chair from members of the committee. Where appropriate, an advisor from the Education Partnership Trust will attend to guide and support members in their review of pay and performance.

**Frequency**

The Pay Committee will meet once during an academic year and will normally take place between October and December.

**Clerking**

The clerk to governors will clerk the meeting.

**Remit**

The Pay Committee will have full delegated authority from the LGB to take all decisions relating to pay in accordance with the approved Pay Policy. This will include:

1. To ensure that the Pay Policy is applied equitably and consistently for all staff, in line with appropriate legislation.
2. To ensure that pay decisions are fair and equitable, considered in parallel to the Appraisal Policy and take account of the recommendations of the Head Teacher/Executive Head teacher and other members of the school leadership team, as appropriate.
3. In accordance with the Pay Policy, determine appropriate pay ranges for all staff employed in the school, other than the Head Teacher/Executive Head teacher, including any additional payments, where appropriate.
4. To review the school staffing structure specifically in respect to pay differentials of posts and maintain an up to date staffing structure as an appendix to the Pay Policy.
5. To recommend the annual staffing budget, including pay progression to the governing body for approval.
6. To ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
7. To ensure annual pay statements are issued to all staff in accordance with the Pay Policy.

**Reporting**

It is the responsibility of the chair of the Pay Committee to provide a report to the LGB, summarising pay decisions and issues arising as appropriate.

**Document Review**

These terms will be reviewed on an annual basis.