Chelmsford County High School for Girls

Staff Pay Committee Terms of Reference

Membership
Membership of the group comprises the Chair and two members of the Staff & Student Matters Committee, none of whom shall be employees at the School or Associate Members. Also in attendance are the Headteacher and Clerk to the Governing Body. Names of current members will be listed on the Governing Body Committee Membership List when selected. The Chair of the Staff Pay Committee shall be the Chair of the Staff & Student Matters Committee.

Quorum
Three.

Meetings
Meetings will be held annually in the Autumn Term, or as required by the Governing Body.

Terms of Reference
The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities
To act on behalf of the full Governing Body as a specifically delegated function in relation to all pay matters relating to staff, other than those on the Leadership Spine, and to implement the approved Pay Policy in respect of staff pay.

Duties
The duties of the Staff Pay Committee shall be to:

- Determine the salary of each member of staff at the School, with the exception of staff on the Leadership Spine, taking account of any recommendations made by the Headteacher, in accordance with the current approved pay policy;

- Determine appropriate salary ranges for advanced skills teachers.

Accountability
The Staff Pay Committee is accountable to the full Governing Body. A report from the Staff Pay Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Committee.

Approved by the Full Governing Body on 13th October 2023
Approved by the Staff & Student Matters Committee: 23rd November 2022
Approved by the Staff Pay Committee: 23rd November 2022

Chelmsford County High School for Girls

Staff Pay Appeals Committee Terms of Reference

Membership
Membership of the group comprises one member of the Staff & Student Matters Committee plus two other governors, none of whom shall be employees at the School or Associate Members or members of the Management Committee or Staff Pay Committee:

The three members of the Staff Pay Appeals Committee will be selected as and when required by the Governing Body. Also in attendance are the Headteacher and the Clerk to the Governing Body. The Chair of the Staff Pay Appeals Committee shall be selected by the Chair of the Staff Pay Committee.

Quorum
Three

Meetings
Meetings will be held when required by the Governing Body.

Terms of Reference
The terms of reference will be reviewed at the first meeting of each academic year, when required.

Responsibilities
To act on behalf of the full Governing Body as a specifically delegated function in relation to all appeals against pay decisions, including appeals related to Performance Management Planning/Review Statements.

Duties
The duty of the Staff Pay Appeals Committee shall be to determine formal appeals against pay determination in accordance with Appeals Procedure set out in the School's Pay Policy.

Accountability
The Staff Pay Appeals Committee is accountable to the Full Governing Body. A report from the Staff Pay Appeals Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Appeals Committee.

Approved by the Full Governing Body on 13th October 2023
Approved by the Staff & Student Matters Committee: 23rd November 2022
Approved by the Staff Pay Committee: 23rd November 2022