

## **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.

The Chair of the Staff Pay Committee shall be the Chair of the Staff & Student Matters Committee. A quorum shall be 50% of the membership.

### **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:

- 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;
- to determine appropriate salary ranges for advanced skills teachers.

### **Accountability**

The Staff Pay Committee is accountable to the full Governing Body. A report (including minutes) from the Staff Pay Committee shall be a standing agenda item at the next meeting of the Staff & Student Matters Committee and the Finance Committee following any sitting of the Staff Pay Committee.

*Last Approved by the Governing Body: 18<sup>th</sup> October 2018*

*Last Reviewed and Agreed by Staff & Student Matters Committee: 4<sup>th</sup> December 2017*

*Approved by the Staff Pay Committee on 4<sup>th</sup> December 2017*

## **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:

- Headteacher
- Clerk to the Governing Body

The Chair of the Staff Pay Appeals Committee shall be selected by the Chair of the Staff Pay Committee. A quorum shall be 50% of the membership.

### **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 (including minutes) from the Staff Pay Appeals Committee shall be a standing agenda item at next meeting of the Staff & Student Matters Committee and Finance Committee following any sitting of the Staff Pay Appeals Committee.

*Last Approved by the Governing Body: 18<sup>th</sup> October 2018*

*Last Reviewed and Agreed by Staff & Student Matters Committee: 4<sup>th</sup> December 2017*

*Approved by the Staff Pay Committee on 4<sup>th</sup> December 2017*