



Terms of Reference for Colleton School Pay Committee 2023-24

The terms of reference for the pay committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the school's pay policy in a fair and equal manner;
- to apply the criteria set by the school's pay policy in determining the pay of each member of teaching and SMT staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the FGB.
- to recommend to the FGB the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the FGB when the school's pay policy needs to be revised;
- to work with the head in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The summary report of the pay panel will be placed in the confidential section of the FGB's agenda and will either be accepted or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

The Chair of the Pay Committee will report to the FGB.

MEMBERSHIP

The membership of the committee will be a maximum of four Governors (not to include any employee of the school). The Headteacher will attend in an advisory capacity only.

Additional non-voting members may be co-opted onto the committee, if required, to assist in resolving specific issues. These co-opted members need not necessarily be Governors. The Chair is to be elected by members of the committee but the individual concerned must be a governor who is not the Headteacher or otherwise employed by or at the school.

QUORUM

The quorum shall be three members (excluding any co-opted members).

MEETINGS

Meetings will be held as required. Meetings will normally be convened by, either the Clerk to the Governing Body on behalf of the Committee Chair, or by a meeting of the Full Governing Body. In either case notice of the meeting will be issued between seven and fourteen days before the meeting, together with details of the purpose of the meeting and the necessary supporting information. However, providing the details of the purpose of the meeting and the necessary supporting information can be prepared to give sufficient time for committee members to read it before the meeting, a shorter notice period can be agreed by the Chair of the committee.

The role of the secretary to the panel will be an appointed committee member excluding the Chair.

Reviewed: November 2023

Ratified: 1st November 2023

Review: Annually in the Autumn time