

Bransty Primary School
Pay Committee - Terms of Reference

Purpose of the Committee

- To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the school's finances and management of staff.
- To review, agree and provide guidance on the school's proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure.
- To review, agree and provide guidance on the staff provision, agreeing procedures for staff selection, appointment and performance management, contribute to the appraisal of the Head Teacher, review and agree staff training programmes and reviewing and agreeing pay.
- Major issues will be referred to the full governing body for ratification.

Membership

- At least 3 members of the Governing Body. The membership will be agreed annually at the first meeting of the whole governing body in the autumn term. The chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term.
- The quorum for each committee meeting is fixed at three governors eligible to vote.
- The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
- The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
- The committee may invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not governors.
- Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

Name of Governor/Associate Member	Date Appointed to the Committee
Joanne Fearon	1st April 2008
Stephen Jackson (Chair)	29 th September 2022
Darren King	1st September 2019
Catherine Johnson (SBM)	

Terms of reference:

- The Pay Committee will have delegated powers from the governing body to:
- Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff,

ensuring the performance management policy and pay policy has been consistently and robustly applied.

- Decide the school's approach towards the exercising of pay discretions.
- Comply with all statutory and contractual obligations.
- Keep the school's pay policy up-to-date and under review.
- Ensure that pay decisions of each member of staff in the school are communicated to them in writing.
- Recommend to the Governing Body and keep under review a policy and procedures for performance management in school.
- Approve the appraisals and pay recommendations for the Leadership Team
- Report to the Governing Body all decisions taken within the powers delegated to the Committee.
- Review and recommend appropriate training and development activities in respect of the above.

These terms of reference agreed by the Governing Body	29.9.23