

Pay Committee Terms of Reference



Governor Membership	The Chairs of the Personnel, Education & Finance and General Purposes Committees, together with the Headteacher
Quorum	The Chairs as listed above, or their proxies if duly nominated and the Headteacher
Meetings	Once per annum
Attendees	The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Brief of the Committee listed below, and which are relevant to items on the agenda, shall be expected to attend meetings of the Committee.
Confidentiality	The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk.
Chair	The Chair will be appointed by the Committee members annually
Vice Chair	The Committee may appoint a Vice/Deputy Chair if it so wishes.
	In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
Clerk	The meetings will be clerked by the Governance & Compliance Professional

BRIEF

At a confidential annual meeting and in accordance with the School Pay Policy the Committee will consider anonymised information regarding appraisals and pay progression to:

- a) review teachers' salaries under the School Teachers' Pay and Conditions Document
- b) review Support Staff Salaries in accordance with the KCC scheme
- c) consider and approve any changes to staff performance-related pay and any specific staff incentive schemes recommended by the Head Teacher
- d) consider pay progression recommendations for staff proposed by the Head Teacher
- e) ensure a consistent approach to appraisal and benchmarking of proposed pay awards has taken place

Meeting structure

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Meetings Committee meetings will be held once per annum in the autumn term.

The Governance & Compliance Professional will make a record of all proceedings at each meeting.

Minutes will be circulated to members of the Committee within 14 days of the meeting.

The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate. Any matters which may be in conflict with the work of another committee must be referred to the FGB.

Approved by FGB	18 th December 2023
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Jane Burnett, Chair of Governors

Signed on behalf of the Governing Body