



# Orchard Junior School

Growing together. **Branching out.**

## Pay Committee Terms of Reference

<b>Last Review Date:</b>	September 2023
<b>Reviewer:</b>	FGB
<b>Review Cycle:</b>	Annually
<b>Next Review Date:</b>	Autumn 1 2024
<b>Notes:</b>	None
<b>Statutory/Published on Website:</b>	No/Yes

- Membership:** Consist of at least three named members of the Governing Body who are elected annually.  
Staff governors are not permitted to be members of the Pay Committee.  
The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice. The Headteacher must withdraw during consideration of his/her pay.
- Quorum:** Three governors to be present
- Meetings:** Twice yearly - October and March
- Function:** To deal with all pay matters relating to all staff including the Headteacher and to implement the approved Pay Policy in respect of staff pay.
- Chair:** Will be elected by members of the committee at the first meeting of the academic year (or when a vacancy occurs)

The Committee will:

- take decisions on Headteacher's pay after receiving advice from HPMC
- consider Headteacher or line manger recommendations for the pay of staff, including ensuring the performance management policy has been consistently and robustly applied
- annually review roles and responsibilities, related job descriptions and pay points of teaching and support staff in accordance with Performance Management procedures
- decide the school's approach towards the exercising of pay discretions
- 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
- approve the annual teachers' pay statements
- liaise with Resources Committee for any budgetary considerations in relation to any pay awards

The Full Governing Body retains responsibility for endorsing any proposed changes to the school's pay policy.

Any proposed changes should be discussed and communicated to the staff in writing by the Headteacher to allow for consultation prior to a decision being taken by the Full Governing Body.