

TERMS OF REFERENCE OF THE PAY COMMITTEE OF THE GOVERNING BODY OF ST MARK'S CE PRIMARY SCHOOL

Membership: The Pay Committee will comprise at least three governors. Staff members are not eligible to be committee members.

Quorum: Three governors

Frequency of meetings: The Committee shall meet once a year to make pay decisions.

Establishment of the Pay Policy

The Pay Committee is responsible for:

- establishing the policy, in consultation with the Headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- formal approval of the policy

Monitoring and review of the Pay Policy

The Pay Committee is responsible for:

- reviewing the policy annually, in consultation with the Headteacher, staff and trade union representatives; and submitting it to the Governing Body for approval
- submitting an annual report to the Governing Body, including statistical information, on decisions taken in accordance with the terms of the Pay Policy

The Governing Body is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy

Application of the policy

The Headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant Headteacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- advising the Pay Committee on its decisions
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant Headteacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review;
- submitting reports of these decisions to the Governing Body
- ensuring that the Headteacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal

The Appeals Panel of the Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the Pay Policy