

TERMS OF REFERENCE SALARIES COMMITTEES

Delegation of Function

The Governing Body shall establish a Salaries Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Clerking

The meeting of the Salaries Committee should not be clerked by a Governor, or a member of the Committee or the Headteacher.

Membership

The Salaries Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate Members. The Chair of the Personnel Committee will sit on the Salaries Committee.

The Headteacher and Finance and Resources Manager (where appropriate) may attend all proceedings of the Salaries Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

A quorum shall consist of not less than three governors.

Terms of Reference

- To ratify the Pay Policy for the school once proposed through the Personnel Committee;
- To advise the Governing Body/Finance Committee on current and future pay levels;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To approve annual pay progress for teachers as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

SALARIES APPEALS COMMITTEE

Delegation of Function

The Governing Body shall establish a Salaries Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Staff Salaries Appeals Committee should be minuted.

Membership

The Salaries Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate members or members of the Salaries Committee.

The Headteacher may attend all proceedings of the Salaries Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three Governors

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

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