

## **TERMS OF REFERENCE SALARIES COMMITTEES**

### **Delegation of Function**

The Governing Body shall establish a Salaries Committee to ratify 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 Headteacher and Chief Financial Officer (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**

Three Governors

### **Terms of Reference**

- To ratify the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay levels;
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy
- 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 note pay progression for other staff in accordance with the Pay Policy
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To monitor equality impact of the Pay Policy and take actions as required