

HAZELMERE JUNIOR SCHOOL
PAY COMMITTEE
TERMS OF REFERENCE 2018-2019

Delegation of Function

The Governing Body shall establish a Pay Committee to implement the approved Pay Policy in respect of the pay for all staff. The Pay Policy for the school is set by the Finance and General Purposes Committee.

Clerking

The meeting of the Pay Committee should be minuted.

Membership

The Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees.

The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when her own salary is being discussed.

Quorum

Three

Meetings

The Pay Committee shall meet at least once annually, in the Autumn term.

Chair

The Pay Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

Terms of Reference

To advise the Governing Body/Finance & General Purposes Committee on current and future pay levels.