

PAY COMMITTEE

Purpose of the Committee

The Pay Committee is authorised by the Governing Body to determine all matters relating to pay and related performance for teaching staff. It can also make recommendations to the Resources Committee on the operation of the pay policy as necessary.

Membership of the Committee

To consist of a minimum of 3 governors including the Chair of Governors, the Chair of the Resources Committee and the Chair of the Curriculum and Safeguarding Committee (or someone nominated by them in their absence.)

The HT (or a designated representative) will attend to make pay award recommendations to the Committee.

A representative from the HR service may attend the meeting to provide technical advice.

Disqualifications

Any staff governor.

Meetings

The Committee shall meet twice a year, but can determine its own timetable within the academic year.

Minutes will be taken by the Clerk to the GB.

The meetings will not be open to the public or other governors.

Quorum

The Committee can only agree pay determinations if there is a minimum of 3 governors present at the meeting (or participating by electronic means) not including the HT.

The Committee shall not meet without the HT or someone nominated by him/her being present at the meeting.

Chair

The Chair of the Committee will be elected by Committee members at the first meeting of each academic year.

The Chair will report an overview of the Committee's meeting(s) to the regular meetings of the GB.

Terms of reference

1. To implement the Pay Policy with reference to staffing and financial budget plans.
2. To make recommendations to the Resources Committee on the operation of the pay policy as necessary.
3. To achieve the aims of the Pay Policy in a fair and equitable manner and within statutory and contractual obligations.
4. To apply the criteria of the Pay Policy consistently in determining the pay for each member of staff in the annual review.
5. To decide where leadership group members should be placed on the relevant pay ranges, up to the level of Deputy Head Teacher (DHT).
6. To review the equality outcomes/impact analysis of the pay awards.
7. To consider difficult and discretionary pay issues, such as the use of recruitment and retention incentives.
8. To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1st September.
9. To ensure that staff know the procedure for making an appeal against pay decisions.
10. To ensure that clear job descriptions are in place for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner.
11. To discharge any functions delegated to the Committee by the GB and report back.

Delegations to the Pay Committee

Financial: none

Powers: The Pay Committee will have full delegated powers from the governing body to take all decisions relating to pay in accordance with the approved academy pay policy. Pay awards will not be referred back to the FGB for approval.

Delegation to the Chair of Governors

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of this Committee, the Chair of Governors, in consultation as necessary with the HT and Chair of this Committee, will take appropriate action on behalf of the Committee. The decision taken and the reasons for the urgency will be explained at the next meeting of the whole GB.

Electronic vote

Any FGB or committee resolution may be put to an electronic vote, if a situation arises *between* scheduled meetings and the issue is not likely to be contentious or require considerable discussion. The Chair of the Committee or FGB may propose an electronic vote subject to:

1. All eligible participants agreeing to the vote being conducted electronically; and

2. The majority vote principle applying, with a minimum of three governors voting in favour to make the decision quorate.

If any governor is not happy for the vote to be held electronically, then they should indicate they wish a meeting to be called to discuss the issue, in person and vote on the resolution accordingly.

Any resolutions passed in this way will be reported to the next meeting of the committee or FGB and recorded in the minutes.

Review

These terms of reference to be reviewed annually by the Committee at the end of each academic year and recommended to the FGB at the first meeting of the autumn term.

Effective from: September 2016