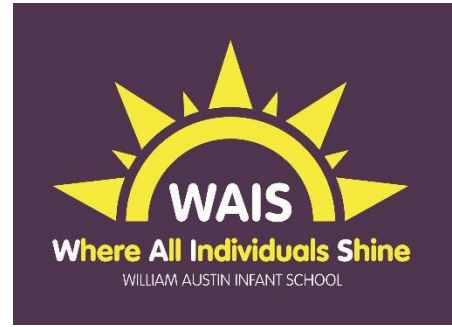


# William Austin Infant School

## Terms of Reference for the Pay and Pay Appeals Committees

Adapted from NGA model procedures



### Introduction

- The Pay committee and Pay Appeals committee will act on matters delegated by the full governing body.
- They will liaise and consult with others committees where necessary.
- They will contribute to the School Improvement Plan.
- They will consider safeguarding and equalities implications when undertaking all committee functions.

### Pay Committee:

#### **Membership**

The Pay Committee will comprise 3 governors and the Headteacher. Employees may not join the Pay Committee.

#### **Quorum**

The quorum shall be 2 governors and the Headteacher.

#### **Meetings**

- The Pay Committee will meet annually.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Taking decisions regarding the pay of the deputy and assistant (s), classroom teachers and support staff following consideration of the recommendations of the Head Teacher
- Taking decisions regarding the pay of the Head Teacher following consideration of the recommendations of the governors responsible for the Head Teacher's appraisal
- Submitting reports of these decisions to the Governing Body
- Ensuring that the Head Teacher is informed of the decision of the Pay Committee and of the right of appeal.

#### **The Pay Committee will:**

- Establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- Establish a Pay Policy for all categories of staff.

- Be responsible for the administration and review of the Pay Policy.
- Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.

### **Application of the policy**

The Head Teacher is responsible for

1. Ensuring that pay recommendations for the deputy and assistant (s), classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
2. Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme
3. Advising the Pay Committee on its decisions
4. Ensuring that staff are informed of the outcome of decisions of the Pay Committee and the right of appeal

### **Pay Appeals Committee:**

- This committee will determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.
- The Pay Appeals Committee will meet when an appeal is made against the decision of the Pay Committee.
- The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purposes of making his/her case).
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **Membership**

The Pay Appeals Committee will comprise of at least 3 named governors, none of whom shall be employees or members of the Pay Committee.

### **Quorum**

The quorum shall be 3 governors.

### **Meetings**

These Terms of Reference will be monitored and reviewed by the Full Governing Body on an annual basis.

Policy updated:           October 1st 2024

This policy was ratified by the Governing body on:October 1st 2024

Signed on behalf of the Governing Body: (signature)

Stan Boelman (printed)