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|  | Kettleshulme St James CE (VA) Primary School  Terms of Reference |
| Autumn 2023 **Pay Committee** | |



**Membership**

The committee shall consist of no fewer than three governors, none of whom are paid to work at the school and will include at least one foundation governor.

A quorum of three is required for a formal meeting.

The Headteacher will attend all meetings to advise, other than when his/her own pay is being discussed.

All members will be required to declare any pecuniary interest or any other conflict of interest with regard to the business of the committee at the outset of each meeting and the committee shall decide if any member shall be excluded from the relevant part of the meeting.

**Terms of Reference:**

* *To work with the Headteacher to set a clear direction for the school through vision, values, aims and ethos.*
* *To endeavour at all times to pursue a strategic approach that upholds the spiritual, moral and ethical values of the Christian faith.*
* *To promote the welfare of children, having regard to the DfE’s statutory guidance on safeguarding, Keeping Children Safe in Education, and the Prevent strategy for combatting extremism.*
* *In partnership with the Headteacher and the delegated authority agreed by the FGB, to ensure appropriate policies are formulated and published.*
* *To liaise with other committees, as required.*
* The Pay Committee is authorised to decide all pay matters relating to staff, to recommend the whole school Pay Policies for adoption by the Governing Body on an annual basis, and to monitor the implementation of all approved pay policies.
* The Pay Committee will have full powers to make decisions within any appropriate Pay Policy adopted by the Governing Body. All discussions relating to individual pay and/or determinations made by the Pay Committee must remain confidential.
* To draft the whole school Pay Policies on an annual basis and make a recommendation to the Governing Body for its adoption.
* To achieve the aims and objectives of the school’s Pay Policies.
* To apply the criteria within any policies fairly and consistently, including links with the school Performance Management Policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the Headteacher, or in the case of the Headteacher by the Headteacher’s Performance Management panel.
* To observe all statutory and contractual obligations.
* To ensure that any Pay Policy complies with the most recent School Teachers’ Pay and Conditions Document, as appropriate.
* To ensure that all pay decisions have regard to the legislation outlined in the introduction to any Pay Policy.
* Within the relevant Pay Policy, to recommend the appropriate salary range for members of the leadership group, for approval by the Governing Body.
* To recommend the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the relevant Pay Policy, for approval by the Governing Body.
* To ensure that appropriate external advice is sought in relation to decisions made, e.g. the school’s human resources advisers, governor support services.
* To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.

**Appeals**

Appeals against the decisions of the Pay Committee will be managed in accordance with the appeals procedure within the whole school Pay Policies.

**Reporting**

The Pay Committee will report back to the Governing Body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda

**Voting rights**

Each member of this committee has equal voting rights.