

(Insert Name of School)
Pay Committee – Terms of Reference

Membership and appointment

The Local Governance Committee (LGC) has delegated its pay powers to the Pay Committee in accordance with the Education (School Governance) (England) Regulations 1999.

Any person employed to work at the school, other than the headteacher, must withdraw from a meeting at which the pay or performance appraisal of any other employee of the school is under consideration. A relevant person must withdraw where there is a conflict of interests or any doubt about his/her ability to act impartially.

The Pay Committee will consist of three LGC representatives, plus the headteacher. The Chair of the LGC is ex officio a member of the Pay Committee. Any member of the LGC can be a member of the Pay Committee (subject to the exclusions identified in the above paragraphs. Appointments to the Pay Committee will be reviewed by the LGC annually and/or at other times as appropriate.

Any LGC representative who is a member of the Pay Committee will be required to provide relevant training provided by Somerset Governance Services.

Details of committee membership for 2019 will be:

- xxxxxxxx Headteacher XXXXX School
- xxxxxxxx Chair of Local Governance Committee
- Xxxxxxxx
- Xxxxxxxx

Chairing

Any member of the Pay Committee, other than the headteacher, may act as Chair of the Committee.

Clerking

All meetings of the Pay Committee will be professionally clerked.

Frequency of meetings and quorum

The Pay Committee will meet a minimum of twice during the academic year, and on other occasions as required. The quorum for the Committee will be three governors who are members of the Committee.

Attendance at meetings

Pay Committee meetings will be attended by the headteacher in advisory capacity. The Pay Committee may, if it deems it appropriate, seek the advice of the External Adviser on the issue of the headteacher's pay award.

Terms of Reference

- To achieve the aims of the Trust's Pay Policy in a fair and equal manner.
- To apply the criteria set out in the Trust's Pay Policy in determining the pay of the teaching staff employed to work at the school.
- To assure themselves that appropriate arrangements for linking appraisal to pay are in place, and can be applied consistently, and that pay decisions can be objectively justified.
- To observe all statutory and contractual obligations.
- To minute the clearly the reasons for all decisions and to report these decisions to the next meeting of the LGC.
- To ensure that the annual budget needed for pay increments is included in the annual budget.

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Reviewing Terms of Reference

The terms of reference of the Pay Committee are those recommended for adoption in the current MAT approved pay policy. They will, therefore remain in place until such time as revised guidance on the Pay Policy received from the Trust Board.

Decisions of the Pay Committee

- Minutes of Pay Committee meetings will be taken by the clerk to the LGC.
- The report of the Pay Committee will be placed in a confidential section of the next LGC's agenda. They will be received by the LGC, or referred back to the Pay Committee.
- Reference back may only occur for the following reasons: the Pay Committee has exceeded its powers under the terms of reference, or the budget allocation for pay has been exceeded.
- Decisions will be communicated in writing to each member of staff by the headteacher.

Appeals against the decisions of the Pay Committee

Any appeal against the decision of the Pay Committee will be heard by a committee of three governors, who are not members of the Pay Committee.

This document was approved by the Shadow Board of the Oak Partnership Trust on 10 December 2018.