

Pope Paul Catholic Primary School

Proposed Terms of Reference of Pay Committee (December 2023)

The purpose of the Pay Committee is to review the specific pay arrangements, policies and pay progression for staff within the School.

Pay committee

Purpose: *A The purpose of the Pay Committee is to review the specific pay arrangements, policies and pay progression for staff within the School.*

Membership: Minimum of 3 governors. A chair will be *elected* to the committee and a clerk will be appointed. The headteacher attend meetings. Parent or Staff governors will be ineligible to sit on the pay committee.

Quorum: 3 governors.

If applicable associate members will not have voting rights.

Meetings: The committee will meet at least once per year. Minutes of the committee's meetings will be shared with the board.

If the chair is unavailable a temporary chair can be elected for the purposes of the meeting.

Monitoring: The committee will be responsible for:

- Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads
- Making sure your policy links performance to pay and can be applied consistently and objectively
- Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression
- Monitoring the outcomes of pay decisions
- Checking that processes operate fairly
- Being aware of the impact that pay decisions have on the school's budget
- Making sure pay appeals are managed in line with the school pay and appraisal policies
- The Chair will confirm in writing any pay awards approved.

Approved by the governing board: 12.12.2023

Adopted by the Pay Committee: 08.12.2023

Next review date: December 2024

Headteacher

Liz Heymoz

Chair of Governors

Carole Strange

