

2024

Governors' Pay Committee

Terms of reference

Membership and quorum

1. The Committee shall comprise a minimum of three governors
2. Any paid employees of the school who are also governors are unable to be members of the Pay Committee
3. The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed
4. Pay recommendations will be received by the Committee from the Headteacher
5. Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal
6. The quorum for the Governors' Pay Committee is three members, who must be able to vote
7. All meetings of the Governors' Pay Committee will be minuted and marked as 'Confidential'
8. The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

Delegated powers and purpose of committee

The Governors Pay Committee will:

- annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher
- annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee
- deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee

responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate

- receive a summary report from the Headteacher on support staff pay determinations or annually determine the salary progression for eligible support staff, following recommendation by the Headteacher
- where the Pay Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation that the Headteacher (or Chair of the HPMC). See further guidance in Teachers' Pay Recommendations: Advice for Pay Committee Governors
- recommend to the full governing body that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree governors to undertake the audit

Calendar of business

Autumn term (Meeting 1)

1. Elect Chair of Committee
2. Confirm meeting dates (if not already established at end of previous academic year)
3. Review membership and plan to fill any vacancies [if not undertaken at full governing body]
4. Make determinations in respect of the audit of performance management and pay for the academic year, nominating a member to undertake the annual audit if applicable
5. Receive Headteacher recommendations for teachers' pay progression decisions normally by 1st October
6. Make determinations on teachers' salary progression, backdated to 1 September
7. Request that salary statements are issued to teaching staff to confirm Committee determinations

Autumn term (Meeting 2)/Spring (Meeting 1)

1. Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by 1st October
2. Make determinations on Headteacher salary progression, backdated to 1 September

3. Request that a salary statement is issued to the Headteacher to confirm Committee determinations
4. Chair of Committee to complete notification form to provide notification of Headteacher pay progression to payroll
5. Receive Headteacher recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from following 1 April

Minuting the meeting and reporting back to the full governing body

All meetings of the Governors' Pay Committee, must be clerked. However, the committee does not require verbatim minutes and brief notes of key points of discussion and decisions made are sufficient. In most cases, the Chair or another member of the Committee will act as clerk and notes will be agreed with Committee members as soon as practicable afterwards.

As the nature of the discussion concerns staff salary progression, such minutes must be clearly marked as confidential.

It is important to be aware that such minutes will be required, in the event of a pay appeal.

The Governors' Pay Committee are required, following each meeting, to confirm to the next full governing body that the Committee has met, to summarise the main points under discussion and the decisions taken. Such a report will be a summative overview.