

## Terms of Reference for the Governing Body's Pay and Performance Committee

Agreed at the meeting of the full governing board: Autumn Term 2020

Review date: Autumn Term 2021

Membership: Dr. Ed Bond (Foundation Governor)  
Sarah Smith (Foundation Governor)

The Head may not be a member of this committee – they will bring recommendations regarding pay progression for approval

Chair of Committee: Ed Bond

Clerk of Committee: Natalie Stanbury

Quorum: 3

### Delegation

As an accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees....or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made... (Governance Handbook, March 2019).

Governors and Associate Members serving on the Pay and Performance Committee will undertake appropriate training in order to fully understand their role.

### Levels of Delegation - Decision or Recommendation

D = **Decision** to be taken by the committee and recorded confidentially in Part 2

### Policies & Documents Delegated to this committee

None – the committee should have regard and be familiar with:

Policy/Document	D/R	Frequency	Term	Next Review	Statutory
Pay Policy					
School Improvement Plan					
Appraisal Policy					
NGA and Babcock Guidance regarding the Pay and Performance Committee					

### Duties which are delegated to this committee:

Our school vision is to embrace the spiritual, physical, intellectual, emotional and social development of all.  
We strive for educational excellence by supporting and developing the following values:

**Wisdom**

**Hope**

**Community**

**Dignity**

**Love**

<b>Duty</b>	<b>D/R</b>	<b>Timescales</b>	<b>Evidence</b>
To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified	<b>D</b>	Autumn Term	Pay and Performance meeting minutes (confidential)
To annually review the salaries of all staff	<b>D</b>	Autumn Term	Pay and Performance meeting minutes (confidential)
To approve teachers' salaries following recommendations from the headteacher on whether to award performance pay in line with the school's policy	<b>D</b>	Autumn Term	Pay and Performance meeting minutes (confidential)
To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly	<b>D</b>	Autumn Term Summer Term	Pay and Performance meeting minutes (confidential)
Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance	<b>D</b>	Autumn Term	Pay and Performance meeting minutes (confidential)
To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher's appraisal	<b>D</b>	Autumn Term by the 31 <sup>st</sup> December	Pay and Performance meeting minutes (confidential)
To undertake salary reviews at any other time the governing board directs that there is a need to do so	<b>D</b>	As required	Pay and Performance meeting minutes (confidential)
To inform the board of headline, anonymised approved salary decisions, to ensure inclusion in the budget.	<b>D</b>	By the Spring Term prior to budget agreement	Pay and Performance meeting minutes (confidential)