

HORSINGTON CHURCH SCHOOL

PAY COMMITTEE: TERMS OF REFERENCE

ROLES/RESPONSIBILITIES AND YEAR PLANNER

The committee will work in consultation with the headteacher and school's finance officer to provide guidance to the governing board on all staff pay related items. All meeting minutes will be confidential and carefully worded.

At the final meeting of the governing board in each academic year, the governing board should:

- Consider and confirm the committee's recommendations for its terms of reference, delegated powers and priorities for the academic year. The terms of reference should include the activities listed below, together with any additional items that the governing board may wish to include.
- Consider and confirm the membership of the committee, process for electing a chair, clerking arrangements and staff pay and appraisal delegation to the headteacher.
- The committee will comprise minimum of 3 governors one of whom must be the Chair of the Governing Board. The Headteacher may not be a member but can attend in an advisory capacity.

At the first meeting of the academic year the committee should:

- Elect a chair (if this has been delegated to the committee by the governing board)
- Agree work priorities.
- Determine a quorum for any meeting of the committee. In any event, the quorum must be not less than two governors who are members of the committee.

At a full governing board meeting:

- Dates are set for the meetings throughout the academic year.

DELEGATED TASKS	TERM
AUTUMN TERM	
Discuss staff objectives, ensuring they are related to the school development plan and will impact on school improvement	Autumn, post October 31 st
Ensure consistency of objective setting	Autumn, post October 31 st
Discuss with the headteacher the implications of CPD	Autumn, post October 31 st
Discuss with the headteacher where some issues are anticipated	Autumn, post October 31 st
Ensure pay implications for successfully met objectives are agreed and that they are accounted for in the budget	Autumn, post October 31 st
To review the previous year's appraisal objectives	Autumn, post October 31 st

DELEGATED TASKS	TERM
To review annually the salaries of all staff in line with the MAT Pay Policy	Autumn, post October 31 st
Report to the Governing Board on progress and implication.	Autumn, post October 31 st
Have due regard to the headteacher's performance management review	December
SPRING TERM	
Receive a verbal progress report from the headteacher against teacher objectives and discuss any issues.	Second half of spring term
Review headteacher's progress on his objectives.	Second half of spring term
SUMMER TERM	
Receive a progress report regarding achievement of staff objectives.	End of summer term
TERMLY	
Report to the governing board any decisions made in accordance with the powers delegated by the governing board.	Termly
ONGOING	
To have due regard to the Pay and Reward Policy and the Appraisal Procedure provided by the MAT, and to be aware of any changes made.	Ongoing
AS REQUIRED	
To consider all implications to the pay structure within the school arising from the Pay and Reward Policy.	As required
Respond appropriately to audit report recommendations.	As required

Disqualification from membership of the committee

Any individual employed to work at the school.

Terms of reference agreed: 13Nov2013.

Updated 10th May 2016