



WESTON VILLAGE PRIMARY SCHOOL

Terms of Reference

Pay Committee

- Membership:** The Pay Committee shall consist of at least three named members of the governing Body, appointed by the governing body, none of whom are paid to work at the school. This can include associate members who will have voting rights, but associate members will not contribute to the quorum of the meeting.
- Quorum:** Three governors, not including the headteacher. The headteacher will attend all meetings to advise, other than when his/her own pay is being discussed.
- Meetings:** Annually, as per the AMAT school teachers pay policy
- Chair:** Non-employee to be elected by the full governing body.
- Accountability:** The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.

Terms of reference:

The Pay Committee will have full powers to make decisions within the pay policy adopted by the governing body. All discussions relating to individual pay and/or determinations made by the pay committee must remain confidential. The pay committee's decisions will not be reported back to the full governing body until all rights to appeal against its decisions have been exhausted. The terms of reference are:

- To achieve the aims and objectives of the AMAT pay policy.
- To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the headteacher, or in the case of the headteacher by the headteacher's performance management panel.
- To observe all statutory and contractual obligations.
- To ensure that appropriate external advice is sought in relation to decisions made, eg the school's human resources advisers, governor support services.
- To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.