



St Vincent's Catholic Primary School

TERMS OF REFERENCE

Pay Committee

Last reviewed: September 2024

Membership

The Pay Committee shall consist of at least three named members of the Governing Body who are appointed by the Governing Body, none of whom are paid to work at the school.

Quorum

The quorum will be three Governors, not including the Head Teacher.

The Head Teacher will attend all meetings to advise, other than when his/her own pay is being discussed.

Delegated Responsibility

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.

- To achieve the aims of the Whole School Pay Policy in a fair and equal manner
- To apply the criteria set by the Whole School Pay Policy in determining the pay of each member of staff at the annual review
- To make decisions on expenditure following recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- To minute clearly the reasons for all decisions and report to the full Governing Body when it is appropriate
- 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 and only after any appeals procedures have been exhausted
- To work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers)

Appeals

- Appeals against the decisions of the Pay Committee will be managed in accordance with the appeals procedure within the Whole School Pay Policy
- Information will not be disclosed to the full Governing Body until after all deadlines for appeals have expired, to ensure governors are not tainted if the Pay Appeals Panel is required.