



# Terms of Reference for Pay Review Committee 2024



## **Terms of Reference for Pay Committee**

The Pay Committee is authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole academy pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

### **Committee Membership**

The Pay Committee will consist of at least 2 governors, elected by the governing body.

The Pay Committee will not include any member of staff employed by the governing body at the school.

The quorum for this committee is 2 governors.

### **Committee Remit**

The Pay Committee will have full delegated powers from the governing body to take all decisions relating to pay in accordance with the approved academy pay policy.

Specifically this will include:

- Ensuring that the school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- Reviewing the pay policy and making recommendations to the full governing body for amendment where necessary.
- Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- Ensuring that the policy is applied equitably and consistently for all staff
- Ensuring that pay decisions are fair and equitable, link with the School Appraisal policy and take account of the recommendations of the Headteacher and where appropriate other members of the leadership team.
- In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- Recommend the annual pay budget, including pay progression to the governing body.
- Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Head Teacher
- Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- Ensure annual pay statements are issued to all staff in accordance with the schools pay policy
- Provide an annual report to the full governing body summarising pay decisions and issues arising