



Four Lanes Federation



Pay Committee

Terms of Reference

V1: reviewed and approved 23rd November 2023

Membership & Quorum

- The committee shall comprise a minimum of three governors
- Any paid employees of the federation who are also governors are unable to be members of the Pay Committee
- The Executive Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed
- Pay recommendations will be received by the Committee from the EHT
- Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to hear a pay appeal
- The quorum for the Governors' Pay Committee is three members, who must be able to vote
- All meetings of the Pay Committee will be minuted
- The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for members of staff.

Delegated powers and purpose of Committee.

The Governors' Pay Committee will:

- Annually determine salary progression for eligible teaching staff, following recommendation by the EHT
- Annually determine salary progression for the EHT, where eligible, following recommendation by the Headteacher Performance Management Committee
- Deal with any request from a governor or the federation leadership teams to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate
- Receive a summary report from the EHT on support staff pay determinations
- Nominate one of its members to undertake the annual audit of performance management
- Recommend to the full governing body that a detailed audit of performance management is undertaken at an appropriate point in the respective school's Ofsted cycle and agree governors to undertake the audit

Calendar of Business

Autumn term (Meeting 1)

- Elect chair of committee
- Confirm meeting dates
- Review membership and plan to fill any vacancies
- Make determinations in respect of the audit of performance management and pay for the academic year, nominating a member to undertake the annual audit if applicable
- Receive EHT recommendations for teachers' pay progression decisions, normally by 31 October
- Make determinations on teachers' salary progression, backdated to 1 September

- Request that salary statements are issued to teaching staff to confirm Committee determinations
- Receive HTPM committee recommendation for EHT progression, where applicable, normally by 31 December
- Make determinations on EHT salary progression, backdated to 1 September
- Request that a salary statement is issued to the EHT to confirm Committee determinations
- Chair of Committee to complete notification form to provide notification of EHT pay progression to payroll

Spring (Meeting 2)

- Receive EHT recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from following 1 April