

# **ST BARTHOLOMEW'S SCHOOL**

## **TERMS OF REFERENCE: PAY COMMITTEE**

**Reviewed by the Co-ordinating Committee, Autumn 2010**

**Approved by Full Governing Body, Autumn 2010**

**To be reviewed annually**

### **Membership**

Four governors; to include the Chair of Governors, the Vice Chair and the Independent Review Officer. In addition, independent advice will be provided by the attendance of the School Improvement Partner and Human Resources advisor, as appropriate.

### **Quorum**

Two Governors (excluding the Chair of Governors), typically to include the Vice Chair and Independent Review Officer.

### **Voting**

Members of Committee

### **Meetings**

- Meetings will be held, at least, once a term.
- To be in accordance with the Instrument of Government.

### **Areas of Responsibility**

- 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 observe all statutory and regulatory requirements.
- To ensure all contractual obligations are met;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body;
- To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- To carry out the appraisal of the head; review and approve the appraisals for the Leadership Team
- To appoint and work with the School Improvement Partner;
- To work with the head in ensuring that the governing body complies with the Appraisal Regulations.
- Maintain an overview of total remuneration options, including pension provision, for employees as a recruitment/retention/motivation tool.
- Performance Management/Training (overview of effectiveness, processes/ organisation rests with Learning Resources Committee).

- Recruitment/Retention (related to Headteacher, Deputy Headteachers, Finance Manager)
  - To ensure that there is a succession plan which enables the school to sustain effective Leadership Team/Finance Manager performance, making recommendations to the full governing body as required.
  - To review and recommend appropriate training and development activities in respect of the above.  
To initiate and share with the full governing body procedures for the appointment of Headteacher, Deputy Headteachers and Finance Manager.

**Reporting**

The committee shall report to Co-ordinating and Finance each term. Minutes, with the exception of confidential matters, will be distributed to all governors within the term.

**Review**

The Terms of Reference will be reviewed annually.

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Signed by Chairman

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Date