



Morelands Primary School

*With Resourced Provisions for Development & Assessment
And Speech, Language & Communication*

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Pay Committee

Terms of Reference 2020/2021

Membership and Quorum

1. The committee shall comprise a minimum of three Governors.
2. Any paid employees of the school who are also governors are unable to be members of the Pay Committee.
3. The Headteacher may attend in an advisory capacity and will withdraw when their own salary is being discussed.
4. Pay recommendations will be received by the Committee from the Headteacher and other performance management reviewers in the school.
5. Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
6. The quorum for the Governors' Pay Committee is three members.
7. All meetings of the Governors' Pay Committee will be minuted.

Delegated powers and purpose of Committee

The Governors Pay Committee will:

1. Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher and/or other performance management reviewers.
2. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee.
3. Deal with any request from a governor or the school leadership team 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.
4. Receive a summary report from the Headteacher on support staff pay determinations for ratification in Spring Term each year.
5. Undertake the annual audit of performance management and recommend it to the Full Governing Body in the second half of Spring Term.

Calendar of Business

Summer term 2	<ol style="list-style-type: none">1. Confirm meeting dates (if not already established at the last committee).2. Review membership and plan to fill any vacancies (if not undertaken at full governing body).
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Autumn term 1	<ol style="list-style-type: none"> 1. Receive Headteacher and performance management reviewer recommendations for teachers' pay progression decisions. 2. Make determination on teachers' salary progression, backdated to 1st September. 3. Request that salary statements are issued to teaching staff to confirm Committee determinations. <hr/> <ol style="list-style-type: none"> 4. Receive Headteacher and Performance Management Committee recommendation for Headteacher pay progression. 5. Make determination on Headteacher salary progression, backdated to 1st September. 6. Request that a salary statement is issued to the Headteacher to confirm Committee determinations. 7. Chair of committee to complete notification form to provide notification of Headteacher pay progression to payroll.
Spring term 2	<ol style="list-style-type: none"> 1. Receive Headteacher and Performance Management reviewer recommendation for support staff pay progression decisions and make determinations on support staff salary progression to take effect from following 1st April OR receive Headteacher report on support staff pay progression decisions for review. 2. Conclude audits of performance management for the preceding performance cycle. 3. Make determinations in respect of the audit of performance management and Pay for the following academic year.