



# Khalsa

VA Primary School

## Terms of Reference Pay Committee

Committee responsible for this document – Pay committee	
Document to be approved by the Full Governing Board	
Last reviewed by the Pay committee	11/10/2022
Approved by the Full Governing Board	22/11/2022
Due for Review	November 2023

# Khalsa VA Primary School

## Terms of Reference – Pay Committee

### **General Considerations**

1. The committee shall not be open to the public
2. The Pay Committee is a sub-committee of the Resources Committee.
3. The membership and terms of reference of the committee shall be reviewed annually and confirmed by the Governing Board.

### **Membership**

The membership of the committee shall comprise a minimum of four Governors (including the Head Teacher in an advisory capacity).

Staff Governors will not be eligible to sit on the Pay Committee.

For the Academic Year 2022 - 2023 the Membership shall comprise:

- The Chair of Governors – Mr R S Sidhu
- Councillor P Driscoll
- Mrs P Sahota
- The Headteacher\* – Ms P Sehmi

### **Quorum**

A quorum shall be four Governors including the Headteacher\* or their designated deputy.

### **Meetings**

The Pay Committee will meet at least once a year in the Autumn Term, more frequently if necessary.

Minutes will be taken by the elected clerk of the committee and will be submitted to the Pay Committee members no later than 2 weeks after the date of the meeting.

### **Objectives**

The committee will have full delegated powers to take decisions on the pay of staff within the pay policy determined by the Governing Board.

In relation to pay matters, the committee's terms of reference will be as follows:

- To achieve the aims/objectives of the school's pay policy in a fair and equal manner.
- To apply the criteria set by the pay policy in determining the pay of each member of staff at the annual review
- To observe all contractual and statutory obligations
- To make recommendations to the Governing Board about budgetary requirements for pay.
- To take account of the budget position when taking decisions on pay
- To minute clearly the reasons for all decisions
- To keep abreast of any developments that may affect the pay policy and to make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff.

- To work with the Headteacher to ensure that the Governing Board complies with the latest appraisal regulations (teachers).

Additionally the Pay Committee will be responsible for any other Personnel related matters e.g. Job Scales, Honorariums etc.

Decisions on pay are to be communicated, in writing, to each individual by the Headteacher on behalf of the Pay committee. In the case of the Headteacher, the Chair of Governors will communicate, in writing, to the Headteacher, any decision affecting their pay.

The Governing Board will not receive a written report from the Pay Committee however the Chair of the Pay Committee may give a verbal update in the confidential section of the agenda if appropriate.

\*In an advisory capacity.