**Terms of Reference – Pay Committee**

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

### Establishment of the pay policy

The Full Governing Body is responsible for formal approval of the policy.

### Monitoring and review of the policy

The Full Governing Body is responsible for considering an annual report on the outcomes and impact of the pay policy.

### Application of the policy

The headteacher is responsible for:

* ensuring that pay recommendations for the associate and assistant head teacher(s) and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy;
* ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
* advising the Pay Committee on its decisions; and
* ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

* taking decisions regarding the pay of the associate and assistant head teacher(s) and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the head teacher;
* taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher’s performance review;
* submitting reports of these decisions to the relevant body; and
* ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee in respect of the head teacher’s pay and of the right of appeal;
* ensuring that the pay and grading of support staff is within the agreed framework of grades determined through the Job Evaluation scheme;
* carrying out an annual review of the use of recruitment and retention payments for teachers and support staff.

The Full Governing Body is responsible for:

* establishing an appeals process to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.