

Holbeach Primary School Governing Board
Pay Committee Terms of Reference
Purpose: The Pay Committee is responsible for the review of specific pay arrangements, policies and pay progression for all staff within the School.
Membership: At least three named members of the Governing Board, none of whom shall be employees. The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.
Quorum: The quorum of the Pay Committee will be no fewer than three governors, excluding the Headteacher or the Assistant Headteacher (in the Headteacher's absence).
Clerking: The Governing Board's clerk will clerk this committee. In the event that this is not possible, a suitable alternative will be arranged.
Meetings: The Pay Committee will meet at a minimum of once per school year in the Autumn Term (or otherwise, as required). • The committee will receive sufficient detailed reports from the school and any external sources to enable the undertaking of its strategic role with regards to planning, monitoring and evaluation. • The report of the Pay Committee will be placed in the confidential section of the Governing Board's minutes.
Responsibilities: • 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 annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher, backdated to 1 September. • To annually determine salary progression for the Head teacher, where eligible, following recommendation by the Headteacher Performance Management Panel, backdated to 1 September. • To adopt and keep under review the pay policy for the school. • To adopt and keep under review staff appraisal policies including the criteria for pay progression. • To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified. • To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Board. • To ensure that new and existing Pay Committee members undertake Governor Services Training on personnel matters within schools and safer recruitment training as required.

Review Arrangements:

These Terms of Reference will be reviewed and approved by the Governing Board each year.

Date Approved:**24.09.26****Approved by Chair:****S Farnley****Next review date:****Autumn 2027**