



PAY COMMITTEE REMIT 2022-2023

How often meetings will be held: As required

Membership: See below

Quorum: See below

Minute taker: To be nominated by the committee

Review: To be reviewed annually

Delegation of Function

The governing board shall establish a Pay Committee to set the pay policy for the school and to implement the approved pay policy in respect of the pay for all teaching staff

Membership

The Pay Committee shall consist of at least three named members of the governing board, none of whom shall be employees or Associate Members. Appeals will be heard by the Pay Appeals Committee; members cannot take part in both committees. Governing boards may agree to support another governing board with the appeals process, but this must be agreed and minuted at a full governing board meeting of each school

The Headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the governing board/Finance or Resources Committee on current and future pay levels;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full governing board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.



PAY APPEALS COMMITTEE REMIT 2022-2023

Delegation of Function

The governing board shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

The meeting of the Staff Pay Appeals Committee should be minuted.

The meeting should be held within 20 working days upon receipt of an appeal as stated in the Pay Policy.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Board, none of whom shall be employed by the school or Associate Members or members of the Pay Committee.

The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three Governors

Terms of Reference

To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

**Adopted by the governing board of Freshfield Nursery School on
22.11.22**