

## **Pay Committee Terms of Reference**

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| <b>Members</b>                  | The members of the committee will be appointed by the Full Governing Body annually at the first meeting of the school year (normally October), or as required. Normally, three governors will be appointed and will not include any employees of the School.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Clerk:</b>                   | The clerk to the committee will take minutes of the meetings, submit a draft to the committee chair for correction prior to circulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Chair:</b>                   | <p>The Chair of the committee is appointed by the Full Governing Body annually or as required.</p> <p>In the absence of the Chair, the remaining members present shall elect one of the members to chair the meeting.</p> <p>The role of the Chair is to:</p> <ul style="list-style-type: none"><li>• Manage the agenda</li><li>• Keep the meeting to time</li><li>• Ensure that all views are heard and manage the debates</li><li>• Allocate the actions arising from the meeting</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Review Frequency:</b>        | Terms of Reference to be reviewed annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Expected Duration:</b>       | Scheduled meetings will normally last for a maximum of 2 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Frequency of Meetings:</b>   | The committee will meet as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Meeting Dates and Venue:</b> | Campion Academy or another venue to be agreed by the chairperson. Projected meeting dates are normally set by FGB in July for the following school year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Purpose:</b>                 | <p>To be responsible for decisions on pay for Campion School employees.</p> <p>The purpose of the committee is :</p> <ul style="list-style-type: none"><li>• To monitor and evaluate the application of pay policies for teaching and non-teaching staff.</li><li>• To determine at any time it sees fit the pay and allowances of school teachers and non-teaching staff in accordance with the School Teachers' Pay and Conditions Document and the scheme for non-teaching employees, including the effective dates for such payments.</li><li>• To receive recommendations from the headteacher and agree the pay of all members of staff, excluding the headteacher, in line with legal requirements</li><li>• To receive a report from the appointed governors of the head teacher's annual review and to decide on their recommendations regarding the head teacher's pay progression.</li></ul> |
| <b>Agenda Topics:</b>           | <p>The meeting agenda will cover the following topics:</p> <ul style="list-style-type: none"><li>• Declarations of Interest</li><li>• Apologies for absence</li><li>• Approval of the Minutes of Previous Meeting</li><li>• Matters Arising</li><li>• Staff pay</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Notice of Meetings:</b>      | <p>A schedule of meetings will normally be set by the Full Governing Body at the end of the Summer Term for the following school year.</p> <p>Notice of each meeting, confirming the venue, time and date together with an agenda of items and all papers to be discussed, shall be forwarded to each Member of the Committee, not less than seven working days prior to the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>Minutes of Meetings:</b>                       | <p>The Clerk to the Pay Committee shall minute the proceedings and resolutions of all the meetings of the Committee, including recording the names of those in attendance.</p> <p>Minutes of the meeting will be initially reviewed by the chair.</p> <p>Minutes of the meeting shall be approved at the following meeting as a true and correct record and signed by the Chair of the Pay Committee.</p> <p>Minutes or draft minutes of each meeting shall be presented to the next possible Full Governing Body meeting.</p> |
| <b>Delegated Authority and policies:</b>          | <p>The committee will review the following policies according to the review schedule with delegated authority to approve them on behalf of the governing body:</p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Sanction Levels and Approval Documentation</b> | <p>Pay Policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Individual governor responsibilities</b>       | <p>The following individual responsible governors report to this committee:<br/>Appointed governors for Headteacher's review.</p>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Quorum:</b>                                    | <p>Must include at least 3 governors</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Voting</b>                                     | <p>Voting will be by simple majority. In the case of a tie, the Chair of the Pay Committee has the casting vote.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |