

Mercia Primary Academy Trust

TERMS OF REFERENCE

PAY REVIEW COMMITTEE

Purpose

This committee is established to review the pay of teaching staff, awarding performance related pay as appropriate and advise them of the outcome accordingly, in accordance with the school's procedure

Membership

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

The Headteacher in an advisory capacity (except when discussing the Headteacher's pay).

Disqualification

Members of staff at the school.

Parent governors.

Restrictions on persons taking part in proceedings

Any governor where there may be a pecuniary interest or conflict of interest

Election of chair

Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff at the school cannot be a chair of a committee.

Clerk

The governing body may appoint a clerk to this committee. It may be the same person who clerks the governing body or a different person.

Quorum

The quorum for this committee shall be three governors.

Delegated Powers

Full delegated powers for decisions were granted to this committee by the governing body on 7th October 2015

Meetings

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the pay review committee should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information, once any appeal process has been carried out.

Terms of Reference

- To review the whole school pay policy as appropriate.
- To formally acknowledge and make decisions on the Headteacher’s recommendations in relation to teachers performance related pay, in accordance with the STPCD and the Schools Pay policy on an annual basis
- To keep up to date with relevant developments and any legal changes and to advise the governing body when the schools pay policy needs to be revised;
- To advise teachers accordingly of the outcome; including the right to appeal against the committee decisions.
- To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received;
- To seek professional advice as necessary;
- To attend relevant training as appropriate.

Date reviewed and adopted:.....

Signed:

Mercia Primary Academy Trust

Version	Date Approved	Changes	Reasons for Alterations
	Oct 19	No Changes	