

**Pay & Performance Committee
(including Headteacher Pay & Performance)**

The Committee will consist of 3 governors who are also responsible for undertaking the Headteacher Performance Management Review.

The Chair of this committee will be identified by the FGB and serve a 2 year term, subject to review by the FGB.

Members of this Committee may not be members of the Appeals Panel.

The quorum for this committee is 2 governors.

The Committee may invite other governors, associates or advisers to attend as it finds necessary.

**Meetings
in relation to the Pay & Performance of Staff **other than the Headteacher****

The Committee will meet at least once a year in the Autumn term and otherwise as required.

The Agenda will be agreed by the Chair of the Committee with advice from the clerk and headteacher and with reference to TOR and sent to committee members at least seven days before the meeting with relevant papers.

The meetings will be minuted and governor activity logs should reflect the attendance and activity of that meeting. The minutes will be available to all governors within 2 weeks of the meeting taking place. This will then be reviewed (oral or written) at the next full governing body meeting.

The Committee shall keep a record of all meetings. A summary report, highlighting key issues (oral or written) will be an agenda item on the following Full Governing Body agenda.

**TERMS OF REFERENCE
in relation to the Meetings of the Pay & Performance of Staff **other than the Headteacher****

To accept full delegated responsibilities for the discharge of the following duties:

- To review and monitor any policy, statement or procedure delegated to this committee by the Full Governing Body.
- To consider the headteacher's pay recommendations for all teaching staff.
- To fairly apply the criteria related to discretionary areas of pay, as identified within Pay Policy.
- To determine salary at the time of the annual review for all staff.
- To review job descriptions annually and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines.
- To ensure that statutory and contractual requirements are applied to all staff groups.
- To ensure that adequate records of decisions are kept.

In addition:

- Following notification to the Full Governing Body, decisions of the Pay Committee will be notified in writing to the member of staff *concerned and to the Local Authority.
- Committee members are required to treat information about each individual's earnings as confidential.
- These responsibilities are to be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.
- Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written

statement will be given after any review and where applicable it will give information about the basis on which it was made.

*If a member of staff has a query about his/her salary, he/she should in the first place seek to resolve the matter informally with the head teacher. If the matter remains unresolved the Pay Appeal Procedure can, if necessary, be followed requiring an Appeals Panel meeting to be called.

Performance Management Meetings of the Headteacher

The Committee will meet at least twice a year:

- In the Autumn Term, to review and set Performance Management Objectives, and
- Once at the beginning of the Summer Term for an Interim report on the objectives.
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The Committee will invite an independent adviser to the meeting in the Autumn Term.

The Committee will keep a confidential record of all meetings.

TERMS OF REFERENCE for the Performance Management of the Headteacher

To accept full delegated responsibilities for the discharge of the following duties:

- To carry out the Headteacher's Annual Performance Review as laid down in current legislation and in the School's Performance Management Policy
- To review the Headteacher's performance over the previous academic year and to set and agree performance objectives for the forthcoming year
- To report the outcomes of the Annual Performance Review to the committee with responsibility for taking decisions on pay.
- To review and monitor any policy, statement or procedure delegated to this committee by the Full Governing Body.

In addition:

- Following notification to the Full Governing Body, decisions of the Pay Committee will be notified in writing to the Headteacher *and to the Local Authority.
- Committee members are required to treat information about the Headteacher's individual's earnings as confidential.
- These responsibilities are to be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.
- Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable it will give information about the basis on which it was made.

* If the Headteacher has a query about his/her salary, he/she should in the first place seek to resolve the matter informally with the Chair of the Pay and Performance Committee. If the matter remains unresolved the Pay Appeal Procedure can, if necessary, be followed which would require an Appeals Panel meeting to be called.