

**Kings Avenue Primary School
Terms of Reference**

Pay Committee
(taken from the Lambeth Pay Policy)

1. Authority

- 1.1 The Governing Body will determine the annual pay budget on the recommendations of the Pay Committee.
- 1.2 The Governing Body has delegated its pay powers to the Pay Committee

2. Membership

- 2.1 The Pay Committee will comprise at least three governors.

3. Quorum

- 3.1 No fewer than 3 governors excluding the Headteacher.

4. Conduct of Meeting

- 4.1 Any person employed to work at the school, other than the Head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration.
- 4.2 The Head Teacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay.
- 4.3 A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
- 4.4 The Pay Committee will be attended by the Head in an advisory capacity. Where the Pay Committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Head Teacher's pay, that person will withdraw at the same time as the Head. Where the external adviser is invited to attend and offer advice on the determination of the Head Teacher's pay, that person will withdraw at the same time as the external adviser.

5. Terms of Reference

- 5.1 The purpose of the committee is:
 - 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 observe all statutory and contractual obligations;
 - to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
 - to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
 - to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;

- to work with the Head in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

6. Meetings

6.1 The committee will meet at least once a year and where possible form part of the Resources Committee meeting or be held immediately afterwards.

7. Reporting requirements

7.1 The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

27 September 2021

Approved _____

Signed: _____
Chair of Committee

Dated: _____