



## **Terms of Reference – Pay Committee**

Policy written – September 2020

To be reviewed – September 2021

## **THE ACORN FEDERATION**

### **TERMS OF REFERENCE: PAY COMMITTEE**

#### **Composition**

The Committee shall consist of no fewer than 3 Governors, plus the Headteacher or their chosen representative.

The Committee shall appoint such co-opted non-voting members as it deems necessary. Any Governor expressing an interest is welcome to join the Committee.

The Committee must have a Chair who is either appointed by the Full Governing Body or elected by the members of the Committee. The Governing Body may remove the Chair of the Committee from office at any time.

#### **Eligibility**

Any person employed to work at either of the Schools or employed by the federation, other than as the Headteacher, is not eligible to serve on the Pay Committee. The Headteacher must withdraw when the Committee is considering the pay of the Headteacher, or their representative, but may make representations on this matter in the same way as other staff.

#### **Quorum**

The quorum shall be 3 Governors, not including the Headteacher. The Committee shall not meet without the Headteacher or their chosen representative being present.

#### **Function**

The function of the Pay Committee may either be undertaken by a specific Committee or included in the functions of more wide-ranging Resources Committee. The Pay Committee has delegated powers from the Full Governing Body.

#### **Meetings**

The Committee shall meet at least 3 times a year and otherwise as required.

#### **Terms of Reference**

1. To carry out the teachers' annual pay review in accordance with the schedule determined in the Federation's pay policy.
2. To determine, following receipt of the Headteacher's recommendations, the performance pay progression of teachers and to hear any representations they may wish to make concerning those determinations.
3. To undertake the Headteacher's annual pay review following reporting of the outcome of the Headteacher's performance management review by the appointed Governors.
4. To enable the Chair of Governors to communicate in writing to the Headteacher any decision on their pay, in accordance with the Federation's Teacher's Pay and Conditions document and the Federation's pay policy.
5. To consider any request for a re-grading from members of the support staff and to hear any representations they may wish to make.
6. To make recommendations to the Full Governing Body for review of the staffing structure and salaries of posts.
7. To make recommendations to the Full Governing Body for review of the performance management and pay policies of the Federation.