

# KENNEL LANE SCHOOL

## Terms of Reference Pay Committee

1. **Purpose:** The purpose of the Pay Committee is to ensure that all arrangements relating to Staff Pay at Kennel Lane School are effectively managed in line with statutory requirements, locally agreed arrangements and our commitment to ensuring the professional development and well-being of our employees.
2. **Membership:** The Committee will consist of three Governors (other than staff members including the Headteacher) and will be appointed annually at the Annual Planning Meeting. The Headteacher or nominated representative will attend all meetings in an advisory capacity. Non-Governor members do not count towards the quorum of the Committee.
3. **Quorum:** The quorum shall consist of three Governors, two of whom should be designated members of the committee.
4. **Meetings:** The Committee shall meet as appropriate and will ensure that its meetings coincide with the annual cycle of appraisal and pay determination in line with statutory requirements.

Two weeks notice shall be given of any meeting with the Agenda being issued one week in advance.

5. **Delegated Authority:** The Committee is authorised by the Full Governing Body to consider and decide all matters within the Kennel Lane School Pay Policy including making arrangements for any appeals that may arise.
6. **Responsibilities:** The Committee will:
  1. Receive the recommendations of the Headteacher on pay progression for each member of staff, consider these recommendations and determine them
  2. Ensure that each member of staff is provided with a written statement confirming salary with effect from 1 September each year
  3. Ensure that appropriate arrangements are put in place to form a Pay Appeal Committee should this be necessary
  4. Determine other matters as set out in the Pay Policy as and when necessary
8. **Input:** The Committee will be provided with appropriate and sufficient information to undertake the tasks set out above by the Headteacher.
9. **Reporting:** The Committee will report to the FGB following each of its meetings. The reports will be appropriate to the level of confidentiality required.
10. **Revision:** These Terms of Reference will be reviewed and agreed or amended annually, usually at the September Planning meeting of the Full Governing Body.

**Date agreed by the Governing Body: 16/09/2020**