



THE GOVERNING BODY OF THE EMMBROOK SCHOOL

PAY COMMITTEE TERMS OF REFERENCE

Function: The Governing Body delegates to the Pay Committee its pay powers in accordance with the terms of the Pay Policy approved by the Governing Body on 5 December 2017.

Accordingly, the Committee has responsibility and authority to:

- Achieve the aims of the whole school pay policy in a fair and equal manner;
- Apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- Observe all statutory and contractual obligations;
- Minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- 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;
- Keep abreast of relevant developments and advise the Governing Body when the School's pay policy needs to be revised; and
- Work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

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.

Membership: Members of the Committee shall be such members of the Teaching, Learning and Staffing Committee and the Governing Body as determined from time to time by the Teaching, Learning and Staffing Committee.

No member of the Governing Body who is employed to work in the School shall be eligible for membership of the Committee.

Quorum: The quorum shall be 3 governors.

Meetings: Meetings will be held as required from time to time.

Any person employed to work at the School, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the School, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his or her ability to act impartially.



The Pay Committee will be attended by the Headteacher in an advisory capacity.

Where the Pay Committee has invited either a representative of the Local Authority or an external adviser to attend and offer advice on the determination of the Headteacher's pay, that person will withdraw at the same time as the Headteacher while the Committee reaches its decision.

Any member of the Committee required to withdraw will do so.

Approval: These Terms of Reference were approved by the Governing Body on 5 December 2017.