

Terms of Reference for the Pay and Performance Committee of the Governing Board of West Hill Primary School

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| Membership: | Ashley Pocock Clare Doble Jeremy Stone Lee Jordan |
| The Head Teacher is not a member but will bring recommendations to the committee | |
| Associate Members: | 0 |
| Quorum | 3 |
| Chair of Committee: | Ashley Pocock |
| Clerk of Committee: | Bec Davey |
| Meeting dates for Academic year 2018/19 | 12 th November 2018 27 th March 2019 Subsequent meetings to be arranged as required, related to the Staff Appraisal schedule and the HT Appraisal |
| Agreed at meeting of Full Governing Board: 23 rd January 2019 | |
| Date of review: September 2019 | |
| These terms of reference are reviewed annually by the Governing Board and when there are any changes to the Board membership. | |

Agreed terms of Reference

- To adopt and keep under review staff appraisal policies including the criteria for pay progression.

- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
- To annually review the salaries of all staff.
- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy.
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
- Following recommendations from the head-teacher, to make decisions in respect of pay increases of any member of staff in a leadership role not covered by teacher appraisal and ensure decisions on pay are linked to performance.
- To review the head teacher's salary annually, and to have regard to any recommendation from the governors who have conducted the head teacher's appraisal.
- To undertake salary reviews at any other time the governing board directs that there is a need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- To inform the governing board of approved salary decisions, to ensure inclusion in the budget.