

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

Membership:	Jeremy Stone Lee Jordan Ian Guy Lucy Samson
The Head Teacher is not a member but will bring recommendations to the committee	
Associate Members:	0
Quorum	3
Chair of Committee:	
Clerk of Committee:	Bec Davey
Meeting dates for Academic year 2018/19	18 th November 2019 25 th March 2020 Subsequent meetings to be arranged as required, related to the Staff Appraisal schedule and the HT Appraisal
Agreed at meeting of Full Governing Board: 2 nd October 2019 (Lucy Samson added 5 th February 2020)	
Date of review: Autumn 2020	
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.