

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

Membership: Jeremy Stone

Lee Jordan

A minimum of three governors who should not include:

Ian Guy

Lucy Samson

- The headteacher (who will bring recommendations to the committee)
- Staff governors
- Any other governors who work at the school
- Associate members

Quorum: 3

Chair of Committee: To be agreed at the first meeting

Clerk of Committee: Bec Davey

Agreed at meeting of full governing board **4<sup>th</sup> November 2020**

Date of review\*: **Autumn 2021**

\*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership

---

## Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full Board. (A model is available, contact [hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk) )
- 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 headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance
- To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher'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 board of approved salary decisions, to ensure inclusion in the budget.

