

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

Membership:	Lee Jordan Ian Guy Lucy Samson
A minimum of three governors who should not include:	
	<ul style="list-style-type: none"><li>• The headteacher (who will bring recommendations to the committee)</li><li>• Staff governors</li><li>• Any other governors who work at the school</li><li>• Associate members</li></ul>
Quorum:	3
Chair of Committee:	To be agreed at the first meeting
Clerk of Committee:	Bec Davey

Agreed at meeting of full governing board **29<sup>th</sup> September 2021**  
Date of review\*: **Autumn 2022**

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

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## 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.