



## **PAY COMMITTEE TERMS OF REFERENCE 2024-25**

**The Pay Committee determines all matters relating to staff remuneration at St Peter's Catholic School ("the School").**

### **MEMBERSHIP**

The Pay Committee will consist of at least three members of the Governing Body, none of whom will be employees of the School. The Headteacher will attend meetings of the Pay Committee in an advisory capacity and will withdraw when their own pay is being discussed.

The Committee will elect a Chair each year, at the first meeting of the academic year.

### **MEETINGS**

The committee will meet at least twice a year. Minutes and records of discussions will be kept confidential.

### **GENERAL TERMS OF REFERENCE OF THE PAY COMMITTEE**

**The Pay Committee will:**

- Determine annual salary progression for eligible teaching staff, following consideration of recommendations by the Headteacher;
- Determine annual salary progression for the Headteacher, following consideration of recommendations by the Appraisal Panel;
- Receive and consider a summary report from the Headteacher covering pay determinations for support staff;
- Deal with any request from a Governor or the School's senior leadership team (SLT) to review leadership pay ranges, and report any recommendations back to the Full Governing Body;
- Receive and consider reports from the School detailing current staff numbers and staffing structure;
- Where appropriate, make recommendations to the Full Governing Body regarding changes to the staffing structure.
- Policies as detailed in Schedule 1 of these TOR will be reviewed and either recommended for approval to FGB or approved at committee according to the matrix of policies delegated by FGB.

### **SCHEDULE 1**

Pay Policy approval on an annual basis

Governor Allowances Policy to be established and reviewed every three years.

<b>Quorum</b>	3
<b>Approved by the governing board</b>	10 July 2024
<b>Next review date</b>	September 2025