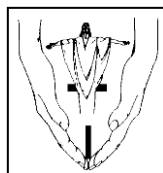


THE DIOCESE OF BRENTWOOD



HOLY CROSS CATHOLIC PRIMARY ACADEMY

Tracyes Road · Southern Way · Harlow · Essex · CM18 6JJ

Tel: 01279 424452 · Fax: 01279 421168

Email: admin@holycross-pri.essex.sch.uk

Head Teacher: Mrs A Kerrell

PAY COMMITTEE TERMS OF REFERENCE November 2022

Delegation of Function

The Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Membership

The Staff Pay Committee shall consist of at least two Foundation members of the Governing Body, none of whom shall be employees or Associate Members.

The headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Two Governors plus the Head Teacher

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;

- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

PAY APPEALS COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate members or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Two Governors plus the Head Teacher

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

Annual Review

These Terms of Reference will be reviewed annually and confirmed by the Governing Body in the Autumn Term

These Terms of Reference were approved by the Governing Body on 22/11/2022

Chair of Governors

Date: 22/11/2022

Chair of Committee

Date: 22/11/2022