

Terms of Reference for the Pay & Performance Committee of the Governing Body of The FORT Federation

Membership:

Three governors who should not include:

- The headteacher (who will bring recommendations to the committee)
- Staff governors
- Any other governors who work at the school
- Associate members
- Jo Stuart
- Lucy Williams
- Tony Treen
- Elaine Anning (added 30 Nov 2016)

Quorum: 3

Chair of Committee:

Clerk of Committee: Mrs Sarah Woolfries

Agreed at meeting of full governing body: 14th September 2016 & updated 30 November 2016

Signed by the Chair Of the Governing Body

Date of review **September 2017**

Agreed Terms of Reference

- To adopt and keep under review the pay policy for the school. (A model is available, contact 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 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 body 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 body of approved salary decisions, to ensure inclusion in the budget.