

**All Saints C of England Primary School,  
Newton Heath**

**PAY COMMITTEE**

**CHAIR: Revd. A. Wickens**

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**Purpose of committee**

The Pay Committee is a sub-committee of the Finance Committee and will have full delegated powers to take decisions on the pay of staff within the pay policy determined by the Governing Body. It will meet at least once a year in the Autumn Term, but also meet as necessary.

Terms of reference in relation to pay matters

- To achieve the aims/objectives of the school's Pay Policy in a fair and equitable manner.
- To annually review, and update the Pay Policy as required.
- To apply the criteria set by the Pay Policy in determining the pay of each member of staff at their annual review.
- To ensure that the school operates within the Financial Regulations of the County Council and observes all contractual and statutory obligations.
- To make recommendations to the Governing Body about budgetary requirements for pay.
- To take account of the budget position when taking decisions on pay.
- To minute accurately the reasons for all decisions.
- To be aware of any developments that may affect the Pay Policy and to make arrangements for an annual review of the Policy, including regard for any changes in legislation, or changes to the conditions or terms of employment of any member of staff.
- To be responsible for any other Personnel matters related to pay scales for teaching staff.
- The Headteacher will be responsible for informing individual members of staff, in writing, any decisions on pay on behalf of the Pay Committee. In the case of the Headteacher, the Chair of the Governing Body will inform the Headteacher, in writing, any decision affecting their pay.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- The Chair of the Pay Committee may give a verbal update on pay increases in the confidential section of the agenda of the Governing Body, but will not give a written report to that Committee.

**Membership**

No fewer members than four governors, including the Headteacher and three non-teaching staff. The Chair of the Committee to be elected by those governors at the first meeting in each new school year.

**Quorum**

Three governors including the Headteacher or their designated deputy.

Adopted at the Governing Body at its meeting on.....

Policy last reviewed by the Pay Committee on.....

Policy due for review on.....

Signed.....(Chair)