**Appendix F**

**Governors Pay Appraisal Committee**

**Terms of Reference**

*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 Chair of the Governing Body, minimum of three other Governors (other than Teacher Governors and normally including the Chair of Resources) and the Headteacher

*Chair*

The Chair of Governors.

*Clerk*

HR Manager

*Quorum*

Three Governors (excluding the Headteacher).

*Frequency of Meetings*

One meeting by 31st October in the Autumn Term to ratify and determine pay progression decisions for teaching staff and one by 1st April for support staff. Further meeting by 31st December to determine any UPS application decisions. And to meet otherwise as necessary.

*Minutes*

The minutes are to remain confidential with the Committee until any appeal hearings have been completed when they will be made available to any member of the Governing Body who wishes to see them. A report will be made to the Governing Body about decisions that are taken but will not be subject to debate to prevent prejudicing any subsequent appeal against a pay decision.

*Terms of Reference*

* To determine the Pay Policy for the School;
* To advise the Governing Body/Resources Committee on current and future pay level;
* To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group;
* To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, ensuring that the Headteacher’s proposals are supported by performance management evidence
* To determine annual pay progress for the leadership group by 31 October taking into account the recommendations of the Headteacher;
* To determine the application of national inflationary increases as required; and
* To receive and monitor data, and report to the full Governing Body.

**Appendix F Continued**

**Headteacher’s Appraisal Committee**

**Terms of Reference**

*Delegation of Function*

The Governing Body shall establish a Committee to assess the Headteacher’s Performance, set objectives and make decisions on any pay award above the national pay award applied in any given year for all teaching staff.

*Membership*

The Chair of the Governing Body, minimum of two other Governors (other than Teacher Governors and normally including the Chair of Resources)

*Chair*

The Chair of Governors.

*Quorum*

Three Governors

*Frequency of Meetings*

One meeting a year, in the Autumn term.

*Minutes*

The minutes are to remain confidential to non-staff governors.

*Terms of Reference*

* To receive a report from an independent reviewer on the Headteacher’s performance against the objectives agreed for the year under review. The independent reviewer will have carried out interviews with a range of schools stakeholders to inform their assessment
* On the basis of that report and their knowledge of the Headteacher’s and the School’s performance from their governance of the School, to determine annual pay progress for the Headteacher by 31 December;
* To provide verbal feedback (to be followed by a written report) to the Headteacher on Governors’ assessment of their performance and their pay decision
* To discuss and agreed with the Headteacher their current year’s objectives