**Appendix F**

**Governors Pay and Headteacher’s 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 two other Governors (other than Teacher Governors and normally including the Chair of Resources) and the Headteacher (except when his or her salary is being discussed).

*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. 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/Finance 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, 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 by 31 December
* To determine annual pay progress for the leadership group by 31 October taking into account the recommendations of the Headteacher;
* To determine annual pay progress for the Headteacher by 31 December, taking account of the outcome of the Headteacher’s appraisal as informed by the independent annual review;
* To determine the application of national inflationary increases as required; and
* To receive and monitor data, and report to the full Governing Body, on the following, as required by Ofsted:
* the proportion of staff that progressed through thresholds over the last three years
* the proportion that did not progress through thresholds over the last three years
* a table showing for each salary point, the number of staff, points they have moved from, and the number that met their performance management objectives
* the correlation between pay progression, quality of teaching and outcomes for students.