William Austin Junior School

Terms of Reference for the Pay and Pay Appeals Committees

Adapted from NGA model procedures

Introduction

- The Pay committee and Pay Appeals committee will act on matters delegated by the full governing body.
- They will liaise and consult with other committees where necessary.
- They will consider safeguarding and equalities implications when undertaking all committee functions.

Pay Committee:

Membership

The Pay Committee will comprise 3 governors. The Headteacher will be in attendance. Employees may not join the Pay Committee.

Quorum

The quorum shall be 3 governors and the Headteacher.

Meetings

- The Pay Committee will meet annually.
- The Committee meetings will not be open to the public but the Performance Pay Progression document shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- The Performance Pay Progression document from the model pay policy will be presented to governors at the December Full Governing Board meeting.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Decisions regarding the pay of the deputy and assistant (s) head teachers, classroom teachers and support staff will be taken following consideration of the recommendations of the Head Teacher
- Decisions regarding the pay of the Head Teacher will be taken following consideration of the recommendations of the governors responsible for the Head Teacher's appraisal
- The pay committee will ensure that the Head Teacher is informed of the decision of the Pay Committee and of the right of appeal.

The Pay Committee will:

- Establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- Use the LA model Pay Policy for all categories of staff.
- Be responsible for the administration and review of the Pay Policy.
- Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- Ensure that sufficient funds are allocated for staff pay increments through the work of the Finance Committee

Application of the policy

The Head Teacher is responsible for

1. Ensuring that pay recommendations for the deputy and assistant (s) head teachers, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy

2. Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme where appropriate
3. Advising the Pay Committee on its decisions
4. Ensuring that staff are informed of the outcome of decisions of the Pay Committee and the right of appeal

Pay Appeals Committee:

- This committee will determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.
- The Pay Appeals Committee will meet when an appeal is made against the decision 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 he/she will attend for the purposes of making his/her case).
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Membership
The Pay Appeals Committee will comprise of at least 3 named governors, none of whom shall be employees or members of the Pay Committee.

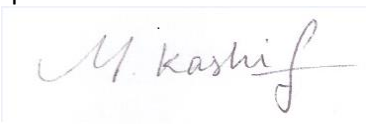
Quorum
The quorum shall be 3 governors.

Meetings

These Terms of Reference will be monitored and reviewed by the Full Governing Body on an annual basis.

Policy updated: September 2026

This policy was ratified by the Governing body on: 16th September 2026

Signed on behalf of the Governing Body:  (signature)

M. Kashif - Chair of Governors (printed)