

Terms of Reference for the Leadership & Teachers Pay Committee of the Governing Board of St. Martin's CE Primary & Nursery School

<p>Membership:</p> <p>Three governors who should not include:</p> <ul style="list-style-type: none"> • The headteacher (who will bring recommendations to the committee) • Staff governors • Any other governors who work at the school • Associate members 	<p>John Clements Craig Jamieson</p>
<p>Quorum:</p>	<p>3</p>
<p>Chair of Committee:</p>	<p>TBC</p>
<p>Clerk of Committee:</p>	<p>Jacqueline Brooks</p>
<p>Meeting dates for 2018-19</p>	<p>21st November 2018 13th March 2019 19th June 2019</p>
<p>Review Term</p>	<p>Annual</p>

Agreed at meeting of Full Governing Board: **10th October 2016**

Reviewed: 13th October 2014, 19th October 2015, 18th July 2016, membership amended October 2016, membership amended 27th March 2017, 13th September 2017, 17th September 2018, membership amended 7th May 2019

*These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership

Agreed Terms of Reference

- 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 Board 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 Board of approved salary decisions, to ensure inclusion in the budget.
- To monitor and review performance of all teaching staff on a termly basis.
- To monitor and review performance of the Headteacher on a termly basis via reports from members of the Headteacher Appraisal Committee.