

BECONTREE PAY COMMITTEE

TERMS OF REFERENCE



Membership

- 1) The Pay Committee will comprise all non-staff governors (including the Chair, Vice-Chair and any Co-Chair of Governors) and the Headteacher, namely:

Mrs Karen Brissett, Cllr Jane Jones, Ms Hannah Hamid, Miss Loren Feeley, Ms Amila Sarwar Mr Richard Puttnam, Ms Cori Louis, Mrs H. Samatar, Mrs S. Iqbal and Mrs M. Ziane (Headteacher)

- 2) The Pay Committee may co-opt additional, non-voting members.
- 3) The Chairperson of the Pay Committee is Mr R Puttnam; when the Chairperson is absent, members of the Committee present will elect an acting Chairperson. The Chairperson must be a governor and must not be employed at the school.

Quorum

- 4) In order for business to proceed three governor members of the Pay Committee (excluding the Headteacher) need to be present.

Meetings

- 5) The Pay Committee shall meet as necessary, but not less than once per term.
- 6) An agenda will be circulated at least 5 days before the Pay Committee's meeting date.
- 7) Each meeting of the Pay Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Body before the Governors' next meeting. The authorised minute taker is Mrs P. Thornton, when the minute taker is absent then the members of the Committee will elect an authorised minute taker.
- 8) When discussing the Headteacher's pay, at least one member of the Headteacher's Appraisal Review Committee must be present. The Headteacher will be asked to leave the meeting during these discussions.

Responsibilities

- 9) The Governing Body delegates the following responsibilities to the Pay Committee:
 - a) all staff appraisals are treated with confidentiality. This means the Pay Committee is usually asked to approve recommendations with limited information.
 - b) to make decisions in accordance with the pay policy, on behalf of the Governing Body, and to report those decisions to the next meeting of the Governing Body in the confidential section of the agenda:
 - c) achieve the aims of the school pay policy in a fair and equal manner;

Ensuring the sound, proper and effective use of the financial resources of the school

- d) review the pay of employees as and when necessary during the school year, e.g. on appointment or promotion;
- e) determine a seven-point Individual School Range (ISR) for the Headteacher and to review the ISR when a new Headteacher is appointed or the group size of the school changes;
- f) determine, with the Headteacher, appropriate salary ranges for the Deputy Headteacher, Assistant Headteachers and Advanced Skills Teachers taking account of appropriate differentials;
- g) ensure that all classroom teachers receive an annual salary statement;
- h) conduct an annual salary review for the Headteacher, upon recommendation from the Headteacher's Appraisal Review Committee, effective from September 1st each year;
- i) agree, through the Headteacher, appropriate appraisal objectives for other members of the Leadership Group and Advanced Skills Teachers (when applicable);
- j) conduct an annual salary review for Deputy Headteachers, Assistants Headteachers and Advanced Skills Teachers;
- k) notify the Headteacher, Deputy Headteachers and Advanced Skills Teachers (when applicable) of the outcome of their salary review.
- l) to work with the Headteacher in ensuring that the governing body complies with the Appraisal Regulations.

Review

10) These Terms of Reference will be reviewed as required but at least annually.

Signed: _____ (Chair of Pay Committee)

Date:

Signed: _____ (Chair of Governors)

Date:

Last Review: September 2025