

Pay Review Committee Terms of Reference

Membership No more than 5 members

Disqualification Staff employed at the school.

The Headteacher should not be a member of the Committee although may attend to advise/present his/her case.

Quorum Minimum 3 Committee Members

Meetings

The committee shall meet as and when required but at least annually.

The Chairman is to be elected by the committee members at each meeting.

Terms of Reference

1. To review the school's Pay Policy with due regard to the current School Teachers' Pay and Conditions document and to make recommendations to the Board of Directors.
2. To review annually, in accordance with the school's Pay Policy, the levels of salary of all staff.
3. To minute the rationale for decisions and to report to a meeting of the full Board of Directors.
4. To review annually the job descriptions for all staff as appropriate and as recommended by the Headteachers.
5. To ensure that, within budget constraints, the pay policy meets the needs of recruitment, retention and development of staff and in relation to the Academy Strategic Plan.
6. The minutes of the Pay Committee are confidential and will not normally be circulated beyond the Pay Review Committee. In the event of an individual pay appeal, the Board will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

Signed..... Preb Robert North
Chair of Directors

Approved at BOD Meeting22/03/17....