

**Chowbent Primary School
Governing Board**

2024-2025 Terms of Reference
(Maintained School)

To be updated at the meeting on 12th November 2024

Pay Committee	
Members	The Committee shall comprise of a minimum of three Governors and the Headteacher Miss R Blakemore Mr J Randle (Headteacher) Mrs S Heapy Mrs H Dunsby-Hughes
Associate Members	The members have a vote
Quorum	The quorum for the committee shall be three Governors
Meetings	The Committee will meet once per year and more often if required.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Committee.
Clerk to the Committee	Mrs L Pembroke
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Minutes will be circulated to members of the Committee only.
Administrative Responsibilities	
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the Committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • Ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that Governors, particularly Committee members, receive appropriate training. • Send out sheets that the staff use to cross-reference the standard. 	

The Pay Committee will have delegated powers to consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.

The Pay Committee will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year.

The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document. Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original Pay Committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.

Decisions must be minuted but the minutes will only be circulated to members of the Pay Committee. Each member of staff will be given a written statement of the Pay Committees decision relating to his/her pay with effect from 1 September each year.