



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

Pay Committee - Terms of Reference

Purpose: The role and purpose of the Pay Committee is to ensure that pay and performance arrangements are implemented in line with the Trust's approved policies

Membership:

The current members are shown below along with their elected date as a Trustee:

- Glenn Garrett, Sept 2014
- Simon Dean, February 2018
- Dean Harrison, March 2018

The CFO / Headteacher should be present within Pay Committee meetings to provide information and be involved in relevant discussions.

Quorum: Three full members are required to be quorate

Meetings: The committee will meet at least once a year following receipt of pay recommendations from the Headteacher.

In all voting matters, where there is a tie, the Chair of the committee shall either exercise a casting vote or decide to refer to the matter to the Trust Board.

The Headteacher will withdraw during consideration of their pay.

The minutes of the Pay Committee are confidential and will not normally be circulated beyond the Pay Committee.

Meetings shall normally be held a minimum of once a year with a Chair being elected at the start of the pay committee meeting each year.

Policies and compliance:

- The committee are accountable for reviewing the schools pay and appraisal policies. Any changes made to these policies should be referred to the Full Trust Board approval. Note: proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Trust Board.

Monitoring: The committee will be responsible for:

- Ensuring that personnel and performance management frameworks are legally compliant and aligned with the school objectives.
- Considering appeals or complaints regarding personnel matters relating to performance

or pay.

- Undertaking the annual salary review and determining the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
- Reviewing and approving appraisals and pay recommendations for the Leadership Team.

Approved by the Trust Board: 13th Dec 2021

Next review date: Autumn 2022