



ST PETER'S SCHOOL

PAY COMMITTEE

TERMS OF REFERENCE 2018-2019

1. Constitution

The Committee shall consist of two or three Governors, at least one should be a Foundation Governor of the School, and the Head Teacher. The quorum for meetings shall be three, of whom one should normally be the Head Teacher. The Committee must elect a Chair (and Vice Chair at its discretion) annually at its first meeting each academic year. The current membership of the Committee is as shown at paragraph 2 below.

2. Membership for 2018 – 2019

- Ex-officio: Richard Dickinson (Chair of Governors), Robert Belcher (Chair of Finance Committee), David Todd (Head Teacher).
- Other members: Kieran Allen (Chair of Student Welfare and Catholicity)

3. Meetings for 2018 – 2019

There will normally be one per academic term to be arranged at the convenience and availability of members. An additional meeting will be held early in the Autumn Term to meet with the External Adviser who provides advice on the setting of performance objectives for the Head Teacher and supports in reviewing performance at the end of the review cycle.

Meetings will be held each term to conduct interim and final reviews of progress and achievement of the Head Teacher and Senior Leadership Team Objectives.

4. Responsibilities

Note that the role of this Committee is largely monitoring the Performance Management system in place.

	Action	When?
1	Agree the Head Teacher's Objectives and Performance Criteria and note the objectives of the Senior Leadership Team	Autumn Term
2	Review the Pay and Performance Management policies to ensure they conform to the Equal Opportunities and other relevant legislation. This review is annual, but will not preclude the Head Teacher from making recommendations at other times, when appropriate.	Autumn Term
3	Monitor progress towards the Head Teacher and Senior Leadership Team Objectives	On going at each meeting
4	Monitor the proportion of staff progressing to and through the upper pay spine	Annual
5	Undertake the appraisal of the Headteacher and Senior Leadership Team	Annual
6	Consideration of affordability	Autumn Term

5. Authorities

COMMITTEE

Implementing the recommended salary increases for the Head Teacher and Senior Staff at the beginning of each Autumn Term in line with the School's Pay Policy and other guidance.

CHAIR'S ACTION

Matters requiring decisions that cannot wait for the next scheduled meeting of this Committee, can be dealt with by 'Chair's Action'. Delegated authority will normally be recorded within meeting minutes. All such decisions are notified to the Committee at its next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

EMAIL APPROVAL:

Email distribution of information and approval of matters may take place provided that such distribution is undertaken by the Clerk to the Governing Body and that all responses are collated by said Clerk who will report the result to the Chair of this Committee.

ELECTRONIC PARTICIPATION

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Committee. All parties will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015

6. Proposed Agenda Items for 2018 – 2019

The agenda will routinely include:

- declarations of interest,
- current situation with regard to policy reviews,
- progress towards meeting of senior staff objectives,
- staff salary reviews,
- any other items proposed by the Chairman and/or Clerk.

Reviewed: January 2019

Ratified by Full Governing Body: 16 January 2019

Due for Review: July 2019