

Weston Favell CE Primary School
Pay Committee
Terms of Reference 2023-24



Overview

This committee is responsible for:

- Monitoring that the governing body discharges its duties in relation to performance management for teaching and support staff of Weston Favell CE Primary School.
- Monitoring the fair implementation of the WFPS Pay Policy and ensuring statutory responsibilities are fulfilled.

Membership

- Membership of the committee will be at least three governors not including the Headteacher.
- The Headteacher can attend the committee's meetings.
- The quorum is three governors.
- Appeals against decisions relating to staff pay awards will be heard by three governors who are not members of the committee (not the Headteacher).

Meetings

- The committee shall meet once in the Autumn Term and once in the Spring/Summer Term. Meetings should be planned to happen in line with the Governance Work Plan and pay cut-off dates.
- Minutes of committee meetings will be treated as confidential and will only be circulated to the members of the committee. This is in order not to compromise any possible appeals that may be submitted.

Functions of the Pay Committee

1. Monitor that the Weston Favell CE Primary School is discharging its duties in relation to the performance management cycle for all staff within school in line with WFPS Pay Policy and procedures.
2. Review performance management targets and evidence presented from staff.
3. Consider whether to approve the recommendations made by the Headteacher for staff.
4. Recommend to the full governing body the estimated total amount of funding for pay progression.
5. Record all decisions and report to the full governing body.

Agenda Items

	Regular items	As required
Ongoing	<ul style="list-style-type: none"> • Declaration of Interests • Training undertaken since the last meeting • Minutes and matters arising 	<ul style="list-style-type: none"> • Note appeals made by staff since the previous meeting

	Termly Items
Autumn	<ul style="list-style-type: none"> • Review performance management policy • Review performance management decisions and pay recommendations for teaching staff • Provide forecast to full governing body upon the successful meeting of targets by Headteacher and teaching staff • Review sample Performance Management targets and evidence presented for teaching staff
Spring/Summer	<ul style="list-style-type: none"> • Review performance management decisions and pay recommendations for support staff • Provide forecast to full governing body upon the successful meeting of targets by support staff • Review sample performance management targets and evidence presented for support staff

Approved by Full Governing Body on: 14 December 2023