

# Terms of Reference for the Leadership & Teachers Pay Committee of the Governing Board of St. Martin's CE Primary & Nursery School

Membership: Three governors who should not include:	Ruth Marsh Jennifer Elliott Brian Gravenor Lynette Bickers
<ul style="list-style-type: none"> <li>• The headteacher (who will bring recommendations to the committee)</li> <li>• Staff governors</li> <li>• Any other governors who work at the school</li> <li>• Associate members</li> </ul>	
Quorum:	3
Chair of Committee:	Brian Gravenor
Clerk of Committee:	Jacqueline Brooks
Meeting dates for 2022-23	11 <sup>th</sup> October 2023 6 <sup>th</sup> March 2024
Review Term	Annual

Agreed at meeting of Full Governing Board: **10<sup>th</sup> October 2016**

Reviewed: 13<sup>th</sup> October 2014, 19<sup>th</sup> October 2015, 18<sup>th</sup> July 2016, membership amended October 2016, membership amended 27<sup>th</sup> March 2017, 13<sup>th</sup> September 2017, 17<sup>th</sup> September 2018, membership amended 7<sup>th</sup> May 2019, 23<sup>rd</sup> September 2019, 21<sup>st</sup> September 2020, 18<sup>th</sup> October 2021, 19<sup>th</sup> September 2022, 18<sup>th</sup> September 2023

\*These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership

- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly
- Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure decisions on pay are linked to performance
- To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher's appraisal.
- To undertake salary reviews at any other time the Governing Board directs that there is a need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- To inform the Governing Board of approved salary decisions, to ensure inclusion in the budget.
- To monitor and review performance of all teaching staff on a termly basis.
- To monitor and review performance of the Headteacher on a termly basis via reports from members of the Headteacher Appraisal Committee.