



# **BLESSED HUGH FARINGDON HEAD TEACHER'S RENUMERATION COMMITTEE**

## **TERMS OF REFERENCE 2025 - 26**

The Head Teachers Remuneration Committee membership shall consist of three governors and one standby/appeal governor

**Purpose:** To consider the findings of the Headteachers Performance Management Review Committee and make a determination regarding performance related pay increases for the Head Teacher.

### **Chair:**

The Full Governing Body will elect one of the three Governor members as Chair of the Committee at the first meeting of the academic year

### **Quorum:**

'The quorum will be three governor members '

### **Reporting:**

The Head Teachers Remuneration committee will confirm it has carried out its duties to Full Governing Body.

### **Meetings:**

The Head Teachers Remuneration Committee will meet by the end of November each year to agree Head Teachers pay and at other times as necessary. The minutes shall be taken by the Clerk for the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

### **Review of Terms of Reference:**

The Terms of Reference of the Head Teacher Remuneration Committee shall be reviewed annually by the Full Governing Body

### **Responsibilities:**

- To ensure absolute confidentiality at all times, the committee agrees not to discuss or divulge privileged information pertaining to this committee.
- The governors who sit on the Head Teacher appraisal committee should all be free of any conflicts of interest that would make them less than objective. None should have any relationship to the headteacher that would influence their judgement.
- To ensure all documents pertaining to this committee are password protected and only shared within the committee
- To acknowledge, understand and discuss findings of the Head Teachers Performance Management Review Committee.
- To minute the rationale for decisions.

- To ensure that, they have fully considered the findings of the Head Teachers Performance Review Committee throughout the decision-making process regarding targets and confirmed each target is fully met, partially met or didn't meet.
- The Head Teachers Remuneration Committee will have delegated powers to make all determinations of pay in accordance with the Pay Policy for the Head Teacher alone.
- Advice will be sought where applicable and supporting evidence recorded for all decisions made.
- Chair will formally write to the Head Teacher with conclusion of committee, sending a copy to HR and Clerk to be held confidentially.
- Chair to share the outcome with the School Business Manager for future budget planning.