



BLESSED HUGH FARINGDON CATHOLIC SCHOOL

PAY COMMITTEE TERMS OF REFERENCE 2025 - 26

Membership: The Pay Committee membership shall consist of three governors, and the Head teacher'

Chair and Vice Chair: The Pay Committee will elect one of the three Governor members as Chair of the Committee and one Governor member as Vice Chair at its first meeting of the academic year, if not already appointed at the first Full Governing Body meeting of the academic year.

Quorum: The quorum will be three governor members and should also normally include the Head teacher'

Reporting: The Pay Committee will report its decisions to the Full Governing Body.

Meetings: The Pay Committee will meet in October/November each year to agree annual pay statements 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 Pay Committee shall be reviewed annually at the Pay committee meeting and thereafter by the Full Governing Body.

Training: Governors are expected to have completed the induction training for new governors as outlined in the new governor induction policy; and any sessions that are relevant to the responsibilities of the Committee.

Responsibilities

- To draft and review the school's Pay Policy with due regard to the current School Teachers' Pay and Conditions and to take into account any legal changes or charges to staffing structure which have an impact on discretionary pay decisions.
- To minute the rationale for decisions and to report to a meeting of the full governing body.
- To ensure that, within budget constraints, the pay policy meets the needs of recruitment, retention and development of staff and in relation to the School Development Plan.
- The Pay Committee will have delegated powers to make all determinations of pay in accordance with the Pay Policy for teaching and support staff. Advice will be sought where applicable and supporting evidence recorded for all decisions made.